

UMFOLOZI ADVERTISED POSTS

1. **POST 18/83 : ASSISTANT DIRECTOR: TECHNICAL VOCATIONAL EDUCATION AND TRAINING MANAGEMENT INFORMATION SYSTEMS (TVET MIS) REF NO: UMF/024/03/2022 (PERSAL Appointment)** (Umfolozi TVET College)

SALARY : R477 090 per annum (Level 10), plus benefits as applicable in the Public Sector
CENTRE : UMfolozi TVET College, Central Office

REQUIREMENTS: Recognised National Diploma in (NQF6)/ Bachelor`s Degree in Information Management, Computing or equivalent qualification. 3–5 years` experience in Information Technology or any relevant knowledge. Knowledge of policies and governance environment of TVET Colleges including knowledge of the TVET MIS system, annual reporting requirement by the Higher Education Institutions. Knowledge and understanding of Information Management. Knowledge, understanding, application and interpretation of office management, Coltech, data warehouse and IT prescripts.

DUTIES : Manage and monitor the College TVET MIS; Maintain the Coltech system and other related system; Manage the student data; Set up the system in readiness for enrolment and support other processes; Set up the student system for registration of students and ensure creditability and reliability; Control the quality of captured data and report if there are errors; Monitor capturing, quality control, validation, run procedure, create file and ensure that entries are sent to DHET head office; Compile, monitor academic examination and staff 78 statistics of the college and submit reports on quarterly basis to management and DHET; Submit monthly report on skills & learnership on monthly basis; Interact with service provider regarding upgrades and request for assistance; Render management service to the staff; Ensure completion of performance agreements by all employees in the unit; Supervision of staff.

ENQUIRIES: Mrs M Rambaros Tel No: 035-902 9501

APPLICATIONS : Email: Applications.central@umfolozi.edu.za

NOTE : All application should be emailed to the specified email addresses. Applications should be send as one PDF document. No Faxed applications will be accepted. Applications that do not comply with the above specifications will be disqualified. 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 (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 qualifications and other relevant documents must not be included on application. Only shortlisted candidates will be required to submit certified copies of qualification and other relevant documents to College Human Resources Management Administration Unit on or before the day of the interview. Communication will be limited to shortlisted candidates. 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.

CLOSING DATE : 17 June 2022 at 13:00

2. **POST 18/107 : ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: UMF/025/03/2022 (PERSAL Appointment)** (Umfoloji TVET College)

SALARY : R382 245 per annum (Level 09), plus benefits as applicable in the Public Sector

CENTRE : UMfolozi TVET College, Central Office

REQUIREMENTS : Recognised National Diploma in (NQF6) in Labour Relations, Employment Relations and Human Resource Management or related qualification. 3–5 years' experience in Labour Relations or Human Resource Management environment or related field. Knowledge of Labour Relations Act, Public Service legislations and policies related to Human Resource Management. Advanced experience in interpretation, development and implementation of policies; Sound knowledge of Labour Relations statutes. Sound knowledge of International Labour Organisation (ILO). Knowledge and understanding of the TVET/CET Administration. Knowledge and understanding of the Higher Education sector. Knowledge of PERSAL.

DUTIES : Maintain sound Labour Relations Render advice on labour related matters, Develop and implement Human Resource policies and manuals, Ensure proper implementation of disciplinary procedures, grievance procedures and code of conduct, Conduct investigations and disciplinary hearings, Management of strike action, Minimize Labour disputes, Facilitate and conduct labour relations training and workshops, Ensure proper implementation of the collective bargaining council resolutions, Management of all Human , Financial and other resources of the unit.

ENQUIRIES : Mrs M Rambaros Tel No: 035-902 9501 **APPLICATIONS** : Email: Applications.central@unfolozi.edu.za

NOTE : All application should be emailed to the specified email addresses. Applications should be send as one PDF document. No Faxed applications will be accepted. Applications that do not comply with the above specifications will be disqualified. 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 (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 qualifications and other relevant documents must not be included on application. Only shortlisted candidates will be required to submit certified copies of qualification and other relevant documents to College Human

Resources Management Administration Unit on or before the day of the 104 interview. Communication will be limited to shortlisted candidates. 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.

CLOSING DATE : 17 June 2022 at 13:00

3. **POST 18/108 : ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT REF NO: UMF/026/03/2022 (PERSAL Appointment)** (Umfolozi TVET College)

SALARY : R382 245 per annum (Level 09), plus benefits as applicable in the Public Sector

CENTRE : UMfolozi TVET College, Central Office

REQUIREMENTS : Recognised National Diploma in (NQF6) in Human Resource Management or related qualification. 3–5 years' experience in Human Resource Management environment or related field. Knowledge of Public Service legislations and policies related to Human Resource Management. Knowledge and understanding of the TVET Administration. Knowledge and understanding of the Higher Education sector. Knowledge of PERSAL and Job Evaluation. **DUTIES** : Ensure effective and comprehensive human resource management and development services; Oversee Human Resource Management and Administration services including conditions of service, recruitment and selection processes, HR personnel records; Oversee Human Resource Development services including bursary administration, Internship and Work Integrated Learning, induction, training interventions, performance management and development systems and integrated quality management systems, develop and implement Workplace Skills Plan; Coordinate the design, review and implementation of the college organizational structure; Facilitate change management and organizational transformation services; Coordinate and facilitate Human Resource Planning and Employment Equity services; Implement employee health and wellness programmes and service; Develop and implement Human Resource policies and manuals; Manage human, financial and other resources of the unit. **ENQUIRIES** : Mrs M Rambaros Tel No: 035-902 9501 **APPLICATIONS** : Email: Applications.central@umfolozi.edu.za **NOTE** : All application should be emailed to the specified email addresses. Applications should be send as one PDF document. No Faxed applications will be accepted. Applications that do not comply with the above specifications will be disqualified. 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 (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 qualifications and other relevant documents must not be included on application. Only shortlisted candidates will be required to submit certified copies of qualification and other relevant documents to College Human Resources Management Administration Unit on or before the day of the interview. Communication will be limited to shortlisted candidates. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their application. Should you be in 105 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.

CLOSING DATE : 17 June 2022 at 13:00

4. **POST 18/109 : ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING REF NO: UMF/027/03/2022 (PERSAL Appointment) (Umfolozzi TVET College)**
SALARY : R382 245 per annum (Level 09), plus benefits as applicable in the Public Sector
CENTRE : UMfolozzi TVET College, Central Office

REQUIREMENTS : Recognised National Diploma in (NQF6) in Financial Management or related qualification. 3–5 years' experience in student support administration/Teaching and Learning environment or related field. Knowledge of PSET and CET Act. Knowledge and understanding of PFMA. Knowledge and understanding of Treasurer Regulations. Knowledge of Skills Development Act, Public Service Regulations and Public Service Act, Labour Relations Act. Knowledge of the National Student Financial Aid Scheme and related legislation. Knowledge and financial managements systems. **DUTIES** : Managing and monitoring of the budget cycle; Coordinate, manage and evaluate inputs from programmes and consolidate into a database; Coordinate meetings with line function managers to assist with finalisation of budget inputs; Ensure that National Treasury guidelines are adhered to; Timeous submission of the database and chapter to National Treasury; Assist line function to compile drawings and ensure alignment to operational plans; Managing and monitoring of the Annual Financial Statements; Ensure correct allocation of expenditure and update expenditure reports after year end closure for use of Appropriation statement; Managing and monitoring of the financial reporting to National Treasury; Review in year monitoring database on a monthly basis to be submitted to National Treasury; Update expenditure reports on a monthly basis and ensure that it balancing to BAS; Managing and monitoring of the budget on BAS.

ENQUIRIES : Mrs M Rambaros Tel No: 035-902 9501

APPLICATIONS : Email: Applications.central@umfolozi.edu.za NOTE : All application should be emailed to the specified email addresses. Applications should be send as one PDF document. No Faxed applications will be accepted. Applications that do not comply with the above specifications will be disqualified. 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 (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 qualifications and other relevant documents must not be included on application. Only shortlisted candidates will be required to submit certified copies of qualification and other relevant documents to College Human Resources Management Administration Unit on or before the day of the interview. Communication will be limited to shortlisted candidates. 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 106 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.

CLOSING DATE : 17 June 2022 at 13:00

5. **POST 18/110 : ASSISTANT DIRECTOR: FACILITIES AND RECORD MANAGEMENT REF NO: UMF/028/03/2022 (PERSAL Appointment)** (Umfolozi TVET College) SALARY : R382 245 per annum (Level 09), plus benefits as applicable in the Public Sector
CENTRE : UMfolozi TVET College, Central Office

REQUIREMENTS : Recognised National Diploma in (NQF6)/Degree in Building Management/ Safety Management/ Construction Management or related qualification. 3–5 years' experience in Facilities Management, SHERQ and OHS environment. Knowledge of Public Service Act and Regulations, Occupational Health and Safety Act, Immovable Asset Management Act. Telephone Management systems, fire control system and facilities management system. Knowledge of Occupational Health Safety Act 85 of 1993 and related regulations. **DUTIES** : Oversee maintenance of buildings and premises; Monitor and report on infrastructure development and maintenance as well as performance in accordance with the relevant Laws and Regulations; Manage the contractors and service providers' functions by ensuring that all deliverables are met within the reasonable and agreed timelines; Compile,

implement and monitor maintenance plans regarding machinery, tools and equipment; Ensure compliance to SHERQ and OHS Act; Develop and implement policies related to SHERQ and occupational health and safety; Oversee fleet management; Develop and implement fleet management policies; Maintain physical security functions including key control, personnel, document and surveillance security; Development, review and monitor the implementation of security policy; Responsible for security and access control at facilities; Ensure adherence to contractors Service Level Agreements; Records Management; Prepare monthly, quarterly and annual reports for Management and Council; Manage human, financial and other resources of the unit.

ENQUIRIES : Mrs M Rambaros Tel No: 035-902 9501

APPLICATIONS : Email: Applications.central@umfolozi.edu.za

NOTE : All application should be emailed to the specified email addresses. Applications should be send as one PDF document. No Faxed applications will be accepted. Applications that do not comply with the above specifications will be disqualified. 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 (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 qualifications and other relevant documents must not be included on application. Only shortlisted candidates will be required to submit certified copies of qualification and other relevant documents to College Human Resources Management Administration Unit on or before the day of the interview. Communication will be limited to shortlisted candidates. 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 107 (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.

CLOSING DATE : 17 June 2022 at 13:00

6. **POST 18/111 : HEAD OF ADMINISTRATION (X6 POSTS) (PERSAL appointments) (Umfolozi TVET College)**

SALARY : R382 245 per annum (Level 09), plus benefits as applicable in the Public Sector

CENTRE

Chief Albert Luthuli Campus Ref No: UMF/029/03/2022 (X1 Post)

Esikhawini Campus Ref No: UMF/030/03/2022 (X1 Post)

Eshowe Campus Ref No: UMF/031/03/2022 (X1 Post)

Mandeni Campus Ref No: UMF/032/03/2022 (X1 Post)

Sundumbili / Isithebe Campus Ref No: UMF/033/03/2022 (X1 Post)

Richtek Campus Ref No: UMF/034/03/2022 (X1 Post)

REQUIREMENTS : Recognized National Diploma (NQF6) in Public Management/ Administration or an equivalent qualification. 3-5 years' relevant experience in Administration related to Education/HRM/Finance and SCM or relevant environment. Knowledge of Office administration. Knowledge of HRM. Knowledge of Public Service legislation and policies. Knowledge of PSET. Knowledge and understanding of the TVET /CET Administration. Understanding of the Higher Education Sector. Understanding of Corporate Governance. Understanding Cost Centre budgetary, expenditure and cash flow management. Employment Equity Act, Public Service regulations and Public Service Act, Labour Relations Act and any other related legislation. **DUTIES** : Oversee the academic and student administration support services; Oversee student registration and examination administration process; Oversee and coordinate human resource administration services; Coordinate and gather campus information as and when requested by Central Office and the Department; Oversee and Coordinate financial, asset and supply chain management services; Oversee campus infrastructure, maintenance and fleet management services; Provide general administration support services and maintain a proper filing system; Management of human, physical and financial resources; Ensure completion of performance agreements by all employees in the unit.

ENQUIRIES : Mrs M Rambaros Tel No: 035-902 9501

- Chief Albert Luthuli Campus Email: applications.cal@umfolozi.edu.za
- Esikhawini Campus Email: applications.esikhawini@umfolozi.edu.za
- Eshowe Campus Email: applications.eshowe@umfolozi.edu.za
- Mandeni Campus mail: applications.mandeni@umfolozi.edu.za
- Sundumbili / Isithebe Campus Email: applications.sundumbili@umfolozi.edu.za
- Richtek Campus mail applications.richtek@umfolozi.edu.za

NOTE : All application should be emailed to the specified email addresses. Applications should be send as one PDF document. No Faxed applications will be accepted. Applications that do not comply with the above specifications will be disqualified. 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 (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 qualifications and other relevant documents must not be included on application. Only shortlisted candidates will be required to submit certified copies of qualification and other relevant documents to College Human 108 Resources Management Administration Unit on or before the day of the interview. Communication will be limited to shortlisted candidates. 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.

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