

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING  
(ELANGENI TECHNICAL VOCATION EDUCATION AND TRAINING)**  
*Elangeni Technical Vocation Education and Training is an Equal opportunity employer inviting applications from suitable experienced applicants for these permanent posts.*

- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Deputy Principal: Corporate Services, Elangeni TVET College, Private Bag X 9032 Pinetown 3610 or hand deliver to 15 Portsmouth Road, Pinetown (Mon-Fri 07:30 – 16:00)
- CLOSING DATE** : 30 June 2022
- NOTE** : Applications must be submitted on a new prescribed Z83 form obtainable from any Public Service Department. Applicants must ensure that they signed, initial and dated Z83 Form, even if they are attaching a CV. Such copies need not to be certified when applying for the post. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from HR. Incomplete and unsigned application will not be considered. The filling of the post will be done in terms of Department approved Employment Equity Plan. The ETVET is committed to providing equal opportunities and practicing affirmative action employment. The college reserve the right not to make any appointment. It is our intention to promote representatively: race, gender, and disability in the department through the filling of post and candidate whose appointment, will promote representatively will receive preference. Correspondence will be limited subjected to shortlisted candidates only. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification. Applicants who have not been contacted within eight weeks of the closing date of advertisement should accept that their applications were unsuccessful.

**OTHER POSTS**

- POST 21/66** : **SENIOR MARKETING & COMMUNICATION OFFICER REF NO: HRM 30/2022**
- SALARY** : R321 543 per annum (Level 08)
- CENTRE** : Elangeni TVET College, Central Office
- REQUIREMENTS** : Recognized National Diploma (NQF Level 6) in Communication/ Marketing/ Public Relations or equivalent qualification. 3-5 years' experience in Marketing and Communication environment. Knowledge of social media practice and channels. Understanding of the importance of brand guidelines, graphic design and applying across a range of channels. Knowledge and understanding of stakeholder management. Knowledge of events management. Knowledge and understanding of digital marketing. Knowledge and understanding of website maintenance. Knowledge and understanding of the application of Public Service legislative framework. Must have valid driver's licence.
- DUTIES** : Ensure overall supervision and provisioning of marketing, promotions and branding services. Ensure overall supervision and provisioning of public relations and media liaison services. Ensure overall supervision and provision of photographic services and articles. Ensure overall supervision and provision of communication services at all college events. Ensure overall supervision and regularly maintenance of the content, design and layout of the college website. Supervise human, physical, financial and other resources.
- ENQUIRIES** : Mr NE Mkhize Tel No: 031 492 4363
- POST 21/67** : **SENIOR IT TECHNICIAN REF NO: HRM 31/2022**
- SALARY** : R321 543 per annum (Level 08)
- CENTRE** : Elangeni TVET College, Central Office
- REQUIREMENTS** : Recognized National Diploma in IT (NQF 6) or equivalent. Minimum of 2-3 years in IT Environment. Software and hardware experience. IT Hardware and Software. Server administration. Understanding of Desktop, Networking and Voice communication infrastructure. Program Installations. Understanding of Help Desk operation. Full comprehension of IT second and third line of IT

- support. A+, C+, Apple Mac Lion Support Essentials ITIL v3 Foundation will be and added advantage. Must have a valid driver's licence.
- DUTIES** : Oversee the provision of technical support of the configuration, installation, repair and replacement of computers, printers and telephones. Ensure the rendering of IT information management services: Plan, develop and improve computer based information systems. Server Administration, security of all Technology and Network Configuration. Support, Maintain and Repair ICT Assets (Hardware and Software) and advice ICT Manager. Ensure Liaison with Service Providers in terms of software licensing upgrading and related procurement. Facilitate ICT Training, support IT-related projects and any related task as maybe required. Management of Human, financial and other resources.
- ENQUIRIES** : Mr NE Mkhize Tel No: 031 492 4363
- POST 21/68** : **SENIOR HUMAN RESOURCE DEVELOPMENT PRACTITIONER REF NO: HRM 32/2022**
- SALARY** : R321 543 per annum (Level 08)  
**CENTRE** : Elangeni TVET College, Central Office  
**REQUIREMENTS** : Recognized National Diploma in Human Resource Management/ Development (NQF level 6) or relevant qualification, PERSAL Certificates. A Certificate in facilitation/ Assessor/ Moderator will be an added advantage. 3-5 years' relevant experience in Human Resource development environment. Knowledge and understanding of the application of Public Service legislative framework (PSA, PFMA, PSR etc.). Must have a valid driver's licence.
- DUTIES** : Develop Training plan and co-ordinate training. Prepare and submit WSP/ATR. Manage and co-ordinate performance management. Prepare and submit employment equity. Knowledge and understanding of coordination and facilitation of training. Knowledge and understanding of application of Employment Equity Act. Knowledge and understanding of PMDS and IQMS. Coordination and facilitation of training programmes.
- ENQUIRIES** : Mr NE Mkhize Tel No: 031 492 4363
- POST 21/69** : **SENIOR BURSARY OFFICER REF NO: HRM 33/2022**
- SALARY** : R321 543 per annum (Level 08)  
**CENTRE** : Elangeni TVET College, Central Office  
**REQUIREMENTS** : Recognized three (3) year National Diploma in Financial Management/Accounting (NQF level 6). 3-5 years' experience in bursary / financial aid services. Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge of the Public Service financial legislations, procedures and Treasury Regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (ITS etc.). Must have a valid driver's licence.
- DUTIES** : Ensure overall supervision and coordination of student bursary schemes and financial aid administrative support services for the entire college. Administer application processes for the entire college in line with NSFAS guidelines, funder MOU/SLA and policies. Ensure overall supervision and authorization of disbursement of funds. Ensure overall supervision and facilitation of other financial aid schemes i.e. WRSETA, HWSETA etc. Ensure overall supervision, monitoring, evaluation and maintenance of database of all student applications in terms of Department of Higher Education and Training and NSFAS requirements. Ensure overall supervision and consolidate reports on all bursary and financial aid allocations for the entire college. Supervise Human, physical and financial resources.
- ENQUIRIES** : Mr NE Mkhize Tel No: 031 492 4363
- POST 21/70** : **SENIOR EXAMINATION OFFICER REF NO: HRM 34/2022**
- SALARY** : R321 543 per annum (Level 08)  
**CENTRE** : Elangeni TVET College, Central Office  
**REQUIREMENTS** : Grade 12, A recognised Degree/National Diploma in Education/ Administration or equivalent qualification. 3-5 years' experience in the examination environment. Knowledge of White Paper on PSET. Knowledge of the Public TVET sector and its regulatory and legislative framework. Knowledge and understanding of the Higher Education sector. Knowledge and understanding

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|                             |   | of COLTECH system, TVETMIS, and ITS. Knowledge of practice notes, national, provincial policy frameworks relevant to Education, Training and Development. Must have a valid driver's licence.  |
| <b><u>DUTIES</u></b>        | : | Ensure the overall supervision and coordination of internal and external examination services. Ensure the overall supervision and coordinate training of Invigilators, Markers and Data Capturers. Ensure overall supervision and establishment of the function of Irregularity Committee. Ensure the overall supervision and management of issuing the certificates. Ensure overall supervision and proper administration of the examination services. Supervisor human, physical and financial resources.  |
| <b><u>ENQUIRIES</u></b>     | : | Mr NE Mkhize Tel No: 031 492 4363  |
| <b><u>POST 21/71</u></b>    | : | <b><u>EXAMINATION OFFICER (X8 POSTS)</u></b>   |
| <b><u>SALARY CENTRE</u></b> | : | R261 372 per annum (Level 07)  |
|                             | : | Elangeni TVET College:   |
|                             |   | Mpumalanga Ref No: HRM 35/2022   |
|                             |   | Pinetown Ref No: HRM 36/2022   |
|                             |   | Ntuzuma Ref No: HRM 37/2022  |
|                             |   | KwaDabeka Ref No: HRM 38/2022  |
|                             |   | KwaMashu Ref No: HRM 39/2022   |
|                             |   | Inanda Ref No: HRM 40/2022   |
|                             |   | Qadi Ref No: HRM 41/2022   |
|                             |   | Ndwedwe Ref No: HRM 42/2022  |
| <b><u>REQUIREMENTS</u></b>  | : | Grade 12, Recognised Degree/Diploma in Education/ Administration or equivalent qualification, 2-3 years in the examination services / Teaching and Learning environment/ related field. Knowledge of White Paper on PSET, Knowledge of the Public TVET sector and its regulatory and legislative framework. Knowledge and understanding of the Higher Education sector. Knowledge and understanding of COLTECH system, TVETMIS, and ITS. Knowledge of practice notes, national, provincial policy frameworks relevant to Education, Training and Development. Must have a valid driver's licence.  |
| <b><u>DUTIES</u></b>        | : | Coordinate internal and external examination assessment services. Coordinate and conduct training of Invigilators, Markers and Data Capturers. Facilitate examination and Irregularity Committee for the campus and serve as a Secretariat. Process application and issuing of certificates services. Provide administration support for the examination unit. Supervise staff.  |
| <b><u>ENQUIRIES</u></b>     | : | Mr NE Mkhize Tel No: 031 492 4363  |
| <b><u>POST 21/72</u></b>    | : | <b><u>EMPLOYEE HEALTH &amp; WELLNESS PRACTITIONER REF NO: HRM 43/2022</u></b>  |
| <b><u>SALARY CENTRE</u></b> | : | R261 372 per annum (Level 07)  |
|                             | : | Elangeni TVET College, Central Office  |
| <b><u>REQUIREMENTS</u></b>  | : | Appropriate Bachelor's Degree (NQF 7) in Psychology or BA. Social Work (Major in Psychology) or equivalent qualification. 2-3 years in Employee Health and Wellness environment or related field. Knowledge of integrated Employee Health and Wellness strategic framework. Understanding of Wellness Management including psychosocial, physical, financial and organisational wellness. Understanding of HIV/AIDS and TB Management. Understanding Health and Productivity, including PILLIR Understanding Safety Health Environment Risk Quality Management including processes of COIDA. In-depth knowledge in conducting counselling Understanding of special programmes such as Gender and Disability. Knowledge and understanding of research methods. Knowledge of PERSAL. Knowledge and understanding of the application of Public Service legislative framework (PSA, PFMA, LRA, PSR etc.). Knowledge and understanding of bargaining process and dispute resolutions. |
| <b><u>DUTIES</u></b>        | : | Assist with the implementation of health and wellness policy for the college. Assist with conducting Health and wellness surveys. Coordinate Health and Wellness programmer based on the Health Wellness survey. Assist in the Implementation of initiatives arising from the survey. Coordinate all logistical arrangements for workshops on Health and Wellness programmers to create awareness and support. Promote psycho-social wellness of employees in the college Provide counselling. Promote physical wellness of employees in the college through sport. Provide interventions to mitigate absenteeism. Provide awareness and education on the Health and Wellness issues. Monitor  |

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|                            |   | programmes to manage lifestyle diseases and Health risks. Interact with and monitor service providers.  |
| <b><u>ENQUIRIES</u></b>    | : | Mr NE Mkhize Tel No: 031 492 4363   |
| <b><u>POST 21/73</u></b>   | : | <b><u>TRANSPORT OFFICER REF NO: HRM 44/2022</u></b>   |
| <b><u>SALARY</u></b>       | : | R261 372 per annum (Level 07)   |
| <b><u>CENTRE</u></b>       | : | Elangeni TVET College, Central Office   |
| <b><u>REQUIREMENTS</u></b> | : | Recognized National Diploma in Transport Management / Logistics/ Public Management (NQF level 6) or equivalent qualification. 2-3 years' experience in fleet management / transport / logistics services or relevant experience. Knowledge of Treasury and PFMA Regulations. Knowledge of vehicle maintenance and services procedures. Knowledge of fleet disposal procedure. Knowledge and understating of legislative framework governing the Public Services. Knowledge of traffic law Monitoring and evaluation. Knowledge of Department of Higher Education mandate. Must have a valid driver's license. |
| <b><u>DUTIES</u></b>       | : | Ensure that college vehicles are kept in good working condition. Conduct monthly inspections of vehicles at all campuses to identify any non-compliant matters. Ensure that log books are always up to date. Ensure licensing and registration of College vehicles. Ensure that all college vehicles are insured with the insurance brokers. Ensure the fitment of tracking devices to all college vehicles. Ensure that petrol cards are renewed timeously. Ensure proper recording of petrol cards upon issuing. Ensure proper record keeping of petrol slips.  |
| <b><u>ENQUIRIES</u></b>    | : | Mr NE Mkhize Tel No: 031 492 4363   |
| <b><u>POST 21/74</u></b>   | : | <b><u>SPORTS, ART &amp; CULTURE OFFICER REF NO: HRM45/2022</u></b>  |
| <b><u>SALARY</u></b>       | : | R261 372 per annum (Level 07)   |
| <b><u>CENTRE</u></b>       | : | Elangeni TVET College, Central Office   |
| <b><u>REQUIREMENTS</u></b> | : | Recognized National Diploma/Degree in Sports Management/Administration or equivalent qualification. 3-5 Years' experience in sports management/ co-ordination environment. Knowledge of sport administration. Knowledge of cultural administration. Knowledge of procedures in terms of working environment. Knowledge of the South African Legislative frame work. Must have a valid driver's licence.   |
| <b><u>DUTIES</u></b>       | : | Coordinate the establishment and provide support to sport and recreation structures in schools, wards and local areas in conjunction with stakeholders. Facilitate sustainable capacity development programs in sport within schools, wards, local areas and districts. Implement sport and recreation programs in the schools, wards and local areas for the development of sport and recreation. Monitor and evaluate the compliance with sport and recreation transformational policies. Render administrative functions in relation to programs that are implemented.                                     |
| <b><u>ENQUIRIES</u></b>    | : | Mr NE Mkhize Tel No: 031 492 4363   |
| <b><u>POST 21/75</u></b>   | : | <b><u>LEANERSHIP/ PLACEMENT OFFICER REF NO: HRM 46/2022</u></b>   |
| <b><u>SALARY</u></b>       | : | R261 372 per annum (Level 07)   |
| <b><u>CENTRE</u></b>       | : | Elangeni TVET College, Central Office   |
| <b><u>REQUIREMENTS</u></b> | : | Grade 12, Degree/National Diploma (NQF 6) in Business Administration, Public Management, Marketing, Public Relations or equivalent qualification. 2-3 years' relevant experience in employment services /Administration environment/ student placement. Must have a valid driver's license.   |
| <b><u>DUTIES</u></b>       | : | Facilitate the placement of students. Conduct job readiness training programmes. Liaison with commerce, industry and other relevant stakeholders. Maintain the student tracking system. Maintain and update employer and student placement database. Develop quality electronic report and statistics. Monitoring and evaluation of work placement practices. Conduct work based assessment for students.   |
| <b><u>ENQUIRIES</u></b>    | : | Mr NE Mkhize Tel No: 031 492 4363   |
| <b><u>POST 21/76</u></b>   | : | <b><u>RECEPTIONIST (X7 POSTS)</u></b>   |
| <b><u>SALARY</u></b>       | : | R147 459 per annum (Level 04)   |
| <b><u>CENTRE</u></b>       | : | Elangeni TVET College:<br>Central Office Ref No: HRM 47/2022  |

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|                             |   | Mpumalanga Ref No: HRM 48/2022   |
|                             |   | Kwamashu Ref No: HRM 49/2022   |
|                             |   | KwaDabeka Ref No: HRM 50/2022  |
|                             |   | Qadi Ref No: HRM 51/2022   |
|                             |   | Ndwedwe Ref No: HRM 52/2022  |
|                             |   | Pinetown Ref No: HRM 53/2022   |
| <b><u>REQUIREMENTS</u></b>  | : | NQF Leve 4 or 5 (Grade 12 certificate or equivalent). Minimum of 1 year experience. Must be computer literacy. Knowledge of Department of Higher Education mandate (TVET, CET and Skill Development). Knowledge of DHET policies and business units. Knowledge of relevant legislation, prescripts, policies and procedures.   |
| <b><u>DUTIES</u></b>        | : | Receive telephonic calls, messages and channel to relevant role players. Welcome, receive and direct clients to relevant units. Provide relevant information as required. Operate office equipment such as a fax machines and photocopiers. Liaise with internal and external personnel. Maintain telephone directory. Maintain and control visitors register at reception.  |
| <b><u>ENQUIRIES</u></b>     | : | Mr NE Mkhize Tel No: 031 492 4363  |
| <b><u>POST 21/77</u></b>    | : | <b><u>SUPERVISOR CLEANING SERVICES (X9 POSTS)</u></b>  |
| <b><u>SALARY CENTRE</u></b> | : | R147 459 per annum (Level 04)  |
|                             | : | Elangeni TVET College:   |
|                             |   | Central Office Ref No: HRM 54/2022   |
|                             |   | Mpumalanga Ref No: HRM 55/2022   |
|                             |   | Kwamashu Ref No: HRM 56/2022   |
|                             |   | KwaDabeka Ref No: HRM 57/2022  |
|                             |   | Qadi Ref No: HRM 58/2022   |
|                             |   | Ndwedwe Ref No: HRM 59/2022  |
|                             |   | Pinetown Ref No: HRM 60/2022   |
|                             |   | Ntuzuma Ref No: HRM 61/2022  |
|                             |   | Inanda Ref No: HRM 62/2022   |
| <b><u>REQUIREMENTS</u></b>  | : | ABET Level 4/ Standard 8/ grade 10. 1-2 Years' experience in cleaning Services environment. Knowledge of facilities policies. Knowledge of relevant legislation, prescripts, policies and procedures. Knowledge of hygiene. Storage requirement. Must be computer literacy.  |
| <b><u>DUTIES</u></b>        | : | Oversee Cleaning Services of offices, corridors, general kitchens, restrooms, elevators and boardroom. Manage and ensure the maintenance of cleaning materials and equipment: Ensure maintenance and replacement of cleaning machines and equipment's. Make requisition and issue cleaning materials. Supervise Cleaners: Perform Administrative and related functions. Provide guidance and advice to cleaners. Develop and update the cleaning roster. |
| <b><u>ENQUIRIES</u></b>     | : | Mr NE Mkhize Tel No: 031 492 4363  |
| <b><u>POST 21/78</u></b>    | : | <b><u>HANDYMAN REF NO: HRM 63/2022</u></b>   |
| <b><u>SALARY CENTRE</u></b> | : | R124 434 per annum (Level 03)  |
|                             | : | Elangeni TVET College, Central office  |
| <b><u>REQUIREMENTS</u></b>  | : | 0-6 Months experience Semi Skilled Manual. Knowledge of infrastructure maintenance. Knowledge of infrastructure policies. Knowledge of relevant legislation, prescripts, policies and procedures. Knowledge of building laws. Safe keeping of tools. Storage requirement.  |
| <b><u>DUTIES</u></b>        | : | Maintenance of office buildings. Conduct regular building inspections. Attend to minor electrical, plumbing and carpentry problems. Maintenance of office equipment and furniture. Repair broken furniture and equipment. Report defects. Safekeeping of maintenance tools and supplies.   |
| <b><u>ENQUIRIES</u></b>     | : | Mr NE Mkhize Tel No: 031 492 4363  |
| <b><u>POST 21/79</u></b>    | : | <b><u>CLEANER (X9 POSTS)</u></b>   |
| <b><u>SALARY CENTRE</u></b> | : | R104 073 per annum (Level 02)  |
|                             | : | Elangeni TVET College:   |
|                             |   | Mpumalanga Ref No: HRM 64/2022   |
|                             |   | Ntuzuma Ref No: HRM 65/2022  |
|                             |   | Ntuzuma Ref No: HRM 66/2022  |
|                             |   | Ntuzuma Ref No: HRM 67/2022  |
|                             |   | Inanda Ref No: HRM 68/2022   |
|                             |   | Inanda Ref No: HRM 69/2022   |

KwaDabeka Ref No: HRM 70/2022  
 Qadi Ref No: HRM 71/2022  
 Ndwedwe Ref No: HRM 72/2022

**REQUIREMENTS** : A Minimum of Grade 10/Standard 8 or equivalent. Must have good communication skills.

**DUTIES** : Provide cleaning services and support to the campus.

**ENQUIRIES** : Mr NE Mkhize Tel No: 031 492 4363

**POST 21/80** : **GROUNDSMAN**

**SALARY** : R104 073 per annum (Level 02)

**CENTRE** : Elangeni TVET College:  
 Mpumalanga Ref No: HRM 73/2022  
 Ntuzuma Ref No: HRM 74/2022  
 KwaMashu Ref No: HRM 75/2022  
 KwaMashu Ref No: HRM 76/2022  
 KwaDabeka Ref No: HRM 77/2022  
 Qadi Ref No: HRM 78/2022

**REQUIREMENTS** : A Minimum of Grade 10/Standard 8 or equivalent. Must have good communication skills.

**DUTIES** : Provide cleaning services and support to the campus.

**ENQUIRIES** : Mr NE Mkhize Tel No: 031 492 4363