

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

**OTHER POSTS**

- POST 26/44** : **SENIOR PRACTITIONER: HUMAN RESOURCE DEVELOPMENT REF NO: MALUTITVET/HRD/2022**  
(Re-advert)
- 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. 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). Computer Literacy (MS Word ,MS Excel and MS Power point). Knowledge of Skills Development Levies Act.Knowledge of Public Service Regulations and Public Service Act ,Employment Equity Act, and Labour Relations 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.
- ENQUIRIES** : Ms TP Mathipe Tel No: 058 303 1732
- POST 26/45** : **SENIOR REGISTRATION OFFICER REF NO: MALUTITVET/SRO/2022**
- SALARY** : R316 791 per annum (Level 08)  
**CENTRE** : Corporate Office (Bethlehem)  
**REQUIREMENTS** : National Senior Certificate/ Grade 12/ Standard 10 or NCV Level 4. Recognised National Diploma in Business Administration, Public Management/ administration or equivalent qualification. 2-3 years relevant experience in college / university / school administration environment. Recommendation: High computer skills in administration software e.g Excel, student registration software. Good leadership or management experience. Good interpersonal relations. Team player. Excellent Communication (oral and verbal). Unendorsed valid drivers licence.
- DUTIES** : Ensure overall supervision and coordination of student registration at the College. Ensure the overall supervision and coordination of career counselling and career exhibition services. Ensure the overall supervision and coordination of guidance and testing of students, with regard to choice of and placement within programmes at all campuses. Ensure the overall supervision and maintenance of database of students enrolled within programmes at all campuses. Ensure the overall supervision and administration of learning materials. Ensure the overall supervision and coordination of registration records. Supervise of human, physical and financial resources.
- ENQUIRIES** : Ms TP Mathipe Tel No: 058 303 1732  
**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, Bethlehem, 9700. No Faxed Or Emailed applications will be accepted
- 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, initialed and signed). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed Z83 form and a detailed curriculum vitae. 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. Maluti TVET College is an

equal opportunity affirmative action employer. The Employment Equity plan of the College shall inform the employment decision. It is the College's intention to promote equity (race, gender and disability) through the filling of this posts. 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. Shortlisted candidates will be subjected to security screening. Successful candidates may be required to work at other places as may reasonably be required by the Department and the College. Maluti TVET College reserves the right to withdraw any of the mentioned adverts. Candidates who previously applied for the Senior Practitioner Human Resource Development are encouraged to re-apply.

**CLOSING DATE**

: 05 August 2022 at 13:00