



higher education  
& training  
Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA



## DEPARTMENT OF HIGHER EDUCATION AND TRAINING

*Coastal KZN Technical Vocation Education and Training College is an Equal opportunity employer inviting applications from suitable experienced applicants for these permanent posts.*

### **ASSISTANT DIRECTOR (SL10): STUDENT REGISTRATION SERVICES**

**REF NO: CAO 01 /2023**

**SALARY: R491 403 per annum (SL10) plus benefits**

**CENTRE: Central Admin Office (Coastal KZN TVET College)**

**REQUIREMENTS:** Grade 12/Senior Certificate/Equivalent at NQF Level 4 together with a recognised three (3) year National Diploma (NQF 6) in Business Administration, Public Administration or related qualification plus at least 3-5 years' relevant supervisory experience in the Administration in student registration services environment or relevant field, computer literacy and a valid driver's license. **Recommendations:** Experience in the post schooling education and training (PSET) sector will be an added advantage, extensive experience in any or all of the following general management spheres: registry, strategy and support management. Willingness to work irregular hours and travel extensively. Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. **Skills:** Proven report writing and presentation skills in the public sector and its legislative framework, good communication skills and people empowerment, planning and execution, proven computer literacy, including advanced MSWord, MS Excel and MS PowerPoint. Proven ability to effectively manage change. Leadership skill.

**DUTIES:** Manage the administration of the overall student registration. Develop review and monitor the implementation of policies and procedures in relation to student registration, admission, scheduling, and records. Provide workshops on the implementation of policies and procedures in relation to student registration, admission, scheduling, and records. Develop marketing strategies to attract new potential students. Manage student registration and ensure proper procedures are followed. Develop and review the registration document for accuracy. Manage the database for new graduates and alumni in the job market. Ensure provisioning of pre-entry support services to students during the registration process in relation to (financial aid, bursaries, and student accommodation). Provide guidance and testing of students with regard to the choice of and placement within programmes. Maintain and update database of students enrolled within programmes. Ensure that student orientation is conducted in the college and campuses. Ensure that learner's information is captured on ITS. Oversee the provision of student financial aid and bursary services support. Ensure that the TVET Bursary Scheme is administered strictly according to the bursary rules and guidelines. Coordinate and chair the financial aid committee meeting and facilitate the awarding of approved college financial assistance programme. Verify compiled data on bursary statistics. Monitoring the tracking of student bursary requirements compliance and implement remedial initiative as required. Identify potential sponsors in recognising academic achievement. Manage the administration student learning material. Oversee issuing and collection of textbooks and learning materials. Ensure textbooks are well maintained. Manage the coordination of career exhibition services. Market college programmes at schools, exhibition and during open days at college Management of all Human, Financial and resources of the unit.

**Enquiries: RK Ramdev HR Unit Tel No: (031) 905 7000**

### **ASSISTANT DIRECTOR (SL10): CURRICULUM DEVELOPMENT AND IMPLEMENTATION (OCCUPATIONAL PROGRAMMES)**

**REF NO: CAO 02 /2023**

**SALARY: R491 403 per annum (SL10) plus benefits**

**CENTRE: Central Admin Office (Coastal KZN TVET College)**

**REQUIREMENTS:** Grade 12/Senior Certificate/ Equivalent at NQF Level 4 together with a recognised three (3) year National Diploma (NQF 6) / Bachelor's Degree in Office Management and Technology/ teaching qualifications or related qualification plus at least 3 to 5 years of relevant supervisory experience, computer literacy and a valid driver's license. Knowledge of Public Service Act. Knowledge of the TVET Act; Computer literacy. Leadership and management skills, project management skills, and communication, inclusive of presentation skills. Ability to work independently as well as in a team. Planning, organizing, leading, and control skills. Research, report writing and presentation,

**DUTIES:** Planning, Managing and Monitoring of programmes: To plan for implementation of learnerships and short programme. To manage all administration of the programs that are currently running. To monitor progress of the programmes and do site visits where necessary. Establishment of partnerships: To establish more partnerships with public and private sector to get more funding for learnerships and short skills programme. To establish partnerships for work placements of learners who are doing learnerships to be able to do their practicals. To sustain partnership that are already in existence with the College Programme accreditation with all Seta's. To apply for accreditation for programme with all Seta's as per the need of the industry and the need of the communities that we are serving as the College. To align our application for accreditation with Skills Audits of both Municipalities Budget Control. To be responsible for the Sectional budget on payment of training providers, facilitators and learner stipends Purchase of stationery, PPE's and work equipment Risk Management and Reporting: To identify risks that may affect smooth running of the Unit like drop outs of learners on learnerships which is mostly caused by non-payment of stipends. To submit monthly reports to BMM and quarterly reports to funders.

**Enquiries: RK Ramdev HR Unit Tel No: (031) 905 7000**

**ASSISTANT DIRECTOR (SL10): LINKAGES AND PARTNERSHIPS**

**REF NO: CAO 03/2023**

**SALARY: R491 403 per annum (SL10) plus benefits**

**CENTRE: Central Admin Office (Coastal KZN TVET College)**

**REQUIREMENTS:** Grade 12/ Equivalent at NQF Level 4 together with a recognised three (3) year National Diploma (NQF 6) / Bachelor's Degree in Project Management / Marketing or related qualification plus at least 3 to 5 years' supervisory experience in a Project Management/ Business Development and computer literacy and a 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, Presentation, Academic Process and moderation procedures, Administrative Planning and organizing, Financial Management, Report Writing, Communication and interpersonal, Problem solving, Computer Literacy, Analytical, Client orientated, Project management, Team Leadership, Planning and organizing, People management.

**DUTIES:** Partnership Management. Build a database of local business and other linkages. Participate in business forums and identify project opportunities. Develop project proposals and plans for joint initiatives. Facilitate handover with the College managers. Form partnership with industry and relevant stakeholders. Business opportunities scanning, identify opportunities for College, income generation. Establish work environment simulation potential. Provide market needs business case rationale for all opportunities. Identify appropriate partner or service provider. Coordinate the submission of tenders and funding proposals. Provide information and reports on programmes, funding and partnership to DHET and other stakeholders Local and Provincial government relations. Develop and update schedule of local government projects and opportunities. Identify College synergies potential contribution to provincial departments. Build relationships with relevant officials, establish a database of key contacts and participate in meetings as appropriate. Develop proposals for partnering on specific practical opportunities aligned with College core business. Conduct visibility studies for all new and proposed projects. Develop the project and budget. Partner with relevant research organisations. Negotiate and sign service level agreements and or contracts with clients. Provide training and support to LPU and campus staff members on SETA and contractual compliance matters. Coordinate accreditation and application for new programme approvals. Handover the project to the relevant campus or occupational manager. Oversee and maintain student work placement and Work Integrated Learning (WIL). Ensure that the TVET college student placement and WIL policy is in place and adhered to. Analyse the job market, identify scarce skills and match available opportunities with college programme mix. Ensure that an effective system is in place to assist learners to find job placement. Identify potential partners and networks to benefit and support existing graduates. Negotiate the employment opportunities with the employers and promote ex-graduate for vacancies. Ensure that they attend the strategic meeting with SETA to negotiate graduate's placement and facilitate the signatory of Memorandum of Understandings (MO U's). Oversee SETA discretionary grant applications. Oversee the implementation of Workplace Base Exposure. Submission of quarterly monitoring and evaluation data Management of all Human, Financial and other resources of the unit.

**ENQUIRIES: RK Ramdev HR Unit Tel No: (031) 905 7000**

**ASSISTANT DIRECTOR (SL09): OFFICE MANAGER (OFFICE OF THE PRINCIPAL)**

**REF NO: CAO 04/2023**

**SALARY: R393 711 per annum (Level 09) plus benefits**

**CENTRE: Central Admin Office (Coastal KZN TVET College)**

**REQUIREMENTS:** Grade 12/ Senior Certificate/ Equivalent at Level 4 together with a recognised three (3) year National Diploma (NQF 6)/ Bachelor's Degree in Public Management / Business Management / Office Management and Technology or related qualification plus at least 3 to 5 years of relevant supervisory experience in a strategic planning and administration environment or related field. A certificate on advanced management development program will be an added advantage. **Recommendations:** Advanced experience in the development of policies/ implementation strategies and practical experience in Office Management and Technology or public management 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 the Higher Education sector. Understanding of corporate governance. Understanding Cost centre 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.

**DUTIES:** Render administrative/executive support services in the office of the Principal. Ensure effective and efficient management of the College including the management of the workflow in the office of the Principal. Conduct research and provide expert administrative advice to the Principal and other officials in the college. Quality check letters, memoranda and submissions. Oversee and monitor the budget in the office of the Principal. Co-ordinate of college inputs for annual, quarterly, monthly reports, and cash flow statements. Establish and implement effective records and document management systems in the office of the Principal. Follow up and collate progress reports on the implementation of the resolutions. Coordinate reports/presentations to all forums attended by the office of the Principal. Provide secretariat support to College Council, Council Committees, Academic Board, Senior Management and other external stakeholders. Maintain the calendar plan for scheduling and fixing meetings and communicate with all members of the above structures. Co-ordinate and arrange all meetings, proceedings and activities of the above structures. Provide technical support during meetings, proceedings and activities of the above structures. Compile agenda, minutes, reports and other records of the above structures. Distribution of relevant documents and supporting for meetings of above structures. Keeping a register of resolutions and supporting all relevant Council Members/Managers/Officials through continuous correspondence to remind them of what needs to be done. Ensure that approved minutes are signed off and safely kept. Prepare all presentations, speeches, reports of the Principal and Council Committees related to meetings of above structures. Provide strategic management, monitoring and evaluation services. Facilitate and co-ordinate operational and strategic planning process. Coordinate and compile strategic and operational plans. Set research agenda. Facilitate the development and implementation of service delivery improvement plans and initiatives. Facilitate, coordinate and support the implementation of priority programmes/projects. Coordinate and compile institutional performance and strategic reports. Conduct an assessment on college effectiveness and efficiency in supporting the attainment of service delivery objectives. Facilitate the implementation of productivity measurement framework (measure of how efficiently and effectively inputs labour, financial resource and infrastructure) are translated into inputs (good and services).

**ENQUIRIES: RK Ramdev HR Unit Tel No: (031) 905 7000**

**ASSISTANT DIRECTOR (SL9): LABOUR RELATIONS**

**REF NO: CAO 05/2023**

**SALARY: R393 711 per annum (Level 09) plus benefits**

**CENTRE: Central Admin Office (Coastal KZN TVET College)**

**REQUIREMENTS:** Grade 12/ Senior Certificate/ Equivalent at NQF Level 4 together with a recognised three (3) year National Diploma (NQF 6)/ Bachelor's Degree in Labour Relations, Employment Relations and Human Resource Management or related qualification plus at least 3 to 5 years of supervisory experience in Labour Relations or Human Resource Management environment or related field, computer literacy and a valid driver's license. **Recommendations:** Advanced experience in interpretation, development and implementation of policies. Knowledge of Labour Relations Act, Public Services legislations and policies related to Human Resource Management. Sound knowledge of Labour Relation statutes. Sound knowledge of International Labour Organization (ILO). Knowledge and understanding of the TVET/CET Administration. Knowledge and understanding of the Higher Education sector. Knowledge of PERSAL. **SKILLS:** Administrative, Planning and organizing, Financial management, report writing, Communication and interpersonal, Problem solving, computer literacy, analytical, client oriented, project management, team leadership, people management, conducting investigations, presentation skills.

**DUTIES:** Maintain sound Labour Relations. Render advice on labour related matters. Develop and implement Human Resource policies and manuals. Ensure proper implementation of disciplinary procedures, grievance procedures and code of conduct. Conduct investigations and disciplinary hearings. Management of strike action.

Minimize labour disputes and ensure labour peace. Management of appeals and disputes within the prescribed timelines. Facilitate and conduct labour relations training and workshops. Ensure proper implementation of the collective bargaining council resolutions. Represent the college at Bargaining councils and the CCMA. Management of all Human, Financial and other resources of the unit.

**Enquiries: RK Ramdev HR Unit Tel No: (031) 905 7000**

**ASSISTANT DIRECTOR (SL9): FACILITIES AND RECORDS MANAGEMENT**

**REF NO: CAO 06/2023**

**SALARY: R393 711 per annum (Level 09) plus benefits**

**CENTRE: Central Admin Office (Coastal KZN TVET College)**

**REQUIREMENTS:** Grade 12/NC(V) L4 certificate, plus a Diploma/Degree in Building Management/ Construction Management or related qualification. 5 years' relevant experience of which three years must be in a supervisory level in Facilities Management, SHERQ and OHS environment. Knowledge of Public Service Act and Regulations, Occupational Health and Safety Act, Immovable Asset Management Act. A knowledge of record management system. A knowledge of fleet management. A valid driver's license.

**DUTIES:** Oversee maintenance of buildings and premises; Monitor and report on infrastructure development and maintenance as well as performance in accordance with the relevant Laws and Regulations. Manage the contractors and service providers' functions by ensuring that all deliverables are met within the reasonable and agreed timelines. Compile, implement and monitor maintenance plans regarding machinery, tools and equipment. Ensure compliance to SHERQ and OHS Act. Develop and implement policies related to SHERQ and occupational health and safety. Oversee fleet management. Develop and implement fleet management policies. Ensure and monitor cleanliness and maintenance of vehicles. Ensure warranty management, maintenance, insurance and licensing of vehicles. Ensure monitoring of logs books. Ensure the monitoring of compliance with the procedures to be followed in the case of an accident. Ensure control, supervision and authorization of all official usage of all College vehicles. 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. Responsible for security and access control at facilities. Ensure adherence to contractors Service Level Agreements. 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. Records Management. Prepare monthly, quarterly and annual reports for Management and Council. Ensure formation/appointments and training of safety representatives and first aiders at all College sites. Reporting and coordination all the IOD's. Manage human, financial and other resources of the unit.

**Enquiries: RK Ramdev HR Unit Tel No: (031) 905 7000**

**ASSISTANT DIRECTOR (SL9): FINANCIAL ACCOUNTING SERVICES**

**REF NO: CAO 07/2023**

**SALARY: R393 711 per annum (Level 09), plus benefits**

**CENTRE: Central Admin Office (Coastal KZN TVET College)**

**REQUIREMENTS:** Matric/NQF Level 4 Certificate plus a recognised National Diploma/Degree in Financial Management (NQF Level 6) or related qualification. At least (3) to (5) years supervisory experience. A post graduate qualification and/or articles will be added advantage. Thorough knowledge and understanding of the public finance legislation/policies and the Continuing Education and Training (CET) Act. Knowledge, application and understanding of the PFMA and Treasury Regulations. Knowledge and understanding of the GRAP Standards. Knowledge and experience in compiling financial statements. Experience in managing a team of employees and providing leadership. Experience in risk assessment, risk mitigation and monitoring of internal controls. Negotiation and persuasion skills. Communication and interpersonal skills as well as emotional intelligence. Problem solving skills. Computer literacy. A valid driver's license is a prerequisite. Advanced analytical, client oriented, and project management skills. Willingness to work long hours.

**DUTIES:** Collection and recording of revenue – cashier, banking services and electronic payments. Monitor and review the procedures for the collection and safekeeping of all monies and compliance with the relevant prescripts. Monitor and review the receipt and collection of monies to ensure that it is in accordance with the appropriate tariffs and properly recorded. Oversee the verification of the validity and allocation of payments received via electronic transfers. Oversee the reconciliation of transactions (interface) on the payroll (PERSAL) with the accounting system (BAS). Authorises payments to third parties (employer contributions to pension funds, medical aid funds, tax contributions and reconciliations etc) outside the payroll system. Oversee verification of information for payroll certification. Oversee and reconcile payment requests with budget provisions and the availability of funds. Oversee the process to ensure that the relevant institution is eligible for a transfer payment/subsidy and that they comply

with the relevant financial legislative requirements. Oversee the compilation of interim and annual reports on conditional grants; Coordinate, review, analyse and quality assure the financial information for planning purposes. Oversee financial reporting for the college and support the Deputy Principal: Finance (CFO) with regards to the compilation of Annual Financial Statements and Monthly Reports. Review monthly reconciliations and perform financial reporting duties to internal and external parties. Support the Executive Management with the compilation of quarterly reports to the Finance Committee and Council. Monitor the internal controls in the Finance Division and ensure adherence to controls throughout the college. Liaise with internal and external auditors and provide access to documentation. Provide training and workshops across campuses on internal controls. Provide financial ratio analysis and guide the CFO on what needs to be improved in order to promote a self-sustainable college. Assist the CFO in ensuring self-sustainability, proper accounting records and daily accounting discipline among staff. Ensure effective supervision of staff for efficient financial accounting services.

**Enquiries: RK Ramdev HR Unit Tel No: (031) 905 7000**

**APPLICATIONS :** Quoting the relevant reference number, direct your application to:  
The Acting Principal, Coastal KZN TVET College, P O Box 1795, Amanzimtoti, 4126 or hand deliver to 50051 Mfundi Mngadi Drive, KwaMakhutha, (Mon-Fri 07:30 – 16:00)

**NOTE :** **DIRECTION TO CANDIDATES**

Applications must be submitted on the **new prescribed Z83 form** obtainable from any Public Service department and **must be fully completed, dated and signed**. Clear indication of the post and reference number that is being applied for must be indicated on your Z83 form as well as a **recent, comprehensive Curriculum Vitae**.

**Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the fully completed and signed Z83 form and detailed curriculum vitae.** Communication regarding certified copies of Qualifications and other relevant documents will be limited to only shortlisted candidates. Therefore, only shortlisted candidates will be required to submit certified documents on or before the day of the interview, following a communication from the College Human Resources Management Administration Unit.

**A separate application must be submitted for each post that you are applying for.** Late (received after closing date and time) and incomplete applications will not be considered. The employer is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) in the Department through the filling of this post(s) with a candidate whose appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan. The Employer reserves the right not to make an appointment. Where applicable, candidates may be subjected to a skills test. **Correspondence will be limited to short-listed candidates.**

**All short-listed candidates will be subjected to a qualifications and citizen verification; criminal record and financial/asset record checks.** Applicants who have not been invited for an interview within 60 days of the closing date should consider their application unsuccessful

**CLOSING DATE : 10 March 2023**