

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** : 11 August 2017, applications received after the closing date or faxed applications will not be considered.
- NOTE** : Applications 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. Interviewed candidates will be subjected to a competency assessment where necessary. 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.

OTHER POSTS

- POST 30/16** : **CAMPUS MANAGER 2 POSTS SL10 REF NO: KHC 2017/07-01**
- SALARY** : R417 552 per annum
- Centre** : King Hintsa TVET College - Teko Campus
King Hintsa TVET College - Msobomvu Campus
- REQUIREMENTS** : A recognized Bachelor's degree or Diploma in engineering and related field which must include appropriate training as an educator. A minimum of 7 years' experience in Education and/or TVET Colleges. 2-3 years supervisory/management level experience. A valid driver's License, SACE registration and Computer literacy. Knowledge and Skills: A sound knowledge of transformational issues within the TVET College Sector. Experience in managing people, projects, finance, labour relations, human resources management and development and good governance practices relevant to the TVET Sector. Sound knowledge and insight into the relevant pieces of legislation, policies and procedures governing the TVET Sector. Extensive management, administrative and organizational skills. Good communication skills (verbal and written). Decision making skills and problem solving skills.
- DUTIES** : Provide strategic leadership and management in the campus; Ensure co-ordination and alignment of the campus with the vision of the college and the TVET Colleges sector as a whole; Monitor the performance of the Campus against College, Regional and National targets; Provide effective Campus management and administration functions. Ensure compliance with College asset management policies. Manage and oversee the administration of NSFAS at the Campus; Ensure that students' hostels are efficiently run. Manage the implementation of all programmes offered at the Campus; Monitor and review the relevance of the programme qualification mix offered at the Campus; and but not limited to, ensure that a labour friendly environment exists in the Campus.
- ENQUIRIES** : Mr MM Ndzame Tel no: (047) 401 6400
- POST 30/17** : **OFFICE MANAGER: STRATEGIC PLANNING, MONITORING AND EVALUATION SL9 REF NO: KHC 2017/07-02**
- SALARY** : R334 545 per annum
- CENTRE** : King Hintsa TVET College – Admin Centre
- REQUIREMENTS** : Matric plus a Bachelor's Degree or National Diploma in Public Administration or equivalent qualification from a recognized institution of higher learning. A minimum of three years' experience in a public sector/ TVET College. Advanced Computer Literacy (MS Office Package). Excellent interpersonal and communication skills.

		Self-motivated, innovative and diligent person. Report writing an absolute necessity. Strong organizational, planning, analytical and problem solving skills. A valid Driver's License.
<u>DUTIES</u>	:	Facilitating the development of strategic plan, annual performance plan and operational plan for the College. Coordinate quarterly, mid – year and annual performance reports, and produce analysis performance report on planned targets. Maintaining the Performance Management recordkeeping system. Ensure compliance on submission of required reports to the DHET. Ensure the development and implementation of all strategic and operational plans, policies and procedures in line with legislation. Develop college quarterly and annual reports. Manage and coordinate operations and staff in the Principal's office. Coordination of stakeholder engagement. Prepare and manage the office of the Principal's budget and ensuring the effective and efficient functioning of the office within budgetary constraints. Facilitate and provide administrative support to the Principal and entire Senior Management with regard to all functions in the office of the Principal. Deal with high level and confidential correspondence on behalf of the Principal, that does not require a direct response from the Director General. Organise and prepare for media briefings and interviews for the Principal. Ensure compliance with the College policies and legislation. Monitor the implementation of management resolutions. Any other duties as may be assigned.
<u>ENQUIRIES</u>	:	Mr MM Ndzame Tel no: (047) 401 6400
<u>POST 30/18</u>	:	<u>ADMIN CLERK SL5 REF NO: KHC2017/07-03</u>
<u>SALARY</u>	:	R152 862 per annum
<u>CENTRE</u>	:	King Hintsa TVET College – Kobonqaba Satellite Campus
<u>REQUIREMENTS</u>	:	Grade 12/NC(V) Level 4 plus a 3-year diploma in Management Assistant, office management & Technology or Human Resources Management or any other relevant qualification, 2 to 3 years' experience in the relevant field, computer literacy. Drivers licence will be an added advantage.
<u>DUTIES</u>	:	Prepares source data for computer entry by compiling and sorting information; establishing entry priorities. Processes customer and account source documents by reviewing data for deficiencies; resolving discrepancies by using standard procedures or returning incomplete documents to the campus Manager for resolution. Maintains data entry requirements by following data program techniques and procedures. Verifies entered customer and account data by reviewing, correcting, deleting, or re-entering data; combining data from both systems when account information is incomplete; purging files to eliminate duplication of data. Tests customer and account system changes and upgrades by inputting new data; reviewing output. Secures information by completing data base backups. Maintains operations by following policies and procedures; reporting needed changes. Maintains customer confidence and protects operations by keeping information confidential. Contributes to team effort by accomplishing related results as needed. Manage filing system and any other duties as assigned by the manager.
<u>ENQUIRIES</u>	:	Mr MM Ndzame Tel no: (047) 401 6400