



# higher education & training

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA



Let the future be known

Enquiries: Mrs. ZH Mngoma

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## HRM CIRCULAR NO. 13 OF 2022

**TO :** ALL STAFF  
**FROM :** HRMA UNIT  
**DATE :** 30 MARCH 2022

### ERRATUM: VACANCY ADVERTISEMENT CIRCULAR 12 OF 2022

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

**POST :** ASSISTANT DIRECTOR: OFFICE MANAGER (OFFICE OF THE PRINCIPAL)

**REF NO :** UMF/023/03/2022

**SALARY :** R382 245.00 per annum (Level 09) plus benefits (College Paid)

**CENTRE :** Central Office

**REQUIREMENTS :** Recognized National Diploma (NQF6) in Public Management / Business Management / Office Management and Technology or related qualification. 3-5 years' experience in strategic planning and administration environment. Knowledge of Public Service legislations policies. Knowledge of PSET. Knowledge and understanding of the TVET/ CET Administration. Understanding of the Higher Education sector, corporate governance and Cost Center budgetary, expenditure and cash flow management. Knowledge of the Employment Equity Act, Public Service Regulations and Public Service Act, Labour Relations Act and any other related legislation. Advanced planning and organizing skills; financial management and report writing skills; communication and interpersonal; project management; problem solving and analytical skills; computer literate. Valid driver's licence.

**DUTIES :** Coordinate the implementation of the strategic plan and evaluate the target plan; Render administrative/executive support services in the office of the Principal; Ensure effective and efficient management of the college including the management of the workflow in the office of the Principal; Provide secretariat support to College Council, Council Committees, Academic Board, Senior Management and other external stakeholders; Maintain the calendar plan for scheduling and fixing meetings and communicate with all members of the above structures; Co-ordinate and arrange all meetings, proceedings and activities of the above structures; Provide strategic management, monitoring and evaluation services; Oversee and manage special projects; Oversee and monitor the budget in the office of the Principal; Co-ordinate college inputs for annual, quarterly, monthly reports; Establish and implement effective records and document management systems in the office of the Principal; Quality check letters, memoranda and submissions; Oversee and maintain logistics within the office of

the Principal; Design filing system; Ensure filing systems are maintained up to date; Ensure protection and security of file or records.

**APPLICATIONS** : All application should be emailed to [applications@umfolozi.edu.za](mailto:applications@umfolozi.edu.za). Applicants should indicate the name of the post and reference number in the email subject. No Faxed applications will be accepted.

**CLOSING DATE** : **14 April 2022 at 13:00**

**NOTE** : Applications must be submitted on a New Z83 form obtainable from any Public Service department as well as uMfolozi TVET College Official website [www.umfolozicollege.co.za](http://www.umfolozicollege.co.za) (and must be fully completed, dated and signed). Clear indication of the post and reference number that is being applied for must be indicated on your Z83 and a Covering Letter with date and signature must be attached. A recent, comprehensive Curriculum Vitae. Copies of all original qualifications (Matric Certificate must also be attached) and academic transcript, your ID Document and valid driver's licence. Such copies need not be certified when applying for a post. Communication will be limited to shortlisted candidates. Therefore, only shortlisted candidates will be required to submit certified documents on or before the interview, following communication from College HRM. 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) and incomplete 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.

**ENQUIRIES** : Ms ZH Mngoma Tel No: 035-902 9501

Campus Managers and Assistant Directors are requested to disseminate the content of this circular to all staff members.

Yours sincerely



**Mr BM Jacobs**

**uMfolozi TVET College: Principal**

**Date: 30 March 2022**