

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(Central Johannesburg TVET College)**

OTHER POSTS

- POST 13/14** : **ASSISTANT DIRECTOR: STUDENT SUPPORT SERVICES REF NO: ADSS/CO/27/2023**
- SALARY** : R491 403 per annum (Level 10), plus benefits
- CENTRE** : Central Office: Park Town
- REQUIREMENTS** : Grade 12 or equivalent. An appropriate Diploma/ Bachelor's Degree (NQF 7) in Psychology or BA. Social Work (Major in Psychology) or equivalent qualification. 3-5 years' supervisory experience level on salary level 7 or 8 in education/teaching and learning environment or related field. 1st preference will be given to a female applicant. Sound knowledge of career guidance including the disability of students. Computer literate and competent in Word/Excel/PowerPoint/Outlook/Teams. Good verbal and written communication skills, presentation and report writing skills. A valid driver's license. Strong interpersonal, communication, analytical, client oriented, motivational, negotiation and problem-solving skills. Good administrative, planning and organizing, financial management; report writing, project management, team leadership and people management skills. Ability to work under pressure and willingness to work extended hours when required. A proven record in working successfully with diverse populations. A positive attitude and ability to plan and adapt to change. Ability to collaborate effectively with college departments and cross-functional teams. An expert understanding of student academic support services. Ability to design and implement internal administration systems and controls to ensure sound student support. Tactical decision-making skills. Ability to manage sports, art and culture activities. Knowledge of PSET and CET Act Knowledge of Teaching and Learning Knowledge of Skills Development Act, Public Service Regulations, Public Service Act and Labour Relations Act. Knowledge of the National Student Financial Aid Scheme and related legislation. Knowledge of the Public TVET sector and its regulatory and legislative framework. Knowledge of the Ethical regulatory and legislative framework. Knowledge and understanding of the Higher Education sector. Knowledge of Education Act.
- DUTIES** : Oversee administration of the student support services unit. Overall management and coordination of Student Support Services unit within the College. Management and provision of student counselling services. Management and provisioning of career guidance, counselling and academic support for students. Management and facilitation of student governance and student leadership development. Manage mainstreaming of gender and disability within students. Management and implementation of sport, recreation, arts, and culture programs in the college. Management of all human, financial and other resources of the unit. Regular reporting to Senior Management. Provide relevant and timely management information.
- ENQUIRIES** : Mr. B Khakhu Tel No: 011351 6000
- APPLICATIONS** : Applications must be submitted using the following link: <https://forms.gle/fquktPAAR24saXFU6> accessible in the Central Johannesburg TVET College website.
- NOTE** : All applications must be submitted on the most recently approved Z83 Application Form (dated 1 January 2021) obtainable from the DPSA Website or any Public Service department website. The Z83 Application Form must indicate a) the relevant reference number, b) name of the post, c) be fully completed and duly signed. The Z83 Application Form must be accompanied by detailed recently updated CV with three (3) references (provide their contact number and email addresses). Copies of all qualifications, including academic records/transcripts, Driver's License and ID document will be requested from shortlisted applicants. These documents must be on a PDF format. The communication from HR Department regarding the requirements for certified documents will be limited to shortlisted candidates. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately for every post you wish to apply for. Failure to submit the requested documents will result in your application not being considered. It is the applicant's responsibility to have

foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation if they are shortlisted. No faxed, posted or hand delivered applications will be considered. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to personnel suitability checks (criminal records, citizenship and qualification verification). The suitable candidates will be required to annually disclose their financial interest, declare any conflict or perceived conflict of interest, to disclose a membership of board and Directorship that may be associated with. People with disabilities are encouraged to apply. All applicants must consider their applications to be unsuccessful if not contacted within 60 days after the closing date. - The Central Johannesburg TVET College is an equal opportunity employer. All applications must reach the College on or before the

- CLOSING DATE** : 05 May 2023.
- POST 13/15** : **PERSONAL ASSISTANT TO THE DIRECTOR-GENERAL REF NO: DHET01/04/2023**
 Period: Twelve (12) Month Contract
 Branch: Office of The Director-General
- SALARY** : R393 711 per annum (Level 09)
CENTRE : Pretoria
REQUIREMENTS : An appropriate bachelor's degree/national diploma (NQF level 6) in Office Management, Public Management/ Administration, or equivalent qualification. A minimum of five (5) years of work experience in an executive office of which three (3) years should be mainly in the office of a Director-General or Deputy Director-General. The incumbent will report to the Director in the Office of the Director-General. The primary purpose of the position is to provide high-quality administrative support to the Director-General. The position will be based in Pretoria, but the incumbent will have to travel to Cape Town when necessary. The successful candidate is expected to be a proactive individual with good time management, interpersonal and communication skills, database management and be able to deal with people from a wide range of backgrounds and levels of seniority and have prior experience in the management of executive offices. Possess good organisational and administrative skills, excellent analytical skills, events coordination, verbal and writing skills, with high respect for confidentiality. The incumbent must be willing to undergo screening for a security clearance. Willingness to travel and a valid driver's licence.
- DUTIES** : The candidate must have a broad understanding of the South African Higher Education and Training system. The responsibilities of the position will include but are not limited to providing general secretarial and administrative support in the office and to the Director-General such as correspondence, diary management, database telephony coverage, monitoring of e-mails and presentations, using MS Office. He/she will coordinate and organise internal and external meetings, including team meetings, video and teleconferences and organising meetings. Logistics in cooperation with the in-house travel agent and external parties if needed for travel and accommodation arrangements will also be part of the work. Willingness to travel and a valid driver's licence.
- ENQUIRIES** : Mr P Mtshali Tel No: 012 312 5089 / Mr R Kgare Tel No: 012 312 5442 / Ms S Liwane Tel No: 012 312 6365
- APPLICATIONS** : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or <http://z83.ngnscan.co.za/apply> and follow the easy prompts/instructions. Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where required).
- NOTE** : A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A user guide and 'how to' videos will assist in how to compete for the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive

preference. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action. The appointment will be done in line with the approved Employment Equity Plan. Persons with disability are encouraged to apply. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. Note All short-listed candidates may be required to undertake writing/computer exercises.

- CLOSING DATE** : 16 May 2023
- POST 13/16** : **CAMPUS ADMINISTRATOR REF NO: CA/CO/28/2023**
- SALARY** : R269 214 per annum (Level 07), plus benefits
- CENTRE** : Central Office: Park Town
- REQUIREMENTS** : Grade 12 or equivalent qualification. An appropriate recognized 3-year National Diploma/Bachelor's Degree in Administration/ Office Management and Technology/Public Management or any relevant equivalent qualification. 2 years relevant working experience in an administration environment. Knowledge: Knowledge and understanding of the TVET sector. Knowledge of the Public Service legislations and policies. Experience in using Management Information System (MIS) will be an added advantage. Knowledge of Public Service legislations and policies. Knowledge of PSET. Knowledge and understanding of the TVET/ CET Administration. Understanding of corporate governance. Understanding Cost center budgetary, expenditure and cash flow management. Employment Equity Act, Public Service Regulations and Public Service Act, Labour Relations Act and any other related legislation. 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. Must be computer literate. Must have a valid driver's licence. Values: Client service focus, Integrity, Committed, Proactive and Loyal.
- DUTIES** : Render administrative support services. Administer and coordinate human resource services. Provide procurement services. Maintain a proper filing system. Administer student registration and examination process. Ensure the correct set up of the campus EMIS and to keep up the data capturing functions of the relevant staff. Assist with administrative, financial and personnel control. Monitor campus expenditure according to the approved campus budget. Attend inspection and campus audits and also instate effective control measures to ensure compliance. Supervision of all respective housekeeping functions and staff in respect of grounds and buildings. Maintain the general support services functions to education and training of the college strategic interventions. Liaise with all suppliers of goods and services to the campus to ensure that the procurement requirements are achieved.
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application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation if they are shortlisted. No faxed, posted or hand delivered applications will be considered. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to personnel suitability checks (criminal records, citizenship, and qualification verification). The suitable candidates will be required to annually disclose their financial interest, declare any conflict or perceived conflict of interest, to disclose a membership of board and Directorship that may be associated with. People with disabilities are encouraged to apply. All applicants must consider their applications to be unsuccessful if not contacted within 60 days after the closing date. - The Central Johannesburg TVET College is an equal opportunity employer. All applications must reach the College on or before the closing date.

- CLOSING DATE** : 05 May 2023.
- POST 13/17** : **STUDENT SUPPORT SERVICE OFFICER REF NO: SSS/CO/29/2023**
- SALARY** : R269 214 per annum (Level 07), plus benefits
CENTRE : Central Office: Park Town
REQUIREMENTS : National Senior Certificate/ Grade 12/ or equivalent. A recognized National Diploma/ Degree in Social Science / Psychology / Education or equivalent relevant qualification. 2 years' experience in student support services in Education/ Teaching and Learning environment. Computer literacy (MS Word, MS Excel, MS Power Point). Recommendation: Unendorsed valid driver's license. Skills: Administrative, Interpersonal relations, Problem solving and analytical, Communication and listening skills.
- DUTIES** : Assist with the provisioning of student support services and placement assessment. Assist with the implementation of student work placement and Work Integrated Learning (WIL) policies. Assist with career guidance, counselling and academic support for students and examination administration. Assist with the coordination and maintenance of sport, recreation, arts, and culture activities for student. Assist with the facilitation of student governance and student leadership development and exit support programme. Assist with the provision of student financial aid services support. Provide student liaison services at the Campus. Guide students and path their careers. Manage the induction of students at the Campus. Prepare weekly and monthly reports. Provide welfare support to students by liaising between stakeholders/Persons. Assist with academic support plan for identified students. Address socio-economic students matters appropriately including substance and other related matters. Attend to any student accommodation needs. Guide students to make the right decision and improve their performance. Conduct home visits when necessary and interview / counsel students, staff, families and other relevant stakeholders in order to identify contributing factors associated with low attendance concerns. Support student, families by establishing and delivering absence reduction programs.
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(SAQA) and to provide proof of such evaluation if they are shortlisted. No faxed, posted or hand delivered applications will be considered. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to personnel suitability checks (criminal records, citizenship and qualification verification). The suitable candidates will be required to annually disclose their financial interest, declare any conflict or perceived conflict of interest, to disclose a membership of board and Directorship that may be associated with. People with disabilities are encouraged to apply. All applicants must consider their applications to be unsuccessful if not contacted within 60 days after the closing date. - The Central Johannesburg TVET College is an equal opportunity employer. All applications must reach the College on or before the closing date.

- CLOSING DATE** : 05 May 2023
- POST 13/18** : **EXAMINATION OFFICER REF NO: EXAM/CO/ 30/2023**
- SALARY** : R269 214 per annum (Level 07), plus benefits
- CENTRE** : Central Office: Park Town
- REQUIREMENTS** : Matric certificate/ Standard 10 or equivalent. A recognized 3-year National Diploma/ Degree in Education and Business-related qualification (NQF level 6) or equivalent qualification. 2–3 years' relevant experience in the Teaching and Learning environment. Experience in the interpretation, development, and implementation of relevant TVET Exam and Assessment policies, guidelines, and procedures 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. Good communication and interpersonal skills. Good planning, organizing, time management, financial skills Analytical and problem-solving skills good project management, presentation and report writing skills. Ability to function without supervision, work under pressure. Team Leadership and people management skills Computer skills (MS Office) Valid driver's license.
- DUTIES** : Ensure the overall supervision and coordination of effective and efficient internal and external examination and assessment services in the college. Coordinate meetings of assessment and examination matters in the Campus. Coordination of subject committees and the setting of quality assessment tasks. Coordinate the Site-Based Assessments (SBA) as per the DHET policies and guidelines. Ensuring that ICASS & ISAT marks are captured on time and submitted as per the DHET Management Plan. Drafting of the College Assessment Schedule. Ensure the overall supervision, coordination and training of Invigilators, Markers and Data Capturers. Ensure overall supervision and establishment of a functional 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. Developing College Assessment and Moderation Policies and Procedures. Provide administration support for the examination unit. Manage all human, financial and other resources in the unit.
- ENQUIRIES** : Mr. B Khakhu Tel No: 011351 6000
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- CLOSING DATE** : 05 May 2023
- POST 13/19** : **FINANCIAL AID OFFICER REF NO: FAO/CO/31/2023**
- SALARY** : R269 214 per annum (Level 07), plus benefits
- CENTRE** : Central Office: Park Town
- REQUIREMENTS** : Senior Certificate/Grade 12 Certificate or equivalent. A 3 year recognised National / Degree (NQF level 6) in Accounting/ Financial Management/ Financial Information System or any finance related qualification. 3 years' relevant work experience in financial service environment /bursary environment. Knowledge in Public Finance Management Act (PFMA) and Departmental policies, and CET Act, Public Service prescripts, DHET Policies, Industrial operation. Knowledge of basic Financial operating systems (ITS etc.). Basic knowledge of practices as well as the ability to capture data operating computer and collate financial statistics. Basic knowledge of Public Service Financial legislations, procedures, and Treasury regulation (PFMA, DORA, PSR, PPPFA, Financial manual. Skills, Excellent Communication (oral and written), Networking, Negotiation, Research, Interpersonal, Planning, Organising, Computer, Promotion, and Placement. Values and Attitudes, Good interpersonal Relations, Always Professional and friendly, always willing to assist clients, Team player, Reliability. Computer literacy. Understanding of student financial aid and bursaries. Interpersonal relations, accuracy, aptitudes of figures administrative skills, communication skills (both writing and verbal). A valid Driver's licence will be an added advantage.
- DUTIES** : Facilitate the administration of bursary and financial aid schemes application process for the College in line with NSFAS guidelines. Review application for financial aid. Analyse NSFAS provisionally funded students. Coordinate the authorization of disbursement funds. Facilitate other financial aid schemes i.e. WRSETA, SERVICE SETA, etc. Report on all bursary and financial aid allocation to the financial aid committee, other stakeholders and supervisor. Supervise staff.
- ENQUIRIES** : Mr. B Khakhu Tel No: 011351 6000
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- CLOSING DATE** : 05 May 2023.
- POST 13/20** : **REGISTRY CLERK REF NO: RC/CO/32/2023**
- SALARY** : R181 599 per annum (Level 05), plus benefits
CENTRE : Central Office
REQUIREMENTS : Standard 10/ Grade 12 or equivalent. A recognised 3-year National Diploma/ Degree or equivalent qualification will be advantageous. 1-2 years' relevant working experiences in registry. Knowledge of registry duties, practices. 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 required –Reading, Self-discipline, Planning and organizing. Good verbal and written communication. Computer Literacy. Flexibility and Teamwork.
- DUTIES** : Provide registry counter services. Handle incoming and outgoing correspondence. Render an effective filing and record management service. Operate office machines in relation to the registry function. Process documents for archiving and/ disposal. Sort, register and dispatch. Open GPW mail and record in registers where prescribed. Distribute mail as per procedures. Returning undelivered mail. Open and close files according to record classification system and/or applicable register. Documents issued as per procedure. File/store, trace (manually) and retrieval of documents and files. Complete indexing for all files. Open and maintain registered post registers. Open and maintain remittance register for all moved post. Attend to clients. Creating and maintaining a records management system. Performing data entry tasks. Updating existing records. Maintaining college archives.
- ENQUIRIES** : Mr. B Khakhu Tel No: 011351 6000
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- CLOSING DATE** : 05 May 2023
- POST 13/21** : **LIBRARY CLERK REF NO: LBR/EP/33/2023**
- SALARY CENTRE REQUIREMENTS** : R181 599 per annum (Level 05), plus benefits
: Central Office
: ABET Level 4/ Standard 8/ Grade 10. A recognised National Diploma (NQF 6) in Information Management / Library or equivalent qualification will be an advantage. 0-6 Months experience Semi Skilled Manual. Knowledge of building maintenance. Knowledge of infrastructure policies. Knowledge of relevant legislation, prescripts, policies, and procedures. Knowledge of building laws. Safe keeping of tools. Storage requirement Knowledge of circulating of materials, operating computer, and collecting statistics register. Knowledge of understanding information research database. Knowledge and understanding of Student Support Services Act. Knowledge and understanding of electoral processes. Knowledge of Teaching and Learning. Knowledge of career guidance and extra-curricular activities. Knowledge of Skills Development Act, Public Service Regulations and Public Service Act, Labour Relations Act. Knowledge of the National Student Financial Aid Scheme and related legislation. Knowledge of the Public TVET sector and its regulatory and legislative framework. Knowledge of the Ethical regulatory and legislative framework. Knowledge and understanding of the Higher Education sector. Knowledge of Education Act. Administrative Planning and organizing. Financial management. Report writing. Communication and interpersonal. Problem solving. Computer literacy. Analytical. Client oriented. Project management. Team leadership. People management Client service focus. Integrity. Committed. Proactive. Loyal. Ethics.
- DUTIES** : Assist in providing information and library services. Assist in bookshop and resource centre administration. Assist in supporting independent research and learning. Assist in the marketing of the IRC to create awareness, increase usage and current services. Assist in cataloguing, classification, issuing of books to students and lecturers. Render general administration and logistical support. Assist in ordering and processing of new materials. Identify resource needs and provide detailed motivations for acquisition.
- ENQUIRIES APPLICATIONS** : Mr. B Khakhu Tel No: 011351 6000
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- CLOSING DATE** : 05 May 2023
- POST 13/22** : **SUPERVISOR: CLEANING SERVICES REF NO: SCS/SMT/34/2023**
- SALARY** : R151 884 per annum (Level 04), plus benefits
CENTRE : Central Office
REQUIREMENTS : ABET Level 4 / Standard 8/ Grade 10. 1-2 Years' experience in Cleaning Services environment. Knowledge: Knowledge of facilities policies and procedures. Knowledge of relevant legislation, prescripts, policies and procedures, Knowledge of hygiene and the storage cleaning material and equipment, Skills: Reading, Communication (verbal and written), Operating of gardening and cleaning equipment, People management, Office management and administration, Analytical, Computer literacy, Problem-solving, Planning and organizing, Disciplined.
- DUTIES** : To supervise cleaning services. Oversee cleaning services of offices, corridors, general kitchens, restrooms, elevators and boardrooms. Manage and ensure the maintenance of cleaning materials and equipment. Ensure maintenance and replacement of cleaning machines and equipment. Make requisition and issue cleaning materials. Supervise cleaners. Perform administrative and related functions. Provide guidance and advice to cleaners. Develop and update the cleaning roster. Supervise the maintenance of office buildings. Conduct regular building inspections. Supervise the attendance to minor electrical, plumbing and carpentry problems. Supervise the maintenance of office equipment and furniture, repair of broken furniture and equipment. Report defects. Supervise the safekeeping of maintenance tools and supplies.
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- CLOSING DATE** : 05 May 2023

POST 13/23 : **HANDYMAN REF NO: HDY/EL/35/2023**

SALARY : R128 166 per annum (Level 03), plus benefits

CENTRE : Central Office: Park Town

REQUIREMENTS : ABET Level 4/ Standard 8/ Grade 10. 0-6 Months experience. Semi Skilled Manual. Knowledge: Knowledge of building maintenance, Knowledge of infrastructure policies, Knowledge of relevant legislation, prescripts, policies and procedures, Knowledge of building laws, Safe keeping of tools. Storage requirement, Skills: Operating equipment, Communication (verbal and written), Reading, People management, Office management and administration, Analytical, Computer literacy, Problem-solving, Planning and organizing, Disciplined.

DUTIES : To maintain office buildings and equipment. Maintenance of office buildings machinery. Conducting regular building inspections. Attending to minor electrical, plumbing, painting and carpentry problems. Maintenance of office equipment and furniture. Repair of broken furniture and equipment. Report defects. Safekeeping of maintenance tools and supplies.

ENQUIRIES : Mr. B Khakhu Tel No: 011351 6000

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