

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

APPLICATIONS : All applications should be posted to: Human Resource Management: Maluti TVET College, Corporate Office, Private Bag X33, Bethlehem, 9700 or hand delivered at Maluti TVET College: Corporate Office, Corner High & Broster Street, Bethlehem, 9700 or emailed to hrrecruitment@malutitvet.co.za. Please quote the relevant reference number on the subject line for emailed applications. No faxed applications will be accepted.

CLOSING DATE : 17 November 2023 @13:00

NOTE : Applications must be submitted on a new Z83 form (effective from 01 January 2021) 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. With reference to DPSA Circular 19 of 2022, the Z83 form must be signed, initialed and dated. Part A, C and D must be fully completed. Part B, all fields must be completed in full except Passport number: South African applicants need not provide passport numbers, an applicant has responded "no" to the question "Are you conducting business with the state? If yes, (provide the details)", then it is acceptable for an applicant to indicate not applicable or leave blank to the question, "In the event that you are employed in the Public Service, will you immediately relinquish such business interests?". "If your profession or occupation requires official registration, provide date and particulars of registration" – May be completed if your profession requires registration. The questions related to conditions that prevent re-appointment under part F must be answered. 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.

OTHER POSTS

POST 39/55 : **LABOUR RELATIONS OFFICER REF NO:**
MALUTITVET/LRO/CORP020/2023
College Appointment: 1 year contract

SALARY : R294 321 per annum (Level 07)

CENTRE : Corporate Office (Bethlehem)

REQUIREMENTS : National Senior Certificate/Grade 12/Standard 10 or NCV Level 4. A recognised National Diploma/Degree in Labour Relations/Employment Relations/Labour Law/Human Resource Management or relevant qualification. 2-3 years experience in Labour Relations/Human Resource Management environment or related field. Recommendation: Unendorsed Valid Drivers License. PERSAL Introduction certificate. Knowledge of Labour Relations Act, Public Services legislations and policies related to Human Resource Management. Knowledge and understanding of bargaining process and dispute resolutions. Sound knowledge of Labour Relation statutes. Knowledge and understanding of bargaining process and dispute resolutions. Skills: Investigations and negotiations. Administrative. Planning and organizing. Financial management. Report writing. Communication and

		interpersonal. Problem solving. Computer literacy. People management. Conducting Investigations. Presentation skills.
<u>DUTIES</u>	:	Facilitate the implementation of labour relations guidelines and processes. Facilitate the resolution of disciplinary cases, grievances and dispute processes. Facilitate misconduct case processes. Facilitate the implementation of collective bargaining and dispute resolutions. Represent the employer and facilitate the implementation of litigation outcomes. Promote sound employment relationships. Capture and update PERSAL and database on grievance, disputes, misconduct and collective bargaining.
<u>ENQUIRIES</u>	:	Ms TP Mathipe Tel No: (058) 303 1732
<u>POST 39/56</u>	:	<u>PROJECT CO-ORDINATOR NATIONAL SKILLS FUND & SPECIAL PROJECTS REF NO: MALUTITVET/PC/KWE021/2023</u> College Appointment: 3 Years Contract (Re-advertisement). Applicants who previously applied are encouraged to re-apply
<u>SALARY CENTRE REQUIREMENTS</u>	:	R294 321 per annum (Level 07) Kwethlisoeng Campus (Phuthaditjhaba) National Senior Certificate/Grade 12/Standard 10 or NCV Level 4. 3-year recognised National Diploma/Degree (NQF 6) in Project Management/Business Management/Administration/Financial Management or relevant qualification. Minimum of two years experience working on projects. Minimum of three years experience in working with SETAs. Recommendation: Unendorsed Valid Driver's Licence. Computer literacy. Leadership, management, and project management skills. Good communication, report writing and presentation skills. Ability to work independently as well as in a team. Planning, organising, leading, and control skills.
<u>DUTIES</u>	:	Planning, overseeing, and leading the NSF projects from commencement through to completion. Interact with a range of internal and external stakeholders involved with the NSF project. Oversee the compilation of performance and financial reports. Present reports to the relevant stakeholders. Participate in NSF verification processes. Track the NSF budget spending and report accordingly. Lead the NSF project planning sessions. Coordinate staff and internal resources. Manage NSF project progress and adapt work as required. Ensure NSF projects meet deadlines as per the NSF requirements. Manage relationships with clients and stakeholders. Design and facilitate the signing off on contracts and other relevant documents. Oversee all NSF related incoming and outgoing project documentation. Conduct project review and draw detailed reports as and when needed. Managing large and diverse teams and work collaboratively with all units at the college.
<u>ENQUIRIES</u>	:	Ms TP Mathipe Tel No: (058) 303 1732
<u>POST 39/57</u>	:	<u>HR REGISTRY CLERK REF NO: MALUTITVET/RC/CORP022/2023</u> College Appointment: 6 Months Contract
<u>SALARY CENTRE REQUIREMENTS</u>	:	R202 233 per annum (Level 05) Corporate Office (Bethlehem) National Senior Certificate/ Grade 12/ Standard 10 or NCV Level 4. A recognised National Diploma/ Degree in Human Resource Management or relevant qualification. 1-2 years experience in registry services. Recommendation: Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Knowledge and understating of legislative framework governing the Public Services. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Knowledge of disposal procedure. Skills: Reading. Confidentiality. Good verbal and written communication. Records Management.
<u>DUTIES</u>	:	Render an effective filing and record management services in HR Registry. Open and close files according to record classification system. Safeguard of documents, post and files. Complete data records of all different files in HR Registry. Draw and issue personal files to HRM&D personnel (monitor outstanding files according to control file). Open and close file volumes for employees in the College. Conduct physical search for files that were out of the registry for longer than 5 days. Remove files of officials whom terminated

service (close file and place exit document on file and move file to relevant storage e.g. Termination registry. File documents on relevant Personnel File, Leave file and/or Housing file. Comply with relevant regulatory, internal and external compliance requirements. Keep up to date with compliance and regulatory requirements. Ensure employee Housing, new banking details and/or improving of qualification are submitted to DHET for processing and scanned on the NGN system. Administration of employee medical aid. Liaise with clients on matters related to employee information.

ENQUIRIES

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Ms TP Mathipe Tel No: (058) 303 1732