



**DEPARTMENT OF HIGHER EDUCATION AND TRAINING AND WESTERN TVET COLLEGE INVITES ALL SUITABLE AND QUALIFIED CANDIDATES TO APPLY FOR THE FOLLOWING SUPPORT STAFF VACANCIES**

**POST: ASSISTANT DIRECTOR: REGISTRATION SERVICES (SALARY LEVEL 10)**

**SALARY: R552 081.00 per annum**

<b>POST DESCRIPTION</b>	<b>PERMANENT (PERSAL APPOINTMENT)</b>
<b>CENTRE</b>	<b>CORPORATE OFFICE</b>
<b>REFERENCE NUMBER</b>	<b>CORP/ASD/REG/01</b>
<b>MINIMUM REQUIREMENTS</b>	Matric/Grade12 Certificate plus a recognised 3-year National Diploma or Degree in Business Administration/Public Management or relevant equivalent qualification. Must have a minimum of 3 to 5 years relevant work experience in administration or registration services preferably in the Public Sector or Institutions of Higher Learning, of which 3 years should be on a supervisory level. Must have a valid driver's license. Must be computer literate.
<b>COMPETENCIES, KNOWLEDGE, AND SKILLS</b>	Knowledge and understanding of the registration processes and procedures. Knowledge of the TVET sector regulations and legislative framework. Knowledge of the Business Management Systems. Knowledge of practice notes, provincial and national policy frameworks relevant to Education, Training and Development. Knowledge of Skills Development Act, PSET Act, Labour Relations Act, Public Service Regulations and Public Service Act. Must have good verbal and written communication, inter-personal, people management, planning and organising, presentation, report writing, problem solving, analytical, client oriented and project management skills.
<b>DUTIES</b>	Manage the administration of the overall student registration. Develop, review, and monitor the implementation of policies and procedure in relation to student registration, admission, scheduling, and records. Develop and implement student enrolment and registration standard operating procedures which are aligned to those of the department. Establish and oversee the work of College Enrolment Committee as well as Student Selection Committee. Champion online application and registration processes. Provide workshops on the implementation of policies and procedure in relation to student registration, admission, scheduling, and records. Advise on the marketing strategies to attract new potential students. 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 regards to choices of and placement within programmes. Develop and implement a filing system for student records. Conduct monitoring and verification of student records across the delivery system/sites. Implement the Central Application System from DHET. Ensure the overall supervision and maintenance of MIS licenses are renewed before expiry dates.

**POST: ASSISTANT DIRECTOR: PARTNERSHIP AND LINKAGES (SALARY LEVEL 10)**

**SALARY: R552 081.00 per annum**

<b>POST DESCRIPTION</b>	<b>PERMANENT (PERSAL APPOINTMENT)</b>
<b>CENTRE</b>	<b>CORPORATE OFFICE</b>
<b>REFERENCE NUMBER</b>	<b>CORP/ASD/PART-LINK/02</b>
<b>MINIMUM REQUIREMENTS</b>	Matric/Grade12 Certificate plus a recognised 3-year National Diploma or Degree in Project Management/Marketing or relevant equivalent qualification. Must have a minimum of 3 to 5 years relevant work experience in project management or business development of which 3 years should be on a supervisory level. Must have a valid driver's license. Must be computer literate. Must be able to build partnerships and mobilise resources.
<b>COMPETENCIES, KNOWLEDGE, AND SKILLS</b>	Knowledge of PFMA, Treasury Regulations, Public Service Act and Regulations and other related legislation. Knowledge and understanding of administration reporting processes and procedures. Should have strong marketing, negotiating, presentation, planning, organising, communication, team leadership, problem solving, analytical, people management and client-oriented skills.
<b>DUTIES</b>	Partnership Management. Provide inputs in developing growth partnerships strategies and plans. Establish a database of local and businesses and other linkages. Participate in business forums and identify project opportunities. Develop project proposals and plans for joint initiatives. Establish, maintain and retain partnership with industry and relevant stakeholders. Identify opportunities to generate income for the college. Identify appropriate business partners and service providers. Provide information on and reports on programmes, funding and partnerships to relevant stakeholders. Develop and update schedule of local government projects and opportunities. Identify college synergies potential contributions to provincial departments. Build relationships with relevant stakeholders and establish a database of key contacts. Develop proposals for partnering with stakeholders aligned with college core business. Conduct visibility studies for all new and proposed projects. Partner with relevant research organisations. Negotiate and initiate signing of Memorandum of Understandings, service level agreements or contracts with clients. Develop/source projects and funding thereof (budget). Coordinate accreditation and application for new programme approval. Oversee and maintain student work placement and work integrated learning (WIL) Ensure that the college student placement and work integrated learning (WIL) policy is in place and adhered to. Analyse the job market, identify scarce skills and match available opportunities with college programmes. Ensure that an effective system is in place to assist student to find work placements. Oversee SETA discretionary grant applications. Maintain student placement database. Identify potential partners and networks to benefit and support existing graduates. Coordinate accreditation and application for new programme approval. Handover projects to relevant campus or occupational manager.



**POST: ASSISTANT DIRECTOR: INFORMATION TECHNOLOGY (SALARY LEVEL 9)**

**SALARY: R444 036.00 per annum**

<b>POST DESCRIPTION</b>	<b>PERMANENT (PERSAL APPOINTMENT)</b>
<b>CENTRE</b>	<b>CORPORATE OFFICE</b>
<b>REFERENCE NUMBER</b>	<b>CORP/ASD/IT/03</b>
<b>MINIMUM REQUIREMENTS</b>	Matric/Grade12 Certificate plus a recognised 3-year National Diploma or Degree in Information Technology/Computer Science. A minimum of 3 to 5 years relevant work experience in the Information Technology of which 3 years should be on a supervisory level. Must have a valid driver's license. Must be computer literate.
<b>COMPETENCIES, KNOWLEDGE, AND SKILLS</b>	Knowledge of the TVET sector regulations and legislative framework. Knowledge of computer hardware, software, and programmes. Knowledge of Corporate ICT principles, ICT policies and relevant legislation, prescripts and regulations governing the TVET and Public Service sector. Should have strong administrative, planning, organising, report writing, project management, problem solving and people management skills.
<b>DUTIES</b>	Conduct research regarding provincial and national policy framework and legislation. Conduct workshops and awareness of all new ICT policies. Ensure that appropriate policies and processes are put in place for risk management. Administer and monitor IT security and electronic access. Establish systems to safeguard hardware and data. Research and develop specifications for Local Area Network (LAN) and Wide Area Network (WAN) technologies. Procure LAN and WAN technologies. Distribute LAN and WAN access to staff and students according to the college policy and needs. Set-up, manage and maintain LAN, WAN, email, and internet connections in the college. Troubleshooting, resolving, and documenting all ICT related issues. Research and develop plans for software and hardware products required by the college. Advice on procurement of college software and hardware. Maintain and monitor software and hardware systems, report on redundant hardware and software and advise on updating. Manage all licensing of software that the college is using and ensure that they are valid and appropriate.

**POST: ASSISTANT DIRECTOR: FACILITIES AND RECORDS MANAGEMENT (SALARY LEVEL 9)**

**SALARY: R444 036.00 per annum**

<b>POST DESCRIPTION</b>	<b>PERMANENT (PERSAL APPOINTMENT)</b>
<b>CENTRE</b>	<b>CORPORATE OFFICE</b>
<b>REFERENCE NUMBER</b>	<b>CORP/ASD/FAC-REC/04</b>
<b>MINIMUM REQUIREMENTS</b>	Matric/Grade12 Certificate plus a recognised 3-year National Diploma or Degree in Building Management/ Safety Management/ Construction Management. A minimum of 3 to 5 years relevant work experience in facilities management, SHERQ and OHS of which 3 years should be on a supervisory level. Must have a valid driver's license. Must be computer literate.

<b>COMPETENCIES, KNOWLEDGE, AND SKILLS</b>	Knowledge of the TVET sector regulations and legislative framework. Knowledge of Public Service Act and Regulations, Occupational Health and Safety Act, Asset Management Act, fire control and facilities management systems. Should have strong administrative, planning, organising, report writing, project management, problem solving and people management skills.
<b>DUTIES</b>	Compile maintenance plan regarding machinery, tools, and equipment. Monitor the implementation of the maintenance plan. Optimise the utilisation of space in buildings and land. Identify potential risk hazards in the building and ensure there is proper signage in and around the buildings to minimise risks. Ensure provision of cleaning services. Develop and implement policies related to SHERQ and OHS. Conduct SHERQ and OHS awareness programmes. Ensure that first aiders, training and safety representatives at the college are appointed. Report and coordinate all IODs. Ensure control, supervision, and authorisation of all official usage of college vehicles. Ensure warranty management, maintenance, insurance, and licensing of vehicles. Ensure monitoring of logbooks and compliance with the procedures to be followed in accident cases and speed fines. Develop, review, and monitor the implementation of security policy. Responsible for security and access control in all college premises. Conduct preliminary theft investigation. Ensure proper control procedures and monitoring of the electronic security system.

**POST: SENIOR OCCUPATIONAL HEALTH AND SAFETY OFFICER (SALARY LEVEL 8)**

**SALARY: R376 413.00 per annum**

<b>POST DESCRIPTION</b>	<b>PERMANENT (PERSAL APPOINTMENT)</b>
<b>CENTRE</b>	<b>CORPORATE OFFICE</b>
<b>REFERENCE NUMBER</b>	<b>CORP/OHS/05</b>
<b>MINIMUM REQUIREMENTS</b>	Matric/Grade12 Certificate plus a recognised 3-year Diploma/Degree in Safety Management/Building Management/Construction Management. Must have a minimum of 3 to 5 years relevant work experience in facility management, SHERQ or OHS. Supervisory experience will be an added advantage. Must have a valid driver's license. Must be computer literate.
<b>COMPETENCIES, KNOWLEDGE, AND SKILLS</b>	Must have knowledge of Public Service Act and Regulations, Occupational Health and Safety Act and Asset Management Act. Knowledge and understanding of fire control system and facilities management system. Should have good project management, administrative, report writing, problem solving, people management, presentation, planning and organising skills.
<b>DUTIES</b>	Ensure the overall supervision, coordination and proper implementation of Safety, Health, Environment, Risk and Quality programmes in the college. Ensure and monitor the implementation and compliance of OHS programmes. Ensure overall supervision and coordinate the establishment of the OHS committee. Conduct OHS training and continuous educational programmes. Develop, implement, and monitor Safety, Health, Environment, Risk and Quality management systems in the college. Identify hazards and risks at the college and initiate appropriate prevention systems.

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**POST: SENIOR JOB PLACEMENT OFFICER: PARTNERSHIP AND LINKAGES (SALARY LEVEL 8)**

**SALARY: R376 413.00 per annum**

<b>POST DESCRIPTION</b>	<b>PERMANENT (PERSAL APPOINTMENT)</b>
<b>CENTRE</b>	<b>CORPORATE OFFICE</b>
<b>REFERENCE NUMBER</b>	<b>CORP/PLACEM/06</b>
<b>MINIMUM REQUIREMENTS</b>	Matric/Grade 12 Certificate plus a recognised 3-year National Diploma or Degree in Business Administration/Marketing/Public Relations or relevant equivalent qualification. Must have a minimum of 3 to 5 years relevant work experience in business development or partnership and linkages. Supervisory experience will be an added advantage. Must have a valid driver's license. Must be computer literate.
<b>COMPETENCIES, KNOWLEDGE, AND SKILLS</b>	Must have knowledge of Public Service Act and Regulations. Knowledge of employment service market and industry operations. Should have good communication, project management, administrative, report writing, problem solving, people management, presentation, planning and organising skills.
<b>DUTIES</b>	Ensure the overall supervision and facilitation of student placement. Identify and apply for funding opportunities for work placement (WBE/WIL). Ensure the overall supervision, co-ordination and facilitation of job readiness training. Ensure the overall supervision, establishment and maintenance of stakeholder relationships with commerce, industry and other relevant stakeholders. Identify potential host employers (stakeholders for placements) in line with the college core business. Ensure the overall supervision, development and management of the student tracking system. Ensure the overall supervision and development of quality electronic report and statistics for the college. Establish and maintain placement databases. Ensure the overall supervision, monitoring and evaluation of workplace practices and work-based assessment for students. Ensure the overall supervision and management of employer and placement database. Ensure the overall supervision and conduct skills coordination.

**POST: SENIOR STATE ACCOUNTANT: MANAGEMENT ACCOUNTING (SALARY LEVEL 8)**

**SALARY: R376 413.00 per annum**

<b>POST DESCRIPTION</b>	<b>PERMANENT (PERSAL APPOINTMENT)</b>
<b>CENTRE</b>	<b>CORPORATE OFFICE</b>
<b>REFERENCE NUMBER</b>	<b>CORP/SSA/07</b>
<b>MINIMUM REQUIREMENTS</b>	Matric/Grade12 Certificate plus a recognised 3-year National Diploma or Degree in Accounting / Financial Management/ Cost and Management Accounting. Must have a

	minimum of 3 to 5 years relevant work experience in financial management or management accounting. Supervisory experience will be an added advantage. Must have a valid driver's license. Must be computer literate.
<b>COMPETENCIES, KNOWLEDGE, AND SKILLS</b>	Must have knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Must have knowledge of financial accounting procedures, methods and principles established for the processing of specific salary/ financial transactions. Must have knowledge of the Public Service legislations, procedures, and Treasury Regulations (PFMA, GRAP, Financial Manual). Knowledge of financial operating systems (COLTECH, SAGE, BAS, COLTECH, PASTEL etc). Should have good numeracy, accuracy, report writing, problem solving, planning, organising, team leadership and communication skills.
<b>DUTIES</b>	Assist in the facilitation of the annual budgeting process. Conduct monthly budgetary and expenditure analysis. Analyse and interpret monthly cash flow and adjusted cash flow. Assist in the facilitation of budget adjustments process services. Analyse expenditure trends and reconciliation against budget and cash flow projections. Supervise and coordinate the budget adjustment process. Coordinate, review, analyse and quality assure the management accounting reporting processes. Perform BAS/PERSAL reconciliation and financial declarations. Provide support in terms of accounts control. Gather and summarise financial data and compile financial and non-financial reports. Monitor tax administration and reconciliation. Monitor irregular and wasteful expenditure and ensure that measures are in place to prevent such.

**POST: SENIOR REGISTRATION OFFICER: REGISTRATION SERVICES (SALARY LEVEL 8)**

**SALARY: R376 413.00 per annum**

<b>POST DESCRIPTION</b>	<b>PERMANENT (PERSAL APPOINTMENT)</b>
<b>CENTRE</b>	<b>CORPORATE OFFICE</b>
<b>REFERENCE NUMBER</b>	<b>CORP/REG/08</b>
<b>MINIMUM REQUIREMENTS</b>	Matric/Grade12 Certificate plus a recognised 3-year National Diploma or Degree in Public Management/ Administration/ Business Administration/management Assistant or relevant equivalent qualification. Must have a minimum of 3 to 5 years relevant work experience in administration or registration services preferably in the Public Sector or Institutions of Higher Learning. Supervisory experience will be an added advantage. Must have a valid driver's license. Must be computer literate.
<b>COMPETENCIES, KNOWLEDGE, AND SKILLS</b>	Knowledge and understanding of the registration processes and procedures. Knowledge of the TVET sector regulations and legislative framework. Knowledge of the Business Management Systems. Knowledge of practice notes, provincial and national policy frameworks relevant to Education, Training and Development. Knowledge of Skills Development Act, PSET Act, Labour Relations Act, Public Service Regulations and Public Service Act. Must have good verbal and written communication, inter-personal,



	people management, planning and organising, presentation, report writing, problem solving, analytical, client oriented and project management skills.
<b>DUTIES</b>	Ensure overall supervision and coordination of student registrations across all college campuses (sites). Provide efficient and effective student registration administration services in the college. Provide guidance to students regarding subject choices and placements within the programmes. Coordinate recordkeeping of registration data. Develop and implement management plans for student enrolment and registration. Management of student enrolment in line with targets. Responsible to develop and implement plans to ensure compliance to the enrolment standardization processes of admission, enrolment, and registration across delivery sites. Provide support to campuses on administration matters and record management. Coordination and management of the preliminary entry files verification of all student data prior to submissions to DHET. Lead screening and selection processes in preparation for the Selection Committee. Provide support with the validity, completeness testing, survey hub process and audits. Implement the Central Application System from DHET. Ensure the overall supervision and maintenance of MIS licenses are renewed before expiry dates. Conduct systems monitoring and provide support to campuses and all college systems end users.

**POST: SENIOR MARKETING AND COMMUNICATIONS OFFICER (SALARY LEVEL 8)**

**SALARY: R376 413.00 per annum**

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<b>POST DESCRIPTION</b>	<b>PERMANENT (PERSAL APPOINTMENT)</b>
<b>CENTRE</b>	<b>CORPORATE OFFICE</b>
<b>REFERENCE NUMBER</b>	<b>CORP/MARK/09</b>
<b>MINIMUM REQUIREMENTS</b>	Matric/Grade12 Certificate plus a recognised 3-year National Diploma or Degree in Communication/Marketing/Public Relations. Must have a minimum of 3 to 5 years relevant work experience in marketing or communication. Supervisory experience will be an added advantage. Must have a valid driver's license. Must be computer literate.
<b>COMPETENCIES, KNOWLEDGE, AND SKILLS</b>	Knowledge of the TVET sector regulations and legislative framework. Knowledge of social media practice and channels. Understanding of the importance of brand guidelines. Knowledge and understanding of stakeholder management. Knowledge and understanding of digital marketing, website management and maintenance. Must have good marketing, verbal and written communication, inter-personal, people management, planning and organising, presentation, report writing, problem solving, analytical, client oriented and project management skills.
<b>DUTIES</b>	Ensure overall supervision and provisioning of marketing, promotions and branding services. Ensure overall supervision and provision of public relations and media liaison services. Ensure overall supervision and provisioning of photographic services and

drafting of articles. Ensure overall supervision and provisioning of communication services at all college events. Ensure overall supervision and regularly maintenance of the content, design and layout of the college website. Provide internal and external communication services.

**POST: SENIOR RISK AND FRAUD PREVENTION OFFICER (SALARY LEVEL 8)**

**SALARY: R376 413.00 per annum**

<b>POST DESCRIPTION</b>	<b>PERMANENT (PERSAL APPOINTMENT)</b>
<b>CENTRE</b>	<b>CORPORATE OFFICE</b>
<b>REFERENCE NUMBER</b>	<b>CORP/RISK/10</b>
<b>MINIMUM REQUIREMENTS</b>	Matric/Grade12 Certificate plus a recognised 3-year National Diploma or Degree in Risk Management/Internal Audit. Must have a minimum of 3 to 5 years relevant work experience in risk, fraud, ethics and ethics management. Supervisory experience will be an added advantage. Certified Internal Auditor (CIA) and Certification in Risk Management Assurance qualifications would be an added advantage Must have a valid driver's license. Must be computer literate.
<b>COMPETENCIES, KNOWLEDGE, AND SKILLS</b>	Knowledge of Risk Management principles, practices, and procedures. Knowledge of the National Treasury Risk Management Framework in the Public Sector. Knowledge and understanding of the Risk, Fraud, Ethics and Integrity Management environment. Should have good report writing, analytical, project management, planning, organising, problem-solving skills and be able to identify and mitigate risks effectively.
<b>DUTIES</b>	Ensure overall supervision and facilitate the provision of risk management services. Identify risks at the college. Facilitate the strategic, operational and process level risk assessment. Compile risk register for strategic, operation and process level. Provide risk management reports. Facilitate the development and maintenance of internal anti-corruption system. Facilitate the fraud or corruption risk assessments. Conduct investigations on allegations of corruption. Facilitate the promotion of the implementation of code of conduct, remunerative work, financial disclosure system and gift register. Facilitate trainings, workshops and awareness campaigns on risk, fraud, ethics and integrity management in the college.

**POST: ADMIN CLERK: SUPPLY CHAIN AND ASSET MANAGEMENT (SALARY LEVEL 5)**

**SALARY: R216 417.00 per annum**

**DURATION: 12 months contract**

<b>POST DESCRIPTION</b>	<b>CONTRACT (COLLEGE COUNCIL APPOINTMENT)</b>
<b>CENTRE</b>	<b>CORPORATE OFFICE</b>
<b>REFERENCE NUMBER</b>	<b>CORP/SUPPLY/11</b>
<b>MINIMUM REQUIREMENTS</b>	Matric/Grade12 Certificate plus a recognised 3-year Diploma/Degree in Supply Chain Management/ Financial Management/Public Management. Relevant work experience in Supply



	Chain or Asset management will be an added advantage. A valid driver's license will be an added advantage. Must be computer literate.
<b>COMPETENCIES, KNOWLEDGE, AND SKILLS</b>	Must have basic knowledge and understanding of supply chain and asset management duties and practices. Knowledge of assets disposal procedure. Knowledge and understating of the legislative framework governing Public Services. Knowledge of assets management. Knowledge of Supply Chain Policies. Should have good planning, organising, communication, customer services, report writing skills. High level of integrity and loyalty.
<b>DUTIES</b>	Placing and issuing of orders. Render asset management clerical support. Compile and maintain records (asset records/databases). Check and issue furniture, equipment and accessories to components and individuals. Identify redundant, non-serviceable and obsolete equipment for disposal. Verify asset register. Render demand and acquisition clerical support. Update and maintain a supplier (including contractors) database. Register suppliers on Logis or similar system. Request and receive quotations. Capture specification on the electronic purchasing system. Place orders. Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusion process. Compile draft documents as required. Render logistical support services. Productiondoc.docx. Place orders for goods. Receive and verify goods from suppliers. Capture goods in registers databases. Receive request for goods from end users. Issue goods to end users. Maintain goods register. Update and maintain register of suppliers

**POST: Admin Clerk : Marketing and Communication (SALARY LEVEL 5)**

**SALARY: R216 417.00 per annum**

**DURATION: 12 months Contract**

<b>POST DESCRIPTION</b>	<b>CONTRACT (COLLEGE COUNCIL APPOINTMENT)</b>
<b>CENTRE</b>	<b>CORPORATE OFFICE</b>
<b>REFERENCE NUMBER</b>	<b>CORP/Marketing/12</b>
<b>MINIMUM REQUIREMENTS</b>	Matric/Grade12 Certificate plus a recognised 3-year national Diploma/Degree in Communication/ Marketing/ Public Relations or relevant qualification. 1-2 years in Marketing and Communication environment. Driver's licence will serve as added advantage
<b>COMPETENCIES, KNOWLEDGE, AND SKILLS</b>	Knowledge of social media practice and channels. Understanding of the importance of brand guidelines, graphic design and applying across a range of channels. Knowledge and understanding of stakeholder management. Knowledge of events management. Knowledge and understanding of website maintenance Knowledge of policies and governance environment of TVET Colleges including knowledge of the annual reporting requirements by the Higher Education Institutions. Knowledge and understanding of digital marketing
<b>DUTIES</b>	Assist in marketing, promotions and branding services. Assist in the coordination of public relations and media liaison services. Assist in the coordination of photographic services and drafting of articles. Assist in the coordination of college events and communication administration services. Assist in updating the content, design and layout of the college website

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**POST: SECRETARY: DEPUTY PRINCIPAL CORPORATE SERVICES (SALARY LEVEL 5)**

**SALARY: R216 417.00 per annum**

**DURATION: 12 months Contract**

<b>POST DESCRIPTION</b>	<b>CONTRACT (COLLEGE COUNCIL APPOINTMENT)</b>
<b>CENTRE</b>	<b>CORPORATE OFFICE</b>
<b>REFERENCE NUMBER</b>	<b>CORP/SEC/DPC/13</b>
<b>MINIMUM REQUIREMENTS</b>	Matric/Grade12 Certificate plus a recognised 3-year Diploma/Degree in Management Assistant/ Office Management and Technology. Relevant work experience in typing/secretary/personal assistant will be an added advantage. A valid driver's license will be an added advantage. Must be computer literate.
<b>COMPETENCIES, KNOWLEDGE, AND SKILLS</b>	Must have knowledge and understanding of record management. Ability to communicate well with people at different levels and backgrounds. Must have good telephone etiquette. High level of reliability. Should have sound organisational skills. good planning, organising, communication, customer services, report writing skills. High level of integrity and loyalty. Ability to act with tact and discretion.
<b>DUTIES</b>	Provide a secretarial and administration support service to the Deputy Principal including drafting correspondence and making travel arrangements. Receive, screen and refer telephone calls. Records minutes of the meetings as requested by the Deputy Principal. Ensure record keeping and filing of documents in the office of the Deputy Principal and the unit (where required) (maintain an effective filing system). Receives, records and distributes all incoming and outgoing documents. Collects all relevant documents to enable the Deputy Principal to prepare for meetings. Arrange meetings and events for the office of Deputy Principal and the unit. Identifies venues, invites role players, organises refreshments and sets up schedules for meetings and events. Provide a clerical support service to the Deputy Principal. Administer internal and external correspondences. Manage the diary daily. Taking custody of confidential and important documents. General Office administration duties.

**POST: SECRETARY: DEPUTY PRINCIPAL REGISTRATION SERVICES (SALARY LEVEL 5)**

**SALARY: R216 417.00 per annum**

**DURATION: 12 months contract**

<b>POST DESCRIPTION</b>	<b>CONTRACT (COLLEGE COUNCIL APPOINTMENT)</b>
<b>CENTRE</b>	<b>CORPORATE OFFICE</b>
<b>REFERENCE NUMBER</b>	<b>CORP/SEC/DPC/14</b>
<b>MINIMUM REQUIREMENTS</b>	Matric/Grade12 Certificate plus a recognised 3-year Diploma/Degree in Management Assistant/Office Management and Technology. Relevant work experience in



	typing/secretary/personal assistant will be an added advantage. A valid driver's license will be an added advantage. Must be computer literate.
<b>COMPETENCIES, KNOWLEDGE, AND SKILLS</b>	Must have knowledge and understanding of record management. Ability to communicate well with people at different levels and backgrounds. Must have good telephone etiquette. High level of reliability. Should have sound organisational skills. good planning, organising, communication, customer services, report writing skills. High level of integrity and loyalty. Ability to act with tact and discretion.
<b>DUTIES</b>	Provide a secretarial and administration support service to the Deputy Principal including drafting correspondence and making travel arrangements. Receive, screen and refer telephone calls. Records minutes of the meetings as requested by the Deputy Principal. Ensure record keeping and filing of documents in the office of the Deputy Principal and the unit (where required) (maintain an effective filing system). Receives, records and distributes all incoming and outgoing documents. Collects all relevant documents to enable the Deputy Principal to prepare for meetings. Arrange meetings and events for the office of Deputy Principal and the unit. Identifies venues, invites role players, organises refreshments and sets up schedules for meetings and events. Provide a clerical support service to the Deputy Principal. Administer internal and external correspondences. Manage the diary daily. Taking custody of confidential and important documents. General office administrative duties.

**APPLICATIONS:** Applications must be submitted accompanied by (1) signed new Z83 form obtainable from any public service Department or DPSA website (2) Comprehensive CV including at least three contactable references, quoting the relevant reference number to the Principal, Western TVET College Corporate Office, 42 Johnstone Street, Randfontein, 1760. **Only shortlisted candidates will be required to submit certified copies of original documents with academic records/transcripts and other relevant supporting documents on or before the day of the interview following communication from the HR Office.**

**Alternatively,** applications may be hand delivered to the HR Assistant Director, Western TVET College, Corporate Office Park: 42 Johnstone Street, Randfontein on or before the closing date and time as stipulated below.

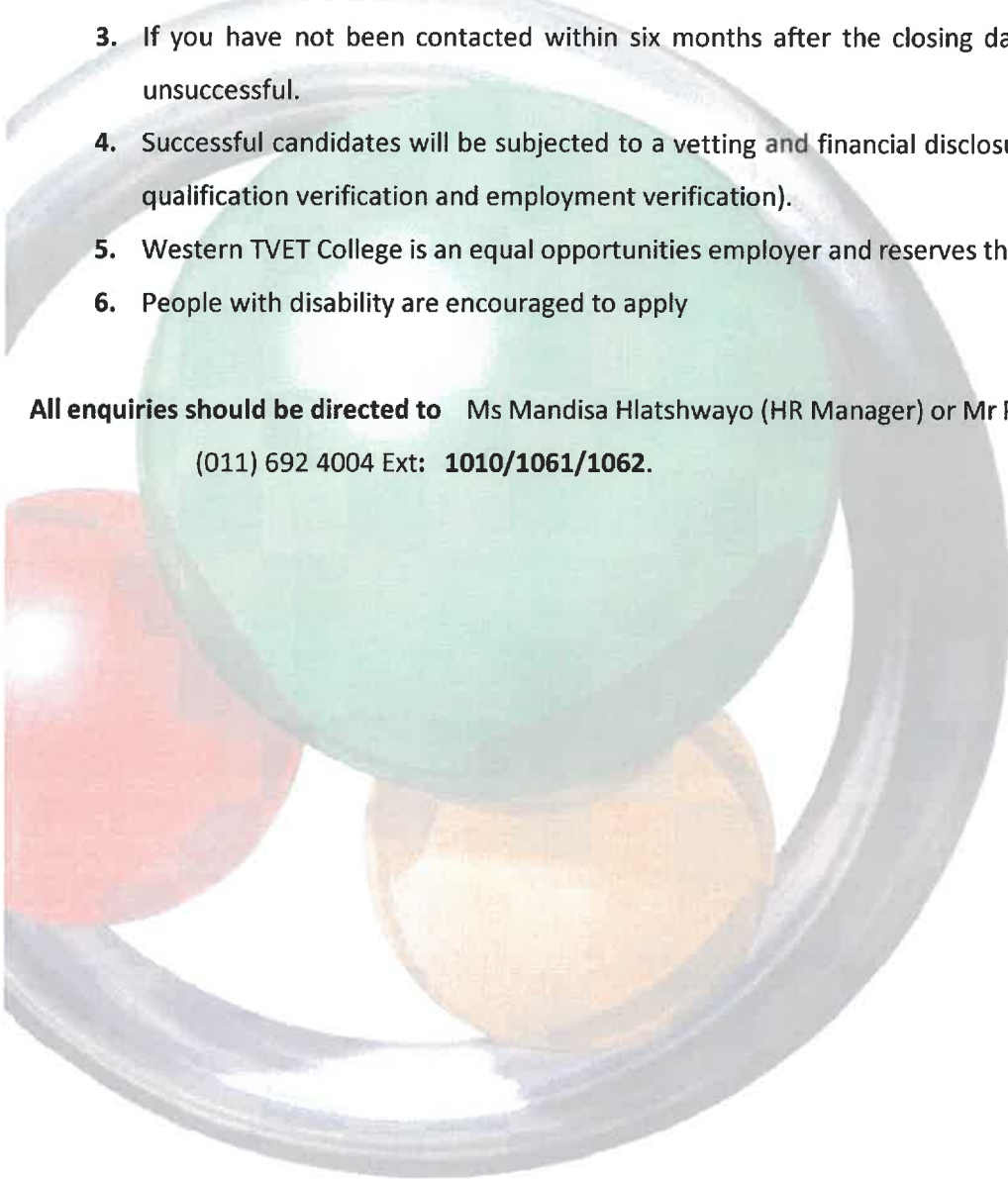
**PLEASE NOTE: NO FAXED or E-MAILED APPLICATIONS WILL BE ACCEPTED.**

**CLOSING DATE: 26 July 2024**

**N.B**

1. Foreign qualifications must be accompanied by a SAQA evaluation report.



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2. Candidates who have acted on higher positions are requested submit acting appointment letters covering the entire duration of the acting period.
  3. If you have not been contacted within six months after the closing date, please consider your application as unsuccessful.
  4. Successful candidates will be subjected to a vetting and financial disclosure process (criminal record, citizenship, qualification verification and employment verification).
  5. Western TVET College is an equal opportunities employer and reserves the right not to fill the posts.
  6. People with disability are encouraged to apply

**All enquiries should be directed to** Ms Mandisa Hlatshwayo (HR Manager) or Mr Peter Motai (Chief Personnel Officer) at  
(011) 692 4004 Ext: **1010/1061/1062.**



**WESTCOL TVET COLLEGE  
CORPORATE OFFICE PARK  
PRIVATE BAG X 17  
RANDFONTEIN 1760**

**2024 -07- 04**

**TEL: 011 692 4082 FAX: 011 692 4080**