

		Public Service Act, Labour Relations Act and any other related legislation. Demonstrate knowledge and understating in planning, organizing, financial management, report writing, communication, interpersonal, problem-solving, computer literacy, analytical, client oriented, project management, team leadership, and people management skills. A valid driver's license is a prerequisite. Good verbal and written communication skills, including presentation and report writing-skills.
<b><u>DUTIES</u></b>	:	Overseeing the effective functioning of student administration support services and overall campus administration. Oversee administration process to support teaching and learning. Oversee and coordinate human resource administration, financial, asset and supply chain services. Oversee campus infrastructure, maintenance and fleet management services. Provide general administration support services and maintain proper records management systems. Manage the campus human, physical and financial resources.
<b><u>ENQUIRIES</u></b>	:	Should you have enquiries or experience any problem submitting your application contact Ms LA Mudau at Tel No: 012 401 1927 / Ms JM Nyalunga at Tel No: 012 401 1940
<b><u>APPLICATIONS</u></b>	:	Forward your application/s to: The Principal: Tshwane North TVET College, P.O Box 26193, Arcadia, 0007 OR hand-deliver to: Cnr. Kgosi Mampuru (Former Potgieter Street) & Pretorius Streets, Pretoria. No Emailed or faxed applications will be accepted. All costs incurred due to your application and interviews will be at your own expense.
<b><u>NOTE</u></b>	:	Applications must be submitted on the New Z83 which must be fully completed, obtainable from any Public Service Department and must be accompanied by a comprehensive Curriculum Vitae only. Only shortlisted candidates will be required to submit certified copies of qualifications including academic records, driver's license and identity documents. Please take note that communication in relation to the process will be limited to the short-listed candidates. If you have not received any correspondence within three (3) months after the closing date, please consider your application unsuccessful. Note: Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date will NOT be accepted. Shortlisted candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks (where applicable, qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. The College/DHET reserves the right not to make appointments. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. People with disability are encouraged to apply.
<b><u>CLOSING DATE</u></b>	:	12 December 2022 at 12:00
<b><u>POST 45/132</u></b>	:	<b><u>ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: MALUTITVET/ASD-IA/031/2022</u></b> (Re-advertisement), Candidates who previously applied for the post of Assistant Director: Internal Audit are encouraged to re-apply
<b><u>SALARY</u></b>	:	R393 711 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Corporate Office (Bethlehem)
<b><u>REQUIERMENTS</u></b>	:	National Senior Certificate/ Grade 12/ Standard 10 or NCV Level 4. Three (3) year tertiary qualification in Internal Audit / Accounting. Three (3) years functional experience in Internal Audit environment. Minimum of three (3) years supervisory experience. Computer Literacy (MS Word, MS Power Point, MS Excel) Recommendation: Registered member with professional body e.g. Institute of Internal Auditors (IIA). Unendorsed valid driver's licence. Knowledge: Public Finance Management Act (PFMA), Public Service Regulations (PSR), Public Service Act (PSA), Auditor General Processes and Procedures and Promotion of Access to Information Act (PAIA). Skills: Risk Assessment, Negotiation, Presentation, Problem Solving, Planning and Organising, Policy analysis and Development, Communication and Report writing.
<b><u>DUTIES</u></b>	:	Ensure overall supervision, develop, review and monitor the implementation of internal audit policies. Plan, execute and report on audits. Facilitate the review of controls on systems, assets and operations. Coordinate audit and risk committee meetings. Collect information and compile reports to council subcommittee/ audit and risk committee on issues of risk and internal audit.

Supervision of junior personnel in the unit. Perform any other duty related to the post.

**ENQUIRIES** : Mr GD Mokoena/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, initialled 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. Correspondence 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 post of Assistant Director: Internal Audit are encouraged to re-apply.

**CLOSING DATE** : 14 December 2022 at 16:00

**POST 45/133** : **SENIOR EXAMINATION OFFICER REF NO: MALUTITVET/CORP-SEQ/032/2022**

**SALARY** : R331 188 per annum (Level 08)

**CENTRE** : Central Office (Phuthadijhaba)

**REQUIREMENTS** : National Senior Certificate/Grade 12/Standard 10 or NCV Level 4. A recognised National Diploma (NQF 6) in Education/Administration or equivalent qualification. 3-5 years' experience in the Teaching and Learning environment. Experience in the interpretation, development, and implementation of relevant TVET Exam and Assessment policies, guidelines, and procedures. Unendorsed Valid Driver's license. Recommendation: Knowledge of White Paper on PSET Act. Knowledge of the Public TVET sector and its regulatory and legislative framework. Knowledge and understanding of the Higher Education sector. Knowledge and understanding of COLTECH system and TVETMIS. Knowledge of practice notes, national, provincial policy frameworks relevant to Education, Training and Development. Knowledge of Skills Development Act, Public Service Regulations and Public Service Act, Labour Relations Act. Administrative, planning and organizing skills. Report writing skills. Problem solving skills. Computer literacy.

**DUTIES** : To ensure the overall supervision and coordination of effective and efficient examination and assessment services in the entire college. Assist with the standardisation of ICASS assessments throughout campuses. Assist with the coordination of subject groups and the setting of quality assessment tasks. Coordinate the Site-Based Assessments (SBA) as per the DHET policies and guidelines. Assist with ensuring that ICASS & ISAT marks are monitored, verified, and submitted as per the DHET Management Plan. Assist with the drafting of the College Assessment Schedule. Ensure the overall supervision and training of Invigilators, Markers and Data Capturers. Ensure overall supervision and establishment of a functional of Irregularity Committee. Ensure the overall supervision and management of issuing certificates. Ensure overall supervision and proper administration of both the internal assessment and external examination services. Supervising human, physical and financial resources.

**ENQUIRIES** : Mr GD Mokoena/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

<b><u>NOTE</u></b>	: Maluti TVET College: Corporate Office, Corner High & Broster Street, Bethlehem, 9700 No Faxed Or Emailed applications will be accepted. 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 <a href="http://www.malutitvet.co.za">www.malutitvet.co.za</a> (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. Correspondence 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 post of Assistant Director: Internal Audit are encouraged to re-apply.
<b><u>CLOSING DATE</u></b>	: 14 December 2022 at 16:00
<b><u>POST 45/134</u></b>	: <b><u>LEARNERSHIP AND PLACEMENT OFFICER REF NO: CJC/LEOF/2022</u></b> Re-advertised. Interested applicants who applied in the previous advertisement must re-apply if they are still interested in the post).
<b><u>SALARY</u></b>	: R269 214 per annum (Level 07), plus benefits as applicable in the Public Service
<b><u>CENTRE REQUIREMENTS</u></b>	: Central Office: Park Town Grade 12 Certificate or equivalent. A recognised 3-year qualification, Degree/ National Diploma (NQF 6) in Business Administration, Public Management, Marketing, Public Relations or equivalent qualification. A minimum of 3 years' relevant experience in employment services /Administration environment. Knowledge in Employment service market, PSET and CET Act, Public Service prescripts, DHET Policies, Industrial operation. Identification of opportunities in the market, Labour Market, Opportunity linkages with industries, Skills, Excellent Communication (oral and written), Networking, Negotiation, Research, Interpersonal, Planning, Organising, Computer, Promotion, Placement. Values and Attitudes, Good interpersonal Relations, Always Professional and friendly, always willing to assist clients, Team player, Reliability.
<b><u>DUTIES</u></b>	: Facilitate the placement of student. Conduct job readiness training programmes. Liaison with commerce, industry and other relevant stakeholders. Maintain of employer and student placement database. Develop quality electronic report and statistics. Monitoring and evaluation of work placement practices. Conduct work based assessment for students.
<b><u>ENQUIRIES APPLICATIONS NOTE</u></b>	: Ms P James Tel No: 011 3516000 All applications are to be sent via email to <a href="mailto:recruitment69@cjc.edu.za">recruitment69@cjc.edu.za</a> Kindly quote name of the post you are applying for and its reference number in the subject line. Due to Covid-19 pandemic, no faxed, postal or hand delivery applications will be accepted. Note: Scanned Applications must consist of only: - a) a duly completed and signed latest version of Z83 form obtainable from any Public Service Department or on the internet at <a href="http://www.gov.za">www.gov.za</a> , stating the post you are applying for and the relevant reference number, b) a recently updated CV, Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately (on a separate subject line) for every post you wish to apply for. Failure to submit the requested documents will result in your application not being considered. Applications submitted to incorrect email addresses will not be considered. It is the applicant's responsibility to have