

## ANNEXURE H

### DEPARTMENT OF HIGHER EDUCATION AND TRAINING (MALUTI TVET COLLEGE)

- APPLICATIONS** : All applications should be posted to: Acting HR Manager: Maluti TVET College, Corporate Office, Private Bag X 33, Bethlehem 9700 or hand delivered at Maluti TVET College: Corporate Office, Corner High & Broster Street, w9700
- CLOSING DATE** : 26 November 2021 @13:00
- NOTE** : Applications must be submitted on a new Z83 form obtainable from any Public Service department as well as Maluti TVET College Corporate Office or from Maluti TVET College Official website [www.malutitvet.co.za](http://www.malutitvet.co.za) (and be fully completed, dated and signed) and should be accompanied by copies of formal qualifications, copy of academic transcript, copy of unendorsed valid driver's licence (where applicable) and copy of ID (both sides if it is a smart card ID), a comprehensive CV with contact details of at least three references and any other relevant documents. Required documents need not be certified when applying for post, only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from HR. 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. If you apply for more than one post, submit separate applications for each post that you apply for. Correspondance will be limited to shortlisted candidates only. Successful candidates will be subjected to security screening. Maluti TVET College reserves the right to withdraw any of the above mentioned positions.sssss
- ERRATUM:** Kindly note that the post which was advertised in the Public Service Vacancy Circular 38 dated 29 October 2021 with incorrect Centre, Deputy Principal: Innovation and Development, Centre: Apricorn TVET College Ref No: DHET24/09/2021, the correct Centre is Capricorn TVET College (Ref No: DHET24/09/2021). The post of Director: Community Education and Training: Institutional Funding (Ref No: DHET28/09/2021) on salary level 13 has been withdrawn by the Department of Higher Education and Training. Enquiries Mr D Moyane/Mr R Kgare, (012) 312 5765/5442. The closing is 19 November 2021 at 16h00. Kindly note that the following 3 posts were advertised in Public Service Vacancy Circular 38 dated 29 October 2021 (**For Goldfields TVET College**), the salary level have been amended as follows (1) Public Relations & Communications Officer: Salary R316 791.00per annum (Level 08), Centre: Goldfields TVET College with Ref No: GC2021/47. (2) Financial Aid Officer: Salary R316 791.00per annum (Level 08), Centre: Goldfields TVET College with Ref No: GC2021/49. (3) Examination Officer: Salary R316 791.00per annum (Level 08), Centre: Goldfields TVET College with Ref No: GC2021/50.

### OTHER POSTS

- POST 39/26** : **SENIOR PRACTITIONER: HUMAN RESOURCE DEVELOPMENT REF NO: MALUTITVET/CORP003/2021**
- SALARY** : R316 791 per annum (Level 08)
- CENTRE** : Corporate Office (Bethlehem)
- REQUIREMENTS** : National Senior Certificate/ Grade 12/ Standard 10 or NCV Level 4. National Diploma/Degree in Human Resource or related qualification. Minimum of three years relevant experience. Minimum of two years experience at supervisory level. Computer literacy (MS Word, MS Excel, and MS Power point). PERSAL introduction certificate. Recommendation: Unendorsed Valid Driver's Licence. 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). Knowledge of Skills Development Levies Act.
- DUTIES** : Facilitate and coordinate Compulsory Induction Programme and Orientation programme. Ensure coordination and administration of Human Resource Development functions. Assist with the placement of Lecturers with Employers/Industry. Compile and submit Workplace Skills Plan and Annual



		Training Plan. Develop skills development programmes. Facilitate the provisioning of training and development programmes. Liaise with industries or partners. Administration of the employee bursary programme. Coordinate Performance Management and Development Processes. Supervision of junior staff in HRD section. Compile and present all work related reports for the sub unit. Perform any other duty related to the post.
<b><u>ENQUIRIES</u></b>	:	Ms TP Mathipe Tel No: 058 303 1732
<b><u>POST 39/27</u></b>	:	<b><u>SENIOR STATE ACCOUNTANT: MANAGEMENT ACCOUNTING REF NO: MALUTITVET/CORP004/2021</u></b>
<b><u>SALARY</u></b>	:	R316 791 per annum (Level 08)
<b><u>CENTRE</u></b>	:	Corporate Office (Bethlehem)
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate/ Grade 12/ Standard 10 or NCV Level 4. Appropriate National Diploma/Degree in Accounting. Minimum of three years appropriate experience gained in a financial environment. Computer literacy skills (MS Word, MS Excel, MS Power Point). Recommendation: Unendorsed Valid Driver's Licence. Skills: Good communication (verbal and written), problem-solving, planning and organizing, analytical, liaison, client orientation, financial management, presentation and customer care. Ability to work in a team and independently; assertive and a self-starter. Ability to work under pressure.
<b><u>DUTIES</u></b>	:	Ensure overall supervision and coordination of the annual budgeting process. Ensure overall supervision and perform monthly budgetary and expenditure analysis. Ensure overall supervision, analyse and interpret the requirements for the monthly cash flow and adjusted cash flow as prescribed by Treasury and recommend corrective action where required. Ensure overall supervision and coordination of budget adjustments process. Ensure overall supervision and monitor expenditure trends and reconciliation against budget and cash flow projections. Ensure overall supervision, coordinate, review, analyse and quality assure the management accounting reporting processes. Ensure overall supervision, identification and accurate recording of debts owed to the college. Ensure overall supervision and liaise with debtors in the more complex and problematic cases to determine payback conditions and time span. Ensure overall supervision and process of obtaining the accounting officer's approval for debt collection conditions. Ensure overall supervision and process of obtaining the accounting officer's approval for debt payback conditions and time span on the cases handled. Ensure overall supervision and accurate allocation of monies received. Ensure overall supervision and updating of tuition fees and administer debtors. Ensure overall supervision and student debtor's reconciliation and clearance of suspense/ledger accounts. Supervise human, physical and financial resources. Perform any other duty related to the post.
<b><u>ENQUIRIES</u></b>	:	Ms LP Kubheka Tel No: 058 303 1732
<b><u>POST 39/28</u></b>	:	<b><u>SENIOR ADMINISTRATION OFFICER (E-LEARNING CO-ORDINATOR) REF NO: MALUTITVET/CEN002/2021</u></b>
<b><u>SALARY</u></b>	:	R316 791 per annum (Level 08)
<b><u>CENTRE</u></b>	:	Central Office (Phuthaditjhaba)
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate/ Grade 12/ Standard 10 or NCV Level 4. 3 Years National Diploma/Degree/ Equivalent qualification. Atleast 3 years teaching experience. A recognised teachers qualification. At least 1 year experience working in an eLearning environment. Computer Literacy (MS Word, MS Excel, MS Power Point). Recommendation: Unedorsed valid drivers license. TVET Sector knowledge.Video, multi-media, and graphic material production principles and practices. Moodle LMS or other LMS knowledge and experience. Credit Bearing Assessor and Moderator Certificate. Valid SACE registration.
<b><u>DUTIES</u></b>	:	System Administration: Oversee the smooth day to day running of the learning management system. Create and set up courses on Moodle LMS. Manage users on the Moodle LMS. Report issues and challenges bi-weekly. Generate LMS reports for the purpose of student monitoring and tracking. Student Support: Maintain/develop clear channels with students. Attend to LMS enquiries expeditiously. Coordinate student support and training activities. Liaise with the relevant department to ensure students are registererd on the Moodle LMS. Office Administration: Provide administrative support to the office of the Manager.

<b><u>ENQUIRIES</u></b>	:	Mr GD Mokoena Tel No: 058 303 1732
<b><u>POST 39/29</u></b>	:	<b><u>STUDENT LIAISON OFFICER REF NO: MALUTITVET/BON001/2021</u></b>
<b><u>SALARY</u></b>	:	R257 508 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Bonamelo Campus (Phuthaditjhaba)
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate/ Grade 12/ Standard 10 or NCV Level 4. Appropriate Bachelors degree or equivalent qualification. Two to three years experience in student support services Education/ Teaching and Learning environment or related field. Computer literacy (MS Word, MS Excel, MS Power Point).Recommendation: Unendorsed valid drivers license. Skills: Administrative, Interpersonal relations, Problem solving and analytical, Communication and listening skills. Extensive knowledge and understanding of the TVET sector. Strong interpersonal, communication, negotiation and problem-solving skills. Sound administrative and report writing skills.
<b><u>DUTIES</u></b>	:	Provide student liaison services at the Campus. Guide students and path their careers. Manage the induction of students at the Campus. Prepare weekly and monthly reports. Provide welfare support to students by liaising between stakeholders. Assist with academic support plan for identified students. Address socio-economic students matters appropriately.
<b><u>ENQUIRIES</u></b>	:	Ms NJ Ntsela Tel No: 058 303 1732