

**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.

NOTE: The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate, and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date.

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.

CLOSING DATE: 03 March 2023 @14:00, applications received after the closing date will not be considered. APPLICATIONS: Please hand deliver your Applications, Quoting the Reference Number to: King Hintsa TVET College, 218 Mthatha Road, Ibika, Butterworth, 4960.

POST DESCRIPTION: Office Manager **Ref: KHC/2023/02/GOV (Readvertisement – candidates previously applied are encouraged to reapply)**

NATURE OF POST: Permanent

SALARY: R 393 711 per annum SL9

CENTRE: King Hintsa TVET College

REQUIREMENTS: Grade 12 certificate or equivalent. A recognised three-year National Diploma/Degree in Public Management or equivalent qualification from a recognized institution of higher learning. Diploma in Monitoring & Evaluation or an advanced Monitoring & Evaluation Certificate NQF level 5. At least FIVE (5) years' relevant experience in strategic planning and public/ corporate administration environment. Must be in possession of the following skills: Proven computer skills, good leadership skills, excellent interpersonal and communication skills, report writing skills and strong organizational, planning, analytical and problem-solving skills. Knowledge of Public Service legislations and policies. Knowledge of PSET. Knowledge and understanding of the TVET/ CET Administration and the Higher Education sector. Understanding of corporate governance and Cost centre budgetary, expenditure and cash flow management. Knowledge of Employment Equity Act, Public Service Regulations and Public Service Act, Labour Relations Act and any other related legislation. Must have a valid driver's licence.

DUTIES: Render administrative/executive support services in the office of the principal. Provide secretariat support to College Council, Council Committees, Academic Board, Senior Management, and other approved committees. Provide strategic management, monitoring, and evaluation services. Records management. Management of all humans, financial and other resources of the unit. Ensure completion of performance agreements by all employees in the unit, Supervision of staff

Enquiries: Mr. MM Ndzame at **047 401 6400**