higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

Let the future be known

VACANCY ADVERTISEMENT: HRM& D CIRCULAR 07 OF 2025

uMfolozi Technical and Vocational Education and Training (TVET) College is inviting applications from suitably qualified candidates to fill the following positions:

APPLICATIONS : All applications should be emailed to the specified email address. **The name of the post and reference number must be indicated in the email subject line.** Applications should be sent as one PDF document, without any qualifications. No Faxed/ hand delivered applications will be accepted. Applications that do not comply with the above specifications will be disqualified.

CLOSING DATE : **05 June 2025 at 13:00**

NOTE : A fully completed new Z83 form **(in line with DPSA circular 19 of 2022)**, obtainable from any Public Service Department or on the internet at **www.dpsa.gov.za**, and a detailed Curriculum Vitae. Copies of qualifications and other relevant documents must not be included in the application. Only shortlisted candidates will be required to submit certified copies of qualifications on the day of the interview. Communication will be limited to shortlisted candidates. A separate application must be submitted for each post that you are applying for. Late applications (received after closing date and time) and incomplete applications will not be considered. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability). The Employer reserves the right not to make an appointment. Where applicable, candidates will be subjected to a skills test. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and citizen verification; criminal record and financial/asset record checks. Applicants who have not been invited for an interview within 60 days of the closing date should consider their application unsuccessful.

POST : **OCCUPATIONAL HEALTH AND SAFETY OFFICER**

SALARY : R325 101.00 per annum (SL 07) plus benefits as applicable in the Public Sector
(College Appointment on 12 Months Contract)

CENTRE : Central Office
REF NO : **UMF09/05/2025** Email: Applications.central@umfolozi.edu.za

REQUIREMENTS : National Senior Certificate/ Grade 12/ Standard 10 or NCV Level 4 and recognised three (3) year National Diploma in Building Management / Safety Management / Construction Management or related qualification. Drivers licence. 2-3 years in facilities Management SHERQ and OHS environment. **Added advantageous:** Fire marshal and First aid certificate. Knowledge of Public Service Act and Regulations, Occupational Health and Safety Act, Immovable Assets management Act, Telephone Management system, fire control system and facilities management system. Knowledge of Occupational Health and Safety Act 85 and related Regulations. Knowledge of COIDA. Knowledge of incident reporting processes and procedures. Skills: Operating fire extinguisher, Marketing research skills, Internet usage skills, planning and organising, financial management, Report writing, Communication and interpersonal, Problem solving, Computer literacy, Analytical, Client Oriented, Project management, Team leadership and people management. Attributes: Client service focus, Integrity, Committed, Proactive and loyal.

DUTIES : Provide assistance in the coordination, implementation and monitoring of compliance on SHERQ programmes. Coordinate the establishment of OHS committee. Coordinate OHS-related training and continuous educational programmes. Participate in

identification of hazards and risk at the workplace and assist in initiating appropriate action. Implement and monitor SHERQ management system.

POST : **GENERAL MAITANANCE (PLUMBER)**

SALARY : **R325 101.00 per annum (SL7)** plus benefits as applicable in the Public Sector **(College Appointment on 12 Months Contract)**

CENTRE : **Central Office**
REF NO : **UMF/10/05/2025** **Email:** Applications.central@umfolozi.edu.za

REQUIREMENTS : N3 qualification inclusive of two languages or Grade 12/Matric or NCV Level 4. A relevant recognised artisan qualification: Plumber with a minimum of 6 months' experience post trade test. Valid driver's license. Computer Literate. **Skills:** Plumbing fault-finding and repairs. Drawing interpretation skills. **Competencies:** Safety awareness, Ability to work under pressure with minimal supervision, managing work, Result orientation, Work standards, interpersonal relations, communication, Adaptability, contributing to team success and adhering to values.

DUTIES : Assisting with plumbing installations and repairs. Manage assigned job cards. Perform technical functions. Ensure that buildings are maintained to high standards and that buildings comply with OHS Act and national building regulations and set of standards or maintenance. Install, maintain and repair all water sewage system. Manage plumbing replacement. Ensure that all plumbing installations to be in accordance with the SABS requirements.

ENQUIRIES : Ms NA Sibiya Tel No: 035-902 9501

TE Nxumalo
uMfolozi TVET College: Acting Principal
Date: 15/05/25