

Applications are hereby invited from suitably qualified and knowledgeable individuals to be appointed in permanent posts created in terms of the Continuing Education and Training Act 16 of 2006 (As Amended).

**Post: Chief Provisioning Administration Officer SL 8 Assets (re- Advertisement)**

**Salary notch:** R316 791

**Centre:** Central Office

ref: VTVET 20/2019

**Requirements:** Three-year National Diploma in Financial Management/Accounting/ cost management & accounting coupled with at least three years' experience in asset management. Ability in understanding, interpreting and correctly applying of financial policies and prescripts. sound knowledge of GRAP, PFMA and treasury Regulations. A valid Driver's licence.

**Duties:** supervise and control all aspects of fixed assets i.e. recording, reconciliation and control in accordance with GRAP, supervise, control & update assets register of the college. Bar -coding of all college assets. Receiving of all college assets. Ensuring that there is no unlawful movement of assets. Ensure that there are inventory lists and they are maintained all the time. Supervise asset verification. update & Assist during audit. Sound knowledge of PFMA and treasury Regulations. recording the cost of newly-acquired fixed assets (both tangible and intangible), tracking existing fixed assets and accounting for the disposition of fixed assets. Biannual assets verification and monthly spot checks. Quality assurance of assets management process

**Post:** Employees Health and Wellness Practitioner (EHP) SL8

**Salary notch:** R316 791

**Centre:** Central Office

ref: VTVET 21/2019

**Requirements:** A Senior Certificate/Grade 12. Three years Degree in psychology or BA social science, Social work, BA psych, BA behaviour with psychology as a major subject, with three-year experience working in EHP environment, Knowledge of computer system as well as MS Word, MS Excel and MS Power Point. Valid driver's licence. 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 Pillar processes and COID Act. Interpersonal relations skills, Communication skills (written, presentation, verbal and listening). Analytical thinking, problem solving and decision making skills, Innovative and creative, Project management skills, presentation skills, Strategic capability, Client orientation, Change management skills, report writing skills, confidentiality and code of ethics. Understanding of Public Service legislation, regulations and policies. Computer literacy in MS Word, Excel, PowerPoint and Outlook, Good coordination and report writing skills and a driver's license will be an added advantage.

**Duties and responsibilities:** Administer the Employee Health and Wellness Programme, Assist with the planning, coordination and implementation of all Health and Wellness interventions, Assist with the evaluation of the impact of employee health and wellness programmes, Provide education and awareness on health and wellness related issues, 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 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 and monitor the implementation of any required recommendations made by the service providers. Ability to unpack and analyse the implementation of incapacity leaves 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, Compiling and writing EHW reports

**Post: Senior Internal Audit Officer SL8**

ref: VTVET 22/2019

**Salary notch:** R316 791

**Centre:** Central Office

**Requirements:** national three (3) years degree or national diploma in internal auditing, accounting/financial accounting with an internal audit as major subject at least three years' experience in internal auditing or risk management environment. Knowledge of the public finance management Act, IIA standards, national treasury regulations. Skills and competencies: communication (written and verbal) interpersonal skills, financial management, computer skills, abilities to work in a team, independently, under pressure, client orientation, customer focus and research skills. The individual must be vibrant and dynamic person the successful candidate must possess a valid driver's license

**Duties:** Assist in planning and conduct audits assignments, prepare audit assignments together with the audit manager, Gather adequate, competent and useful audit evidence. Assist in the administration of the internal audit activities. To perform an ad-hock request from management. Conducting special audits and investigations where fraud, maladministration or other form of irregularity involving the college or property is known or suspected to have occurred; Prepare draft reports to be reviewed by the audit manager.

**Post: Principal Personnel Officer (SL 7)**

ref: VTVET: 23/2019

**Salary Notch:** R257 508

**Centre:** Central Office

**Requirements:** Diploma/ Degree in Human Resource Management coupled with at least 3 years' experience in Human Resource Management. Must have Knowledge of Computer system as well as MS Word, MS Excel and MS Power Point. Functional Knowledge of Persal. knowledge of applicable legislations, policies and procedures including continuing Education and training Colleges act 16 of 2006. (as Amended) ability to work independently and under pressure.

**Duties:** Processing Recruitment and selection. Administering for all service conditions (Leave, pension, termination of service, long service, and housing allowance) Verification of qualifications. Screening of background checks. Capturing of documents on persal. Supervise staff, generate monthly reports.

**Post: Lecturer PL 1 Electrical Engineering**

ref: VTVET 24/2019

Salary notch: R211 731 – R467 925

Makwarela Campus

**Requirements:** A recognised 3-year relevant National Diploma / Bachelor's Degree, including a relevant professional qualification in education coupled with a minimum of 1-year appropriate experience. Experience working at a TVET College in the teaching and learning discipline will be an added advantage. Registration with SACE.

**Duties and responsibilities:** The successful candidate's responsibilities will be required to teach N4- N6 and NCV. To manage students and keep administrative records, ensure quality education and training, assess students' performance and support student's development.

**Post: Senior Lecturer x 2 (PL 2)**

**Salary notch:** R 329 940 – R348 747

Centre: Makwarela Campus

English

ERD

ref VTET 25/2019

ref VTVET 26/2019

**Requirements:** A recognised 3-year Diploma / Bachelor's Degree or an equivalent qualification, including a professional qualification in education coupled with a minimum of 3 years' actual and appropriate experience. Experience working at a TVET College in the teaching and learning discipline will be an added advantage. Ability to analyse, interpret policies and develop guidelines to support students on the campus. A sound knowledge of Continuing Education and Training Act 16 of 2006 (As Amended). Knowledge of national examination and assessment policies. Good communication and writing skills. Computer literacy skills with specific reference to MS Word, Excel and PowerPoint. Ability to work in a team and under pressure. Strategic, project, financial and time management skills. A driver's licence and registration with SACE.

**Duties:** Ensure implementation of the campus curriculum in the specific section. Coordinate teaching and learning in the section. Manage all the academic activities within the section including the management of the time table, attendance, monitoring and evaluation. Ensure effective and efficient utilization of resources within the section. Provide professional support to lecturing staff and students. Keep the management abreast of all aspects of administration and academic services in the section. Prepare and manage plans and report on all activities in the section. Manage and supervise assessment and examination processes in the section including timeous marking and moderation of question papers, preparation of all ICASS and ISAT activities. Ensure adherence to policy on the attendance of classes and all other applicable policies.

**Post: Administration Officer (Assets) SL 7 x 2**

Makwarela campus

Central Office (re- Advertisement)

Salary notch: R257 508

**Centre:** Central office

ref: VTVET 27/2019

ref: VTVET 28/2019

**Requirements:** Two years National Diploma in Financial management/ accounting coupled with three-year experience in assets, sound knowledge of GRAP. Sound knowledge of PFMA and treasury Regulations Knowledge of computer system as well as MS Word, MS Excel and MS Power Point. Valid driver's license

**Duties:** administering of all aspects of fixed asset i.e. recording, reconciliation and control in accordance with GRAP. updating of assets register, bar coding of all college assets. Receiving of all assets. Ensuring that there is no unlawful movement of assets. Assist with monthly reconciliation of assets. Ensure that assets are depreciated. Biannual assets verification and monthly spot checks. Quality assurance of assets management process

**Post: Personnel Officer (SL5)**

**Salary Notch:** R173 703

**Centre:** Central Office

ref: VTEVT 29/2019

**Requirements:** Grade 12 coupled with 3 years' experience or Diploma/ Degree in Human Resource Management coupled with at least 1-year experience in Human Resource

Management. Must have Knowledge of Computer system as well as MS Word, MS Excel and MS Power Point. Functional Knowledge of Persal. knowledge of applicable legislations,

policies and procedures including continuing Education and training Colleges act 16 of 2006. (as Amended) ability to work independently and under pressure.

**Duties:** Processing Recruitment and selection. Administering for all service conditions (Leave, pension, and termination of service, long service, and housing allowance) Verification of qualification, screening of background and capturing of documents on persal.

**Post: Accounting Clerk (Assets) SL 5 x 2**

Makwarela Campus

**Salary notch:** R173 703

**Centre:** Central office

ref: VTVET 30/2019

**Requirements:** three years National Diploma in Financial management/ accounting coupled with one-year experience in assets/ grade 12 with accounting as passed subject coupled with three years' experience in assets management, sound knowledge of GRAP, PFMA and treasury Regulations Knowledge of computer system as well as MS Word, MS Excel and MS Power Point.

**Duties:** assist in all aspects of fixed asset i.e. recording, reconciliation and control in accordance with GRAP. updating of assets register, bar coding of all college assets. Receiving of all assets. Ensuring that there is no unlawful movement of assets. Assist with monthly reconciliation of assets. Ensure that assets are depreciated. Biannual assets verification and monthly spot checks. Quality assurance of assets management process

**Post: Career Development Officers x5 (12-month internship program)**

**Stipend:** R5000 00

**Centre:** Vhembe TVET College

**Ref:** VTVET 31/2019

**Requirements:** A recognised 3-year Diploma / Bachelor's Degree in Psychology/ Career guidance. Be a South African citizen, applicant must be unemployed, never participated in an internship program in the relevant field

**Duties and responsibilities:** assisting students in every aspect of career decisions, assist learners to struck balance on their studies, assist students on choosing a career path. And any other relevant duties that may be delegated by the supervisor.

Applications must be submitted accompanied by (1) Z83 form obtainable from any public service Departments (2) Comprehensive CV, including at least three contactable references. (3) Certified copies of qualifications, ID document with original certification stamp quoting the relevant reference number. Applications must be hand delivered to the Human Resource Manager at central office, stand No 203. Unit A, SIBASA. All shortlisted candidates will be subjected to background screening checks, verifications of qualification and criminal record. Closing date for applications is **05 July 2019 at 12:00**. Applications received after closing date will not be considered. If no contact is made within three months after closing date of this advertisement, please accept that it was unsuccessful. All enquiries should be directed to Ms Makungo F at 015 963 3156.