



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



Let the future be known

CIRCULAR 07 OF 2023

TO : ALL STAFF
FROM : HRM&D UNIT
DATE : 19 May 2023

VACANCY ADVERTISEMENT INTERNAL

Umfolozi Technical and Vocational Education and Training (TVET) College is inviting applications from suitably qualified candidates to fill the following positions: -

- APPLICATIONS** : All applications should be emailed to the specified email addresses. The vacancy reference number must be indicated in the email subject line. Applications should be sent as one PDF file, without any qualifications. No Faxed applications will be accepted. Applications that do not comply with the above specifications will be disqualified.
- CLOSING DATE** : 02 June 2023 at 16:00
- NOTE** : A fully completed new Z83 form, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Copies of qualification and other relevant documents must not be included in the application. Only shortlisted candidates will be required to submit certified copies of qualifications on the day of the interview. Communication will be limited to shortlisted candidates. A separate application must be submitted for each post that you are applying for. Late application (received after closing date and time) and incomplete applications will not be considered. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability). The Employer reserves the right not to make an appointment. Where applicable, candidates will be subjected to a skills test. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and citizen verification; criminal record and financial/asset record checks. Applicants who have not been invited for an interview within 60 days of the closing date should consider their application unsuccessful.
- POST** : **ADMINISTRATION CLERK: STUDENT ADMINISTRATION INCLUSIVE EDUCATION**
(College Appointment on 12 Months Contract)
- REF NO** : UMF/77/05/2023 Email: Applications.esikhawini@umfолоzi.edu.za
- SALARY** : R202 233.00 per annum (SL 5) plus benefits as applicable in the Public Sector
- CENTRE** : Esikhawini Campus
- REQUIREMENTS** : Applicants must be in possession of Grade 12/Senior Certificate or Level 4. The applicant must be in the position to work with people living with disabilities. 1-2 years' working experience in student environment. Good communication and interpersonal skills. Good record keeping and administrative skills. Computer literate with excellent understanding of MS Office Suite (MS Word, Excel, Outlook)

and PowerPoint). Ability to work under pressure and willingness to work overtime.
Advantageous: Valid driver's licence.

DUTIES

Enrolment and General Administration. Comply with disability policies and procedures. Undertake pre-enrolment preparation of student's information. Administer the enrolment processes. Undertake post-enrolment procedures to verify student information. Conduct enrolment audit by comparing Coltech against student enrolment card and registers. **Examination Administration and Coordination.** Comply with examination policies and procedures. Provide administrative support during College examination. Assist students with disabilities in the College. **Student guidance.** Ensure guideline documentation and application forms are available at Resource Centre. Provide guidance and support in completion of Bursary application/s process/es. **Resource Centre Management.** Ensure access to and availability of resource centre facilities by overseeing usage. Set and implement standards of facility and general behaviour. Monitor and maintain equipment or material usage and ensure upkeep. Identify resource needs and provide detail motivations for acquisition.

ENQUIRIES

Ms NA Sibiya Tel No:035- 902 9501

Campus Managers and Assistant Directors are requested to disseminate the content of this circular to all staff members.

Thank you for your cooperation.



BM Jacobs
uMfolozi TVET College Principal

Date:

15 May 2023