



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



SOUTH WEST GAUTENG TECHNICAL AND VOCATIONAL™
EDUCATION AND TRAINING COLLEGE
EDUCATION OF DISTINCTION

ADMINISTRATION POSTS (PS)

ASSISANT DIRECTORS LEVEL 10

SALARY NOTCH R527 298.00 PER ANNUM

Partnership and Linkages- REF: HO/ASD/PL/2024 **re advert**

REQUIREMENTS:

Recognized three-year National Diploma (NQF 6) in Project Management, Business Management and Marketing or any other relevant qualification • 3-5 years working experience in Project Management and or Business Development. • A valid driver's license • Any facilitator, assessor and moderator certificate will be an added advantage.

KEY RESPONSIBILITIES:

Partnerships 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.

Business opportunities scanning:

- Identify opportunities for college income generation.
- Establish work environment simulation potential.
- Provide market needs business case rationale for all opportunities.
- Identify the appropriate partner or service provider.
- Coordinate the submission of tenders and funding proposals.
- Provide information and reports on programmes, funding, and partnerships to DHET and other stakeholders.

Local and Provincial government relations:

- Develop and update the 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.

Research management:

- Conduct visibility studies for all new and proposed projects.

- Develop the project and budget.
- Partner with relevant research organizations.
- 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)

KNOWLEDGE AND SKILLS:

Knowledge: • Building partnerships • Innovation, Marketing and Entrepreneurial insight • Financial Management • Mobilizing resources • Interpretation of statutes • Knowledge of Public Service Act, • PFMA, Treasury regulations and other frameworks • Business planning
Skills: • Negotiation • Communication • Presentation • Academic process and moderation procedures • 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 • People management

ASSISANT DIRECTORS LEVEL 10

SALARY NOTCH R527 298.00 PER ANNUM

Farm Manager REF: HO/ASD/FM/2024

Minimum Requirements:

- 3yr qualification in Agriculture/ Farming
- 3 yrs. managerial and agricultural experience
- Valid Driver's License
- Advanced Computer Literacy

Knowledge and Skills Requirements

Agriculture managers must possess managerial, organizational, accounting, computer, management and communication skills. They must also have advanced knowledge with mechanical equipment's and other agriculture-related machinery. Oversee and monitor day-to-day operations in a farm.

Specific tasks may vary depending on the type of farm but in general include:

- Prepare and monitor annual budget for agricultural operations.
- Manage and supervise farming workers and agricultural staff.
- Develop short-term and long-term agricultural needs and objectives.
- Handle and monitor agricultural expenditure budget in a large farming and food production setup.
- Monitoring animal health and welfare, including liaising with vets, maintaining a knowledge of pests and diseases and an understanding of how they spread and how to treat them.
- Maintain and manage livestock and dairy products.

- Buying supplies, such as fertilizer and seeds.
- Maintain and manage purchases and sales of agricultural products and crops.
- Maintaining and monitoring the quality of yield, whether livestock or crops.
- Organizing maintenance/repair of farm property, equipment and machinery
- Interact with other related departments and government entities in managing agricultural issues.
- Advertising and marketing farm products.
- Develop best practices and standards in agricultural managerial functions.
- Ensuring compliance with government regulations and health and safety standards
- Making sure that products are ready for deadlines, such as auctions and markets.
- Understanding the implications of the weather and making contingency plans.

ASSISTANT DIRECTOR SALARY LEVEL 9

SALARY NOTCH R424 101.00 PER ANNUM

Accounting Management- HO/ASD/MA/2024 **re advert**

Minimum Requirements:

Recognized three (3) year National Diploma (NQF 6) in financial management or related qualification recognized by SAQA.

3-5 years in Student support administration/Teaching and Learning environment or related field A valid driver's license

Recommendations: Advanced experience in interpretation, development and implementation of policies.

Knowledge of PSET and CET Act. Knowledge and understanding PFMA. Knowledge and understanding Treasury Regulations. 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 and financial management systems

Skills: Administrative, Planning and organizing, financial management, Asset Management, Report writing, Communication and interpersonal, Problem solving, Computer literacy, Analytical, Client oriented, Project management, Team leadership, People management.

DUTIES :

Planning – Coordinate, review, analyse and quality assure the financial supporting information for planning purposes. Coordinate and review the necessary financial supporting documents required for the strategic and annual performance planning process. Analyse and quality assures the relevant financial information required in the evaluation and development of business and project plans. Check and verify the supporting information for various financial planning processes.

Budgeting – Coordinate, review, analyse and quality assure the budget preparation process. Coordinate the preparation and consultation for the MTEF budget process. Analyse, interpret and implement the treasury guidelines for the estimates of national expenditure (ENE). Develop templates for the collection of budget information from line functionaries. Align budget statements with the annual performance plan, strategic plan, national and provincial spending priorities. Analyze and interpret the requirements for the monthly cash flow and adjusted cash flow and recommend corrective action where required. Undertake the planning and supervise

the preparation and consultation process in the implementation of the adjustments estimates process. Assess where shifting of funds/ virements is required and possible by reviewing expenditure against budget and make recommendations. Supervise the recording of adjustments and provide feedback to the relevant components. Provide information for the preparation of the annual financial statements. Monitor that all shifts/virements are included in the adjusted budget. Analyze requests for rollovers and make recommendations in compliance with prescripts (including funds committed but not spent).

Reporting – Coordinate, review, analyze and quality assure the management accounting reporting processes, Evaluate information on monthly reports produced (variance between actual versus budgeted expenditure) and recommend appropriate actions where necessary. Monitor that all shifts/virements are included in the In Year Monitoring Report. Provide advice and guidance to role players on the use of forecasting methods and tools. Compile information for the interim and annual performance reports. Manage the operational processes, resources and procedures associated with the management accounting and asset management functions. Develop and review departmental policies and procedures applicable to management accounting (planning and budgeting) and asset management (including stock management) oversee the management of assets for the college: Monitor the implementation of the asset management plan of the college Allocate duties to personnel, monitoring outcomes and instituting the necessary corrective measures to address deviations from standards. Determine workflow requirements. Monitor performance of employees and determine training needs. Control leaves and related personnel matters applying laid down Human Resources procedures

SENIOR ADMINISTRATION OFFICER SALARY LEVEL 8

SALARY NOTCH R359 517.00 PER ANNUM

Senior State Accountant- Financial Management: HO/SAO/FM/2024 **re advert**

Requirements:

An undergraduate National Diploma three (3) years (**NQF level 6**) in Accounting/ Financial Management or equivalent qualification recognized by SAQA.

3-5 years' experience in the financial management environment.

Duties:

Ensure the Implementation of Budget Control and expenditure

- Facilitate and coordinate the annual budgeting process.
- Perform monthly budgetary and Expenditure analysis.
- Effect budget adjustments.
- Prepare budget
- Administer college adjustment Estimates
- Compile Medium Term Expenditure Framework (MTEF) projections
- Monitor expenditure trends and reconciliation against budget and cash flow projections
- Monitor expenditure allocation and amendment of erroneous allocations
- Report on state of expenditure

Manage income and expenditure

- Monitor monthly bank reconciliations.
- Authorize supplier/ creditors requisitions and payments.
- Compile monthly reconciliations between General Ledger sub-system and cashbook sub-system.
- Manage the recovery of debtor's credit notes, disallowances and advances.
- Approve bank payments
- Approve petty cash

Compile financial reports

- Safeguard all financial documents of the College.
- Prepare the unit for the annual financial audit and respond to enquiries.
- Reconcile salary payments with salary ledger
- Compile monthly budget reports

Supervise human resources/staff

- Allocate and ensure quality of work
- Personnel development
- Assess staff development
- Apply discipline

ADMINISTRATION POSTS (COLLEGE PAID)

SENIOR ADMINISTRATION OFFICER SALARY LEVEL 8

SALARY NOTCH R359 517.00 PER ANNUM

WBE/WIL Senior Project Coordinator: WBE/WIL/SPC/2024 **Projects Administration**
(2 years Fixed Contract)

Minimum Requirements

- The candidate must have passed Grade 12 certificate or equivalent qualification, Degree or Diploma in Project Management/Administration, Business Management, Marketing Management, Management Assistance, Public Management, Financial Management or equivalent Qualifications; Honours Degree will be advantage. Proven track record in successfully managing the Learning Interventions. At least 3-5 year's professional experience in Project Management. Knowledge of Word, Excel, Access, Power point presentation and experience of the Project applications, Risk Management, Sustainability and Monitoring and Evaluation. A drivers Licence.

Key performance areas

- Develops and implements a Partnership Strategy that supports the college partnership and students experiential learning Strategy and that ensures the very best of relationships with partners, donors and others
- Ensures that all personnel of the college understand the importance of the Partnership Strategy and how it relates to them, and that they are fully involved in its implementation;

- Assist in the development and identification of the College/Campus targets
- Implement, Monitor, Evaluate and Support the WBE/WIL and Project for campuses
- Be able to support and maintain the current projects
- Ensures excellent relations with key government partners, and put in place systems that maintain them;
- Ensures effective engagement of strategic partners, especially industry and commerce
- Develops strategic partnership-building approaches with government, Donor, Civil Society, Corporate, and college stakeholders
- Facilitates the strategic engagement with National stakeholders on students integrated learning and related issues;
- Maintains a database of information relating to Partners' and Donors', individual requirements and goals, and such other details as are relevant to the development and maintenance of those partnerships;
- Develops and manages Memorandum of Understandings as may arise from time to time
- Working with the Fundraising & Partnership Manager, engage in fundraising activities for the programmes and Core Office Function

Salary level 5-Senior Admin Clerk

SALARY NOTCH R 202 233.00 PER ANNUM

(2 years Fixed Contract)

1. WBE/WIL Projects Administration Officer REF: WBE/WIL/PAO/A/2024: Administrations - ETQA

WBE/WIL Projects Administration Officers REF: WBE/WIL/PAO/FN/2024: **Finance Clerk**

Minimum Requirements

- The candidate must have passed the Grade 12 certificate, NCV Level 4 or equivalent qualification, recognised three (3) year National N Diploma in Management Assistant, Financial Management, Public Management/Administration, or equivalent qualification. Experience in quality assurance. Ability to write reports, Knowledge of budgeting and HR Functions. Knowledge of Project Management, Public Finance Management Act, the CET Act 16 of 2006, OQSF (Occupational Qualification Sub-framework) as amended, Skills Development Act 97 of 1988 as amended and NQF Act related regulations. Knowledge of Word, Excel, Access, Power point presentation. At least two (2) years and Knowledge of Occupational Qualification will be an advantage. A valid Driver's licence

Key performance areas

- Administration of the college occupational programmes, partnerships and linkages
- Administer the SMME's and Entrepreneurship responsibilities
- Recruitment of occupational programmes students and placements
- Administration and Coordination of occupational programmes inductions/orientations
- Capturing and updating learner data on Performance Report Workbook
- Uploading learners on College MIS and SETA indicium
- Assist with the Accreditation document compilation for QCTO and SETA's

- Administration of the learners Timesheets and stipend payments
- Administration of service providers claims as per set tranche deliverables
- Monitoring of learner's progress in the workplace and receiving of the workplace report
- Host employer negotiation for WBE/WIL Placement coordination
- Attend SETA Meetings and report to the NBDU Manager
- Any other duties as delegated by the coordinator

Salary level 5-Senior Admin Clerk

SALARY NOTCH R 202 233.00 PER ANNUM

(2 years Fixed Contract)

WBE/WIL Projects Administration Officer REF: WBE/WIL/PAO/4IR/2024

4th Industrial Revolution – re-advert

Minimum Requirements

- The candidate must have passed Grade 12 certificate or equivalent qualification, Recognised three (3) year National Diploma (NQF Level 6) in Information Technology, Business Administration, Public Management/Administration, or equivalent qualification, Extensive Knowledge in Graphic Design, At least two (2) years appropriate experience at a University or TVET College, A valid Driver's licence and Knowledge of 4th Industrial Revolution will be an advantage.

Key performance areas

- Assist campus in the identification of learning intervention such as 4IR and Occupational Programmes.
- Consolidation and submission of the 4IR Programme approval to relevant ETQA's.
- Experience and competencies in researching and drafting reports, writing documents for a wide audience and making recommendations to the NBDU Manager for the 4IR programme approval.
- Ability to communicate at all levels both verbally and in writing with a high degree of professionalism and sensitivity and strong interpersonal skills including the ability to work flexibly and harmoniously in a team.
- Identify the common college 4IR programmes to introduce to the learners and support thereof such as digitalization, Drones, Robotics, Cybersecurity etc.
- You may at times be required to work at other tasks and areas as directed by NBDU Manager for the benefit of the college.
- Rendering administration support services for the establishment of the Fourth Industrial Revolution (4IR) Centre at South West Gauteng TVET College.
- Rendering administration support services in the procurement processes for equipment and resources needed.

- Rendering administration support services to source and appoint facilitators, assessors, and moderators.
- Distribution and collections of 4IR learning materials
- Upload of learner information and credits on the NLRD system.
- Compile progress reports for the DHET, College Council, College Management team,
- Research and networking with other HET institutions

Job Qualities

- Able to meet the deadlines and work overtime
- Accuracy, attention to detail and Work under pressure
- Honest, reliable and have good communication skills

Reporting

- Directly to the New Business Manager and Deputy Principal Academic Affairs.

Salary level 5-Senior Admin Clerk

SALARY NOTCH R 202 233.00 PER ANNUM

(3 YEAR FIXED CONTRACT)

Office Administrator - Assessment and Curriculum

Ref no: REF HO/OA/AC/2024

Minimum Requirements

- Office Administration L4 or Information Technology and Computer Science L4 or Management Assistant N6.

Duties

- Record keeping and Filing (electronic and manual), Photocopying and binding of documents.
- Managing correspondences (posts and emails), screen incoming calls and updating of contact lists.
- Communication with all relevant stakeholders such as Unit personnel; campuses, Nodal Points, and external stakeholders on curriculum related matters
- Writing of minutes; Report and Submission of Reports to the Academic Manager and DHET
- Maintain office facilities and maintenance of health and safety standards
- Arrange, co-ordinate and prepare the various meetings of the Units, including booking of venues, providing refreshments and tools for the meeting, prepare documents for the meeting, bookings for vehicles and relevant couriers and travel requirements.
- Monitor the implementation of the various Unit plans and submit weekly reports to the Academic Manager
- Liaise with Chief Invigilators, Nodal Point Officers, DHET officials on both Internal Assessment and National Examination related activities.

- Responsible for Internal Assessment and National Examination Readiness, including the submission of all documents and related daily reports
- Responsible for the General Administration and office management of the entire Unit

Attributes and Qualities:

- Good communication skills (verbal and writing)
- Report writing
- Listening and ability to diligently carry out instructions
- Ability to work under pressure, stressful conditions and willing to go an extra mile.
- The ability to juggle multiple projects while meeting deadlines.
- Proficient in Microsoft Office and an understanding of word, excel and basic computer network systems.

Position Reports to Academic Manager

Salary level 5-Senior Admin Clerk

SALARY NOTCH R 202 233.00 PER ANNUM

(3 YEAR FIXED CONTRACT)

Management Information System Administrator

Ref no: REF HO/MIS/AC/2024

(3 YEAR FIXED CONTRACT)

Minimum Requirements

- Office Administration L4 or Information Technology and Computer Science L4 or Management Assistant N6

Duties

- Responsible for the extraction of examination related data from the system required to analyse the College Academic Performance Results for both Internal Assessments and National Examinations (Campus academic performance; lecturer performance; programme and level performance; student performance) etc.
- Provide an academic 'front desk' service to all stakeholders (staff, students and external stakeholders such as DHET, quality assuring bodies) by ensuring a high level of service and dealing with the queries relayed in person and/or by post, telephone and email.
- Responsible for the extraction and analysis of the College students' attendance related data from the system that is readily available for reporting and accounting purposes.
- Assist the Academic Manager with retrieval and validation of academic data for audit, statistical and/or management purposes.
- Process programme and timetable data into the MIS data base.
- Collaborates with campuses, departments and/or outside computer support vendors to schedule and coordinate upgrades and tests.

- Schedules and produces periodic reports regarding MIS performance, troubleshooting and recommend improvement on the system.
- Shall be responsible for the administration, conduct and management of Full-time studies online internal assessments.
- Responsible for capturing and extraction of assigned curriculum data for the benefit of the Unit and entire College system.

Attributes and Qualities:

- Good communication skills (verbal and writing)
- Report writing
- Listening and ability to diligently carry out instructions
- Ability to work under pressure, stressful conditions and willing to go an extra mile.
- The ability to juggle multiple projects while meeting deadlines.
- Proficient in Microsoft Office and an understanding of word, excel and basic computer network systems.

Position Reports to: Academic Manager

1. Applications should be sent to the Head Office and must be submitted with a fully completed, initialised, and originally signed NEW Z83 form obtainable from any Public Service Department. Failure to initialise, originally sign and date the Z83 form will result in the application being rejected and it must be accompanied by a comprehensive Curriculum Vitae, uncertified ID Copy, qualifications and transcripts.
2. Please send a separate application for each post, clearly state the correct reference number and the position you are applying for.
3. Only shortlisted candidates will be required to submit originally certified copies of qualifications with academic records/transcripts and other relevant supporting documents on or before the day of the interview following communication from the HR Office.
4. Foreign qualifications must be accompanied by a SAQA evaluation report.
5. If you have not been contacted within six months after the closing date, please consider your application as unsuccessful.
6. Successful candidates will be subjected to a vetting and financial disclosure process (criminal record, citizenship, qualification verification and employment verification).
7. The college reserves the right to withdraw any of the mentioned adverts.

Re-Advertised posts: Candidates who previously applied for the posts are encouraged to re-apply

Closing date: 20 February 2024 @ 16:00 pm

- **Any applications received after the above-mentioned date will not be considered.**

Applications for the above positions should be hand delivered or posted to the address below:

The Human Resources Unit
South West Gauteng TVET College
1822a Molele Street, cnr Koma Road
Molapo
Soweto
1818

Or

South West Gauteng TVET College
Human Resource Unit
Private Bag X33
Tshiawelo
1818

Any queries regarding the above positions may be directed to Ms. Mmatshupo Santho, Ms. Lebo Masango on 010 141 1035 and 1015.