



# higher education & training

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA



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## DPSA PUBLICATION NO 25 OF 2020

TO : ALL STAFF  
FROM : HRM&D UNIT  
DATE : 30 October 2020

### VACANCY ADVERTISEMENT

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

#### DEPARTMENT OF HIGHER EDUCATION AND TRAINING (uMFOLOZI TVET COLLEGE)

- APPLICATIONS** : 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** : **17 November 2020 at 13:00.**
- NOTE** : Applications must be submitted on form Z83 (available at [www.umfolozicollege.co.za](http://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 (certification must be within the last 6 months). 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.

#### POSTS

- POST:** **ASSISTANT DIRECTOR: INTERNAL AUDIT AND QUALITY MANAGEMENT SYSTEM REF NO: 2020/023.**
- SALARY:** R376596.00 per annum (SL09) plus benefits as applicable in the Public Sector
- CENTRE:** Central Office
- REQUIREMENTS:** Grade 12 certificate or equivalent. A recognised National Diploma (NQF6) in Internal Audit and quality management environment or equivalent qualification. **Relevant Experience:** 3-5 years in the Internal Audit environment/related field. Experience in the development of policies/implementation strategies. **Knowledge:** knowledge of the relevant prescripts, legislation and regulations. Knowledge and understanding of the Internal Audit environment. **Skills:** Planning and organizing.

Financial Management. Report writing. Communication and interpersonal. Problem solving. Computer literacy. Analytical. Client oriented. Project management. Team leadership. Planning and organizing. People management. **Values/attributes:** Client service focus. Integrity. Committed. Proactive. Loyal.

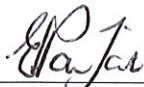
**Advantageous:** Person must implement a QMS system, needs extensive knowledge about it. Knowledge of Claroments would be an added advantage. Reviews and management of policies in the College. knowledge of ISO accreditation.

**Duties:**

**The preparation and execution of the internal audit plan:** Conduct pre-engagement meetings with College management prior to commencement of the audits. Obtain College management approval of the audit scope prior to commencements of the internal audits. Planning and drafting of detailed audit procedures for audits per the approved annual audit plan. Executing and performing of audit testing per the annual audit plan. Establish a quality audit risk management function and monitor assessments to ensure compliance with formal systems. Conduct schedules and reactive audits and inspections and produce reports on all audits, inspections and incidents. **The provision of secretarial support services to the audit committee:** Conduct research on best practices and application of standards. Distribution and collection of audit client's surveys for services rendered. Ensure that legislation and acts are implemented correctly in the college. Ensure that all audit findings are supported by the required audit evidence. **Ensure that processes needed for quality management systems are established, implemented and maintained:** Develop quality management system policies and procedures for the college. Report to college management on the performance of the QMS and the need for improvement. Ensure the promotion of awareness of customer requirements throughout the college. Provide information and reports to the executive and committees to make final decisions. Liaise with external assessment body on all matters related to the external accreditation process. Ensure that all suppliers used by the college are selected, reevaluated and that records of this assessment are maintained. **Ensure that all role players and managers are aware and understand regulatory compliance requirements.** **Management of staff development:** Render management services to the staff. Ensure completion of performance agreements by all employees in the unit; Supervision of staff.

**ENQUIRIES** : Mr. T.P Zulu Tel. No. (035 902 9500)

Thank you for your cooperation.



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EPL du Toit  
Acting Principal  
UMfolozi TVET College.

Date: 30 October 2020