

CAMPUS MANAGER

- Salary: R482 706.00 (Post Level 05)
- REF: NKC 2018/2809/01 (Witbank Campus)
- REF: NKC 2018/2809/02 (Middelburg Campus)
- REF: NKC 2018/2809/03 (CN-Mahlangu Campus)

Requirements: A recognized Bachelor's Degree or equivalent qualification which must include a recognized qualification in education. A minimum of 7 years' relevant experience within the TVET College Sector, 2 years of which must be at supervisory or managerial level. A valid driver's licence endorsed and Computer literacy. Good communication (verbal and written), interpersonal, decision-making and problem-solving skills. A sound knowledge of transformational issues within the TVET College Sector. Experience in managing people, projects, finance, Labour relations, and good governance practices relevant to the TVET Sector. Sound knowledge and insight into the relevant legislation, policies and procedures governing the TVET Sector. Extensive management, administrative and organizational skills.

Duties: Provide strategic leadership and management within the campus. Plan and manage enrolments in line with the approved APP targets. Ensure a smooth process of applications and admissions of students. Engage in quality checks for the submission of enrolments data. Plan and implement teaching and learning plan as per the national directives. Plan and implement student support services framework in line with the framework in line with national guidelines. Puts other internal systems and controls to support students towards an improved curriculum delivery. Ensure students and lecturers attend classes as planned. Submit data on time as required from time to time. To establish and monitor College financial and supply chain management system towards an improved services delivery and good administration. To establish and monitor effective human capital management and stakeholder engagement systems incorporating both marketing, communication, ICT and others.

ASSISTANT DIRECTOR: INFRASTRUCTURE

- Salary: R 356 289.00 (3 Years Contract) • REF: NKC 2018/2809/04 (Central Office)

Requirements: 3 years diploma/ degree in Construction Economic, Quantity Survey, Town Planning and Building Management. 3 years relevant working experience in maintenance work, experience working with TVET College an advantage. Understanding of building maintenance and compiling a maintenance plan good interpersonal, oral and written communication skills.

Duties: Inspecting College building's structure to determine the need for repairs. Coordinate and plan the maintenance schedule for all College buildings. Investigate damages to facilities. Prepare maintenance plan and submit maintenance requisition to Head Office for funding to repair and or undertake backlog maintenance. Monitor outsourced vendors, service providers and or contractor's performance to ensure quality of outsourced.

SENIOR ADMIN OFFICERS X4 (Level 8)

- Salary: R299 709.00 • REF: NKC 2018/2809/ 05 (Witbank Campus)
- REF: NKC 2018/2809/06 (Mpondozankomo Campus)
- REF: NKC 2018/2809/07 (Middelburg Campus)
- REF: NKC 2018/2809/08 (Waterval Boven Campus)

Requirements: Grade 12 plus three years qualification in Public administration or equivalent qualification. A minimum of 3 years relevant in administration. Ability to demonstrate knowledge of prescript in HR, Finance and supply chain management. Good communication skills, computer literacy (Ms Word and Excel). Drivers licence..

Duties: Render general administrative services. Facilitate requisition of goods and services, facilitate the utilisation and maintain of assets, oversee all the supply chain activities at the Campus. Oversee all Human Resource activities at the Campus. Oversee all the financial activities of the Campus.

SENIOR PRACTITIONER: HRD (Level 8)

- Salary: R 299 709.00 • REF: NKC 2018/2809/09 (Central Office)

Requirements: Grade 12 plus a 3 years Diploma/Degree in Human Resource Development/ Management or an equivalent qualification. 3 years relevant experience. Certificate as a Skill Development Facilitator. Good communication skills (verbal and written). Report writing skills. Understanding of skills Development Act and other related prescripts. Organisation and facilitation skills. Computer literacy (MS word and Ms Excel).

Duties: Administer the performance management system of the College i.e. PMDS and IQMS. Facilitate the skill audit process. Facilitate the induction of all new employees. Work with skills development committee. Develop work skill plan. Liaise with SETAs. Compile monthly reports on training conducted. Submit annual training reports to relevant stakeholders. Administer bursaries offered by the college and SETAs. Administer internship programmes.

SENIOR HUMAN RESOURCE PRACTITIONER

- Salary: R 299 709.00 (Level 8) • REF: NKC 2018/2809/10 (Central Office)

Requirements: Grade 12 plus a 3 years Diploma/Degree in Human Resource Management or an equivalent qualification. 3 years' working experience in Human Resource Management; Extensive knowledge of recruitment and selection, conditions of service and other human resource related duties. Knowledge and Understanding of PERSAL System, PERSAL certificates will be an added advantage. Report writing skills, Understanding of HR Policies and prescripts. Good communication skills (verbal and written). Drivers licence.

Duties: Facilitate the process of advertising and filling of vacancies. Administer all types of employee benefits and conditions of service (e.g. Long Service Awards, Housing Allowance, Pension benefits, etc). Coordinate the administration of employee appointment, relocations and promotion. Administer leaves and termination of service. Handle Human Resource related enquiries. Preparation of quarterly and monthly reports. Compile submissions and letters.

INFORMATION TECHNOLOGY OFFICER X3

- Salary: R 242 475 .00 (Level 7)
- REF: NKC 2018/2809/11 (Witbank Campus)
- REF: NKC 2018/2809/12 (Middelburg Campus)
- REF: NKC 2018/2809/13 (Waterval Boven Campus)

Requirements: Grade 12 certificate plus 3 years qualification in information Technology or an equivalent qualification, A+, N+ or MCSE. 3 years relevant experience. Ability to work under pressure and flexible hours. Good communication skills (verbal and written). Drivers licence.

Duties: Installation and maintenance of network system. Workgroup and domain serves (sever 2008). Maintain personal computer hardware and software. Knowledge. Knowledge on the following software will be an advantage: (Microsoft office, Window 7, Pastel Accounting, Data Collection and management. Ability to do programming in a computer language will be an advantage. Hardware and software support on laptop and desktop. Installation of troubleshooting software issues. Troubleshooting printers. Repairing of PC hardware. Troubleshooting network connectivity. Setup and installation of new hardware. Setup and troubleshooting Microsoft office.

Setup and troubleshooting of the latest Windows. Provide 1st line support. Proactive maintenance of hardware and software.

STUDENT SUPPORT OFFICER

- Salary: R 242 475.00 (Level 7) • REF: NKC 2018/2809/14 (Mpondozankomo Campus)
- REF: NKC 2018/2809/15 (Witbank Campus)

Requirements: Grade 12 certificate plus three years relevant Diploma/ Degree in Psychology/ Social Work or equivalents qualification. 3 years' experience in student support services. Sound interpersonal relations skills, appropriate verbal and written communication skills, Computer literacy, and drivers licence.

Duties: Manage the fundamentals support programmes in the student support centre at campus. Facilitate Maths, Maths Literacy and English Computerized programmes like PLATO and Learn Scapes. Facilitate Workshops on study methods and exam preparedness. Analyse student performance from academic support programmes and submit reports to Student Support Manager and Central Office. Develop and Coordinate the placement test Schedule at Campuses. Analyse placement test result and place prospective students in a developmental programmes. Liaise with Fundamental lecturer at Campus to integrate lesson plans. Do the management Plan for the academic support and developmental programmes. Liaise with HOD's to schedule the tutoring sessions in the Student Support Centre. Assist the HOD with the implementation of structured revision programmes. Communicate with lecturers about the performance of the students. Conduct Surveys at the support centre to measure the effective of academic support programmes. Manage all activities of PLATO interns and Peer Tutors. Organise extra remedial Classes. Manage the student resource centre and study hall.

SECRETARY X5 (Deputy Principals / Campus Managers)

- Salary: R 163 563.00 (Level 5) • REF: NKC 2018/2809/16 (Deputy Principal Corporate: Central Office)
- REF: NKC 2018/2809/17 (Deputy Principal Academic: Central Office)
- REF: NKC 2018/2809/18 (Witbank Campus)
- REF: NKC 2018/2809/19 (Middelburg Campus)
- REF: NKC 2018/2809/20 (CN- Mahlangu)

Requirements: Grade 12 or NCV certificate (level 4) plus three years Diploma in Management Assistant /Secretariat or Office administration. A minimum of one (1) year Office management or administrative or secretarial support experience; Knowledge of manual and electronic filing systems, document tracking, storage and retrieval; Good interpersonal skills; Communication Skills (written and verbal); Computer literacy (MS Word and Excel); Excellent telephone etiquette and customer relations.

Duties: Manage the Deputy Principal's/ Campus Manager's diary, Organize meetings and set realistic appointments on behalf of the Deputy Principals/ Campus Managers; Answer and screen calls; Receive clients or visitors; Arrange travel and accommodation logistics for the Deputy Principal/ Campus Manager; Compile and submit travel claims; Render basic quality assurance on standard documents coming and leaving the office; Scan, fax, copy, manage and draft correspondence; Compile minutes of staff and other meetings; Record and track submissions and other relevant documents; Manage the filing system and retrieval of documents as and when required.

FINANCE ADMIN CLERK

- Salary: R163 563 .00 (Level 5) • REF: NKC 2018/2809/21 (Waterval Boven)

Requirements: Grade 12 Certificate plus three years in Financial Management or equivalent qualifications and at least one (1) year experience in Finance. Ability to perform accurately and methodically under pressure, verbal and written communication skills, knowledge of PFMA and other related financial prescripts, Computer literacy and drivers licence.

Duties: Capture receipts and bank reconciliations, receive and capture registration forms and fees in the coltech system, control debts and refunds, control budget, administer petty cash. Maintain proper filing system and general financial administration.

ADMIN CLERK X2 (EXAM)

- Salary: R163 563 .00 (Level 5)
- REF: NKC 2018/2809/22 (Mpondozankomo Campus)
- REF: NKC 2018/2809/23 (Waterval Boven Campus)

Requirements: Grade 12 Certificate plus National Diploma in Financial Management or equivalent qualifications and at least one (1) year experience in Finance. Ability to perform accurately and methodically under pressure, verbal and written communication skills, knowledge of PFMA and other related financial prescripts, Computer literacy and drivers licence.

Duties: Assist the Chief Invigilator with exam preparations and training of invigilators, order exam stock, control the exam stock during and after examination, assist in the control of exam prelim, control remark applications, prepare exam files, draw the seating plans during examinations and control the recording of exam mark sheets during the examinations.

FINANCIAL AID CLERKS X2

- Salary: R163 563 .00 (Level 5)
- REF: NKC 2018/2809/24 (Mpondozankomo Campus)
- REF: NKC 2018/2809/25 (CN-Mahlangu)

Requirements: Grade 12 Certificate plus National Diploma in Financial Management or equivalent qualification and at least one (1) year experience in Finance. Ability to perform accurately and methodically under pressure, verbal and written communication skills, knowledge of PFMA and other related financial prescripts, Computer literacy and drivers licence.

Duties: Analyzes and evaluates financial viability of students and families, and provides advice and counsel regarding available financial aid opportunities, eligibility requirements, and the application process. Reviews and assesses eligibility of applications for financial aid; exercises professional judgment to determine whether adjustments should be made. Respond to inquiries and researches and resolves problems related to transactions handled by the unit.

TO APPLY: Enquiries: 013 658 4700 – Mr. JM Ngogo

N.B!!! Applicants must ensure that they complete and sign form Z83 in full, even if they are attaching a CV.

Applications should be mailed to: College Principal / Mr. CM Maimela, Nkangala TVET College, Human Resource Department, Private Bag X7299, Witbank, 1035, for attention: Human Resource. Applications may also be hand delivered to Corner Haig and Northey Street, Central Office of Nkangala TVET College. No fax or email application will be accepted.

Closing date: The closing date for the receipt of all applications is 12:00 on Friday 28 September 2018. No applications received by the HR Department after the applicable closing date shall be considered. The College reserves the right to withdraw any of the advertised posts at any time depending on the need.

If applicants do not hear from us within 4 months after the closing date, they should deem their applications as being unsuccessful.