



VACANCY ADVERT

DEPARTMENT OF HIGHER EDUCATION AND TRAINING

KING HINTSA TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING (TVET) COLLEGE

The department is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity: (race, gender and disability) in the Department through the filling of posts and a candidate whose appointment, transfer or promotion will promote representivity will receive preference.

APPLICATIONS: Please Forward Your Application, Quoting The Reference Number to: The Principal, King Hintsa TVET College, Private Bag X3018, Butterworth, 4960 Or Hand Deliver to: 218 Mthatha Road Ibika Township, Butterworth.

CLOSING DATE: 13 October 2017, applications received after the closing date or faxed applications will not be considered.

NOTE: Applications (except for Donor Member) must be submitted on forms Z83 obtainable from any public service department and must be accompanied by a comprehensive CV and certified copies of qualifications. The successful candidate will be subjected to a security clearance and verification of qualifications. **Correspondence will only be entered into with short-listed applicants. The College /department reserves the right to withdraw any of the advertised posts at any time depending on the need.** Enquiries: Mr MM Ndzame at 047 401 6400

Post: Council Secretary: SL10 per annum, Ref No: KHC2017/09-01

Salary Notch: R417 552 per annum

Centre: King Hintsa TVET College – Admin Centre

Requirements: LLB degree or any legal (related) qualification; National Diploma in Office Management; Minimum of 3 years' experience in a company or council secretarial function or similar role & function. A valid driver's license is a requirement.

Competencies: Good Listening and writing skills; Good Interpersonal relations and customer orientation; Organising and Planning skills; Basic Financial Management will be an added advantage; Attention to detail; Knowledge of the Further & Higher Education System; Professional, Discreet with Confidentiality; Assertive, good organiser with sound judgement and decision-making skills and Able to work under pressure.

Duties and Responsibilities: Managing logistics for the Council and its Committees; Managing the interface between the Council and College management, Stakeholders and the Council; Providing secretarial functions for the Council and its Committees; Providing advice and guidance on relevant policy gaps; Assisting with research and drafting of Charters, Terms of Reference, Policy documents on governance and legal matters; Ensuring corporate governance best practices are adopted by the College.

Enquiries: Ms Pumza Soyizwapi or HR Manager @0474016400

Post: Research Officer, SL 8 Ref No: KHC2017/09-02

Salary: R 281 418 per annum

Centre: King Hintsa TVET College

Requirements: Grade 12, Honours Degree with Research or related field plus three years' relevant experience. Computer literacy; Power point presentation; Presentation skills Data Collection analysis; Statistical computer software program; Quantitative data sets; Qualitative data research; Communications; Report writing and Project Management.

DUTIES: To provide comprehensive research and administrative support as required by the Senior Management. Assist with the development, implementation and evaluation of College projects including: Planning, review and analysis of data during the course of the project. Developing, implementing and evaluating key stakeholder/expert interviews. Interpreting data and drafting reports based on the above.

Ensure project resources are applied efficiently and effectively to achieve project objectives within established timeframes and project plans. Provide inputs in planning and development phase of new projects to ensure the project meets with client expectations. Assist with the management of the day to day operational and tactical aspects of all college projects. Communicating project activity to key stakeholders, ensuring that they are appropriately informed of progress and planned activity. Effectively minimise exposure to risk adhering to risk plans associated with designated tasks. Work with team members to identify project goals, research methods. Make research schedules to monitor the activities of research teams. Review gathered research and analyse various set of data. Interpret data and writing research reports, verify information. Able to collect and analyse data. Writing research specifications. Able to liaise with customers and external researchers and also able to write research articles and papers.

Enquiries: Ms Pumza Soyizwapi or HR Manager @0474016400

Admin Centre:

218 Mthatha Road, Private Bag X 3018, Butterworth, 4960

Tel: 047 401 6400, Fax: 047 401 6431

Email: info@kinghintsacollege.edu.za

www.kinghintsacollege.edu.za



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



VACANCY ADVERT

Post: Enrolled Nurse Grade 1-3 Ref No: KHC2017/9-04

Salary: R 226 083 per annum,
Centre King Hintsa TVET College.

Requirements: Basic qualification accredited with SANC in terms of Government Notice 425 (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with the SANC as a sub Professional Nurse. Service Record as proof of previous experience where applicable. Current registration with SANC. A valid driver's license.

Duties: Provide direction for the implementation of the nursing plan. (Clinical practice/ quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality of practice).

Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing, students/learners and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the College. Provide quality of nursing.

Enquiries: Ms Pumza Soyizwapi or HR Manager @ 0474016400

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