



APPLICATIONS ARE INVITED FROM SUITABLY QUALIFIED PEOPLE FOR THE FOLLOWING MOTHEO TVET COLLEGE, DEPARTMENTAL PERMANENT POSITIONS: MANAGEMENT POSTS

INSTRUCTIONS TO APPLICANTS Applications must be submitted on form Z83, obtainable from any Public Service Department and must be accompanied by certified copies of all qualifications (a transcript of results must also be attached), driver's license where indicated, identity document and a complete CV. (Separate application for every vacancy. Applicants are requested to complete the Z83 form in full and the reference number of the post must be indicated. Qualification certificates must not be copies of certified copies. Candidates who possess foreign qualifications and /or short course certificates must take it upon themselves to have their qualifications evaluated by the South African Qualification Authority (SAQA), and must attach proof of the level of their qualification, after evaluation. The onus is on the applicant to ensure that their applications are posted or hand delivered timeously as no applications received after the closing date will be considered. No E-mailed or faxed applications will be considered.

PLEASE FORWARD APPLICATIONS TO:

**THE PRINCIPAL MOTHEO TVET COLLEGE
C/o ALIWAL & St GEORGES STREETS PRIVATE
BAG X20509
BLOEMFONTEIN
9300**

For the attention of Mr. BE Majoro

Closing date for applications is: 19 December 2016 at 12h00. (No late applications will be accepted)

APPLICANTS ARE RESPECTFULLY INFORMED THAT IF NO NOTIFICATION OF APPOINTMENT IS RECEIVED WITHIN 4 MONTHS OF THE CLOSING DATE THEY MUST ACCEPT THAT THEIR APPLICATIONS WERE UNSUCCESSFUL.





POST : **OFFICE MANAGER**
REFERENCE NO : **MOT/002/CNT/2016**
POST LEVEL : **5**
CENTRE : **CENTRAL OFFICE**
SALARY : **R422, 409.00 per annum**

MINIMUM JOB REQUIREMENTS:

- An appropriate recognised B.Comm degree / Financial Accounting / B Com - Management or equivalent qualification (3years qualification) obtained after Grade 12, coupled with at-least 5 to 8 years managerial experience.
- A valid driver's licence

RECOMMENDATIONS:

- Extensive experience in the TVET or Higher Education sector
- Ability to engage in strategic planning, research, analytical and report-writing skills,
- Sound knowledge and insight into the relevant legislation, policies and procedures governing the TVET College sector.
- Extensive management, administrative and organisational skills.
- Sound communication skills, facilitation and presentation skills.

DUTIES:

- Ensure co-ordination and alignment of all units with the vision of the college and frequently monitor the performance of the units against college targets and mandate.
- Manage stakeholder relations, partnerships, projects and business development.
- Co-ordinate the effective functioning of all units.
- Manage the provision of strategic and corporate support services to the College
- Perform all other relevant functions for the improvement of the College as directed by the Principal.
- Manage the budget of the office of the Principal.
- Manage the administration of the office of the Principal
- Contract management for the college
- Writing proposals, service level agreements, memoranda of agreements and understanding
- Be prepared to work beyond normal working hours and also during awkward times.

ENQUIRIES: Mrs. MDM Phutsisi (Principal)

CONTACTS: 051 406 9300





POST : **DEPUTY CHIEF EDUCATION SPECIALIST (CAMPUS MANAGER)**
REFERENCE NO : **MOT/001/TBN/2016**
POST LEVEL : **5**
CENTRE : **THABANCHU CAMPUS**
SALARY : **R422, 409.00 per annum**

MINIMUM JOB REQUIREMENTS:

- A recognised 3 or 4 year qualification which must include appropriate training as an educator.
- 8 years experience of which 5 years must be at the level of Senior Education Specialist/ Head of Department/ Assistant Campus Manager.
- A valid drivers licence

RECOMMENDATIONS:

- A sound knowledge of transformational issues in the TVET sector.
- Experience in managing people, projects, finances, Labour relations, Human Resources management and development and good governance practices relevant to the TVET sector. Ability to engage in strategic planning, research, analytical and report-writing skills,
- Sound knowledge and insight into the relevant legislation, policies and procedures governing the TVET sector.
- Extensive management, administrative and organisational skills.

DUTIES:

- Provide strategic leadership and management at Thaba Nchu campus.
- Ensure co-ordination and alignment of the campus with the vision of the college and frequently monitor the performance of the campus against college target.
- Oversee the entire administration, HR functions, Finance including the budget, supply chain management and maintain a regular update assert register of the campus.
- Ensure that a labour friendly environment exists.
- Manage leave as well as the performance of staff at the campus by guiding, supporting and developing the staff.
- Manage curriculum and programmes offered at the campus including where possible the learnership, partnership projects and skills programmes.
- Assist with financial planning and control of the campus programmes to support students who are under-performing; and.
- Perform all other relevant functions for the improvement of the College as directed by management.
- Be prepared to work beyond normal working hours and also during awkward times.

ENQUIRIES: MRS MDM PHUTSISI (PRINCIPAL)

CONTACTS: 051 406 9300





POST : **DEPUTY CHIEF EDUCATION SPECIALIST
(PARTNERSHIP & PROJECTS)**
REFERENCE NUMBER : **MOT/003/CNT/2016**
POST LEVEL : **5**
CENTRE : **CENTRAL OFFICE**
SALARY : **R422, 409.00 per annum**

MINIMUM JOB REQUIREMENTS:

- A recognized 3 or 4 year qualifications which must include appropriate experience in management.
- 8 years experience of which 5 years must be at the level of Senior Education Specialist/ Assistant Director/ Assistant Campus Manager.
- A valid driver's licence

RECOMMENDATIONS:

- Extensive experience in the TVET sector.
- Experience in managing people, projects, finances, development and good governance practices relevant to the TVET sector.
- Ability to engage in strategic planning, research, analytical and report-writing skills,
- Sound knowledge and insight into the relevant legislation, policies and procedures governing the TVET sector.
- Extensive management, administrative and organisational skills.
- Sound communication skills, facilitation and presentation skills.
- Partnerships management experience required.

DUTIES:

- Manages initiation of projects and partnerships.
- Monitors planning, implementation and management of projects and partnerships.
- Monitors project expenditure and maintenance of projects contracts.
- Ensure compliance to Treasury regulations in terms of private/public partnerships.
- Strategic planning, development and management of key partners on behalf of Motheo TVET College.
- Manage sponsor deliverable process, communication with Communications and Marketing to ensure sponsorship commitments are delivered
- Oversee administrative function that manages contracts and payments with confirmed sponsors
- Manage all pre-event and onsite partnership relations and communications, ensuring excellent support and overall experience.
- Ensure compliance to College policy on partnerships and stakeholder relations.
- Be prepared to work beyond normal working hours and also during awkward times.

ENQUIRIES: MRS MDM PHUTSISI (PRINCIPAL)
CONTACTS: 051 406 9300





POST : **DEPUTY CHIEF EDUCATION SPECIALIST
(LEARNERSHIP & SKILLS DEVELOPMENT)**
REFERENCE NUMBER : **MOT/007/CNT/2016**
POST LEVEL : **5**
CENTRE : **CENTRAL OFFICE**
SALARY : **R422, 409.00 per annum**

MINIMUM JOB REQUIREMENTS:

- A recognized 3 or 4 year qualifications which must include appropriate training as an educator.
- 8 years experience of which 5 years must be at the level of Senior Education Specialist/ Assistant Director/ Assistant Campus Manager.
- A valid driver's licence

RECOMMENDATIONS:

- Extensive experience in the TVET sector.
- Experience in managing people, projects, finances, development and good governance practices relevant to the TVET sector.
- Ability to engage in strategic planning, research, analytical and report-writing skills,
- Sound knowledge and insight into the relevant legislation, policies and procedures governing the TVET sector.
- Extensive management, administrative and organisational skills.
- Sound communication skills, facilitation and presentation skills.

DUTIES:

- Manage the implementation and registration of Learnership and Skills programmes.
- Liaise with SETA ETQA's regarding accreditation and implementation of learnerships, and skills programmes in order to assure quality.
- Develop and monitor the signing of Memorandum of Understandings between the College and the SETA's to ensure efficiency and effectiveness in learnership implementation.
- Monitoring progress of the implementation of learnerships and skills programmes at the College to assure provision of quality education and training.
- Liaise with private sector and other role-players to ensure skills development for school youth.
- Ensuring that financial records are kept and maintained on all projects and learnerships in the unit.
- Be prepared to work beyond normal working hours and also during awkward times.

ENQUIRIES: MRS MDM PHUTSISI (PRINCIPAL)
CONTACTS: 051 406 9300





POST : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT**
REFERENCE NUMBER : **MOT/005/CNT/2016**
SALARY LEVEL : **9**
CENTRE : **CENTRAL OFFICE**
SALARY : **R311, 784.00 R376, 626.00 pa**

POST REQUIREMENT

An appropriate 3year B Comm degree/National Diploma with accounting as a subject and at least 5 years demonstrable supply chain management experience of which at least 3 should be at supervisory level.

RECOMMENDATIONS:

- In-depth knowledge of supply chain logistics and financial accounting.
- Sound knowledge of the legislative framework, FET College Acts, PPPFA, PFMA, Treasury regulations and guidelines.
- Supply Chain Management(SCM) regulations, practices, circulars and policy frameworks.
- Advanced Computer literacy(MS Office, Excel spreadsheet, Word and Power point.
- Excellent communication skills, analytical and problem solving skills, sound mathematical and accounting skills .
- Ability to work independently and under pressure.
- A valid driver's licence

DUTIES:

- Develop, implement and maintain the supply management system.
- Oversee and manage the overall supply chain management operations, including demand, acquisition, logistics and disposal.
- Formulate policies around the implementation of supply chain management procedures for the College.
- Review the supply chain performance and make recommendations to improve the efficiency and effectiveness of the unit.
- Oversees the development and utilisation of a supplier database and the Bid/Quotation process.
- Develop and oversee the implementation of the disposal plan.
- Lead and develop the college Supply and Demand Plan.
- Be prepared to work beyond normal working hours and also during awkward times.

ENQUIRIES: MRS MDM PHUTSISI (PRINCIPAL)
CONTACTS: 051 406 9300





POST : ASSISTANT DIRECTOR: INTERNAL AUDITOR
REFERENCE NO : MOT/004/CNT/2016
POST LEVEL : 9
CENTRE : CENTRAL OFFICE
SALARY : R311, 784.00 R376, 626.00 pa

MINIMUM JOB REQUIREMENTS:

- An appropriate 3 year B Com or B Com degree with accounting and Auditing as a major subject or equivalent 3 years National Diploma in Internal Auditing.
- 2 years experience in the auditing field.
- A valid drivers license

RECOMMENDATIONS:

- Extensive knowledge of PFMA and accompanying Treasury Regulations.
- Sound knowledge of the Public Service Regulatory framework (PSRF) and Public Service Financial and other systems.
- Knowledge of standards for the Professional Practice of Internal Auditing and Risk Management; Institute of Internal Auditors' code of ethics.
- Good written and verbal skills, communication skills, innovative thinking, work under pressure and meet deadlines.
- Confidentiality, fairness, diligent, loyalty and honesty.
- Ability to work in a team; planning and organizing

DUTIES:

- Conduct risk-based and legislative audits in the College.
- Execute audits as per operational plan and methodology.
- Conduct audit fieldwork and collect relevant, sufficient and useful audit evidence.
- Assess and evaluate audit evidence; report audit findings and conduct audit follow-ups.
- Analyze risks associated with each applicable process and identify critical control points in a system.
- Prepare audit working documents, quality consequences of a breakdown in a control and maintains minimum information security standards
- Be prepared to work beyond normal working hours and also during awkward times.

ENQUIRIES: MRS MDM PHUTSISI (PRINCIPAL)

CONTACTS: 051 406 9300





POST : **ASSISTANT DIRECTOR: ASSET & INFRASTRUCTURE**
REFERENCE NUMBER : **MOT/006/CNT/2016**
SALARY LEVEL : **9**
CENTRE : **CENTRAL OFFICE**
SALARY : **R311, 784.00 R376, 626.00 pa**

POST REQUIREMENT

An appropriate 3 years Bachelor degree/National Diploma in Public Management or related field plus an extensive experience in Asset and/ or Infrastructure Management. 5 years demonstrable Asset and Infrastructure management experience of which at least 3 should be at supervisory level.

RECOMMENDATIONS:

- Computer literacy..
- Knowledge of budgetary planning, expenditure reporting, monitoring and evaluation.
- Knowledge of infrastructure planning and implementation.
- Sound knowledge of Asset Management, procurement and business practices.
- Inspection of work done by contractors.
- Proven skills in respect of report writing and ability to make decisions.
- Knowledge of PFMA, Departmental procedures and prescripts.
- Ability to work independently and under pressure without compromising team results.
- A valid driver's licence

DUTIES:

- Formulate facilities and infrastructure management and maintenance policies and procedures.
- Draft terms of reference and project specifications.
- Determine projects budget requirements.
- Compile and monitor infrastructure priority lists.
- Monitor and follow up with stakeholders on the implementation of infrastructure projects.
- Report on construction progress and the status of maintenance and repairs.
- Maintain the Asset register, facilitate and coordinate movements of assets.
- Facilitate and coordinate timeous bar-coding of assets.
- Provide training and assistance to Inventory Controllers.
- Conduct quarterly spot checks and annual asset verification, disposal of reluctant / obsolete furniture and equipment.
- Monthly reconciliation and reporting, administration of theft and losses of assets.
- Management of auxiliary services, Fleet management and Security Management
- Be prepared to work beyond normal working hours and also during awkward times.

ENQUIRIES: MRS MDM PHUTSISI (PRINCIPAL)
CONTACTS: 051 406 9300





POST : ASSISTANT DIRECTOR: MARKETING & COMMUNICATIONS
REFERENCE NO : MOT/007/CNT/2016
POST LEVEL : 9
CENTRE : CENTRAL OFFICE
SALARY : R311, 784.00 R376, 626.00 pa

MINIMUM JOB REQUIREMENTS:

- An appropriate 3 year Bachelor's Degree in Communications or related fields is required. 5 years demonstrable Communications or Marketing Management experience of which at least 3 years should be at supervisory level.
- A valid driver's license

RECOMMENDATIONS:

- Extensive knowledge and experience in social media strategy and execution is required.
- Knowledge and experience in digital marketing / communications is required.
- Public Relations experience is highly desired.
- Advanced Computer Literacy (MS Office, Excel spreadsheet, Word and Powerpoint).
- Excellent PR / Communication skills in both written and spoken language, analytical and problem solving skills.
- Proven skills in respect of report writing and ability to make decisions.
- Ability to work independently and under pressure without compromising team results.

DUTIES:

- Responsible for the development and manage the execution of Marketing and Communication plans that prompts and enhances the visibility and reputation of the Institution.
- Responsible to seek out news stories, develop and implement print, digital and digital communications initiatives which include designing collateral material, print-ads, and web site design.
- Responsible to photograph videotape and edit institutional events to social media sites and continually manage and maintain those sites.
- Provide strategic management leadership.
- Manage the performance of assigned personnel to achieve agreed key results as per the College plan.
- Be prepared to work beyond normal working hours and also during awkward times.

ENQUIRIES: MRS MDM PHUTSISI (PRINCIPAL)

CONTACTS: 051 406 9300

