



Corporate Office  
Cnr High & Broster Street  
Private Bag X33  
Bethlehem  
9700  
Tel: 058 303 1732  
Fax: 058 303 1748  
officeman.corp@malutitvet.co.za



**higher education  
& training**

Department:  
Higher Education and Training  
**REPUBLIC OF SOUTH AFRICA**

Department of Higher Education and Training (Maluti TVET College): Kindly note that the following posts of HRD Officer with Ref No. MALUTI TVET/CORP001/202 and Placement Clerk with Ref No. MALUTI TVET/CEN001/2021 advertised in the Public Service Vacancy Circular 03 dated 29 January 2021 only the HRD Officer is a re-advertisement. Enquiries can be directed to Ms TP Mathipe 058 303 1732.

for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for SMS position is the pre-entry certificate. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The Candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Applications received after the closing date will not be considered. Disclaimer: Considering restrictions on travel during phases 5 to 3 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line. The successful candidate will not be appointed before completion of the Pre-entry Certificate for SMS positions as prescribed by the DPSA.

**CLOSING DATE** : 12 February 2021

#### **OTHER POSTS**

**POST 03/36** : **HUMAN RESOURCE DEVELOPMENT OFFICER REF NO: MALUTI TVET/ CORP001/202**

**SALARY** : R257 508 per annum (Level 07)  
**CENTRE** : Corporate office (Maluti TVET College)  
**REQUIREMENTS** : National Senior Certificate/ Grade 12/ Standard 10 or NCV Level 4. National Diploma/Degree in Human Resource Development/Management. Minimum of three years administrative experience in a Human Resource Development/Management environment. Proven knowledge and experience in PERSAL. Excellent Computer Skills (MS Excel, MS Word and MS Power Point). Unendorsed Valid Driver's Licence. Recommendation: Ability to work under pressure. Be customer orientated. Attention to detail and excellent organizational skills. Knowledge of HRD Processes and Procedures. Good communication skills (written and orally).

**DUTIES** : Ensure coordination and administration of Human Resource Development functions. Assist with the placement of Lecturers with Employers/Industry. Compile and submit Annual Training Plan. Develop skills development programmes. Facilitate the provisioning of training and development programmes. Administration of the bursary programme. Compile and submit workplace skills plan. Compile and submit the employment equity plan. Maintain, monitor, co-ordinate and report on the implementation of the workplace skills plan. Assist with the identification of training and development needs of all staff members. Coordinate Performance Management and Development Processes. Train staff on HRD-policies. Attend to all HRD related enquiries. Supervision of junior staff in HRD section. Compile and present all work related reports for the sub unit. Develop and implement HRD policies in conjunction with other role players.

**ENQUIRIES** : Mr HT Basson Tel No: (058) 303 1732  
**APPLICATIONS** : All applications should be posted to: Human Resource Manager Maluti TVET College, Corporate Office, Private Bag X 33, Bethlehem 9700 or hand delivered to Maluti TVET College: Corporate Office, Corner High & Broster Street, Bethlehem, 9700. No Faxed or Emailed applications will be accepted.

**NOTE** : Applications must be submitted on a Z83 form obtainable from any Public Service department as well as Maluti TVET Corporate Office or from DHET Official website: [www.dhet.gov.za](http://www.dhet.gov.za) (and be signed) and should be accompanied by originally certified copies of formal qualifications, certified copy of academic transcript, certified copy of driver's licence and certified copy of ID not older than three months and detailed CV with contact details of at least three references. Foreign qualifications must be accompanied by a SAQA evaluation report. Immigrants should apply for work permits before assumption of duty. People with disability are encouraged to apply. NB: Please consider your application as unsuccessful should you not be contacted within 60 days from the closing date of this advertisement. Maluti TVET College reserves the right



		to withdraw the above mentioned position. Those who previously applied are encouraged to re-apply.
<b><u>CLOSING DATE</u></b>	:	19 February 2021 at 13:00
<b><u>POST 03/37</u></b>	:	<b><u>PLACEMENT CLERK REF NO: MALUTI TVET/CEN001/2021</u></b> College council appointment 1 year contract
<b><u>SALARY</u></b>	:	R173 703 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Central Office (Maluti TVET College)
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate/ Grade 12/ Standard 10 or NCV Level 4. Excellent Computer Skills (MS Excel, MS Word, MS Power Point and Access). Unendorsed Valid Driver's Licence. Arecommendation: An appropriate 3 year relevant qualification. Ability to perform accurately and methodically under pressure. Verbal and written communication skills. Ability to work under pressure. Well organised disciplined, self-motivated, professional and mature. Strong administrative skills and an organised approach to his/her work. Ability to work to strict and agreed deadlines. Knowledge about SETA's may be an added advantage. Relevant experience may also serve an added advantage.
<b><u>DUTIES</u></b>	:	To organise work placements and support students in the work placement process. To organise and attend placement visit to monitor the progress of students, and deal effectively with any issues/concerns that may arise. Assist with briefings on workplacement process that pertains to students. To assist in the distribution of relevant documentation to providers concerning work placement. To assist in the development and maintainance of a database of appropriate employer commercial/industrial links. To assist with work placement corresspondance and telephone enquiries internally and externally. To help monitor the progress of work placement through out the College in liaison with the Work Placement Coordinator. To communicate effectively with the Work Placement Coordinator and appropriate team members. Supporting both paid internships/practicum and unpaid placements or assignments for various programs. Customizing student/employer matches by institution of competency modeling. Interviewing student to assist them with selecting the most suitable placement or experiential learning experience. Supporting faculty with student placement. Supporting faculty who are implementing an experiential or service learning assignment in their courses. Support business and community agencies who provide service learning experiences for our students. Designing and implementing student work-readiness programs including resume writing, interview preparation workshops, etc. Organizing and conducting group orientation and networking events for all relavant stakeholders. Compiling and sharing of student experiences with all the relevant role-players. Compile and maintain a database of employers, student placement and experiential assignments. Write reports and assist with all other aspects of the internship and experiential program as required. Perform all ad hoc duties that might be assigned to the job holder.
<b><u>ENQUIRIES</u></b>	:	Mr HT Basson Tel No: (058) 303 1732
<b><u>APPLICATIONS</u></b>	:	All applications should be posted to: Human Resource Manager Maluti TVET College, Corporate Office, Private Bag X 33, Bethlehem 9700 or hand delivered to Maluti TVET College: Corporate Office, Corner High & Broster Street, Bethlehem, 9700. No Faxed or Emailed applications will be accepted.
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