

WATERBERG TVET COLLEGE (LIMPOPO PROVINCE) INVITES QUALIFIED AND EXPERIENCED CANDIDATES TO APPLY FOR THE FOLLOWING POSTS TO BE FILLED ACCORDING TO THE CETC ACT NO.16 OF 2006 (AS AMENDED)



WATERBERG
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REF: WTVET 2022/22 - ASSISTANT DIRECTOR: EXAMINATION SERVICES (SL 10)

SALARY: R477 090.00 per annum plus benefits
SITE: Central Office (Mokopane)

Requirements: National Senior Certificate/Grade 12/ Standard 10 or NCV Level 4 * National Diploma/Degree/Equivalent qualification * A recognised Teachers qualification * Minimum of five (5) years lecturing experience * Three (3) – five (5) years' experience in the management of assessment and examinations * Valid SACE certificate. Credit bearing Assessor certificate * Credit-bearing Moderator certificate * Recommendation: Unendorsed valid driver's license * Proven computer literacy, including advanced Microsoft Office suite (Word, Excel, Power-Point and Outlook) * An extensive knowledge of the DHET Examination and Assessment Policies and revised ICASS guidelines * Excellent leadership and management skills and principles Contract management principles and practices * Basic budgeting principles and practices * Excellent verbal and written communication skills * Must be able to work under pressure and adapt to changes in the TVET sector * Computer literate on assessment & examination e-learning platforms.

Duties: Manage the college examination and assessments section * Standardisation of ICASS assessments throughout campuses * Coordinate collaboration groups on the setting of quality and standardised assessment tasks and the moderation thereof * Coordinate the Site-Based Assessments (SBA) as per DHET Policies and Guidelines * Manage the internal marking centres at campuses * Oversee the process of internal marking. Coordinate the marker and moderator applications to DHET * Ensuring the submissions of all term marks to MIS are done timeously * Verification of submitted college term marks on assessments and final resulting * Support the integrity of the implementation of ISAT at all campuses * Provide assessment and examination support to all campuses * Monitor all campuses on the implementation of examination related policies * Ensuring the state of examination readiness at all campuses * Manage the process of resolving pending results * Monitor and support distribution point managers * Oversee the implementation of DHET/College management plans concerning assessments and examinations * Be the liaising person between the college and DHET on all the examination and assessment related matters * Develop, review and implement the college examination related policies * Provide guidance and assistance to the graduation committee * Writing reports as and when required, inclusive of broad management and academic board reports.

REF: WTVET 2022/23 - ASSISTANT DIRECTOR: CURRICULUM DEVELOPMENT AND IMPLEMENTATION – OCCUPATIONAL PROGRAMMES (SL 10)

SALARY: R477 090.00 per annum plus benefits
SITE: Central Office (Mokopane)

Requirements: A recognised National Diploma (NQF 6) in Public Administration/ Project Management/Artisan Development or related qualification * Three (3) - five (5) years in Education/Teaching/Occupational Training environment in the PSET or related field * Knowledge of PSET and CET Act * Knowledge of Skills Development Act, Public Service Regulations and Public Service Act, Labour Relations Act. Knowledge of the Public TVET sector and its regulatory and legislative framework * Knowledge and understanding of the Higher Education sector * Planning and organizing, financial management, report writing, communication interpersonal and problem solving skills * Presentation and facilitation skills. Analytical * Client oriented * Project management * People management * Unendorsed valid driver's license * Extensive knowledge of academic assessment and moderation procedures * Technical skills associated with the tools and environment relating to occupational programme delivery * Knowledge of learnership and occupational programme protocols and procedures (QCTO & SETA-related) * Proven computer literacy, including advanced Microsoft Office suite (Word, Excel, Power-Point and Outlook)

Duties: Identify and manage appropriate learnerships and other occupational programmes including the appointment of contract project staff as required * Identify programme gaps, conduct feasibility assessments and introduce new, responsive programmes * Develop a responsive, flexible curriculum based on industry needs * Facilitate new programme decisions and manage the planning process. Implement and maintain programme quality systems and processes including assessment, moderation and performance records * Develop and manage occupational programme budgets and report on programme performance * Identify learner material, equipment and other resource requirements * Oversee the development of project plans, including milestones, resource requirements and timeframes * Compile the project budgets and manage all related expenditure * Track progress against targets and budgets * Report on learnership project progress and performance * Review the learnership policy and monitor compliance * Manage the registration of students and the signing of contracts. Establish and maintain records, registers and document management systems for students and facilitators * Manage the payments to facilitators and learnership delivery sites * Manage and oversee the performance and development of learnership facilitators. Identify facilitator skills and performance gaps and facilitate interventions * Ensure the implementation of best teaching practices across the programmes (e.g. lesson plans) * Report to the Academic Board * Coordinate meetings with all stakeholders, sponsors and clients to provide progress updates * Ensure compliance with partnership processes and guidelines * Manage and participate in key stakeholder interactions (SETA's, community forums, local business and local government) * Participate in SETA-related curriculum initiatives. Establish and maintain programme-related industry links to ensure programme relevance * Ensure facilitators/teaching staff interaction with industry applications, technologies and related job skill requirements * Establish and maintain a database of key related industries/professional bodies and access regular input from these

representatives * Identify partnerships regarding programmatic support (e.g. equipment, interns, site visits) * Address concerns and issues raised by project team members and stakeholders * Identify work environment simulation needs for each learnership and prepare a plan of specific requirements including resourcing options * Identify simulation options at the College (in collaboration with the Business Development Unit) * Implement systems to monitor the quality of workplace experience * Formulate job profiles for all posts within the Unit * Conduct meetings with internal staff, plan and assign work within the Unit * Manage the Unit's budget and cash flow * Compile the annual operational plan * Conduct performance appraisals with Unit staff and arrange and monitor individual development.

REF: WTVET 2022/24 - ASSISTANT DIRECTOR (FACILITIES AND RECORDS MANAGEMENT) (SL 9)

SALARY: R382 245.00 per annum plus benefits
SITE: Central Office (Mokopane)

Requirements: Recognised National Diploma (NQF 6)/Degree in Building Management/Safety Management/ Construction Management or related qualification * Three (3) - five (5) years' experience in Facilities Management, SHERQ and OHS environment * Knowledge of Public Service Act and Regulations, Occupational Health and Safety Act, Immovable Asset Management Act * Telephone Management systems, fire control system and facilities management system * Knowledge of Occupational Health Safety Act 85 of 1993 and related regulations.

Duties: Oversee maintenance of buildings and premises * Monitor and report on infrastructure development and maintenance as well as performance in accordance with the relevant Laws and Regulations * Manage the contractors and service providers' functions by ensuring that all deliverables are met within the reasonable and agreed timelines * Compile, implement and monitor maintenance plans regarding machinery, tools and equipment; Ensure compliance to SHERQ and OHS Act * Develop and implement policies related to SHERQ and occupational health and safety * Oversee fleet management * Develop and implement fleet management policies * Maintain physical security functions including key control, personnel, document and surveillance security * Development, review and monitor the implementation of security policy * Responsible for security and access control at facilities * Ensure adherence to contractors Service Level Agreements * Records Management * Prepare monthly, quarterly and annual reports for Management and Council * Manage human, financial and other resources of the unit.

REF: WTVET 2022/25 - ASSISTANT DIRECTOR: LABOUR RELATIONS (SL 9)

SALARY: R382 245.00 per annum plus benefits
SITE: Central Office (Mokopane)

Requirements: National Senior Certificate/Grade 12 /NCV Level 4. National Diploma/Degree(NQF 6) in Labour Relations/Human Resource Management/Labour Law * Minimum of five years relevant experience in Labour relations environment * Three (3) years' experience at supervisory level * Extensive experience and knowledge in PERSAL * Proven computer literacy, including advanced Microsoft Office suite (Word, Excel, Power-Point and Outlook) with PERSAL Introduction certificate * Knowledge of Labour Relations Act, Basic Conditions of Employment Act, Public service Act, Employment Equity Act, Public service regulations, Human resource Management Policies and Public Finance Management Act * Skills needed: Negotiating, verbal and written communication, presentation, interpretation of legislation/policies, problem solving, management and organising * Unendorsed valid driver's license is essential as travelling and extended working hours may be required.

Duties: Ensure effective and sound administration of Employment Relations * Process and finalise all misconduct cases. Coordinate and provide support in terms of representing the college in all disputes referred to the Commission for Conciliation * Mediation and Arbitration * Develop and manage the information and records of all activities in the Labour Relations unit * Coordinate and finalise all disciplinary case for the college * Finalise all grievances and complaints received from employees * Supervision of junior personnel in the unit * Write reports and submissions * Perform any other duties related to the post.

REF: WTVET 2022/26 - EDUCATION SPECIALIST (SAFETY IN SOCIETY) (PL 2)

SALARY: R353 979.00 per annum plus benefits
SITE: Business Studies Centre (Mahwelereng)

Requirements: Grade 12/NCV L4 plus Diploma/Degree (NQF 6) in Criminal/Policing/Law/Public Safety (Attach Academic record) * A professional Teachers Qualification * A minimum of three (3) years' experience of teaching in Safety in Society or Law enforcement environment. Experience in a TVET sector will be an added advantage. Must be qualified as an Assessor and Moderator * Registration with SACE. Knowledge of Report 191 and NCV Programmes * Proven computer literacy, including advanced Microsoft Office suite (Word, Excel, Power-Point and Outlook) * Excellent communication and presentation skills. Report writing skills and ability to work independently * Must be willing to travel and able to work under pressure * Unendorsed valid driver's license.

Duties: Teach NCV Level 2 - Level 4/Report 191 programmes * Oversee the curriculum unit at centre level * Liaise with curriculum coordinator and Centre Manager on all curriculum matters * Supervise ICASS and ISAT processes. Establish subject committees * Attend all workshops and training on curriculum issues * Provide all relevant academic statistics and information to curriculum coordinator and Centre Managers * See to it that all teaching and learning materials and equipment are ordered for academic programmes * Manage the curriculum budget in your unit.

REF: WTVET 2022/27 - LECTURER (MECHANICAL ENGINEERING (AUTOMOTIVE REPAIR AND MAINTENANCE) (PL 1)

SALARY: R214 908.00 per annum plus benefits
SITE: Engineering and Skills Training Centre (Lebowakgomo)

Requirements: Grade 12/NCV Level 4 plus Diploma/Degree (NQF 6) in Mechanical Engineering * Teacher's qualification * Trade test certificate in Auto-motive trade will be an added advantage * Registered with SACE * Proven computer literacy, including advanced Microsoft Office suite (Word, Excel, Power-Point and Outlook) * Unendorsed valid driver's license.

Duties: Not limited to: Undertake all teaching and learning functions related to Auto-motive Repair and maintenance in the National Certificate Vocational NCV Level 2 – Level 4 programmes and relevant subjects in Report 191(NATED)/Occupational Programmes* Perform relevant administrative duties and assist with extra-curricular activities.

REF: WTVET 2022/28 - SENIOR STUDENT SUPPORT SERVICES OFFICER (SL8)

SALARY: R321 543.00 per annum plus benefits
SITE: Central Office (Mokopane)

Requirements: Grade 12 / Matric / Level 4 Certificate * A Bachelor's Degree/Diploma (NQF 6) in Psychology / Bachelor of Arts in Social Work (Majoring in Psychology) or equivalent qualification in student support services * Three (3) - five (5) years' experience in Student support administration / Teaching and Learning environment or related field * Registered with SACSSP/HPCSA * Unendorsed valid driver's license * Competencies, Knowledge and Skills: Knowledge of PSET and CET Act * Knowledge and understanding of Student Support Services Manual * Knowledge and understanding of electoral processes and National Academic Support guidelines on student leadership governance policy for TVET Colleges * Knowledge of Teaching and Learning * Knowledge of career guidance and extra-curricular activities * Knowledge of Skills Development Act, Public Service Regulations and Public Service Act and Labour Relations Act * Understanding of the National Student Financial Aid Scheme and related legislation * Knowledge of the Public TVET sector and its regulatory and legislative framework * Knowledge of the Ethical regulatory and legislative framework * Knowledge and understanding of the Higher Education sector * Knowledge of Education Act * Knowledge of Disability Policies and Framework * Report Writing.

Duties: Ensure the provisioning of student support services and student placement assessment * Ensure the provisioning of student counselling (Career and Clinical) * Ensure the provisioning of career guidance and academic support for students * Ensure facilitation of student governance and student leadership development and exit support programme * Management of human, physical and financial resources * Ensure successful implementation of DHET and SSS Annual Plans * Provision of clinical supervision will be an added advantage * Undertake other duties assigned as by immediate supervisor * Provision of administrative support and comply with DHET and College Policies and Procedures.

REF: WTVET 2022/29 - SENIOR RISK AND FRAUD PREVENTION OFFICER (SL 8)

SALARY: R321 543.00 per annum plus benefits
SITE: Central Office (Mokopane)

Requirements: Recognised National Diploma/Degree (NQF 6) in Risk Management/Internal Audit or equivalent qualification * Two (2) - three (3) years' experience in Audit, Risk, Fraud, Ethics and Integrity Management or related field * Knowledge of the relevant prescripts, legislation and regulations * Knowledge and understanding of the Risk, Fraud, Ethics and Integrity Management environment * Skills: Planning and organising financial management, report writing, communication and interpersonal, problem solving, analytical, client oriented, project management, team leadership, people management * Values/attributes: Client service focus, integrity, committed, proactive, loyal * Proven computer literacy, including advanced Microsoft Office suite (Word, Excel, Power-Point and Outlook)

Duties: Ensuring overall supervision and facilitating the provision of risk management services * Ensuring overall supervision and facilitating the provision of fraud and anti-corruption services * Ensuring overall supervision and facilitating the provision of ethics and integrity management services * Ensuring overall supervision and facilitating risk, fraud, ethics and integrity management awareness and training * Supervising human, physical and financial resource

REF: WTVET 2022/30 - SENIOR IT TECHNICIAN (SL 8)

SALARY: R321 543.00 per annum plus benefits
SITE: Central Office (Mokopane)

Requirements: An appropriate recognized three (3) year National Diploma or Bachelor's Degree in Computer Science or Information Technology or equivalent qualification in IT * Three (3) years relevant experience in ICT enterprise environment. * A+, N+, CCNA or any networking certification will be an added advantage * Unendorsed valid driver's license * Knowledge of networking concepts; DNS, DHCP, TCP/IP, Routing; Messaging infrastructure; Desktop infrastructure support; Enterprise Antivirus support; VPN Technologies and concepts; Virtualization Technologies; Firewall technologies and principles * Desktop infrastructure support; Enterprise Antivirus support; VPN Technologies and concepts; Virtualisation Technologies; Firewall technologies and principles; Computer and network security principles; Server Operating Systems and ITIL.

Duties: Administer and monitor IT security and electronics access * Distribute and install LAN and WAN access to students and staff according to the College policy and needs * Set up,

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manage and maintain LAN, WAN, Email and internet & intranet connections to all four sites * Trouble shooting, resolving and documenting all ICT software and hardware maintenance * Distribute and install software and hardware for use by students and staff according to the College policy and needs * Maintain and monitor software and hardware systems * Report on redundant hardware and software * Advice on updating and upgrades * Keep up to date with the latest developments of hardware and software in education * Ensure secure access of the College internet and intranet connection * Ensure that the College website is continuously updated with current approved information * Network Maintenance, monitoring and administration of core network and server infrastructure and Services * Maintenance and monitoring of security environments (patch management, Antivirus, firewalls, Intrusion Prevention) * Maintaining virtual server infrastructure and services * Implement appropriate security measures to safeguard data and restrict access appropriately * Maintaining messaging and VOIP infrastructure services * Managing, monitoring and maintaining onsite and offsite backups * Maintain enterprise infrastructure monitoring and reporting technologies * Implementation and support of Server Operating systems.

REF: WTVET 2022/31 - IT TECHNICIAN (SL 7)

SALARY: R261 372.00 per annum plus benefits
SITE: Central Office (Mokopane)

Requirements: National Senior Certificate/Grade 12 /NCV Level 4 * National Diploma/Degree in Information Technology * Minimum of three (3) years relevant experience in IT Environment * Two (2) – three (3) years' experience in Computers and servers or at least MCSE 2000 qualification * Experience in hands-on hardware troubleshooting * Experience in equipment support * Unendorsed valid driver's license * Working technical knowledge of the latest operating systems, network protocols and standards * Thorough understanding of PC, network and hardware

Duties: Provide individual support and training upon request * Maintain and update inventory of software, hardware and resources * Building of PCs. Creating User accounts * Provide telephonic support * Ensure technology equipped with the latest hardware and software * Manage Anti-virus protection and software installation * Desktop and printer management * Install, configure new computers and other IT equipment * Perform any other duties related to the post.

REF: WTVET 2022/32 - PRACTITIONER: HUMAN RESOURCE DEVELOPMENT (SL 7)

SALARY: R261 372.00 per annum plus benefits
SITE: Central Office (Mokopane)

Requirements: Recognized National Diploma/Degree in Human Resource Management/ Development (NQF level 6) or relevant qualification, PERSAL Certificates * A Certificate in facilitation/ Assessor/ Moderator will be an added advantage * Two (2) – three (3) years' relevant experience in Human Resource development environment * Knowledge and understanding of the application of Public Service legislative framework (PSA, PFMA, PSR Skills Levey Act, SDA etc.) * Proven computer literacy, including advanced Microsoft Office suite (Word, Excel, Power-Point and Outlook) * Unendorsed valid driver's license.

Duties: Develop Training plan and co-ordinate training * Prepare and submit WSP/ATR. Manage and co-ordinate performance management * Prepare and submit employment equity * Knowledge and understanding of coordination and facilitation of training * Knowledge and understanding of application of Employment Equity Act * Knowledge and understanding of PMDS and IQMS * Coordination and of training * Knowledge and understanding of application of Employment Equity Act * Knowledge and understanding of PMDS and IQMS * Coordination and facilitation of training programmes.

REF: WTVET 2022/33 - CHIEF ADMINISTRATION CLERK: HR ADMIN (SL 7)

SALARY: R261 372.00 per annum plus benefits
SITE: Central Office (Mokopane)

Requirements: An appropriate three (3) years Recognized National Diploma/Degree in Human Resource Management/Development (NQF level 6) * Relevant PERSAL Certificates * 2-3 years' relevant experience in Human Resource Management / Administration environment * Extensive knowledge on PERSAL * System Good verbal and written communication skills, including presentation and report writing-skills * Recommendations: Understanding and utilisation of the PERSAL system * Knowledge and understating of the application of Public Service legislative framework (PSA, PFMA, PSR etc.) * Knowledge and understand of human resource prescripts and practice * Proven computer literacy, including advanced Microsoft Office suite (Word, Excel, Power-Point and Outlook) * Unendorsed valid driver's license

Duties: Render conditions of services and remuneration of employees (leave, housing, medical, injury on duty, long service recognition, overtime, relocation, pension, allowances, PILIR etc.) * Implement termination of services * Render Recruitment and Selection services in line with the Departmental policy and delegation (Advertisements, appointments, transfers, verification of qualifications, secretariat functions at interviews, absorptions, probation periods etc.) * Supervisor human resources / staff.

REF: WTVET 2022/34 - EMPLOYEE HEALTH AND WELLNESS OFFICER (SL 7)

SALARY: R261 372.00 per annum plus benefits
SITE: Central Office (Mokopane)

Requirements: Senior Certificate or equivalent * Appropriate Degree/ National Diploma(NQF6) in Psychology or BA Social Science, Social work, BA Psych, BA Behavioral sciences with Psychology as a major subject, with 2-3 years' experience working in EHP environment * Proven computer literacy, including advanced Microsoft Office suite (Word, Excel, Power-Point and Outlook) * Knowledge on employee Health and Wellness Integrated strategic Framework in the Public Service * Sound knowledge of all four EHW Pillars, an in – depth knowledge in conducting counselling, psycho – education, and trauma debriefing

* Understanding of all PILIR processes and COID Act * Interpersonal relations skills * Communication skills (Written, presentation, verbal and listening) * Analytical thinking, problem – solving and decision-making skills, presentation skills, strategic capability, change of management skills, report writing skills, client orientation, confidentiality, and code of ethics * Understanding of Public Service legislation, regulations, and policies * Unendorsed valid driver's license

Duties: Administer the Employee Health and Wellness Programme * Assist with planning, coordination, and implementation of all Health and Wellness interventions. Assist with the evaluation of the impact of employee health and wellness programmes * Provide advice and guidance to management and staff on EHW related matters * Ensure the monitoring and evaluation of the EHW, Benchmark EHW practices to ensure best practice in all EHW programmes for the College staff * Promote health awareness and the facilitation of health – related events, activities, and interventions (Wellness Day, HIV/AIDS etc.) * Conduct counselling, psycho – education and trauma – debriefing * Facilitate 40 and monitor the implementation of any required recommendations made by the service providers * Ability to unpack and analyse the implementation of incapacity leave and the management of sick leave trends, compiling submission on ill-health Retirement for the employees * Managing wellness centre, providing first–Aid to employees and management administration of Injury on duty * Active case management, effective record management.

REF: WTVET 2022/35-38 - SECRETARY TO THE DEPUTY PRINCIPAL (SL 5) x4 POSTS

SALARY: R176 310.00 per annum plus benefits
SITE: Central Office (Mokopane)

REF: WTVET 2022/35 - Corporate Services (1)

REF: WTVET 2022/36 - Academic Services (1)

REF: WTVET 2022/37 - Financial Services (1)

REF: WTVET 2022/38 - Registration Services (1)

Requirements: Matric/Grade12/NCV4 certificate and recognized National Diploma in Public Administration/Business Management/Office Management (NQF Level 6) or equivalent qualification * Knowledge and Understanding of the TVET/CET Administration * Minimum of one (1) – two (2) years' experience in secretarial duties and general administration * Knowledge of administrative procedures * Basic knowledge of Financial Administration and Projects * Proven computer literacy, including advanced Microsoft Office suite (Word, Excel, Power-Point and Outlook) * Good interpersonal skills, problem solving, decision making as well as excellent communication (written and verbal) skills * Excellent planning and organisational skills * Must be able to work independently * Willingness to work under pressure * Unendorsed valid driver's license.

Duties: Attending to internal as well as external stakeholders * Report writing and preparing reports * Schedule meetings and keep minutes * Managing the diary of the relevant Deputy Principal * Manage the Office as well as the relevant resources of the Deputy Principal * Typing of documents, render logistical arrangement, coordinate and arrange meetings * Manage travel and accommodation arrangements for the relevant Division * Handle confidential documents with integrity and any other related administration duties as deemed necessary * Assist with the management and reporting of staff performance in the relevant Division * Process and manage all travel arrangement for the Deputy Principal * Process all travel and subsistence claims and invoices, draft all routine correspondence and reports and administers matters like leave registers and telephone accounts * Overall management of the office administration function.

REF: WTVET 2022/39-42 - SECRETARY TO CAMPUS MANAGER (SL 5) x4 POSTS

SALARY: R176 310.00 per annum plus benefits
SITES:

REF: WTVET 2022/39 - Business Studies Centre (Mahwelereng)

REF: WTVET 2022/40 - Engineering and Skills Training Centre (Lebowakgomo)

REF: WTVET 2022/41 - IT and Computer Science Centre (Mahwelereng)

REF: WTVET 2022/42 - Thabazimbi Campus (Regorogile)

Requirements: Matric/Grade 12/NCV level 4 Certificate plus N6 Certificate or NCV Level 4 in Management Assistant or Office Administration or equivalent qualification * Minimum of one (1) year experience in secretarial duties and general administration * Knowledge of administrative procedures, sound organizational skills, good people skills * High level of reliability and flexibility, sound written and verbal communication skills, client orientation and customer focus, able to work in a high-pressure environment, innovation and networking skills * Proven computer literacy, including advanced Microsoft Office suite (Word, Excel, Power-Point and Outlook) * Unendorsed valid driver's license.

Duties: Attending to internal as well as external stakeholders. * Report writing and preparing reports * Schedule meetings and keep minutes * Managing the diary of the Campus Manager * Manage the Office as well as the relevant resources of the Campus Manager * Typing of documents, render logistical arrangement, coordinate and arrange meetings * Manage travel and accommodation arrangements for the relevant Division * Handle confidential documents with integrity and any other related administration duties as deemed necessary * Assist with the management and reporting of staff performance in the relevant Division * Process and manage all travel arrangement for the Campus Manager * Process all travel and subsistence claims and invoices, draft all routine correspondence and reports and administers matters like leave registers and telephone accounts * Overall management of the office administration function.

REF: WTVET 2022/43 - REGISTRATION CLERK (STUDENT SUPPORT ASSISTANT) (SL 5)

SALARY: R176 310 per annum plus benefits
SITE: Thabazimbi Campus (Regorogile)

Requirements: Matric/Grade 12 or N(CV) Level 4; (REQV 13) and post matric qualification or recognized three (3) year National Diploma NQF (6) in Business Administration, Public Management/ Administration or equivalent qualification will be an added advantage * 1-2 years in Student Support Administration environment or related field * Broad knowledge of students financial aid services and administration * Problem solving skills * Clear understanding of Student Wellness Systems * Student tracking knowledge * Any counselling/HIV Aids training or certificate will serve as an added advantage * Participation in sports, arts and cultural activities will add as an advantage * Proven computer literacy, including advanced Microsoft Office suite (Word, Excel, PowerPoint and Outlook) * Unendorsed valid driver's license.

Duties: Provides career guidance to students * Facilitates and provides for referrals in counselling to peer and individual students * Provides information to students with regard to bursaries as made available by donor organization * Support Campus SRC training and provides guidance to the Campus SRC on administrative matters * Facilitates support for extra mural activities and students involvement in community programmes * Disciplinary policy, offer support in implementation of students wellness programmes at Campus level * Administer all bursaries * Participate in social responsibility programmes of the Campus with students * Facilitate peer training and counselling sessions for the students * Advise Management on critical student issues for attention.

REF: WTVET 2022/44 - ADMINISTRATIVE CLERK (HR TRAINING) (SL 5)

SALARY: R176 310.00 per annum plus benefits
SITE: Central Office (Mokopane)

Requirements: Grade 12 Certificate Appropriate National Diploma (NQF 6) in Human Resource Management, Public Management or related field * One (1) - two (2) years' in Human Resource Management * Good verbal and written communication * Knowledge and understanding of TVET sector * Proven computer literacy, including advanced Microsoft Office suite (Word, Excel, PowerPoint and Outlook) * Unendorsed valid driver's license.

Duties: Provide and facilitate training and development programmes (training, bursaries, internship and learnership * Coordinate the delivery of external and in-house training as and when requested * Render logistical support in the arrangement of external and internal trainings * Assist in the recruitment and selection of interns and learners. * Receive and capture bursary application * Offer admin support for quality assurance of all learners and skills programme * Reporting and record keeping in line with SETA and college requirements * Record keeping and filling of information.

REF: WTVET 2022/45 - ADMINISTRATIVE CLERK (PMDS) (SL 5)

SALARY: R176 310.00 per annum plus benefits
SITE: Central Office (Mokopane)

Requirements: Grade 12 or equivalent * Recognized National Diploma in Human Resource Management/ Development (NQF level 6) or relevant qualification * One (1) - two (2) years in Human Resource Management * Good verbal and written communication * Knowledge and understanding of TVET sector * Proven computer literacy, including advanced Microsoft Office suite (Word, Excel, PowerPoint and Outlook) * Unendorsed valid driver's license.

Duties: Render administrative support in the implement of PMDS and IQMS for College staff * Provide assistance with the completion of PMDS and IQMS documents * Collate and capture Half Yearly and Annual PMDS and IQMS Assessments for College staff * Capture PMDS and IQMS scores on PERSAL and update the database * Capture and maintain database for all PMDS and IQMS matters.

REF: WTVET 2022/46-47 - ADMINISTRATIVE CLERK: FINANCE (SUPPLY CHAIN) (SL 5) x2 POSTS

SALARY: R176 310.00 per annum plus benefits
SITES:

REF: WTVET 2022/46 - Engineering and Skills Training Centre (Lebowakgomo)

REF: WTVET 2022/47 - Thabazimbi Campus (Regorogile)

Requirements: Grade 12/NCV Level 4 with minimum of one (1) - two (2) years' experience in Supply Chain Management environment, demand/ acquisition processes or financial administration * National Diploma in Logistics/Purchasing/Supply Chain/Business Management/Public Procurement or Accounting relevant fields will be an added advantage * Knowledge and understanding of Public Finance Management Act (PFMA), BBEE Act, CIDB Act, PPPFA, Supply Chain Principles and National Treasury regulations * Understanding of tendering processes from beginning to an end.

Duties: Supply Chain Administrative day to day duties for procurement of goods and services for the College in line with SCM policy * Execution of daily requisitions from end user to place purchase orders * Updating of supplier database in line with Central Supplier Database requirements * Sourcing of quotations from suppliers in line with end user's specifications and as per National Treasury Guidelines * Evaluation of quotations to ensure that they comply with the standard requirements and procedures of SCM * Supplier negotiations to ensure cost effectiveness of SCM transactions * Assist during the bid advertisement process and tender briefings sessions * Compile SCM reports on orders issued and contracts register * Assist with administrative duties for filing of documents, follow ups with suppliers on outstanding

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orders and to keep records of all delivered assets for Assets Register update * Provide Secretariat duties for Bid Committees as an when required * Ensure proper filling and safekeeping of documents for audit purposes * Ensure proper recording and administration of stores * Any other duties assigned by the supervisor.

REF: WTVET 2022/48-49 - REGISTRY CLERK (SL 5) x2 POSTS

SALARY: R176 310.00 per annum plus benefits

SITE: Central Office (Mokopane)

REF: WTVET 2022/48 - HR Administration (1)

REF: WTVET 2022/49 - Records (1)

Requirements: Senior Certificate/Grade 12 with appropriate experience * Three (3) year tertiary qualification (NQF Level 6) or equivalent plus relevant working experience in Records will be an added advantage * Knowledge of the National Archives and Records of South Africa Act, No 43 of 1996 and Information Act (PAIA), as amended * Knowledge of disposal of records * Proven computer literacy, including advanced Microsoft Office suite (Word, Excel, PowerPoint and Outlook) * Ability to identify and arrange different types of records * Customer care and client orientation skills * Ability to work under pressure and take initiatives * Proven communication, organizing and interpersonal skills * Unendorsed valid driver's license.

Duties: Keep registers, e.g. for stamps, registered mail, certified mail and others * Keep the file index up to date and maintain files * Administer the flow of files, records, track, trace files, filling of documents and manage sensitive documentation * Receive, sort or prepare incoming or outgoing mail within the unit * File Management, retrieve files on-site and off-site storage * Control movement and access to files * Scanning, capturing of files on the system * Register supply of files to officials and maintain register * Issue file reference number according to the approved File Plan * Facilitate disposal of files. Safe custody of all DPW records * Ensure proper supervision of mail and postage services * Render Courier Service, package documents * Ensure proper receipt, recording, scanning and distribution of invoices to Line function

within a required time frame.

REF: WTVET 2022/50-53 - ADMIN CLERK (FINANCE) (SL 5) x4 POSTS

SALARY: R176 310.00 per annum plus benefits

SITES:

REF: WTVET 2022/50 - Business Studies Centre (Mahwelereng)

REF: WTVET 2022/51 - Engineering and Skills Training Centre (Lebowakgomo)

REF: WTVET 2022/52 - IT and Computer Science Centre (Mahwelereng)

REF: WTVET 2022/53 - Thabazimbi Campus (Regorogile)

Requirements: Grade 12 certificate or equivalent * A recognised three-year (3) National Diploma in Financial Management/Business Management (NQF level 6) or equivalent/related qualification will be added advantage * One (1) - two (2) years' experience financial management environment * Knowledge: Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial data via an accounting system * Basic knowledge of the Public Service financial legislations, procedures and treasury regulations (PFMA, CET Act, GRAP) * Knowledge of basic financial operating systems * Proven computer literacy, including advanced Microsoft Office suite (Word, Excel, Power-Point and Outlook) * Unendorsed valid driver's license.

Duties: Record Financial Accounting transactions timeously and in accordance with internal controls * Supply Chain Administrative day to day duties for procurement of goods and services for the College in line with SCM policy * Execution of daily requisitions from end user to place purchase orders * Updating of supplier database in line with Central Supplier Database requirements * Sourcing of quotations from suppliers in line with end user's specifications and as per National Treasury Guideline * Ensure proper filling and safekeeping of documents for audit purposes * Ensure proper recording and administration of stores * Assist in financial reporting * Any other duties assigned by the supervisor * Assist in financial reporting.

NOTE:

Visit the COLLEGE WEBSITE for requirements, duties and responsibilities:

www.waterbergcollege.co.za * Applications must be submitted on new Z83 form obtainable from all Government Departments or can be downloaded from www.dpsa.gov.za. * Applicants are to specify the centre on Z83 form, which must be completed in full, originally signed, with reference number indicated and dated by the applicant * Application should be accompanied by a recent updated comprehensive CV and copies of qualifications including academic records/transcripts and ID document * The certified copies must not be older than 6 months * Only short-listed applicants are required to submit certified copies of their educational qualifications and other relevant documents on or before the day of the interviews * Foreign applicants should attach: SAQA Evaluation results, passport, Work permit and police clearance * PEOPLE WITH DISABILITY ARE ENCOURAGED TO APPLY * Failure to submit the requested documents will result in your application not being considered * The College will not carry any related costs (transport, accommodation, and meals) for candidates attending interviews * The employer reserves the right not to fill the posts * Suitable candidates will be subjected to a personnel suitability check (i.e. verification of educational qualifications, previous work experience, citizenship, reference checks, criminal record check, verification of financial/assets record check and security vetting) * Applications received after the closing date whether posted or hand-submitted will not be considered * If you have not heard from us within 90 days of the closing date, please accept that your application has been unsuccessful.

SUBMIT APPLICATION TO:

The Principal, Waterberg TVET College, Postnet Suite #59, PRIVATE BAG X2449, MOKOPANE, 0600 OR Hand deliver at: Central Office (Waterberg TVET College), Corner Hooge and Totius Streets, MOKOPANE (entrance in Hooge street).

CLOSING DATE: Friday, 30 September 2022 at 14:00 * ENQUIRIES: Mr LF Mpebe on 015 492 9000/9021