



SEDIBENG TVET COLLEGE
"GROW WITH THE FLOW"

Sedibeng TVET College hereby invites applications from suitably qualified persons to fill the following fixed term contract positions until 31 March 2021. The posts will be filled according to the CET Act No.16 of 2006 (as amended).

SEDNSF01: SENIOR PROJECT OFFICER

SALARY LEVEL (SL 8) R434 003.67 (Inclusive of 37% in lieu benefits)

Forward your application to email address: SEDNSF01@sedcol.co.za

Minimum Requirements: A recognised Bachelor's degree or diploma or equivalent qualification. 3 years' experience in managing skills projects with different SETA's is a pre-requisite. Must be conversant with relevant legislation such as the NSD111 and Skills Development Act. Must have extensive understanding of QCTO and its role. Must be computer literate. Valid driver's licence is a pre-requisite. Must be willing to travel extensively and work irregular hours.

Duties: Manage skills in collaboration with relevant stakeholders. Manage and monitor performance of facilitators, assessors and moderators in collaboration with various managers. Initiate and manage partnerships with private and public partners. Develop proposals, budget, plans and implement projects. Facilitate defining of project scope, tasks, resource requirements, goals and deliverables. Manage project budget by forecasting requirements with campuses, scheduling expenditure according to plan, analysing variances and initiating corrective actions. Plan and schedule project timelines using appropriate tools. Ensure procurement of goods and services. Ensure payments of stipend. Manage and assist with recruitment of learners. Oversee uploading of learners, assessment, moderation, verification and certification of relevant courses. Assist in acquiring accreditation, register constituent assessors and moderators with relevant SETA's. Manage interface with all stakeholders. Plan and arrange meetings or functions as needed. General administration work on all projects.

SEDNSF02 Senior Project Administrator Clerk: Finance and payroll.

SALARY LEVEL (SL5) R 237 973.11 (Inclusive of 37% in lieu benefits)

Forward your application to email address: SEDNSF02@sedcol.co.za

Minimum requirements: Diploma Finance with accounting as one of major subjects or equivalent qualification. At least 1 year experience is pre-requisite. Valid driver's licence. Must be willing to travel extensively and work irregular hours.

Duties: Compile payments of stipends. Bank reconciliation, Facilitate and coordinate requisition of goods and services for the project, Filling and capturing of data and documents into the financial and operational systems. Record Management.

SEDNSF03 Senior Project Administrator Clerk: Admin

SALARY LEVEL (SL5) R 237 973.11 (Inclusive of 37% in lieu benefits)

Forward your application to email address SEDNSF03@sedcol.co.za

Duties: Provide secretarial and administrative support in order to ensure effective and efficient office operations. Assist with the placement of students. Assist with uploading of students with various SETA's. Establish partnerships with private and public sector.

Minimum requirement: Diploma with Office Administration subjects or equivalent qualification. At least 1 year experience is pre-requisite. Computer literate is essential. Valid driver's licence. Must be willing to travel extensively and work irregular hours.

General Instructions for all advertised posts:

The College is an equal opportunity affirmative action employer and reserves the right not to fill the advertised posts.

Please ensure that you take note of the email address per post when sending your application, Applications sent to an incorrect email address will regrettably not be considered.

Applications must be emailed to the specified email address per post. Please mark the application with the post title and reference number on the Z83. No hand delivery or posted applications will be accepted.

Applicants are to complete and submit a Z83 obtainable from our website or any Public Service Department. The signed Z83 form must be accompanied by:

- ❖ Recently certified copy of identity document (Not longer than three months).
- ❖ Recently certified copy of valid driver's license (Not longer than three months).
- ❖ Comprehensive Curriculum Vitae with at least three work-related references.
- ❖ Recently certified copies of Grade 12/NC(V) Level 4 and ID document (Not longer than three months).
- ❖ Recently certified copies of all qualifications with transcripts (Not longer than three months).

(ALL DOCUMENTS MUST BE IN A PDF FORMAT).

Shortlisted candidates will go through the vetting process (Citizenship, Criminal check, and qualifications)

CLOSING DATE: 23 OCTOBER 2020 AT 16:00

For inquiries: Deputy Principal Corporate Services Mr. JD Olifant (016) 420 2536

Email: jacob@sedcol.co.za

Communication will only be entered into with short-listed candidates and the successful applicant. Applications should please note that if no notice of appointment has been received within 60 days of the closing date, it must be assumed that the application has been unsuccessful.