

DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(Maluti TVET College)
(Lephalale TVET College)
(Northern Cape Urban TVET College)

OTHER POSTS

<u>POST 42/54</u>	:	<u>ASSISTANT DIRECTOR RISK, FRAUD, ETHICS AND INTERGRITY MANAGEMENT REF NO: MALUTITVET/RFEI-016/2025</u>
<u>SALARY</u>	:	R468 459 per annum (Level 09)
<u>CENTRE</u>	:	Corporate Office
<u>REQUIREMENTS</u>	:	National Senior Certificate/ Grade 12/ Standard 10 or NCV Level 4. Recognised National Diploma (NQF 6) /Degree in Risk Management/Internal Audit or equivalent qualification. A minimum of 3 years experience in supervisory position. Competencies and attributes: Knowledge of the relevant prescripts, legislation and regulations. Knowledge and understanding of the Risk Management or Internal Audit environment. Skills: Planning and organizing. Financial management. Report writing. Communication and interpersonal. Problem solving. Computer literacy. Analytical. Client oriented. Project management. Team leadership. Planning and organizing. People management.
<u>DUTIES</u>	:	Develop, review and monitor the implementation of risk, fraud, ethics and integrity management policy. Monitor the implementation of risk, fraud, ethics and integrity management policies. Provide Risk Management services. Compile risk register for strategic, operational and process level. Follow up on the implementation of the mitigating action plans that were put in place to reduce the risk to an acceptable level. Manage fraud and anticorruption services. Conduct investigations on allegations of corruption. Promotes ethics and integrity management. Management of all Human, Financial and other resources of the unit.
<u>ENQUIRIES</u>	:	Ms T Mathipe Tel No: (058) 303 1732
<u>APPLICATIONS</u>	:	All applications should be posted or hand delivered 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. Email applications can be forwarded to hrrecruitment@malutitvet.co.za in pdf format and as one attachment. Indicate the relevant reference number and job title on the subject line.
<u>NOTE</u>	:	Applications quoting the relevant reference number must be submitted on a 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 . The Z83 form must be signed, initialed and dated. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83 it is acceptable for applicants to indicate refer to CV or see attached. However, the question 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. Each post(s) advert must be accompanied by its own application for employment. Applicants who do not comply with the abovementioned instructions/ requirements, as well as applications received late will not be considered. Failure to submit all the requested documents will result in the application not being considered. Maluti TVET College is an equal opportunity affirmative action employer. Preference will be given to Indians and Coloured as per the EE targets of the College. People with disability are encouraged to apply. 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. Correspondence will be limited to shortlisted candidates only. All shortlisted candidates will be subjected to a

skills/knowledge/competence exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). 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 advert.

CLOSING DATE

: 05 December 2025 @13:00

POST 42/55

: **SENIOR MIS OFFICER REF NO: LEPTVET 03/2025**
(Re-advert)

SALARY

: R397 116 per annum (Level 08), excluding benefits

CENTRE

: Central Office

REQUIREMENTS

: Matric or NCV Level 4 Certificate plus a recognized three (3) year Diploma (NQF Level 6) in Information Management/ Data Management/ Information Technology. A minimum of 2 to 3 years' work experience in Data Management/ TVET MIS environment. Knowledge of policies and governance environment of TVET Colleges including knowledge of the TVETMIS system, annual reporting requirements by Higher Institutions. Knowledge and understanding of Information Management. Knowledge, understanding, application and interpretation of COLTECH, data warehouse and IT prescripts. Good communication skills, planning and organising, problem solving skills, analytical skills, financial management skills, client oriented, project management skill and must be able to work independently and in a team. Must be Computer literate and have a valid Driver's Licence.

DUTIES

: Effective management of the TVET Management Information System (MIS) across the college. Setting up the system for enrolment, ensuring timely and accurate data capturing, performing regular validations, and maintaining data quality standards. Managing student data, extracting statistical information for reporting purposes, and coordinating with system service providers for upgrades and technical support. Oversee the accurate capture of approved enrolments and registrations within specified deadlines. Compilation and submission of weekly, monthly, and quarterly reports on student statistics, skills programmes, learnerships, examinations, and staffing to both management and the Department of Higher Education (DHE). Maintain and manage the Coltech student system and related platforms, ensuring alignment with DHE requirements through rigorous quality control and validation processes. Oversee academic system functions such as timetabling, assessment marks, class groupings, census dates, and curriculum records is required, along with the application of standard calculation criteria. Monitor the administration and timely renewal of MIS licenses, ensuring the continuous efficiency of all student information systems.

ENQUIRIES

: Mr PM Mphethi / Ms MN Morena Tel No: (014) 763 2252

APPLICATIONS

: Applications must be mailed timeously to Private Bag X210, Lephalale, 0555 or hand delivered or couriered to Lephalale TVET College (Central Office), Corner Nelson Mandela & Ngoako Ramathodi Drives, Onverwacht, Lephalale 0557 or the applications can alternatively be sent to: recruitment@leptevtcol.edu.za. No late applications will be accepted.

FOR ATTENTION

: Mr PM Mphethi/ Ms MN Morena

NOTE

: Applications must be submitted on the new prescribed application form Z83 of the Public Service Act, obtainable from any Public Service Department or any Public Service and Administration website. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae (e.g. indicating positions held, dates and key performance areas/responsibilities). Only shortlisted candidates will be required to submit certified documents on or before the day of the interviews following communication from the College. Failure to submit the requested documents/information will result in your application not being considered. Failure to comply with this requirement will result in the candidate being disqualified. If you have not been contacted within three (3) month after the closing date of the advertisement, please accept that your application was unsuccessful. Correspondence will be limited to shortlisted candidates only and applications that do not comply with the above-mentioned requirements will not be considered. The applicants must not have previously participated in an internship programme in the Public Service. The