

GERT SIBANDE TVET COLLEGE COUNCIL INVITES SUITABLY QUALIFIED CANDIDATES TO APPLY FOR THE FOLLOWING VACANT POSTS

SENIOR EDUCATION SPECIALIST (PERMANENT)

Salary: R 421 473.00 per annum.PL3

•(Ref no. GSC61/2022), **Sibanesetfu Campus:** Engineering

Minimum requirements: •An appropriate recognized Diploma/Degree or equivalent qualification, backed by a professional qualification in Education, plus at least three years' relevant experience of which two years' in education management experience (preferably working as Education Specialist at TVET College) and knowledge of NC(V) Curriculum •Sound knowledge of CET Act, PFMA and all other related education and training legislations •Extensive knowledge and understanding of the TVET sector •Sound knowledge of financial management, project management and HR development strategies •SACE registration •Valid driver's licence.

Duties: •Overall management of Engineering Studies •Give, support, monitor and assess the performance of lecturing staff •Recruit students and manage their induction, attendance records, performance assessment and determination of training needs, discipline and placement •Manage work distribution and time tables for both divisions •Ensure quality education in the field and the adherence to College and subject policies, manage exam related matters •Manage requisition, distribution and control of stock for both divisions •Assist with financial planning and financial control of both divisions •Liaise with students, parents and employees •Assist with lecturing duties as required •Oversee assessment and moderation •Assist with managing part-time and correspondence classes •Assist students with enrolment and the choice of appropriate career as well as with

ASSISTANT DIRECTOR: INTERNAL AUDITOR (CONTRACT)

Salary: R 382 245.00 per annum.SR9

•(Ref no. GSC 62/2022), **Central Office**

Requirements: •An appropriate Degree/National Diploma or in Internal Audit/Accounting or relevant qualification, plus at least three years' experience at supervisory level in Internal Audit or In development of policies or strategies implementation• A valid driver's licence.

Competencies: • Planning and organizing• Financial management• Report writing•Communication and interpersonal • Problem solving• Computer literacy• Analytical• Client oriented• Project management• Team leadership• People management •

Duties: • Oversee overall supervision, develop, review and monitor the implementation of internal audit policies• Oversee overall supervision, plan, execute and report on audits• Oversee overall supervision and evaluate internal audit controls, governance and risk management processes• Oversee overall supervision and coordinate audit and risk committee meetings• Oversee overall supervision, review, collect information and compile reports to council subcommittee/ audit and

risk committee on issues of risk and internal audit • Oversee human, physical and financial resources •

HEAD OF ADMINISTRATION (PERMANENT)

Salary: R 382 245.00 per annum.SR9
(Ref no. GSC 63/2022), Sibanesefu Campus
Re-advert of (Ref no. GSC 10/2022),

Minimum requirements: • Grade 12, Plus a National Diploma/Bachelor's Degree qualification in Public Management / Administration or any relevant qualification, plus three years relevant experience in a supervisory level related to education / HRM / Finance and SCM or relevant environment •A valid driver's licence.

Competencies: • Knowledge of office administration • Knowledge of HRM • Knowledge of Public Service legislations and policies • Knowledge and understanding of the TVET/ CET Administration • Understanding of the Higher Education sector •Understanding of corporate governance •Understanding Cost center 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.

Skills: •Administer computer hardware, software and network •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.

Duties: •Oversee the academic and student administration support services •Oversee student registration and examination administration process •Oversee and coordinate human resource administration services •Oversee and Coordinate financial, assets and supply chain management services •Oversee campus infrastructure, maintenance and fleet management services •Provide general administration support services and maintain a proper filing system and other related duties.

HEAD OF ADMINISTRATION (PERMANENT)

Salary: R 382 245.00 per annum.SR9
(Ref no. GSC 64/2022), Ermelo Campus
Re-advert of (Ref no. GSC11/2022)

Minimum requirements: • Grade 12, Plus a National Diploma/Bachelor's Degree qualification in Public Management / Administration or any relevant qualification, plus three years relevant experience in a supervisory level related to education / HRM / Finance and SCM or relevant environment •A valid driver's licence.

Competencies: • Knowledge of office administration • Knowledge of HRM • Knowledge of Public Service legislations and policies • Knowledge and understanding of the TVET/ CET Administration • Understanding of the Higher Education sector •Understanding of corporate governance •Understanding Cost center 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.

Skills: •Administer computer hardware, software and network •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.

Duties: •Oversee the academic and student administration support services •Oversee student registration and examination administration process •Oversee and coordinate human resource administration services •Oversee and Coordinate financial, assets and supply chain management services •Oversee campus infrastructure, maintenance and fleet management services •Provide general administration support services and maintain a proper filing system and other related duties.

SLO: JOB PLACEMENT AND CAREER GUIDANCE (PERMANENT)

Salary: R 261 370.00 per annum.SL7

•(Ref no. GSC65/2022), Sibanesefu Campus

Minimum requirements: •An appropriate recognised Bachelor's degree or National diploma in Social Science or Education or Psychology •Three years' experience in student support services/Teaching and learning environment or related field •Excellent verbal and communication skills •Confidence and energy to build rapport •Ability to prioritise, work independently and meet deadlines •Excellent project management skills •Flexibility to occasionally work out of hours •Strong eye for detail •Lecturing experience in the fundamental programmes will be an added advantage•Good team worker •Computer literacy •A valid driver's licence.

Duties: • Provide student liaison services at the Campus, Provide welfare support to students by liaising between stakeholder/persons, Prepare weekly and monthly reports, Assist students as and when required, Assist with academic support plan for identified students, Attend to any student accommodation needs, Guide students to make the right decision and improve their performance• Ensure that there is continuous awareness and level of knowledge in HIV/AIDS to students• Address socio-economic student matters appropriately including substance and other relevant matters• Promote regular attendance of students and monitor the attendance register, 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 and Support student, families by establishing and delivering absence reduction programmes• Manage the fundamentals support programmes in the student support centre at campus

EDUCATION SPECIALIST (PERMANENT)

Salary: R 353 979.00 per annum.PL2

•(Ref no. GSC66/2022), **Balfour Campus:** Business Studies

Minimum requirements: •An appropriate recognised Bachelor's degree or National diploma, backed by a professional qualification in Education equivalent to REQV 13 •Three years NC(V) teaching experience at an TVET college • Be able to teach Office Practice, Business Practice, New Venture and Office Data Processing and any other business related subject NC(V) Level 2 - 4 •Sound communication skills •Computer literacy •SACE registration •A valid driver's licence.

Duties: • Assist student with the choice of appropriate career as well as with study methods • Give support to students in developing critical job-hunting skills • Assist the Head of Division with day-to-day management duties • Give professional guidance and support to lecturers • Oversee assessment and moderation • Assist with the lecturing duties as required.

COMMUNICATION OFFICER(PERMANENT)

Salary: R 261 370.00 per annum.SL7

•(Ref no. GSC67/2022), **Central Office**

Minimum requirements: • An appropriate recognised National Diploma or Degree in Communication or Marketing or Public Relations or Relevant Qualification, Plus two years relevant experience in Communication or Marketing Environment • A valid Driver's licence.

Competencies: • Administrative • Planning and organizing • Financial management • Report writing • Communication and interpersonal skills • Problem solving • Computer literacy • Analytical • Client oriented • Team leadership • Planning and organizing • People management.

Duties: • Develop, write and edit marketing and communications materials, including press releases and social media content • Ensure that all communications and marketing materials align with the College Brand • Manage and conduct outreach programmes of the College • Arrange and conduct radio talkshows • Respond to media inquiries and perform media outreach to achieve college brand placement in publications • Maintain open communication with college stakeholders • Oversee layout and design of college publications • Provide internal and external communication services • Provide and maintain the content, design and layout of the college website and ensure that it is updated regularly • Provide marketing, promotions and branding services • Provide photographic services and drafting of articles • Provide public relations and media liaison services.

Enquiries: Mr BJ Dlongolo/Ms CM Moloi
(office hours)

Tel. 017 712 9040 (during

Closing date: 17 June 2022 at 14:00

Note: • Applications must be accompanied by a fully completed and officially signed **Z83** form, a comprehensive CV and originally certified copies of all qualification, academic records, ID document and valid driver's licence not older than 6 months, if drivers licence is required in terms of the requirements of the post, together with at least three contactable work-related references • Application **New Z83** form is available on our website, www.gscollege.edu.za or DPSA website • Failure to submit the requested documents will result in your application not being considered • No faxed or emailed applications will be accepted • Applicants should submit separate applications where more than one post is applied for • Selected candidates will be subjected to vetting process and personnel suitability check in terms of minimum information security standard • The College reserves the right to verify any information received in applications • Late and incomplete applications will not be considered • Submission of fraudulent documentation and canvassing of Council members or

College staff will immediately disqualify the candidate •Communication will be entered into with successful candidates only •Should you not receive any response from us within 60 days after the closing date, please consider your application as unsuccessful •Post reference number should be indicated on the application •The College reserves the right to withdraw any position at any time.

Applications must be forwarded to: The Acting Principal/CEO, Gert Sibande TVET College, P.O. Box 3475, Standerton, 2430 or for attention Acting Manager HR: Mr BJ Dlongolo, Human Resources or may be placed in the application container located at the reception: Gert Sibande TVET College, 18a Dr Beyers Naude Street, Standerton

GERT SIBANDE COLLEGE IS COMMITTED TO ESTABLISHING A DIVERSE WORKFORCE PREFERENCE WILL BE GIVEN TO SUITABLE CANDIDATES FROM THE DESIGNATED GROUPS ESPECIALLY WITH REGARD TO RACE, GENDER AND DISABILITY.