

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING**

*Elangeni Technical Vocational Education and Training College is an Equal opportunity employer and is inviting applications from suitable qualified applicants for these permanent posts, based at its Pinetown Office*

- POST** : **SENIOR REGISTRATION OFFICER - REF NO: HRM 97/2022**
- SALARY LEVEL** : SL8: R321 543 per annum
- CENTRE** : Elangeni TVET College, Central Office  
Registration Services
- REQUIREMENTS** : Grade 12, Recognised National Diploma (NQF level 6) in Business Administration, Public Management/ administration or equivalent qualification. 2-3 years relevant experience in college / university / school administration environment, valid driver's licence, Employment service market. PSET and CET Act, Knowledge of Registration process, Public Service prescripts, DHET Policies, Industrial operation. Knowledge of opportunity linkages with industries. Knowledge of Identification of opportunities in the market, Labour Market.
- DUTIES** : Ensure the overall supervision and coordination of student registration at all campuses. Ensure the overall supervision and coordination of career counselling and career exhibition services. Ensure the overall supervision and coordination of guidance and testing of students, with regard to choice of and placement within programmes at all campuses. Ensure the overall supervision and maintenance of database of students enrolled within programmes at all campuses. Ensure the overall supervision and administration of learning materials. Ensure the overall supervision and coordination of registration records.
- ENQUIRIES** : Mr NE Mkhize – Tel 031 492 4363
- POST** : **ADMINISTRATIVE OFFICER- REF NO: HRM 98/2022**
- SALARY LEVEL** : SL7: R261 372 per annum
- CENTRE** : Elangeni TVET College, Central Office
- REQUIREMENTS** : Grade 12, Recognised Degree/Diploma in Public Administration/ Public Management or equivalent qualification. Valid driver's licence, 2-3 years in Public Administration environment including Practical experience in administration and Experience in the management of resources, Knowledge and understanding of Public Administration, Knowledge of the relevant legislation, policies, prescripts and procedures, Basic knowledge of Financial Administration.
- DUTIES** : Assist with the preparation of submissions and memorandums  
Assist in the quality assurance of all submissions and memorandums

Maintain the effective flow of information and documents to all stakeholders. Assist with the logistical and secretariat services for meetings. Open files for all bookings and claims and update on regular basis. Complete requisition forms for purchasing of all goods and services. Assist in maintaining proper filing system for the following correspondence: Personal files, Audit files, Council minutes and reports. Provide administrative services related to partnerships and linkages.

**ENQUIRIES** : Mr NE Mkhize – Tel 031 492 4363

**POST** : **CLEANER X11**

**SALARY LEVEL** : SL2: R104 073 per annum

**CENTRE** : Elangeni TVET College,  
**Mpumalanga** - REF NO: HRM 99/2022  
**Ntuzuma** - REF NO: HRM 100/2022  
**Ntuzuma** - REF NO: HRM 101/2022  
**Ntuzuma** - REF NO: HRM 102/2022  
**Inanda** - REF NO: HRM 103/2022  
**Ndwedwe** - REF NO: HRM 104/2022  
**Ndwedwe** - REF NO: HRM 105/2022  
**Qadi** - REF NO: HRM 106/2022  
**KwaDabeka** - REF NO: HRM 107/2022  
**Pinetown** -REF NO: HRM 108/2022  
**KwaMashu** -REF NO: HRM 109/2022  
**Central Office** -REF NO: HRM 110/2022

**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 031 492 4363

**POST** : **GROUNDSMAN X11**

**SALARY LEVEL** : SL2: R104 073 per annum

**CENTRE** : Elangeni TVET College,  
**Mpumalanga** -REF NO: HRM 111/2022  
**Mpumalanga** -REF NO: HRM 112/2022  
**Ntuzuma** -REF NO: HRM 113/2022  
**KwaMashu** -REF NO: HRM 114/2022  
**KwaMashu** -REF NO: HRM 115/2022  
**Pinetown** -REF NO: HRM 116/2022  
**Qadi** -REF NO: HRM 117/2022  
**KwaDabeka** -REF NO: HRM 118/2022  
**Ndwedwe** -REF NO: HRM 119/2022  
**Inanda** -REF NO: HRM 120/2022  
**Inanda** - REF NO: HRM 121/2022

**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 031 492 4363

**CLOSING DATE** : **22 August 2022 @ 13h00**

**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)

**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](http://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, 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.

**ERRATUM:** Kindly note that the two (2) posts that were advertised in the Public Service Vacancy Circular 24 dated 01 July 2022 (**FOR ELANGENI TVET COLLEGE**) post General Administrative Clerk (SL5), ref no: HRM 82/2022 and HRM 83/2022 were erroneously advertised and have since been withdrawn.