

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING
KING HINTSA TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING (TVET) COLLEGE**
The Department and the College 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** : 20 July 2018, applications received after the closing date.
- NOTE** : Applications must be submitted on form Z83 obtainable from any public service department and must be accompanied by a comprehensive CV and certified copies of qualifications. Emailed or faxed applications will not be considered. The successful candidate will be subjected to a security clearance and verification of qualifications. Interviewed candidates will be subjected to a competency assessment where necessary. Correspondence or communication 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.

OTHER POSTS

- POST 27/12** : **RESEARCH AND INNOVATION MANAGER REF NO: KHC 01-06/2018**
(College Council Post. 3 Year Fixed term Contract)
- SALARY** : R697 011 per annum (SL11)
- CENTRE** : Admin Centre – Butterworth
- REQUIREMENTS** : Grade 12, Honours Degree with Research or related field plus Five years' relevant experience/3 year qualification in Training & Development, Enterprise Development, Incubation Management, Entrepreneurship Management, Project Management or other relevant qualification. 5-10 years experience in enterprise development. Proven experience in an innovation and technology-driven industry or organisation. Experience in assessing viability and sustainability of small enterprises. In-depth understanding of SMME and incubation industry, Project Management experience. Advance computer literacy-MS Office and MS projects. Experience starting, owning, operating and managing a small business. Knowledge of agricultural & hospitality environment. Presentation skills; Data Collection analysis; Statistical computer software program; Quantitative data sets; Qualitative data research; Communications.
- DUTIES** : Plan , coordinate, organise and spearhead efforts to recruit and locate office technology and industrial users, ensuring appropriate equipment and materials available for successful operations related to these efforts. 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. Represent the Rapid incubator/Centre of Entrepreneurship to the public and outside, Technology or industrial growth efforts, documents efforts through the College reporting system. Ensure program compliance with applicable internal and external requirements. Coordinator the development, evaluation and implementation of the incubation /Centre of Entrepreneurship. Mobilises funds for the sustainability of the centre and the incubation programs. Liaise with the Universities, Colleges and other and other institutions to learn the best practices. Prepare and maintain a variety of records and reports related to assigned programs, including financial reports. Work with the College Principal to make recommendations to the Council and government officials on programs which support the development strategy for entrepreneurial growth. Conduct research to identify emerging needs, trends services related to recruitment of incubates and affiliate members or other assigned areas of responsibility. Develop and implement

marketing material to ensure exposure of the centre and program offerings. Perform other duties of a similar nature/level, encourage innovative thinking among staff and students. Ability to work within business community. 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 : Deputy Principal: Corporate Services at Tel No: 047 401 6400 or HR Manager

POST 27/13 : **FINANCE MANAGER REF NO: KHC 02-06/2018**
(College Council Post) 3 Year Fixed term Contract

SALARY : R697 011 per annum (SL11)
CENTRE : Admin Centre – Butterworth
REQUIREMENTS : Appropriate three (3) years degree/diploma or equivalent qualification in financial management or accounting. At least five (5) years' experience in the financial management and accounting environment, of which at least three years should be at supervisory level. Proven computer literacy, including advanced Microsoft Office suite (Word, Excel, PowerPoint and Outlook). Experience in the use of an appropriate financial system, e.g. ITS, Caseware (for reporting). A valid driver's licence will be an added advantage.

REQUIREMENTS : Competencies and Personal Attributes: Proven management skills and a track record in the implementation and management of strategic, operational and financial plans. Proven experience in the compilation of financial statements on Caseware. Ability to design and implement internal systems and controls to ensure sound financial management. Extensive knowledge of the applicable, financial management, regulatory and legislative framework, the Continuing Education and Training (CET) Act, Act No. 16 of 2006, as amended, the Public Finance Management Act (PFMA), Act No. 1 of 1999, as amended, Treasury Regulations, Financial Planning and Management accounting principles, methodologies and procedures as well as Public sector financial management reporting requirements. Proven report-writing and presentation skills. Relating and comparing data on operational effectiveness from different sources. Establishing goals and requirements that reflect College objectives and values, including the importance of continuous improvement. Managing staff and resources consistent with college goals, proactively negotiating and accessing resources outside ones immediate domain when necessary and Knowledge of GRAP.

DUTIES : Formulate and regularly review financial management policies. Formulate and regularly review financial management procedures. Manage the electronic financial system (ITS) to ensure security and optimal utilisation. Monitor the effectiveness of financial operations through the assessment of key financial performance indicators. Facilitate and coordinate the annual budgeting process. Compile monthly budget reports and provide them to the senior management team, unit managers and campus managers. Perform monthly budgetary and expenditure analysis. Coordinate, manage and monitor College cash flows and effect budget adjustments. Annually review College fees. Authorise and monitor employee salaries, deductions and allowances. Monitor monthly bank reconciliations. Authorise supplier and creditors payments. Compile annual financial statements for each financial year on Caseware. Co-ordinate internal and external audit. Compile and submit all reports, returns, notices and other information as may be required by the Principal and College Management, College Council, Regional Office, Department of Higher Education and Training, auditors and the Minister. Formulate job profile for all post within the Finance Unit. Conduct performance appraisals with Unit staff, arrange and monitor individual development. Manage and monitor the asset management unit, including review

of the monthly reconciliations and ensuring that the Fixed Asset Register is GRAP Compliant.

ENQUIRIES : Deputy Principal: Corporate Services at Tel No: 047 401 6400 or HR Manager

POST 27/14 : **EXAMINATION MANAGER REF NO: KHC 03-07/2018**
(Permanent)

SALARY : R444 693 per annum (SL10)
CENTRE : King Hintsa TVET College (Butterworth)
REQUIREMENTS : Grade 12 or Senior Certificate or equivalent qualification at NQF level 4. Appropriate N diploma/Degree in Education, Teacher qualification and SACE Registration. 5 years' experience in the relevant field at least 2 years supervisory experience.

DUTIES : In consultation with the Deputy Director: Academic Services: Manages the administering of examination and accreditation systems and services. Manages, implementation and monitoring of examination policies, guidelines and resolutions at each campus through the Campus Manager and Chief Examination Officer. Ensures and monitors the appointment of Chief invigilators at all Campuses through the Campus Managers. Ensures and manages the setting and printing of internal examination /assessment materials at all Campuses through the Campus Managers and Chief Examination Officer. Develops a policy to ensure adherence to the prescribed internal continuous assessment and examination practices and procedures in the College. Ensures the availability of all the relevant documentation, and adherence to processes and procedures required at all campuses to ensure that examinations will be conducted to meet with the requirements of Umalusi through the Chief Invigilators and Campus Managers. Ensures, through the Chief Invigilator, the processing of examination results and the provision of all the relevant statistical data and information reflecting the outcome of the performance.

ENQUIRIES : Mr MM Ndzame or MS P Soyizwapi at Tel No: 047 401 6400

POST 27/15 : **MANAGEMENT INFORMATION SYSTEMS OFFICER REF NO: KHC 04-06/2018**
(College Council Post)

SALARY : R299 709 per annum (SL08)
CENTRE : Admin Centre – Butterworth
REQUIREMENTS : National Diploma in Information Technology. TVET sector experience and a minimum of TWO years ITS experience will be added as an advantage.

DUTIES : To be the first point of contact (first line support) for resolving MIS queries using ITS and liaising directly with college staff. Assist in end user training and supporting documentation. To document processes and procedures as required. Assist with data updates and maintenance in line with funding body regulations and guidelines to ensure college compliance. Support data validation using SQL Server Business Intelligence Reporting Services. Monitoring & Reporting on student numbers funded and current. Assisting in the configuration and administration of: Timetable; Curriculum; and registers including periods, class, room, and staff activities. Support Database Developer in Centralised Integrated Report System (CIRS) report maintenance. Maintaining and amending student learning programmes through the Programme Change, Leavers, Progression, and Completion/achievement processes. Scheduling and reporting. Assisting with Exams administration including exam entry and amendment files, downloading / processing results and ensuring exams are run in accordance with DHET regulations. Administrative support to the MIS department. Enforcing college procedures. General administration duties. To undertake any other duties commensurate with the post.

ENQUIRIES : Mr MM Ndzame or Ms P Soyizwapi at Tel No: 047 401 6400

POST 27/16 : **SUPPLY CHAIN MANAGEMENT OFFICER REF NO: KHC 05-06/2018**
(College Council Post)

SALARY : R242 475 per annum (SL07)

<u>CENTRE REQUIREMENTS</u>	:	Admin Centre – Butterworth
	:	Grade 12 or Senior Certificate, Logistics/ Purchasing Diploma or equivalent qualification at NQF level 4 with 3 years' work experience in Supply Chain Management (Acquisition and Demand Management). Drivers licence will be added advantage. Knowledge and understanding of the PFMA, PPPFA, CIDB and its Regulations, Treasury Regulations and BBBEE ACT. Knowledge and understanding of Central Supplier Database Management. Competencies needed: Computer skills, communication (verbal and written) skills. Customer care, ability to work, under pressure, team worker and independently.
<u>DUTIES</u>	:	Administer bids/quotations invitations, conduct tender briefings, closing of bids, evaluation and adjudication of proposals. Placement of purchase orders and follow ups on delivery from suppliers. Publication of awards. Provide administrative support to managers in particular at bid committees. Provide Administrative support to source items as per Procurement Plan. Preparation of reports. Maintain a filing system for awarded contracts, capture all awarded contracts on a contract register and update bid register (tender register). Administer validity of bids and contracts periods and any other duties that may be assigned to you by your supervisor / manager.
<u>ENQUIRIES</u>	:	Mr MM Ndzame or Ms P Soyizwapi at Tel No: 047 401 6400
<u>POST 27/17</u>	:	<u>RISK MANAGEMENT OFFICER REF NO: KHC 06-06/2018</u> (College Council Post)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R242 475 per annum (SL07)
	:	Admin Centre – Butterworth
	:	A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) in Risk Management / Commerce / Internal Auditing coupled with 2 years' experience in Risk Management or Auditing environment. Registered as a member of a registered professional body (IRMSA/IIA) will be an added advantage. Knowledge and understanding of the Public Sector Risk Management Framework, PFMA, Treasury Regulations and COSO. Competencies needed: Computer skills, communication (verbal and written) skills, interpersonal skills, planning and organising, team worker and independently. A Valid Code B driver's licence.
<u>DUTIES</u>	:	Participate in the development and or review of the College risk management strategy: Assist in researching best-practice for review and inclusion in the Risk Management Framework. Conduct continuous organisational risk assessments and assist in development of mitigation strategies. Monitor the implementation of action plans to mitigate risk. Promote risk management culture in the College. Assist in the development and implementation of Ethics and Anti-corruption implementation plan. Monitor Ethics and anti-fraud and corruption implementation plan. Conduct Ethics, Anti-fraud and corruption awareness workshops for all Campuses. Assist in the scheduling and administrative arrangements for the Risk Management Committee. Take minutes of the Risk Management Committee meetings. Assist in any administrative function of the unit when necessary.
<u>ENQUIRIES</u>	:	Mr MM Ndzame or MS P Soyizwapi at Tel No: 047 401 6400
<u>POST 27/18</u>	:	<u>IT JUNIOR TECHNICIAN REF NO: KHC 07 -06/2018</u> (Permanent)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R196 407 per annum (SL6)
	:	Admin Centre – Butterworth
	:	Grade 12 /L4 (Matric), IT Qualifications Diploma/Certificate, at least 1 year experience.
<u>DUTIES</u>	:	Basic understanding of networking, experience in desktop support, diagnose and resolve unique, non-recurring problems associated with application software and operating systems; determine the source of problems and classify their level, priority and nature. Configure, deploy, maintain, troubleshoot and support computer workstations, laptops, printers, mobile devices, phones and other computer and telecommunications equipment. Install and support PC, laptop, tablet and mobile hardware and software. Create alternative methods of completing tasks, correcting user errors and system inconsistencies to improve the desktop team function. Maintain inventory of installed software, manage software

licensing and create policies and procedures for upgrades. Analyze and make recommendations for hardware and software standardization. Ensure desktop computers interconnect seamlessly with diverse systems including associated validation systems, file servers, email servers, computer conferencing systems, application servers and administrative systems. Document procedures, standards, best practices configurations, settings, installation sequences and back-out instructions

ENQUIRIES : Mr MM Ndzame or MS P Soyizwapi at Tel No: 047 401 6400

POST 27/19 : **CREDITORS CLERK REF NO: KHC 08-06/2018**
(Permanent)

SALARY : R163 563 per annum (SL 05)
CENTRE : Admin Centre – Butterworth
REQUIREMENTS : Grade 12 or Senior Certificate or equivalent qualification at NQF level 4. Appropriate National diploma and 2 to 3 years' experience in the relevant field, Knowledge and understanding of financial management and its Regulations, Treasury Regulations, GRAP and BBEEA. Competencies: Must have knowledge of accrual principle, Computer skills, and communication (verbal and written) skills. Customer care, ability to work in a team and independently, ability to work under pressure to meet deadlines, previous creditors experience advantageous, Drivers licence will be an added advantage.

DUTIES : Process invoices or expenses on ITS ensuring that expenses are captured accurately and are captured in the correct accounts and reconciling the suppliers statements to the transactions processed on ITS and applying payments and credit notes, checks creditors age analysis ensuring that the reconciling items do not exceed 60 days, ensure that supporting documents for reconciling items are verified and kept on file, ensure that creditors age analysis agrees to the general ledger, prepare a summary of unpaid accounts and ensure that expenses are accounted for in the correct period, prepare monthly accrual journals, ensure that payments are properly authorised, perform petty cash reconciliations on a monthly basis, ensure that open orders are followed, attend to client/supplier queries and complaints and general administrative duties.

ENQUIRIES : Mr MM Ndzame or MS P Soyizwapi at Tel No: 047 401 6400

POST 27/20 : **DEBTORS CLERK REF NO: KHC 09-06/2018**
(College Council Post)

SALARY : R163 563 per annum (SL 05)
CENTRE : Admin Centre – Butterworth
REQUIREMENTS : Grade 12 or Senior Certificate or equivalent qualification at NQF level 4. Appropriate N diploma and 2 to 3 years' experience in debt management/ collection. Knowledge and understanding of financial management and its Regulations, Treasury Regulations and BBEEA. Competencies needed: Good interpersonal skills with good communication skills, both verbal and written. Intermediate level of MS Office (Excel and Word) and time management skills (deadline driven). Customer care, ability to work in a team and independently. Drivers licence will be an added advantage.

DUTIES : Generate invoices correctly and accurately. Follow up on outstanding payments from customers and students. Capture deposits made by students for the payment of fees on ITS accurately. Capture deposits made by bursary funders for the payment of fees on ITS accurately. General administrative duties. Communicate and liase with Campuses, students and customers regarding invoices and respond timeously to queries. Provide statement of student accounts on request. Assist in providing information to timeously address queries raised by the Debt Collectors. Problem solving. Work as a team member within the department. Work under pressure (Time limitations) Eye for detail in every aspect of the job, accuracy of information is vital. Processing of debit and credit notes. Preparation of reconciliations in relation to the Debtors of the College. Credit and reconcile student accounts and any other duties that may be assigned to you by your supervisor / manager.

ENQUIRIES : Mr MM Ndzame at Tel No: 047 401 6400

POST 27/21 : **GENERAL ASSISTANT/CLEANER REF NO: KHC 10-06/2018 (X2 POSTS)**
(College Council Posts)

SALARY : R115 437 per annum (SL 03)
CENTRE : King Hintsa TVET College – Centane Campus
REQUIREMENTS : Standard 7 up to standard 10 qualifications is essential. Proven experience as General Assistant Cleaner (minimum of 1 year cleaning experience). Competencies: Good communicate skills. Must be able to communicate in English (read, write) Ability to prioritize workload and work under pressure without supervision. Willingness to undergo further training. Recommendations: Trustworthy, Hardworking and team player.

DUTIES : Undertake activities associate with maintaining cleanliness of designated areas and providing support during the relocation of office furniture/equipment with laid down instructions. Receive verbal instructions from the immediate supervisor on the work program and/or priorities related to specific departments and/or communication specific cleaning material requirement. Clean ablutions facilities, mopping floors and wiping ceramic surfaces, replacing toilet rolls, hand towels, etc. and checking and reporting defective items to the immediate supervisor for attention. Ensure that areas that are services are kept neat and tidy.

ENQUIRIES : Mr MM Ndzame or MS P Soyizwapi at Tel No: 047 401 6400