



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



DEPARTMENT OF HIGHER EDUCATION AND TRAINING.

KING HINTSA TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING (TVET) COLLEGE.

The Department and the College is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representativity: (race, gender and disability) in the Department through the filling of posts and a candidate whose appointment, transfer or promotion will promote representativity will receive preference.

NOTE: Do not separate the Z83 and CV. Scan all these into single document. Scanned Applications must consist of fully completed and signed new Z83 Form, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. 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.

The successful candidate will be subjected to a security clearance and verification of qualifications. Interviewed candidates will be subjected to a competency assessment where necessary. Correspondence or communication will only be entered into with short-listed applicants. The College/Department reserves the right to withdraw any of the advertised posts at any time depending on the need.

CLOSING DATE: 25 October 2024 @16:00, incomplete applications and applications received after the closing date will not be considered.

PLEASE FORWARD YOUR APPLICATIONS TO: recruitment@kinghintasacollege.edu.za.

Kindly quote name of the post you are applying for and its reference number in the subject line. No faxed, postal or hand delivered applicants will be accepted.

POST DESCRIPTION: Assistant Director: Registration Services Ref No: KHC/2024/10/REG

SALARY LEVEL: 10

NATURE OF POST: Permanent

NOTCH: R552 081.00 per annum

CENTRE: King Hintsa TVET College-Central Office

Requirements: Matric or NCV Level 4 with a recognised 3 year National Diploma/Degree in Business Administration, information System/Technology Public Administration or any other relevant equivalent qualification ; 5 years' experience in the Administration/ Data management environment or any relevant field, in which 3 years must be supervisory experience in the Administration environment or relevant field; Valid driver's licence; Knowledge of registry duties, practices as well as the ability to process information , and assist with data management; Working knowledge and understanding of the legislative framework governing the Public Service; Knowledge of storage and retrieval procedures in terms of the working environment.

DUTIES: Develop review and monitor the implementation of policies and procedure in relation to student registration, admission, scheduling and records; Provide workshops on the implementation of policies and procedure in relation to student registration, admission, scheduling and records; Develop marketing strategies to attract new potential students; Manage student registration and ensure proper procedure are followed; Develop and review registration document for accuracy; Manage the database for new graduates and alumni into the job market; Ensure provisioning of pre-entry support services to student during the registration process in relation to (financial aid, bursaries, student accommodation) ;Provide guidance and testing of students, with regard to choice of and placement within programmes; Maintain and update database of students enrolled within programmes ;Ensure that student orientation is conducted in to the college and campuses; Ensure that learner's information are captured on Information Technology System (ITS)

ENQUIRIES: Mr. O Kalimashe and Ms. P Soyizwapi @ 047 401 6400

POST DESCRIPTION: Assistant Director: Research, Innovations, Partnerships and E-Learning Ref No: KHC/2024/10/REG1

SALARY LEVEL: 10

NATURE OF POST: Permanent

NOTCH: R552 081.00 per annum

CENTRE: King Hintsa TVET College-Central Office

REQUIREMENTS: Matric or NCV Level 4 with a recognised 3-year Degree/National Diploma qualification in Social Sciences/Natural Sciences/Economic Sciences. Supported by extensive five (5) years' relevant work experience with three years at supervisory level. A postgraduate qualification will be an added advantage. Ability to analyse, interpret policies and develop proposals and Memorandum of Understanding. An understanding of the South African Human Resources Development Strategy and the National Skills Development Strategy (NSDSII) with specific reference to the TVET Sector; a sound understanding of Education Policy; the TVET College Mandate, Macro, regional and local Socio-Economic Development imperatives; local and regional Socio-Economic Demographics; and the Role of Stakeholders and Partners in the Technical Vocational Education and Training process). A valid driver's license and computer literacy.

DUTIES: Conduct research to inform College Management decision-making. Provide digital learning and support services. Facilitate partnerships between governments, public, private providers and relevant Councils and Statutory Bodies. Establish and formalize partnerships and relationships in the TVET sector. Initiate partnerships within the TVET sector. Facilitate Entrepreneurship for students. Provide digital learning and support services. Provide standardised e-assessments services. Administer the use of appropriate technology to deliver e-learning

POST DESCRIPTION: Assistant Director: Facilities Management Ref No: KHC/2024/10/FAC

SALARY LEVEL: 9

NATURE OF POST: Permanent

NOTCH: R444 036.00 per annum

CENTRE: King Hintsa TVET College

Requirements: Matric or NCV Level 4 with a recognised 3-year National Diploma/Degree in Building Science /Architecture /Civil Engineering /Construction Management/Property Management) or relevant qualification as recognized by SAQA. Basic Health and Safety Certificate 3-5 years' functional experience in Facilities and Building Management of which 2 years in supervisory level salary level 7 or 8. Knowledge and experience in SHERQ and OHS environment. Valid drivers' license. Computer literate and competent in Microsoft Office (Word/Excel/PowerPoint/Outlook/Teams). Good verbal and written communication skills, presentation and report writing-skills Good interpersonal, people management and team leadership skills Good Planning and organizing, financial management, presentation, report writing, problem solving, analytical, client oriented, project management skills Ability to work independently Client service focused, integrity, committed, proactive, loyal Ability to maintain a high level of confidentiality at all times.

Duties: Plan, Coordinate the implementation of preventative maintenance plans Monitor the implementation of maintenance plan regarding machinery, tools and equipment Ensure provision of office accommodation and parking services Optimize the utilization of space in building and land. Responsible for optimal space planning and full building maintenance. Facilitate and ensure awareness workshops of policies and procedure manuals relating to facilities management. Identify potential risk hazards in the building Ensure the provision of cleaning services Ensure proper signage (Warning information signs) in and around the buildings of the institution to minimize safety risk. Ensure compliance to SHERQ and OHS Act. Develop and implement policies related to SHERQ and OHS Conduct OHS awareness programmes Assist with information regarding health and safety matters. Develop the college emergency evacuation plan Conduct safety audits in all the premises Identify potential health and safety hazards Ensure that the OHS committee is established and active Develop quality assurance and SHERQ Policies Investigate health and safety related complaints Ensure that all workshops at the College comply to statutory requirements Ensure formation/ appointments and training of safety representatives and first aiders at all College sites Reporting and coordination all the IODs Oversee fleet management Develop and implement fleet management policies Ensure and monitor the cleanliness and maintenance of vehicles Ensure control, supervision and authorization of all official usage of all College vehicles Ensure warranty management, maintenance, insurance and licensing of vehicles Ensure the monitoring of appropriate license of drivers of vehicles Ensure monitoring of logs books Ensure the monitoring of compliance with the procedures to be followed in the case an accident Ensure the monitoring of parking of the vehicles Maintain the physical security functions including key control, personnel, document and surveillance security. Development, review and monitor the implementation of security policy Ensure the provision of technical security services Responsible for security and access control at facilities Monitor and upgrade the access control system of the college Conduct preliminary theft investigation Develop and maintain as security training capacity for the college Ensure proper control procedures and monitoring of the electronic security system Ensure adherence to contractors SLA on site such as security, garden service etc.

ENQUIRIES: Mr. O Kalimashe and Ms. P Soyizwapi@ 047 401 6400

POST DESCRIPTION: Assistant Director: Risk Management, Fraud and Integrity Ref No: KHC 2024/10/RISK

SALARY LEVEL: 9

NATURE OF POST: Permanent

NOTCH: R444 036.00 per annum

Centre: King Hintsa TVET College- Admin Centre

Requirements: Matric or NCV Level 4 with a recognised 3-year National Diploma/Degree in Risk Management / Accounting / Internal Audit or related qualification. Plus at least 3 to 5 years' supervisory experience in Risk Management / Accounting/ Internal Audit and computer literacy and an unendorsed valid driver's license. Recommendations: Knowledge and experience in building partnerships, Innovation, Marketing and Entrepreneur insight, Financial Management, Mobilising resources, Interpretation of statutes, knowledge of Public Service Act, PFMA, Treasury regulations and other frameworks, Business planning, Visibility analysis, Knowledge and understanding of administration reporting process and procedures. Skills: Negotiation Communication Presentation Academic Process and moderation procedures Administrative 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.

Duties: Implementing key performance areas and result indicators associated with risk management functions. Review of strategic documents and awareness of risk management and anti-fraud and corruption. Review and update of the risk management and anti-fraud and corruption prevention strategy documents (Policies, framework, charter and implementation plan) for endorsement of the committee. Embed risk management culture by developing workshop presentation and conduct strategic and operational risk assessments. Promote good and ethical environment by conducting ethics, anti-fraud and corruption awareness workshops to all employees. Identification of risks to increase the likelihood of achieving the College objectives. Facilitate strategic and operational risk assessments. Develop risk assessment project schedule, communicate the dates to relevant sections. Facilitate strategic risk identifications Facilitate strategic risk identification, assess & analysis of risks, evaluation of risks to determine the residual risk exposure and assist in development of risk mitigation plans with senior management. Facilitate operational risk identification, assess & analysis of risks, assist in development of risk mitigation plans with relevant section managers. Development of College risk profile report Ensure that the identified risks are monitored and managed to reduce the residual risk exposure. Monitor and report the implementation of actions plans to the committees. Circulation of operational risk registers to relevant sections. Follow-up and monitor implementation of developed mitigation plans. Report the status of implementation of actions plans to the programme management meetings on monthly basis. Quarterly activity report to the oversight structures (Audit and Risk Management Committee). Ensure timely seating of the Risk Management Committee.

ENQUIRIES: Mr. O Kalimashe and Ms. P Soyizwapi@ 047 401 6400

POST DESCRIPTION: 2x Head of Department (HOD): Business studies Ref No: KHC2024/02/DUT01

Ref No: KHC2024/02/WIL

SALARY LEVEL: PL3

NATURE OF POST: Permanent

NOTCH: R487 737.00per annum

CENTRE: King Hintsa TVET College (Dutywa Campus)

Requirements: Matric or NCV Level 4 with a recognised 3-year Degree/National Diploma in Business studies. professional teacher's qualification with a minimum of 3-5 years' management experience as a senior Lecturer. it is a requirement that all educators be registered with SACE; Must be computer literate in MS Office (Word Excel, Power Point and Outlook). Must possess a driver's license; Assessor and /or moderator training will be added advantage Competencies ; An understanding of TVET College curriculum and assessments; Excellent management and organizational skills; Excellent verbal and written communication skills ; Must be prepared to work ,if and the need arises, at any of the college campuses; must be prepared to take and implement instructions delegated by supervisor/managers; Must be able to work under pressure and adopt to changes in the TVET sector.

DUTIES: The successful incumbent will be responsible for the monitoring and support of the following functions: Oversee curriculum and assessments; Offer academic and educational leadership for the campus; Monitor, Evaluate and support the setting and moderation of assessment; Monitor, Evaluate and support the delivery of teaching and learning; Continuously monitor, Evaluate and support educator and learner performance. Procurement distribution and retrieval of learning and teaching material; Monitor campus- based and cross campus assessments; Management of general administration including enrolments, examinations; class attendance; Report writing: weekly, monthly, quarterly, annually and or academic board; Responsible for the timetabling; policy development and implementation; Responsible for the work based placement and exposure for educators and learners ; Manage absenteeism of learners and students; Lecture minimum hours as per educators workload in ELRC Collective Agreement of 1 of 2013.

ENQUIRIES: Mr. O Kalimashe or Ms. P Soyizwapi at 047 401 6400

POST DESCRIPTION: Assistant Director Labour Relations Ref No: KHC/2024/10/LR SALARY LEVEL: 9

NATURE OF POST: Permanent

NOTCH: R444 036.00 per annum

CENTRE: King Hintsa TVET College- Admin Centre.

Requirements: Matric or NCV Level 4 with a recognised 3-year Degree/National Diploma in Industrial Relations/Labour Law and/or Human Resource Management. A minimum of five (5) years of relevant experience within a Labour Relations portfolio within public or private entities. 3 years at the Supervisory level. Sound knowledge of labour legislation and prescripts within the TVET or Public sector domain. Sound Knowledge of LRA, BCEA, PSA, PSR, CET ACT 2006, and CET Amendment Act 2012. Higher Education sector and relevant public service regulations and policies Demonstrable experience in project management, collective bargaining and LR processes. Sound conflict-handling and communication skills. Good organisational and interpersonal skills. Computer literate (MS Word, MS Excel, MS PowerPoint, and Outlook). Good communication skills (written and verbal). Strategic thinking and meticulous record keeping. Willingness to travel and a valid driver's licence.

DUTIES: Investigate misconduct cases and compile investigation reports. Management of Discipline, represent the Department during a formal disciplinary hearing, provide advice on informal disciplinary hearings and ensure the implementation of disciplinary sanctions. Investigate and finalise all grievances and complaints received from employees in the Department / Colleges. Coordinate and provide support in terms of representing the Department in all disputes referred to the Public Service Sectoral Bargaining Council/ General Public Service Sectoral Bargaining Council/Education Labour Relations Council and the Commission for Conciliation, Mediation and Arbitration. Manage the information and records of all activities in the Labour Relations in the region. Manage resources of the section. Monitor precautionary suspensions in the region. Render advisory services to management and employees on dispute prevention and resolution. Monitor and evaluate labour relations trends in the region. Facilitate training and advocacy on labour relations matters in the region. Attend Departmental Multi-Lateral Labour Forums in the region and Colleges. Ensure compliance on capturing of cases on PERSAL. Provide monthly and quarterly reports to Head Office.

ENQUIRIES: Mr. O Kalimashe or Ms. P Soyizwapi at 047 401 6400

POST DESCRIPTION: Assistant Director: Office of the Principal (Office Manager) Ref No: KHC/2024/10/GOV

SALARY LEVEL: 9

NATURE OF POST: Permanent

NOTCH: R444 036.00 per annum

CENTRE: King Hintsa TVET College

Requirements: Matric or NCV Level 4 with a recognised 3-year National Diploma/Degree in /Public Management/ Business Management / Office Management and Technology / Social Sciences or related qualification. A qualification in monitoring & Evaluation will be an added advantage. At least 5 years' relevant experience in strategic planning and public/ corporate administration environment. Knowledge of Public Service legislations and policies. Knowledge of PSET. Knowledge and understanding of the TVET/ CET Administration and the Higher Education sector. Understanding of corporate governance and Cost centre budgetary, expenditure and cash flow management. Knowledge of Employment Equity Act, Public Service Regulations and Public Service Act, Labour Relations Act and any other related legislation. Must have a valid driver's licence.

DUTIES: Render administrative/executive support services in the office of the principal. Provide secretariat support to College Council, Council Committees, Academic Board, Senior Management, and other approved committees. Provide strategic management, monitoring, and evaluation services. Records management. Management of all humans, financial and other resources of the unit. Ensure completion of performance agreements by all employees in the unit, Supervision of staff

Enquiries: Mr. O Kalimashe or Ms. S Soyizwapi at 047 401 6400

POST DESCRIPTION: Management Information Systems Officer Ref No: KHC2024/MISO SALARY LEVEL: 8

NATURE OF POST: Permanent

NOTCH: R376 413.00 per annum

CENTRE: King Hintsa TVET College-Central Office

Requirements: Matric or NCV Level 4 with a recognised 3-year Diploma/Degree in Information Technology/Information Management/Computer Science/Computing. Minimum of 3-5 years working experience in Data Management and TVET MIS and ITS environment will be an added advantage. Valid Driver's License. PSET sector and ITS experience will be an added advantage.

DUTIES: To be the first point of contact (first line support) for resolving MIS queries using ITS and liaising directly with college staff. Assist in end user training and supporting documentation. To document processes and procedures as required. Assist with data updates and maintenance in line with funding body regulations and guidelines to ensure college compliance. Support data validation using SQL Server Business Intelligence Reporting Services. Monitoring & Reporting on student numbers funded and current. Assisting in the configuration and administration of: Timetable; Curriculum; and registers including periods, class, room, and staff activities. Support Database Developer in Centralised Integrated Report System (CIRS) report maintenance. Maintaining and amending student Learning programmes through the Programme Change, Leavers, Progression, and Completion/ achievement processes. Scheduling and reporting. Assisting with Exams administration including exam entry and amendment files, downloading / processing results and ensuring exams are run in accordance with DHET regulations. Administrative support to the MIS department. Enforcing College procedures. General administration duties. To undertake any other duties commensurate with the post.

ENQUIRIES: Mr. O Kalimashe or Ms. P Soyizwapi at 047 401 6400

POST DESCRIPTION: 2x IT Technician Ref No: KHC2024/10/IT

SALARY LEVEL: 7

NATURE OF POST: Permanent

NOTCH: R308 154.00 per annum

CENTRE: King Hintsa TVET College

Requirements: Matric or NCV Level 4 with a recognised 3-year Diploma/Degree in Information Technology. CompTIA N+, CompTIA S+ and Microsoft Certified Solution Engineer is compulsory. Minimum of 3 years' experience in IT server and networking environment. Valid Driver's License. **DUTIES:** Good understanding of SCCM and Windows Server 2019. Good understanding of MS Windows 10 as well as the MS Office suite. Excellent diagnostic and problem-solving skills. Excellent communication ability and be able to function autonomously. Outstanding organizational and time-management skills. In depth understanding of diverse computer systems and networks. Good knowledge of internet security and data privacy principles.

ENQUIRIES: Mr. O Kalimashe or Ms. P Soyizwapi at 047 401 6400

POST DESCRIPTION: Transport Officer Ref No: KHC2024/10/FAC

SALARY LEVEL: 7

NATURE OF POST: Permanent

NOTCH: R308 154.00 per annum

CENTRE: King Hintsa TVET College.

REQUIREMENTS: Matric or NCV Level 4 with a recognised 3-year Diploma/Degree in Management, Public Management, Business Management, 3 years relevant experience in the Logistical and Transport environment. A valid driver's license. Skills and Competencies: Knowledge of Transport and Travel policies administrative delegations and prescripts. Leadership skills, Analytical skills; Good Financial Management; Computer literacy. Communication skills (written and verbal); Report writing skills; Problem solving skills; Planning and organising skills. Application and interpretation of legislation. Ability to work under pressure.

DUTIES: Provide day to day management of vehicles in terms of usage and maintenance. Ensure log sheets are controlled and completed for all trips. Keep maintenance schedules and coordinate maintenance requirements. Compile accidents reports and make follow ups. Manage travel arrangements. Handle queries and liaise with different departments/units on fleet vehicles and travel related issues. Ensure verification of travel documents and issuing of order numbers. Manage processing of payments timeously. Verify the authenticity, accuracy and correctness of invoices of services rendered. Supervision of College Drivers. Ensure traffic fines are processed. Manage the budget and administrative related services of the section. Monitor compliance to Transport and Travel Policies and advise accordingly.

ENQUIRIES: Mr. O Kalimashe or Ms. P Soyizwapi at 047 401 6400

POST DESCRIPTION: 2x Examination Officer Ref No: KHC/2024/10/AC

SALARY LEVEL: 7

NATURE OF POST: Permanent

SALARY: R308 154.00 per annum

CENTRE: King Hintsa TVET College – Dutywa Campus and Centane Campus

REQUIREMENTS: Matric or NCV Level 4 with a recognised 3-year Degree/Diploma in Education/ Administration or equivalent qualification. 1-2 years in the examination services / Teaching and Learning environment/ related field. Knowledge of White Paper on PSET, Knowledge of the Public TVET sector and its regulatory and legislative framework. Knowledge and understanding of TVETMIS, and ITS. Knowledge of practice notes, national, provincial policy frameworks relevant to Education, Training and Development. Must have a valid driver's licence

DUTIES: Capture term marks and Examination Marks. Issuing the of results and Certification. Verifying of question papers and answer books. Organise and/or construction the filling system as required. Assist lecturers with ITS during enrolment. Ensure accuracy of information. Capture test and year marks as well as attendance of learners. Record, organise, store and retrieve related information and documents. Other offices administration duties as allocated.

ENQUIRIES: Mr. O Kalimashe or Ms. P Soyizwapi at 047 401 6400

POST DESCRIPTION: Financial Aid (Bursary) Officer Ref No: KHC/2024/10/MSO

SALARY LEVEL: 7

NATURE OF POST: Permanent

SALARY: R308 154.00 per annum

CENTRE: King Hintsa TVET College – Msobomvu Campus

REQUIREMENTS: Matric or NCV Level 4 with a recognised 3-year National Diploma in Financial Management/Accounting. 3-5 years' experience in bursary / financial aid services. Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge of the Public Service financial legislations, procedures and Treasury Regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (ITS etc.). Must have a valid driver's licence.

DUTIES: conduct Nsfas online applications. Capture application on the system. Attend to student queries at Campus level. Organise and / contract the filling system as required. Assist with the coordination of bursary application processes. Assist with Coordinating and monitoring of financial aid processes. Assist with analysing the NSFAS provisionally funded students. Assist with the coordination of bursary allocations. Assist with the coordination of providing feedback to students relating to the progress of the bursary process as communicated by NSFAS. Assist in reporting on all bursary allocations and progress

ENQUIRIES: Mr. O Kalimashe or Ms. P Soyizwapi at 047 401 6400

POST DESCRIPTION: Administrative Clerk Ref No: KHC/2024/10/SSS

SALARY LEVEL: 5

NATURE OF POST: Permanent

SALARY: R216 417.00 per annum

CENTRE: King Hintsa TVET College-Central Office

REQUIREMENTS: National Senior Certificate/ Grade 12/ Standard 10 or NCV Level 4. 1 year in the Student Support Administration Education /Teaching and Learning environment/ related field. knowledge and understanding of Student Support Service guidelines/legislations. Knowledge and understanding of extra-curricular activities. Public Service Act, Public Service Regulations Act. Knowledge of the National Student Financial Aid Scheme and related legislation. Knowledge of Public TVET sector and its regulatory and legislative framework. Knowledge of Ethical Regulatory and legislative framework. Knowledge of Education Act. Good communication and interpersonal skills. Computer literacy. A valid driver's licence.

DUTIES: Provide student support services. Assist the sport, recreation. Arts and culture programs for student at campuses. Provide clerical admin support services for the Unit. Handle routine enquiries directed in the Unit.

ENQUIRIES: Mr. O Kalimashe or Ms. P Soyizwapi at 047 401 6400