



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



Let the future be known

VACANCY ADVERTISEMENT

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

APPLICATIONS : All applications should be emailed to the specified email addresses. The vacancy reference number must be indicated in the email subject line. Applications should be sent as one PDF file, without any qualifications. No Faxed applications will be accepted. Applications that do not comply with the above specifications will be disqualified.

CLOSING DATE : 10 March 2023 at 16:00

NOTE : A fully completed new Z83 form, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Copies of qualification 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 (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 : **CoS FACILITATOR: BOILERMAKER TRADE**
(College Appointment on 3 years Contract)

REF NO : UMF/60/02/2023 Email: Applications.richtek@umfolozi.edu.za

SALARY : R393 711.00 (SL9) per annum plus benefits as applicable in the Public Sector

CENTRE : Alton Training Centre

REQUIREMENTS : N3 qualification inclusive of two languages or Grade 12/Matric or NCV Level 4. A relevant recognised artisan qualification: Boilermaker with a minimum of 3 years' trade related industry experience post trade test. Valid driver's license (B1) Relevant teaching/training related experience. Computer Literate.
Advantageous: National Diploma or National N Diploma. Certified as Facilitator/Assessor/Moderator; A recognised teaching qualification: Registered with a relevant Professional and/or industry body and/or relevant SETA. (may be obtained during the employment period).

DUTIES : Facilitation of theoretical and practical training applicable to the Boilermaker trade according to predetermined curriculums and lesson frameworks. To assess and moderate theoretical and practical competencies of apprentices/learners in the programme, against pre-determined requirements towards the continuous and final external assessments. To perform administrative and management functions related to facilitator's tasks. Subject Development and Marketing of Programmes. Student Guidance and support including mentoring in the workplace(s).

POST : **CoS FACILITATOR: PLUMBER TRADE**
(College Appointment on 3 years Contract)

REF NO : UMF/61/02/2023 Email: Applications.esikhawini@umfolozi.edu.za

SALARY : R393 711.00 (SL 9) per annum plus benefits as applicable in the Public Sector

CENTRE : Esikhawini Technical Training Centre

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 3 years' trade related industry experience post trade test. Valid driver's license (B1). Relevant teaching/training related experience. Computer Literate.
Advantageous: National Diploma or National N Diploma. Certified competent Facilitator/Assessor/Moderator; A recognised teaching qualification; Registered with a relevant Professional and/or industry body and/or relevant SETA. (may be obtained during the employment period).

DUTIES : Facilitation of theoretical and practical training applicable to the Plumber trade according to predetermined curriculums and lesson frameworks. To assess and moderate theoretical and practical competencies of apprentices/learners in the programme, against pre-determined requirements toward continuous and final external assessments. To perform administrative and management functions related to facilitator's tasks. Subject Development and Marketing of Programmes. Student Guidance and support including mentoring in the workplace(s).

POST : **FACILITATOR: ELECTRICAL TRADE**
(PERMANENT)

REF NO : UMF/62/02/2023 Email: Applications.mandeni@umfolozi.edu.za

SALARY : R317 025.00 per annum plus benefits as applicable in the Public Sector

CENTRE : Mandeni Technical Training Centre

REQUIREMENTS : N3 qualification inclusive of two languages or Grade 12 or Matric or NCV Level 4. A relevant recognised artisan qualification: Electrical with a minimum of 3 years' trade related industry experience post trade test. Valid driver's license (B1). Relevant teaching/training related experience. Computer Literate.
Advantageous: National Diploma or National N Diploma Certified Competent Facilitator/Assessor/Moderator; A recognised teaching qualification; Registered with a relevant Professional and/or industry body and/or relevant SETA and Wireman's licence (may be obtained during the employment period).

DUTIES : Facilitation of theoretical and practical training applicable to the Electrical trade according to predetermined curriculums and lesson frameworks. To assess and moderate theoretical and practical competencies of apprentices/learners in the programme against pre-determined requirements towards continuation to the final external assessments. To perform administrative and management functions related to facilitator's tasks. Subject Development and Marketing of Programmes. Student Guidance and support including mentoring in the workplace(s).

POST : **PROVISIONING OFFICER: SUPPLY CHAIN MANAGEMENT X2**
(College Appointment 12 Months Contract)

REF NO : UMF/63/02/2023 Email: Applications.bambanani@umfolozi.edu.za

SALARY : R269 214.00 (SL 7) per annum plus benefits as applicable in the Public Sector

CENTRE : Central Office

REQUIREMENTS : Matric Certificate, a recognized National Diploma or degree in Supply Chain Management /Bcom Accounting .3-5 years' experience in Supply Chain Management and Asset Management environment. Knowledge of asset management procedure and understanding of SCM Framework. Knowledge of Treasury regulations and CET Act. Planning and organising skills, Good Communication (Verbal and written) and Computer literacy, valid driver's licence. Good report writing skills and Team work. Knowledge of SAGE program will be added **advantage**.

DUTIES : Perform binding administration function for the College Bid Committee; Serve a secretariat to the Bid Evaluation Committee and Bid Adjudication Committee (includes obtaining approval), Assist in the compilation of documents and submit specification to the Bid Committee and finance Department for budget purposes. Prepare tender adverts, Receive and open bid documents. Receive submissions of expression of interest. Arrange and coordinate tender briefing session and prepare attendance registers. Compile a database of approved suppliers, Source quotations from database according to the threshold values determined by National Treasury.

Perform procurement of goods and services function through effective and efficient demand management services. Source quotations from accredited suppliers through College database. Provide review on quotations, specifications and all documents supplied by the supplier in order to comply with the prescribed requirements. Arrange and coordinate briefing sessions where necessary. Implement procurement policies in line with relevant prescripts and legislations. Generate purchase orders, for approval and submission purchase orders to the relevant parties. Provide assistance in the receipt of goods and services through the MIS and submission to Finance department. Assist in the provision of an effective Contract Management service to the College. Process renewals, amendments and termination of contracts promptly. Process the disposal of assets in the College. Notify end-users and service providers of contract's expiry dates. Implement a document management system to safeguard/contract. Provide assistance in evaluating the performance of contractor's /service providers against stipulations in the contract or SLAs. Maintain proper relationship with the code of ethics to ensure delivery of goods/services. Provide logistical and disposal services. Coordinate and review the processing of requisitions for goods and services. Coordinate and review the process of requisitions for goods and services, Receive and process requisitions, Coordinate the placement of orders for goods and services. Order and acquire goods if not a store item or the item is not stock. Coordinate the safekeeping and distribution of goods, Capture goods on relevant registers. Return damaged incorrect and substandard goods. Issue goods as required and prepare payment documents. Coordinate the disposal of stock by preparing the identified stock for disposal and disposing according to approved method. Serve as a secretariat to the Disposal Committee.

- POST** : **HOUSE FATHER X1 (ERRATUM)**
This post was advertised in the Zululand Observer dated 26 January 2023 with incorrect email address. Candidate who previously applied are encouraged to re-apply
- REF NO** : UMF/64/02/2023 Email: Applications.eshowe@umfolozi.edu.za
- SALARY** : R181 599.00 (SL 5) plus benefits as applicable in the Public Sector (PERMANENT)
- CENTRE** : Eshowe Campus
- REQUIREMENTS** : Grade 12 and at least 2-years' experience in similar position. Valid driver's licence
- DUTIES** : To attend hostel students meeting convened by Campus Management, Monitor students' physical mental health and liaise with specialist services as appropriate. Ensure that students are aware of means of escape fire regulations and equipment. Ensure facilities and students safety, Implement the college rules and regulations as contained in the student code of conduct. Deal with incidents of non-compliance in conjunction with the health and safety policy. Undertake inspections to ensure that the college standard of neatness, hygiene and care are adhered to. Attend and resolve conflict between students. Attend any maintenance or health and safety problems promptly and ensure that the matters are adequately dealt with. Monitor and review the service being provided to students and suggest ways in which this might be improved and extended. Ensure all students attend lecturers.
- ENQUIRIES** : Ms ZH Mngoma Tel No: 035-902 9501



BM Jacobs
uMfolozi TVET College: Principal
Date: