

THE COLLEGE HEREBY INVITES SUITABLY QUALIFIED CANDIDATES TO APPLY FOR THE FOLLOWING PERMANENT POSTS. PEOPLE WITH DISABILITIES ARE ENCOURAGED TO APPLY.

**CAMPUS MANAGER
SALARY: R 511 752.pa
MPONDOZANKOMO CAMPUS
NKC/2021/02/30**

Requirements: A recognized Bachelor's Degree or equivalent qualification which must include a recognized qualification in education. A minimum of seven (7) years' relevant experience within the TVET College Sector, three (3) years of which must be at supervisory or managerial level. A valid driver's license unendorsed 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: LABOUR RELATIONS
SALARY: R 376 596 pa
CENTRAL OFFICE
NKC/2021/02/31**

Requirements: An appropriate Bachelor's Degree/National Diploma in Labour Relations, Labour Law or Human Resource Management or equivalent qualification with 5 years' relevant experience of which 2 years must be at supervisory level. Competency knowledge of LRA, BCEA, PSA, PSR, education sector and relevant legislations and policies. Sound knowledge of relevant Collective Agreements, disciplinary codes in the public service, dispute resolution rules, strategies and related matters. Understanding of the Public Service reporting procedures, good report writing, communication, negotiation, sound interpersonal and conflict resolution skills. Innovative and creative thinker. Computer literacy. A valid drivers' license is a prerequisite.

Duties: Maintain labour peace and promote sound relations between employer and employees. Represent and support the College at the relevant bargaining council's meetings. Ensure Labour Relations related policy development and implementation. Monitor and evaluate compliance with collective agreements, policies and relevant legislation. Render advisory service to College management and employees regarding labour relations matters. Facilitate capacity building to management and employees on all labour relations and labour law matters. Manage industrial action (strike) and dispute resolutions. Assist with managing the relationship with trade unions.

ASSISTANT DIRECTOR – FINANCIAL MANAGEMENT

SALARY: R 376 596 pa

CENTRAL OFFICE

REF: NKC/2021/02/33

Requirements: Grade 12 plus an appropriate Bachelor's Degree/Diploma in Finance or equivalent qualification, five (5) years' experience in finance related work of which two (2) years must be in a managerial position, Computer literacy (MS Excel, MS Word), Good communication skills (verbal & written), Good understanding of PFMA and other public finance frameworks, Report writing skills, Strong financial and analytical skills. Must have a valid Driver's licence.

Duties: • Compile and control the budget of the College • Review sectional performance against the budget • Advise management on trends and changes in the financial operating performance and operational delivery • Manage payroll administration of the College • Manage the financial systems of the College • Ensure compliance with other legislative frameworks • Identify revenue sources and collect revenue. •

SENIOR FINANCIAL AID OFFICER

SALARY: R 316 791.00 pa

CENTRAL OFFICE

REF: NKC/2021/02/34

Requirement: Grade 12 plus an appropriate recognised National Diploma or Bachelor's Degree in Financial Management, Three (3) years relevant experience. Good understanding of DHET TVET College Bursary Scheme requirements and regulation of the National Students Financial Aid Scheme (NSFAS) will be an added advantage. Excellent administrative skills. Excellent attention to detail. Good competency in the capturing, recoding, and reporting of data and information. Proven computer literacy, including MSWord, MS Excel and MS PowerPoint. Good skills related to the preparation and implementation of financial aid-related plans. Driver's Licence is a requirement.

Duties: Administration of College Bursary: Ensure implementation of and continued compliance with College financial aid and DHET rules and guidance policies and procedures. Coordinate student support financial aid systems for the campus in collaboration with Financial Aid Officer. Facilitate all financial aid applications in a timely and accurate manner, including tuition, accommodation, travel and any other financial aid grants and loans and all payments. Maintain continuously updated records of all applications and the related documentation and status. Communicate DHET rules and guidelines and application status to campus students, relevant staff and SRC and ensure to form part on induction process. Ensure clear process steps are communicated to all students via College staff, SRC and other appropriate available platforms. Provide "help desk" access during registration in order to respond to any enquiries. Maintain a database of all students of the campus in terms of Department of Higher Education and Training and NSFAS 5 requirements. Receive and log all applications and ensure all required information has been included. Submit applications to the relevant staff of any changes in requirements. Identify

and improve application gaps and non-compliance. Report system and other financial aid issues, follow-up and ensure issues are resolved. Notify students and relevant staff of any changes in requirements. Attend Financial Aid Committee meeting and other relevant meetings and provide necessary information. Provide data requested by Senior Management Team, Academic board, College Council and Quarterly M&E report for DHET. Maintain information on scheme requirements, contact details and application guidelines. Maintain a database of key contacts and references for financial aid enquiries and advice

SENIOR RISK OFFICER
SALARY: R 316 791.00 pa
CENTRAL OFFICE
REF: NKC/2021/02/35

Requirements: An appropriate Bachelor's Degree /National Diploma in Risk Management, Accounting, Commerce or Auditing or equivalent qualification ▪ Minimum three (3) years relevant experience in Risk Management or Auditing ▪ Competency in Microsoft office suite ▪ Valid drivers' licence ▪ Working knowledge of all legal and risk related requirements, e.g. Continuing Education Act, Higher Education Act, Public Finance Management Act, National Treasury Regulations, Public Sector Risk Management Framework , DHET Departmental Regulations, COSO framework and King III on governance ▪ Knowledge of good internal auditing practices is necessary ▪ Principles of enterprise risk management governance and accountability (ERM concepts, framework and methodologies) ▪ Good understanding of information technology systems and an ability to apply these within an internal auditing environment ▪ Good knowledge of internal auditing technologies and best practices. Strong leadership skills ▪ Tenacity and assertiveness ▪ Good communication skills and interpersonal awareness, Excellent report writing skills ▪ Problem solving skills. Must have a valid drivers' licence.

Duties: Develop the Risk Management Strategy ▪ Communicate the Risk Management Strategy or framework to all stakeholders in the college and monitor its implementation ▪ Facilitate the compilation of Strategic Risk Registers, the development of risk response strategies (Mitigation Plans) ▪ Facilitate the compilation of operational risk registers, the development of risk response strategies (Mitigation Plans) ▪ Report all relevant ERM matters including, findings risk positions and recommendations to relevant stakeholders ▪ Facilitate orientation and training for the risk management staff and Risk Committee ▪ Maintain a risk management philosophy and culture within the College ▪ Manage and coordinate risk management with all assurance providers ▪ Develop and maintain a Fraud prevention and Anticorruption plan ▪ Render support and investigate corrupt and fraudulent business conducts ▪ Report to Audit & Risk Committee on the Risk Management Performance on a quarterly basis ▪ Manage Human and financial resources within Risk

SENIOR INTERNAL AUDITOR
SALARY: R 316 791 00 pa
CENTRAL OFFICE
REF: NKC/2021/02/36

Requirements: National Diploma in Internal Auditing ▪ Three (3) years relevant experience in Internal Auditing ▪ Working knowledge of all legal and risk related requirements, e.g. Continuing Education Act, Higher Education Act, Public Finance Management Act, National Treasury Regulations, King IV Report on Corporate Governance and DHET Departmental Regulations ▪ Knowledge of public service anti-corruption strategy and departmental anti-corruption measures ▪ Knowledge of good internal auditing practices is necessary ▪ Principles of enterprise risk management governance and accountability (ERM concepts, framework and methodologies) ▪ Good understanding of information technology systems and an ability to apply these within an internal auditing environment ▪ Good knowledge of

internal auditing technologies and best practices. Strong leadership skills ▪ Tenacity and assertiveness ▪ Good communication skills and interpersonal awareness, Excellent report writing skills ▪ Problem solving skills. Must have a valid drivers' licence.

Duties: Co-develop and implement strategic and operational plans related to the implementation of Internal Audit Function's vision, mission, and overall goals and objectives
▪ Develop the fraud prevention strategy and business ethics and conduct strategy ▪ Co-develop and manage all internal financial, operational and compliance audits ▪ Co-manage the co-sourced internal audit service provider ▪ Communicate the results of audits to management, the Audit & Risk Committee and other stakeholders as required ▪ Conduct fieldwork and collect relevant, reliable, sufficient, and useful audit evidence ▪ Manage the testing and documentation of internal audits to ensure information integrity and transaction validity ▪ Monitor and review the implementation of the approved operational plan ▪ Initiate projects to continuously improve College's internal audit system ▪ Support continual business improvement and change management ▪ Observe and ensure compliance with governance and established policies, systems, procedures and practices ▪ Develop and maintain measures to prevent fraud and maladministration.

FINANCIAL AID CLERK
SALARY: R173 703.00 pa
CN MAHLANGU CAMPUS
REF: NKC/2021/02/37

REQUIREMENTS: Grade 12 plus N6 certificate or NCV Level 4 in Financial Management/Financial Accounting, one (1) year relevant experience. Ability to work with figures, Thoroughness, honesty, integrity and willingness to work hard, Sound interpersonal relations and communication skills. Telephone etiquette, Ability to perform accurately and methodically under pressure, Computer literacy, and valid Driver's Licence. **DUTIES:** Assist students with online bursary application, Duplicate and distribute information, Handle the dispatching of student support documents, Accurate consolidation of bursary reports, take minutes during meetings, record keeping of bursary for students. Assist with the administration of bursaries, filing and other related duties.

ASSET CLERK (SR5) x2
SALARY: R173 703.00 pa
MPONDOZANKOMO CAMPUS
NKC/2021/02/38

WATERVAL BOVEN CAMPUS
NKC/2021/02/39

Requirements: Grade 12 Certificate plus N6 Certificate or NCV Level 4 in Finance/Business Management or equivalent qualification. Minimum of one (1) year relevant work experience. Good interpersonal relations, good organizational skills, sound communication skills (verbal and written), computer literacy, knowledge of asset management will serve as an advantage. Must have a valid driver's license

Duties: Barcoding of college movable assets, Record acquisition of assets and submit details to central office, maintain transfer and movement of assets on a daily basis, assist in conducting assets verification of college assets, maintain and updated inventory records, maintain inventory rotation and absolute stock, Issuing of inventory adherence to guidelines for acquisition, maintenance, retention and disposition of fixed assets and associated records

ADMINISTRATION CLERK: FINANCE (SR5)
SALARY: R173 703.00 pa
WATERVAL BOVEN
NKC/2021/02/40

Requirements: Grade12 Certificate plus N6 certificate or NCV Level 4 Qualification in Finance, one (1) year experience in Finance. Ability to perform adequately and methodically under pressure, verbal and written communication skills, knowledge of finance related prescripts and computer literacy is a requirement. Knowledge of Coltech and SAGE evolution will be an added advantage. Must have a valid drivers' license.

Duties: Perform financial and management accounting tasks. Perform bookkeeping services. Perform salary administration support services. Render Budget support services. Handle filing of documents. Perform ad-hoc duties.

RECEPTIONIST
SALARY: R145 281.00 pa
CN MAHLANGU CAMPUS
NKC/2021/02/41

Requirements: Grade12 Certificate plus N6 certificate or NCV Level 4 Qualification in Public Relations/Management Assistant or equivalent qualification. A minimum of 1 year' work experience in Reception is required. Proficiency in English is a requirement. Computer literacy which includes a good working knowledge of the Microsoft Office packages. Excellent telephone etiquette and office administration. Excellent communication skills both written and verbal. Excellent interpersonal skills. Ability to take ownership of enquiries and queries. Good ethics. Excellent customer/ client orientation. Innovative and energetic. Work under pressure with minimal supervision.

DUTIES: Attend to visitors and respond to their enquiries, queries and complaints efficiently and effectively. Follow up on uncollected messages and refer them to the relevant staff members to deal with. Obtain client information by interviewing them and verifying information. Strive to respond to the visitor in his/her own preferred language. Maintains communication equipment by reporting problems. Ensure customer satisfaction. Provide the public and other stakeholders with service that exceeds their expectations. Report writing.

SWITCHBOARD OPERATOR (SR 4)
SALARY: R145 281.00 pa
CENTRAL OFFICE
REF: NKC/2021/02/42

REQUIREMENTS: Grade12 Certificate plus N6 certificate or NCV Level 4 in Office Admin/ Management Assistant or Equivalent, one-year experience as a switchboard operator, Good telephone etiquette, Excellent customer service, Ability to work under pressure with minimal supervision. Computer literacy. Good communication skills and interpersonal relations.

DUTIES: Answering incoming calls promptly, transferring telephone calls to the correct destiny. Supply basic information to internal staff, public and other stakeholders regarding the college. Reports telephone faults to the service providers. Update the internal telephone directory. Report writing.

DRIVER/MESSENGER (SR 4)
SALARY: R145 281.00 pa
CENTRAL OFFICE
REF: NKC/2021/02/43

REQUIREMENTS: A National Senior Certificate / NCV Level 4. A valid driver's license with PDP. One (1) year experience as a driver. Knowledge to compile Log Books. Excellent organizational and time management skills. Good interpersonal relations and communication skills, Good filing and recordkeeping.

DUTIES: collect and deliver documents internal and external, Collect and deliver mail to and from the Post Office, transport employees and students, collect and deliver office equipment, do routine maintenance on the allocated vehicle and report defects timely. Perform daily trip and post trip vehicle inspection to ensure that the vehicle is in the best condition at all times. Complete all the required and prescribed records and logbooks with regard to the vehicle and the goods handled.

EDUCATION SPECIALISTS (PL 2)
Electrical Infrastructure Construction (NCV)

SALARY: R 347 703.00 pa
REF: Nkc/2021/02/44 - WITBANK CAMPUS

Requirements: An appropriate recognised Bachelor's degree or National diploma or equivalent qualification in the relevant field of study plus a professional qualification in Education, a minimum of three (3) years lecturing experience within the TVET Sector, must be a qualified assessor and moderator, must be registered with SACE, extensive knowledge of report 191 and NC(V) programmes, Sound communication skills, excellent report writing skills, computer literacy, ability to work independently and must have a valid drivers' license .

Duties: Liaise with lecturers, Head of Departments and students support officers in providing support intervention to students, assist with recruitment and induction of students, facilitate general academic and career development of students, prepare lessons in accordance with the time table, ensure classroom management and discipline of students. Assist students with the choice of appropriate career paths as well as with study methods. Give support to students in developing critical job-hunting skill. Assist the Head of Division with day to day management duties. Give professional guidance and support to lecturers. Oversee assessment and moderation, assist with lecturing as required. Monitor lecturers and students with regards to attendance and performance assessment records. Conduct class visits and monitor POA' and POE's.

Closing date: 25 March 2021 at 12:00

Enquiries: Ms Sibiya ZN – 013 658 4700

Applications: Should be submitted on the new Z83 form, obtainable from any Public Service Department. Applications must in all cases be accompanied by a recently updated comprehensive CV, original certified copies (not older than three months) of all qualifications and RSA ID document. Please note that a passport or driver's licence will not be accepted in lieu of an Identity Document. Failure to attach the requested documents will result in your application not being considered. A complete set of application documents should be

submitted separately for every post that you wish to apply for. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application.

Applications should be mailed to: Nkangala TVET College, Human Resource Department, Private Bag X7299, Witbank, 1035, for attention: Principal. Applications may also be hand delivered to Corner Haig and Northey Street, Central Office of Nkangala TVET College.

No applications received by the HR Department after the closing date shall be considered. The College reserves the right to withdraw any of the advertised posts at any time depending on the need.

Nkangala TVET College is an equal opportunity and affirmative employer. Our aim is to promote representativity through race, gender and disability.