



VACANCY ADVERTISEMENT: EXTERNAL

Thekwini TVET College invites suitably qualified and experienced individuals to apply for the following contract posts based in Durban.

1. COORDINATOR: SKILLS CENTRE X2

Contract: 12 Months

Central Office

Ref: CO 01/07/2020

Notch: R316 791 PA (SL8)

Requirements: •Matric certificate or equivalent •Recognised and Relevant tertiary qualification (REQV 13) •Assessor Certificate •Three (3) years of experience in Skills Coordination environment including moderation and assessor •Good understanding of Learnerships and Skills programmes •Good computer skills (including MS Word, Ms Excel and Ms PowerPoint) •Good communication and interpersonal skills •Ability to design and implement internal administration systems and controls to ensure sound programme development and delivery • Extensive knowledge of QTCO,SAQA,NQF, SETA land scape, Learnerships, skills programmes and other legislation pertaining to skills development •Sound knowledge and understanding of financial management, i.e. policies in financial management, Budgeting and costing, income and expenditure •Sound ability to write proposals and reports as well as above average project management and presentation skills •Good organisation and administration skills •Valid and endorsed code EB drivers licence •Moderation experience and qualification is recommended

Key Result areas: •Supervising of the Skills Programme • Management of learnerships, skills programmes and artisan training •Read and Advise management in the signing of MOU's, SLA's and learnership agreements • Assist with the application for accreditation, prepare and submit proposals for identified projects • Manage the implementation of rollout plans for each project at a timeframe • Quality Management of projects • Establish and manage partnerships and source funding for projects • Obtain programme approval for learning programmes at the College • Attend meetings and submit reports as per College requirement.

2. EMPLOYEE HEALTH AND WELLNESS PRACTITIONER X1

Contract: 12 Months

Central Office

Ref: CO 02/07/2020

Notch: R257 508 PA (SL7)

Requirements: •Matric or equivalent • Appropriate Bachelor's Degree (NQF 7) in Psychology or BA. Social Work (Major in Psychology) or equivalent qualification •1-2 years in Employee Health and Wellness environment or related field •Driver's License •Knowledge of integrated Employee Health and Wellness strategic framework •Understanding of Wellness Management including psychosocial, physical, financial and organisational wellness •Understanding of HIV/AIDS and TB Management •Understanding Health and Productivity, including PILLIR •Understanding Safety Health Environment Risk Quality Management including processes of COIDA •In-depth knowledge in conducting counselling •Understanding of special programmes such as Gender and Disability •Knowledge and understanding of research methods •Knowledge of PERSAL •Personnel Administration Standards and CORE •Public Service Regulations and PFMA •Public Service Act •Knowledge of Recruitment, Training, PMDS and IQMS procedures and processes •Knowledge of Labour Relations Act and understanding of bargaining process and dispute resolutions •Basic knowledge of Health and Wellness policies, processes and systems •Knowledge and understanding of the TVET/ CET Administration •Knowledge and understanding of the Higher Education sector

Key Result Areas:• Provide effective and efficient administrative support in the implementation of Employee Health and Wellness strategic framework • Provide support in the implementation of Employee Wellness programme services • Provide effective and efficient administrative support in the mitigation of the impact on Covid-19, HIV/AIDS, TB and STI epidemic in the college • Provide logistical support in commemoration of HIV/AIDS, STI and TB events in accordance with the nation strategic plan • Provide effective and efficient administrative support

3. HUMAN RESOURCE MANAGEMENT CLERK X1

Contract: 3 Months

Central Office Ref: CO 03/07/2020

Notch: R173 703 PA (SL5)

Requirements: •Matric or equivalent •Human Resource Related tertiary qualification (REQV 13) recommended •2-3 years' relevant experience in human resource management •Good knowledge of the legislative and regulatory environment informing human resource management •Persal training and ability to use system •Good computer skills (incl. MS Word, MS Excel) and ability to accurately capture and retrieve data •Information storage and retrieval procedures in the work environment •Good communication and interpersonal skills •Be able to maintain a high level of confidentiality •Work well under pressure •Deadline driven •Pleasant and trustworthy.

Key Result Areas: •Recruitment and selection administration •Training & performance management administration •Conditions of service administration •Records management activities •General human resource related activities

4. SUPPLY CHAIN MANAGEMENT CLERK X1

Contract: 12 Months

Central Office Ref: CO 04/07/2020

Notch: R173 703 PA (SL5)

Requirements: •Matric or equivalent •Supply Chain Management or Public Management tertiary qualification (REQV 13) recommended •2-3 years' relevant experience in supply chain management •Valid and endorsed code EB drivers licence •Code 8 Drivers' Licence • Good computer skills (incl. MS Word, MS Excel) •Good communication and interpersonal skills •Deadline driven •Work well under pressure •Pleasant and trustworthy.

Key Result Areas: Receive requisitions and request for quotations •Accept quotations and prepare comparative schedules for approval •Process invoices for payment •Secretary at evaluation meetings for relevant departments •Prepare funding reconciliations.

CLOSING DATE AND TIME: FRIDAY, 25 SEPTEMBER 2020

TO BE INCLUDED IN THE APPLICATION:

- Applications must be submitted on the prescribed Z83 (obtainable from any Public Service Department or on the internet at (www.gov.za/document), which must be completed in full, signed and dated by the applicant. **NB: All parts of the Z83 form must be filled in full, including sections where the form states that “please ignore if you have attached a CV with these details”.** •Applications must be accompanied by a covering letter clearly indicating experience in the post applying for, a detailed Curriculum Vitae and Certified Copies of Qualifications and Academic Record indicating subjects studied, Identity Document, and Drivers Licence (where applicable). **NB:** All document certification dates must be within six months of the application closing date. •A certified copy of the SAQA certificate of verification of qualifications must be attached for all foreign qualifications.

IMPORTANT: •The employment decision shall be informed by the Employment Equity Plan of the College •The College reserves the right not to make an appointment in these positions •Correspondence will be limited to short-listed candidates only •All successful candidates will be subjected to qualifications verification before appointment •Applicants who have not been contacted within eight weeks of the closing date of advertisement should accept that their applications were unsuccessful.

APPLICATION SUBMISSION:

Please visit the College website for the full details of the advertisement and application process www.pnet.co.za

We do not accept hand delivered, emailed and/or posted applications, all must be done on the Pnet website and upload all documents required per post.

Enquiries:

Mr Thabani Xaba 031 250 8228

NB: All applications to include ALL required documentation as listed above. Incomplete applications **WILL NOT** be considered.
