



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



Let the future be known

CIRCULAR 08 OF 2020

TO : ALL STAFF
FROM : HRM&D UNIT
DATE : 20 October 2020

VACANCY RE-ADVERTISEMENT : INTERNAL

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

POST: PROJECT ADMINISTRATOR, X 4 POSTS (College Appointment, Fixed Term Contracts)

(Re advertisement: Those who applied previously are encouraged not to re-apply)

REF NO. 2020/007: (x2) (Three years)

REF NO. 2020/008: (x2) (One Year)

SALARY:

CENTRE

REQUIREMENTS:

R95187 per annum (SL1) plus benefits as applicable in the Public Sector
Central Office

Matric or NCV Level 4 Office Administration. A valid driver's license. Very Good knowledge of a Computer. Good record keeping administrative skills. Good verbal and written communication skills. Computer proficiency in MS Office Suite.

DUTIES:

Office Administration; register and keep track of attendance and do reconciliation for stipend every month; Collect all registers and compile; General administration for the project; prepare material and make sure it is delivered in all sites; Liaise with immediate coordinator, Administrator and facilitators.

ENQUIRIES:

Ms N. Dlamini, Tel. No. (035) 902 9704 / 9706

POST: SECRETARY TO THE DEPUTY PRINCIPAL: FINANCE, REF NO: 2020/010 (College Appointment, One year Fixed Term Contract)

(Re advertisement: Those who applied previously are encouraged not to re-apply)

SALARY:

CENTRE:

REQUIREMENTS:

R173 703.00 per annum (Level 05) plus benefits as applicable in the Public Sector
Central Office

Applicants must be in possession of a Grade 12/Senior Certificate. Good communication and interpersonal skills. Computer literate with an excellent understanding of MS Office Suite. MS Word, Excel, Outlook and PowerPoint. Ability to work under pressure and willingness to work overtime.

Advantageous: Valid driver's licence

DUTIES:

The successful candidate will be responsible to serve as the secretary/administrator to the Deputy Principal: Finance. Answering and screening of calls. Typing/compiling of memorandums and presentations. Execute office and general administrative duties. Manage filing and electronic documents tracking system. Maintain diary and manage appointments. Acknowledge receipt of documents. Record and issue minutes. Make all travelling arrangements. Ensure submission of travel claims for the Deputy Principal: Finance.

ENQUIRIES:

Ms P Sibisi Tel. No. (035) 902 9500

POST: **TVETMIS CLERK; REF NO. 2020/011 (College Appointment, One year Fixed Term Contract)**
(Re advertisement: Those who applied previously are encouraged not to re-apply)

SALARY: R173 703 per annum (SL 5) plus benefits as applicable in the Public Sector
CENTRE: Eshowe Campus
REQUIREMENTS: Applicants must be in possession of a Grade 12/Senior Certificate. Good communication and interpersonal skills. Computer literate with an excellent understanding of MS Office Suite. MS Word, Excel, Outlook and PowerPoint. Ability to work under pressure and willingness to work overtime.
Advantageous: Valid driver's licence

DUTIES: Campus Data Capturing: Compare source data with information to the relevant campus. Compare source data with information to be captured to identify anomalies. Information reporting: Analyse data and generate report for management. Information storage: Store information systematically in hard copy as well as electronically. Retrieve information on request.

ENQUIRIES: Ms P Sibisi Tel. No. (035 902 9500)

POST: **ADMINISTRATION CLERK; STUDENT ADMINISTRATION REF NO. 2020/012 (College Appointment, One year Fixed Term Contract)**
(Re advertisement: Those who applied previously are encouraged not to re-apply)

SALARY: R173 703 per annum (SL 5) plus benefits as applicable in the Public Sector
CENTRE: Esikhawini Campus
REQUIREMENTS: Applicants must be in possession of a Grade 12/Senior Certificate. Good communication and interpersonal skills. Computer literate with an excellent understanding of MS Office Suite. MS Word, Excel, Outlook and PowerPoint. Ability to work under pressure and willingness to work overtime.

DUTIES: **Enrolment and General Administration** Comply with disability policies and procedures. Undertake pre-enrolment preparation of student information. Administer the enrolment processes. Undertake post-enrolment procedures to verify student information. Conduct enrolment audits by comparing Coltech against student enrolment cards and against registers. **Examination Administration and Coordination.** Comply with examination policies and procedures Provide administrative support during College examination. Assist the students with disabilities in the college.

ENQUIRIES: Ms P Sibisi Tel. No. (035 902 9500)

POST: **ASSISTANT DIRECTOR: EXAMINATION AND ASSESSMENTS REF NO: 2020/013.**
(Re advertisement: Those who applied previously are encouraged not to re-apply)

SALARY: R470 040.00 per annum (SL10) plus benefits as applicable in the Public Sector
CENTRE: Central Office
REQUIREMENTS: Grade 12 certificate or equivalent. A recognised National Diploma (NQF6) in Education/Administration or equivalent qualification. 3-5 years in the Teaching and Learning environment/related field. Knowledge of white paper on PSET Act. Knowledge of the Public TVET sector and its regulatory and legislative framework. Knowledge and understanding of the Higher Education sector. Knowledge and understanding of COLTECH system, TVETMIS, and IT. Knowledge of practice notes, national, provincial policy framework relevant to Education, Training and Development. Knowledge of Skills Development Act, Public Service Regulations and Public Service Act, Labour Relations Act.

Duties: **Manage the provision of examination services:** Manage the administration of exam venues (i.e seating plan, direction to exam venue, instruction to student and other related duties as per exam manual). Manage concessions for students with disabilities prior examination sitting. Monitoring of examination processes and procedures. Manage the administration of College exam centres for trimester or semester or year examination cycle. Manage compliance of examination policy and regulations by invigilator and student. Manage the safekeeping and distribution of question papers. Develop the internal Assessment (ICASS/ISAT) Monitoring and Verification tool. Develop College Examination Policy and Terms of Reference (TOR) for Examination related committee. Manage all the submission of examination data to DHET.

Coordinate meetings for before and after exams to discuss irregularity experience and develop strategies. **Manage training of Invigilators, Markers and Data Capturers:** Manage the development of internal marking plan and administer internal marking centers. Manage and develop invigilator agreements, contracts and signing thereof. Manage and coordinate the appointment of Chief Invigilators and Examination Officers. Ensure that training for Invigilators, Markers and Data Capturers on exam processes and procedures are conducted. **Manage the establishment of the function of Irregularity Committee:** Manage the establishment of both the Examination and Irregularity Committee for both Colleges and Campuses. **Manage the control of issuing of the certificates:** Manage the issuing of certificate application form and quality assurance on submitted data. Manage the processing and submitting of all Diploma applications, keep record and handle enquiries. Manage the tracking of outstanding certificate applications (Statement of results, Diploma, NCV Certificates). Manage the distribution of certificates to the students. **Manage proper administration of the examination unit:** Manage the communication of exam time tables to the students. Manage the distribution of examination results, year mark etc to the Campus Managers. Manage the clashing of exams dates. **Manage all human, financial and other resources in the unit:** Render management service to the staff. Manage the development and performance of the staff. Manage the performance agreement of the staff.

ENQUIRIES:

Ms P. Sibisi Tel. No. (035 902 9500)

POST:

TECHNICAL TRAINING CENTER SUPERVISOR: REF NO: 2020/015. College Appointment,

(Re advertisement: Those who applied previously are encouraged not to re-apply)

SALARY:

R485 463 – R491 787 per annum

CENTRE:

Esikhawini

REQUIREMENTS:

N3 qualification inclusive of two languages or NCV level 4 or matric/grade 12 A trade tested artisan qualification or engineering diploma /degree or HR diploma. Minimum of 3 years' relevant industry experience. Minimum of 2 years proven management/supervisory experience. Certified assessor/moderator, in a relevant trade, with an appropriate ETQA. This may be obtained after employment. A valid driver's licence A competence test may form part of the selection process

DUTIES:

Occupational Programme Management. Manage appropriate artisan development and other occupational programmes for the unit Drive, in conjunction with the Curriculum Development Manager and Project Manager Artisan Development, a responsive, flexible syllabus based on local needs **Occupational Programme Delivery and Administration.** Manage and oversee the performance and development of unit's facilitators. Ensure the implementation of best practice teaching practices across the unit's programmes (e.g. daily lesson plans/ programme plan). **Stakeholder Management. Unit Management.** Coordinate meetings with all stakeholders, sponsors and clients to provide progress updates. Establish and maintain a database of key related industries/professional bodies and access regular input from these representatives. **Training, Learning and Assessments** Conduct meetings with internal staff and plan and assign work within the Unit. Manage the Unit's budget and cash flow Drive the establishment and maintenance of records, registers and document management systems for students and facilitators (training instructors)

ENQUIRIES:

Ms. P. Sibisi Tel. No. (035 902 9500)

POST:

FACILITATOR – CENTRE OF SPECIALISATION: BOILERMAKER TRADE: REF NO: 2020/016. College Appointment, (contract (3) years and (2) two months fixed Term contract)

(Re advertisement: Those who applied previously are encouraged not to re-apply)

SALARY:

R376 596 per annum (SL9)

CENTRE:

Alton Training Centre

REQUIREMENTS:

A relevant recognised artisan qualification: Boilermaker with a minimum of 3 years' trade related industry experience post trade test. N3 qualification inclusive of two languages or matric/Grade 12 or relevant NQF L4 qualification. Valid driver's licence (B1)

Duties :

Teaching and Learning Delivery. To provide theoretical and practical training applicable to the Boilermaker trade according to predetermined curriculums and lesson framework. Prepare lessons (lesson plans) and produce materials such as typed notes, diagrams, patterns and any consumables for use in teaching. Prepare lessons (lesson plans) and produce materials such as typed notes, diagrams, patterns and any consumables for use in teaching. To ensure availability of training equipment, workshops and related resources in good working condition Student Assessment and Evaluation. To assess and /or moderate theoretical and practical competencies of apprentices / learners in the programme against pre-determined requirements. To perform pre-and Post-assessment moderations of assessments/ assessment tools To ensure that work is set and assessed consistently, in line with different teaching principles and College Assessment policy. To complete all related assessment and moderation administrative records or reports. **Teaching Administration.** To perform administrative and management functions, including preparing and submitting reports to relevant authorities, preparation of training registers, preparing and completion of apprentices / learners files and any other administration required by oversight bodies. To perform regular Health and Safety inspections according to college policies and procedures of the training facilities and equipment. **Subject Development and Marketing of Programmes.** To maintain up-to-date knowledge of industry trends in subject area. To participate in occupational courses and contribute subject specific teaching enhancements. **Student Guidance and Support.** To provide advice on occupational related career and qualification options and typical working scenarios. To support apprentices/learners on an individual basis through academic or personal difficulties and liaise with other professionals within the Student Support function as needed.

ENQUIRIES:

Ms P. Sibisi Tel. No. (035 902 9500)

POST:

MARITIME ACADEMY SUPERVISOR: REF NO: 2020/017 College Appointment, (3 years fixed Term contract)

(Re advertisement: Those who applied previously are encouraged not to re-apply)

SALARY:

R485 463 per annum

CENTRE:

Esikhawini

REQUIREMENTS:

A Class One Deck officer or Class Two Deck officer participating in a capacity building programme towards Class One. Relevant maritime tertiary qualification driver's. Minimum of three years 'experience in the Maritime sector in engineering or deck field. A valid class B licence. A competence test may form part of the selection process

Duties:

Maritime Academic Management. Manage appropriate Maritime Programme delivery. Manage the identification of programme gaps, feasibility assessments and introduction of new, responsive programmes. Prepare and manage the unit's programme budgets inclusive of income and revenue generation and control expenses. Manage unit's human resources in line with college HR&M unit **Maritime Programme Delivery and Administration.** Manage and oversee the performance and development of unit's facilitators. Ensure the implementation of best practice teaching practices across the unit's programmes (e.g. daily lesson plans/ programme plan). **Stakeholder Management** Coordinate meetings with all stakeholders, sponsors and clients to provide progress updates. Manage and participate in key customer stakeholder interactions (SETA's, community forums, local business and local government). Establish and maintain a database of key related industries/professional bodies and access regular input from these representatives. **Unit Management.** Conduct meetings with internal staff and plan and assign work within the Unit. Compile the annual operational plan related to the unit. **Learner and Cadet Placements** Manage berths for Cadets Maintain a database related to the employers and placements

ENQUIRIES:

Ms P. Sibisi Tel. No. (035 902 9500)

IMPORTANT INFORMATION

APPLICATIONS:

Attention Ms P. Sibisi: uMfolozi TVET College, HRM&D Unit, Private Bag X5023, Richards Bay 3900 or alternatively, applications can be hand-delivered to the Central Office, Naboomnek, Arboretum, Richards Bay 3900

CLOSING DATE:

29 October 2020 at 13:00pm.

NOTE:

Applications must be submitted on form Z83 (available at www.umfolozicollege.co.za, from schools, colleges and government departments) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z83 and a **Covering Letter** must be attached. A recent, comprehensive Curriculum Vitae. Certified copies of all original qualifications (Matric Certificate must also be attached) and academic records, your ID Document and valid driver's licence Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). A separate application must be submitted for each post that you are applying for. Late (received after closing date and time), incomplete, emailed and faxed applications will not be considered. The employer is an equal opportunity affirmative, action employer. 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) in the Department through the filling of this post(s) with a candidate whose appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan. 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.

The Campus Managers and Assistant Managers are requested to inform all employees of the content of this circular.

Thank you for your co-operation.

Original Signed by

EPL du Toit
Acting Principal

Date: 20 October 2020