



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.

EXECUTIVE SECRETARY TO COLLEGE COUNCIL

REF NO: CAO 14 /2023

NATURE OF APPOINTMENT: 3 YEAR CONTRACT

SALARY: R294 321 PER ANNUM PER ANNUM (SL7) PLUS BENEFITS

CENTRE: CENTRAL ADMIN OFFICE (COASTAL KZN TVET COLLEGE)

REQUIREMENTS: National Senior Certificate/ Grade 12/ Standard 10 or NCV Level 4. National Diploma (NQF 6) in Office Management and Technology/Public Management/Business Management or relevant qualification.

A relevant executive secretarial certificate will be an advantage. Minimum 3 years' experience in a secretarial or office administration environment. Certificate in Advanced Computer skills (proficiency in MS Office, Excel, PowerPoint). Possession of Driver's License will be an advantage.

SKILLS: Advanced Computer Literacy. Excellent communication skills. Report writing skills. Planning and organising skills. Record keeping skills. Telephone and interpersonal skills.

DUTIES: Schedule College Council meetings and arrange meeting venues. Prepare agendas and take minutes of Council and Council Sub-Committee meetings. Compile presentations and reports when needed. Conduct research on various topics as may be required by senior management or the College Council. Implement / disseminate management policies and procedures. Managing the year plan as relates to College Council meetings and activities. Rendering advice and support to relevant stakeholders. General maintenance of the office / office administration. Attending to routine office correspondence. Ensuring that all stakeholders are notified on time about meetings, news and notices emanating from the College Council. Dealing with telephone calls, and attending to office visitors. Ensuring effective and efficient communication within the College as well as the with other stakeholders. Arranging and organising meetings as directed by the Council. Liaising with the DHET Regional Office and Head Office when need be. Communicate with service providers and stakeholders on behalf of the Office of the Principal whenever the need arises. Calling for reports, including budget reports, quarterly performance reports. Annual performance report and matters pending. Taking and typing minutes and reports of all College Council related events and meetings. Following up on return dates of requested documents.

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 Mfundu 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 : 04 August 2023