

# VACANCIES

## ASSISTANT DIRECTOR: LABOUR RELATIONS

Ref 11/01/16 The Eastcape Midlands TVET College is looking for suitably qualified person to be appointed in the following Permanent position:

**SALARY LEVEL 9 (R311 784 per annum, Including Service benefits)**

### REQUIREMENTS:

#### 1. Qualifications

- An appropriate Bachelor's Degree/National Diploma in Labour Relations/Human Resource Management or equivalent qualification.
- A minimum of at least 5 years experience in Labour Relations Management. A sound knowledge and understanding of all Labour Relations related legislation. An understanding of all Human Resources, Legislative framework, Regulations and Prescripts.

#### 2. Competencies

- Good Communication skills;
- Problem solving and analysis skills
- Presentation skills and
- Advanced computer literacy.
- Knowledge of the TVET College sector
- Professional, discreet with confidentiality;
- Assertive, good organizer with sound judgment and decision-making skills; and
- Ability to work under pressure

#### 3. DUTIES

- Investigate issues regarding misconduct, incapacity and grievances
- Provide specialist support on Labour Relations matters
- Provide guidance on disciplinary, misconduct and grievance processes to ensure sound labour practices
- Ensure procedural and substantive compliance in the management of grievance processes
- Ensuring compliance with relevant labour legislation and policies
- Providing advice and represent College at external dispute resolution forums
- Assisting with research and drafting of Charters, Terms of Reference, interpretation of collective documents and resolutions on all labour relations matters;
- Ensuring that best labour practices are adopted by the College: and be part of the response team in resolving issues which can lead to disruptions in the College

## SECRETARY FOR THE COLLEGE COUNCIL

Ref: 11 02/16 This is a Permanent College Council post. SALARY LEVEL 9

### REQUIREMENTS:

#### 1. Qualifications

- National Diploma in Management Assistant, Office Management, Office Administration or any relevant field of study.
- At least 5 years experience in general secretarial duties at senior management level
- A valid driver's license will be an added advantage
- Extensive knowledge of Micro soft Windows and Micro soft office

### COMPETENCIES

- Good communication skills
- Ability to develop a comprehensive yet succinct written and presentation document that communicate Council issues
- Document management and record keeping skills
- Good organizational and time management skills
- Ability to work under pressure and within tight deadlines

## CAMPUS MANAGER X4 POSITIONS

REF: BRI/11/16; REF: GRT/11/16; REF: GRA/11/16 and REF: TDX/11/16

**SALARY LEVEL 10 (R389 145 per annum, Including Service benefits)**

### REQUIREMENTS:

#### 1. Qualifications

- A Bachelors Degree/National Diploma in Education or relevant qualification
- 10 years relevant experience in Higher Education and Training preferably in Teaching and Learning environment with minimum of 5 years experience in TVET sector.

#### 2. Competencies

- Good leadership and management skills;
- Good interpersonal relations
- Conflict management skills
- Attention to detail
- Knowledge of the TVET sector education system
- Professional, discreet with confidentiality and ability to work under pressure

#### 3. Responsibilities

- Lead and manage the Campus
- Promote self-development programs amongst staff
- Ensures that the campus objectives and vision are understood by staff and that structure and performance objectives are aligned accordingly
- Managing the resources of the campus (expenditure, asset control, stationery, records, etc)
- Ensuring compliance with relevant related legislation, policies, guidelines, protocols and systems:
- Ensures that campus operations work within budget
- Ensure that there is adherence to required policies and procedures relating to expenditure, discipline and HR policies
- Ensure that there is implementation of IQMS/PMDS and that performance management processes are followed

## JOB PLACEMENT OFFICER

Ref 11/03/16 (R243 747.00 per annum, Including Service benefits)  
This is a Permanent College Council post.

### REQUIREMENTS:

- Grade 12 and relevant NQF level 6 Qualification.
- A qualification in HR or Psychology would be preferable.
- A minimum of 3 years placement/recruitment experience.
- Experience in dealing with SETA's industry and companies.
- Experience in working in the Higher Education Sector.
- Code B driver's license will be an added advantage.
- Ability to coordinate and run projects independently.
- Willingness to travel.
- Excellent communication (written and verbal) and people's skills.

### DUTIES:

- Coordinate placement of all learners graduating from the School of Occupational Training.
- Support career guidance and testing of prospective students.
- Develop and implement programmes to coach, mentor and develop student's work-readiness.
- Network & establish communication channels with industry for the placement of students.
- Function at all levels and in a multicultural environment.
- Liaise on a high level with commerce and industry in order to establish partnerships.
- Manage multiple tasks at once.

## ADMINISTRATIVE CLERK: BRICKFIELDS CAMPUS:

(17/01/2017 – 30/06/2017) R142 461.00 per annum. (+37% in lieu of benefits)

### REQUIREMENTS:

- Grade 12 plus N6 Certificate in Office Management.
- A minimum of 3 years administrative experience.
- Computer literate.

### DUTIES:

- General administration
  - capturing students data on computer
  - Allocating timetables to students for relevant studies
- Assist students with queries.
- Attend to visitors and calls.

## EARLY CHILDHOOD DEVELOPMENT (ECD) FACILITATOR: BRICKFIELDS CAMPUS:

(17/01/2017 – 30/06/2017) R173 130.00 per annum. (+37% in lieu of benefits)

### REQUIREMENTS:

- Diploma in ECD
- Qualified ECD assessor as well as a teaching qualification will be added advantage
- 3 years teaching experience which involves ECD
- Drivers license will also be an added advantage

### DUTIES:

- Preparation, delivery and facilitation of effective classroom training according to curriculum
- Communicate with crèches regarding correct implementation of appropriate practical training
- Mentoring of learners on practical training to ensure optimum learning

**Accurate and on time completion of required administration and management**

## IT TECHNICIAN - SENIOR

**Head Office: R243 747.00 per annum. Ref: HO 17/01**

### REQUIREMENTS:

- Matric with MCSE A+/N+; Degree/Diploma Information Technology or related equivalency
- A minimum of 5 years experience.
- Knowledge of Microsoft Server 2003/2008/R2/2012 R2/2016/SQL Database, Server implementation and security, Firewall, Active Directory and Antivirus.
- Maintaining of network servers and Active Directory, DNS and DHCP Directory
- Maintaining of routers and switches
- Windows applications knowledge.
- Support end-user

### DUTIES:

- Routine Maintenance
- End-user support
- Infrastructure support

**Please forward your application to:**

**The Acting Principal; for the attention of Mr M Sdeba, Eastcape Midlands TVET College Private Bag X35, Uitenhage, 6230 or deliver it by hand to the admin Central Office, Corner 42 (B) Cuyler Street, Uitenhage, 6230. For enquiries call 041 995 2000.**

### Documents needed

1. Your application must be accompanied by a signed Z83 application form.
2. A comprehensive curriculum vitae
3. Certified copies of ID and educational qualifications
4. A valid driver's license.
5. No email or fax documents will be accepted

**Please submit your application to: THE HUMAN RESOURCES DEPARTMENT.**

Eastcape Midlands College, Private Bag X35, Uitenhage Or hand delivered at Corner of Cuyler and Durban Street, Uitenhage, Eastcape Midlands College

**ENQUIRIES: MR L. SDEBA @ 041 995 2034/ 041 995 2015**

**Closing Date: 24 January 2017 (12:00 PM)**