

DEPARTMENT OF HIGHER EDUCATION AND TRAINING**(King Hintsa Technical and Vocational Education and Training (TVET) College)**

The Department and the College is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representativity: (race, gender and disability) in the Department through the filling of posts and a candidate whose appointment, transfer or promotion will promote representativity will receive preference.

- CLOSING DATE** : 02 June 2023 @14:00, applications received after the closing date will not be considered.
- APPLICATIONS** : Please hand deliver your Applications, Quoting the Reference Number to: King Hintsa TVET College, 218 Mthatha Road, Ibika, Butterworth, 4960.
- NOTE** : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate, and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. The successful candidate will be subjected to a security clearance and verification of qualifications. Interviewed candidates will be subjected to a competency assessment where necessary. Correspondence or communication will only be entered into with short-listed applicants. The College /Department reserves the right to withdraw any of the advertised posts at any time depending on the need.

OTHER POSTS

- POST 17/54** : **MANAGEMENT INFORMATION SYSTEMS OFFICER REF NO: KHC2023/MISO**

- SALARY** : R359 517 per annum (Level 08)
- CENTRE** : King Hintsa TVET College-Central Office
- REQUIREMENTS** : Grade 12/NCV L4. Diploma/Degree in Information Technology/Information Management/Computer Science/Computing. Minimum of 3-5 years working experience in Data Management/ TVET MIS environment. Valid Driver's License. Knowledge of policies and environment of TVET Colleges including knowledge of the TVETMIS system, annual reporting requirements by the Higher Education Institutions. Knowledge of PSET.

- DUTIES** : To be the first point of contact (first line support) for resolving MIS queries using ITS and liaising directly with college staff. Assist in end user training and supporting documentation. To document processes and procedures as required. Assist with data updates and maintenance in line with funding body regulations and guidelines to ensure college compliance. Support data validation using SQL Server Business Intelligence Reporting Services. Monitoring & Reporting on student numbers funded and current. Assisting in the configuration and administration of: Timetable; Curriculum; and registers including periods, class, room, and staff activities. Support Database Developer in Centralised Integrated Report System (CIRS) report maintenance. Maintaining and amending student Learning programmes through the Programme Change, Leavers, Progression, and Completion/achievement processes. Scheduling and reporting. Assisting with Exams administration including exam entry and amendment files, downloading / processing results and ensuring exams are run in accordance with DHET regulations. Administrative support to the MIS department. Enforcing College procedures. General administration duties. To undertake any other duties commensurate with the post.

- ENQUIRIES** : Mr. O Kalimashe or Ms. P Soyizwapi Tel No: 047 401 6400

- POST 17/55** : **IT TECHNICIAN REF NO: KHC2023/CS/ITT**
Permanent
Re-advertisement, candidates previously applied are encouraged to reapply

- SALARY** : R294 321 per annum (Level 07)
- CENTRE** : King Hintsa TVET College
- REQUIREMENTS** : Grade 12/NCV L4. Diploma/Degree in Information Technology, CompTIA N+, CompTIA S+ and Microsoft Certified Solution Engineer is compulsory.

		Minimum of 3 years' experience in IT server and networking environment. Unendorsed Valid Driver's License.
<u>DUTIES</u>	:	Good understanding of SCCM and Windows Server 2019. Good understanding of MS Windows 10 as well as the MS Office suite. Excellent diagnostic and problem-solving skills. Excellent communication ability and be able to function autonomously. Outstanding organizational and time-management skills. In depth understanding of diverse computer systems and networks. Good knowledge of internet security and data privacy principles.
<u>ENQUIRIES</u>	:	Mr. O Kalimashe or Ms. P Soyizwapi Tel No: 047 401 6400
<u>POST 17/56</u>	:	<u>DESCRIPTION: TRANSPORT OFFICER REF NO: KHC2023/FAC</u> Permanent
<u>SALARY</u>	:	R294 321 per annum (Level 07)
<u>CENTRE</u>	:	King Hintsa TVET College
<u>REQUIREMENTS</u>	:	Grade 12/NCV L4. Diploma/Degree in Management, Public Management, Business Management with 3 years relevant experience in the Logistical and Transport environment. A valid driver's license. Skills and Competencies: Knowledge of Transport and Travel policies administrative delegations and prescripts. Leadership skills, Analytical skills; Good Financial Management; Computer literacy. Communication skills (written and verbal); Report writing skills; Problem solving skills; Planning and organising skills. Application and interpretation of legislation. Ability to work under pressure.
<u>DUTIES</u>	:	Provide day to day management of vehicles in terms of usage and maintenance. Ensure log sheets are controlled and completed for all trips. Keep maintenance schedules and coordinate maintenance requirements. Compile accidents reports and make follow ups. Manage travel arrangements. Handle queries and liaise with different departments/units on fleet vehicles and travel related issues. Ensure verification of travel documents and issuing of order numbers. Manage processing of payments timeously. Verify the authenticity, accuracy and correctness of invoices of services rendered. Supervision of College Drivers. Ensure traffic fines are processed. Manage the budget and administrative related services of the section. Monitor compliance to Transport and Travel Policies and advise accordingly.
<u>ENQUIRIES</u>	:	Mr. O Kalimashe or Ms. P Soyizwapi Tel No: 047 401 6400
<u>POST 17/57</u>	:	<u>LAB ASSISTANTS REF NO: KHC/2023/LA DUT, KHC2023/LA WIL (X2 POSTS)</u> Permanent (Re-advertisement, candidates previously applied are encouraged to reapply)
<u>SALARY</u>	:	R202 233 per annum (Level 05)
<u>CENTRE</u>	:	King Hintsa TVET College
<u>REQUIREMENTS</u>	:	Grade 12/NCV L4. Diploma in Information Technology, CompTIA N+, CompTIA A+, Microsoft Certified IT Professional and Valid Driver's License will be an added advantage. Minimum of 1 year experience. Knowledge in hands-on hardware troubleshooting. Knowledge in equipment support. Working technical knowledge of the latest operating systems, network protocols and standards. Thorough understanding of PC, network, and hardware. Working knowledge and experience in configuring desktop computers and Local Area Networks for Dutywa and Willowvale Campuses.
<u>DUTIES</u>	:	Set up workstations with computers and necessary peripheral devices (routers, printers etc.), Check computer hardware (HDD, mice, keyboards etc.) to ensure functionality, Install and configure appropriate software and functions according to specifications, Develop and maintain local networks in ways that optimize performance, Provide orientation and guidance to users on how to operate new software and computer equipment, Perform troubleshooting to diagnose and resolve problems (repair or replace parts, debugging etc.), Identify computer or network equipment shortages and place orders. Assists in planning and presents learning experiences for K-5 students to explain computer usage and help them become computer literate. Demonstrates and assists students in developing skills in keyboarding, mouse control and the use of various computer software applications.
<u>ENQUIRIES</u>	:	Mr. O Kalimashe or Ms. P Soyizwapi Tel No: 047 401 6400

<u>POST 17/58</u>	:	<u>DEBTORS CLERK REF NO: KHC/2023/F/DC</u> Permanent
<u>SALARY</u>	:	R202 233 per annum (Level 05)
<u>CENTRE</u>	:	King Hintsa TVET College
<u>REQUIREMENTS</u>	:	Grade 12/NCV L4 or Equivalent. Minimum of 1-year relevant working experience in Financial Accounting will be an added advantage. Have proven competencies in: Communication (Verbal and Written), Analytical and Problem solving, Attention to detail, Interpersonal relations, Planning and organising skills, Basic Numeracy and Accuracy.
<u>DUTIES</u>	:	Render Financial Accounting transactions: Receive invoices, check invoices for correctness, verification, and approval (internal control), Process invoices (e.g., Capture payments), Collect cash, receive and capture cash payments as well as file all documents. Perform Salary Administration support services inclusive but not limited to: Receive salary advice, Process advice (e.g. check advices for correctness, capture salaries, bonuses, salary adjustments, capture all deductions etc). Perform bookkeeping support services: Capture financial transaction, clear suspense accounts, record debtors and creditors, process electronic banking transactions and compile journals.
<u>ENQUIRIES</u>	:	Mr. O Kalimashe or Ms. P Soyizwapi Tel No: 047 401 6400
<u>POST 17/59</u>	:	<u>LAB ASSISTANT: WITH REF NO: KHC2023/LA CEN</u> Permanent (Re-advertisement, candidates previously applied are encouraged to reapply)
<u>SALARY</u>	:	R202 233 per annum (Level 05)
<u>CENTRE</u>	:	King Hintsa TVET College-Central Office
<u>REQUIREMENTS</u>	:	NCV Level 4/Grade 12, Diploma in Hospitality/Culinary/Cookery/Hotel and Catering Management/Nutrition/Food Science/Food Service Management or any relevant qualification in Hospitality. Must have at least three years of work experience in a Hospitality industry. Having hotel experience in banqueting or food and beverage, L3 First Aid Burns, and knowledge of HACCP would be an added advantage. Hotel experience would be an added advantage. Must have some computer knowledge. Must have knowledge of culinary arts.
<u>DUTIES</u>	:	Must be able to assist in the development and issuing of appropriate recipes. Must have effective communication skills. Must be able to show enthusiasm, take initiative, have organizational skills and supervisory abilities. Must monitor and ensure proper care and security of all Culinary Arts resource materials and equipment. Must be able to work outside regular working hours. The Lab Assistant is responsible for maintaining high quality instructional support, help maintain a safe kitchen environment and ensure the proper care of all culinary arts kitchen equipment and its essentials. In addition, the Lab Assistant will oversee the daily operations of the Culinary Arts Kitchen Labs. Work closely with the Culinary Arts lecturers in the preparation of laboratory teaching aids. Assist the Culinary Arts students as directed by the lecturers with the development of appropriate instructional materials. Assist in maintaining of food product inventory and the culinary arts garden. Monitor Culinary Arts Kitchen Labs to ensure proper care and security of all materials and equipment. Assist the Culinary Arts lecturers with the supervision of students in the Culinary Arts kitchens. Ensure that all teaching materials and equipment are available for class use. Organize Culinary Arts Kitchen by taking inventory of materials, groceries, supplies and equipment which are available for students and lecturers. Under supervision of Program head, assist with the special needs of students. Participate in professional development activities offered by the department and/or by the campus. Work a flexible schedule as determined by activities of the campus. Follow the proper procedures for requesting instructional supplies, expendable supplies, and turn in timesheets on a timely basis. Assist in purchasing food products for student kitchen activities and submit required receipts and accounting documents promptly. Follow the academic calendar and other policies and procedures adopted by the Academic development committee. Provide information and/or data to the requesting officer so that proper reports may be completed and filed with the proper educational agency, funding agency, or accrediting agency. Perform any other duties assigned by the superior.
<u>ENQUIRIES</u>	:	Mr. O Kalimashe or Ms. P Soyizwapi Tel No: 047 401 6400

<u>POST 17/60</u>	:	<u>ADMINISTRATION CLERK (FINANCE) REF NO: KHC/2023/05/OP03</u> (3 Years' Contract)
<u>SALARY</u>	:	R202 233 per annum (Level 05), with 37% lieu of benefits
<u>CENTRE</u>	:	King Hintsa TVET College-Central Office
<u>REQUIREMENTS</u>	:	Grade 12/NCV L4. Minimum of 1 year experience in Finance environment will be an added advantage. Knowledge and understanding of Public Finance Management Act (PFMA) and Treasury regulations.
<u>DUTIES</u>	:	Assist with project reconciliation for Occupational Programmes. Assist with the payment of learner stipends. Assist with the processing of procurement for Occupational Programmes. Issuing of invoices to funders and follow up on their payments. Proper filing of project documents for Audit purposes. Sourcing of quotations as per National Treasury Guidelines. Receive and assess quotations to ensure that they comply with the minimum requirements and procedures of SCM Ensure proper filling and safekeeping of documents. Ensure timeous processing of payments to suppliers. Receiving and issuing of stock items. Prepare request for invoices to Funders and follow up on their payments. Perform other duties as delegated by the Supervisor.
<u>ENQUIRIES</u>	:	Mr. O Kalimashe or Ms. P Soyizwapi Tel No: 047 401 6400
<u>POST 17/61</u>	:	<u>GENERAL WORKER REF NO: KHC/2023/01/TEK</u> Permanent
<u>SALARY</u>	:	R125 373 per annum (Level 02)
<u>CENTRE</u>	:	King Hintsa TVET College
<u>REQUIREMENTS</u>	:	Grade 10/STD 8 or any relevant equivalent certificate with at least one-year experience as a General Worker. Any Technical Skill will be an added advantage.
<u>DUTIES</u>	:	Undertake activities associated with maintaining cleanliness of designated areas including grounds and providing support during the relocation of office furniture/equipment with laid down instructions. Receive verbal instructions from the immediate supervisor on the work program and/or priorities related to specific departments, communication on specific working material requirements etc. Checking, replacing, repairing, and reporting defective items to the immediate supervisor for attention. Ensure that areas that are services are always kept neat and tidy.
<u>ENQUIRIES</u>	:	Mr. O Kalimashe or Ms. P Soyizwapi Tel No: 047 401 6400
<u>POST 17/62</u>	:	<u>GENERAL WORKER REF NO: KHC/2023/05/OP04</u> (3 Years Contract)
<u>SALARY</u>	:	R125 373 per annum (Level 02), with 37% in lieu of benefits
<u>CENTRE</u>	:	King Hintsa TVET College
<u>REQUIREMENTS</u>	:	Grade 10/STD 8 or any relevant equivalent certificate with at least one-year experience as a General Worker. Any Technical Skill will be an added advantage.
<u>DUTIES</u>	:	Undertake activities associated with maintaining cleanliness of designated areas including grounds and providing support during the relocation of office furniture/equipment with laid down instructions. Receive verbal instructions from the immediate supervisor on the work program and/or priorities related to specific departments, communication on specific working material requirements etc. Checking, replacing, repairing, and reporting defective items to the immediate supervisor for attention. Ensure that areas that are services are always kept neat and tidy.
<u>ENQUIRIES</u>	:	Mr. O Kalimashe or Ms. P Soyizwapi Tel No: 047 401 6400