



## CAREER OPPORTUNITIES: INTERNAL AND EXTERNAL ADVERTISEMENT

Central Johannesburg TVET College would like to invite suitably qualified, innovative, result-orientated and self-driven candidates to apply for the following 1 year fixed term contract.

<b>Post Description</b>	<b>MIS Officer</b>
<b>Post Level</b>	<b>SL7</b>
<b>Salary Notch</b>	<b>Minimum R269 214 per annum plus benefits</b>
<b>Post reference</b>	<b>MIS/CO/23/2023</b>
<b>Centre</b>	<b>Central Johannesburg TVET College</b>
<b>Minimum Requirements</b>	<ul style="list-style-type: none"> <li>- <b>Minimum Requirements</b> A recognized three (3) National Diploma (NQF level 6) /Bachelor's Degree in Information Management/ Data Management or equivalent qualification. 3-5 years working experience in Data Management / TVETMIS environment or any relevant knowledge. A course done and working experience in Advanced Excel skills. Knowledge of the ITS system will be an advantage. Knowledge of policies and governance environment of TVET Colleges including knowledge of the TVETMIS system, annual reporting requirements by the DHET. Skills: Must have administrative skills. Planning and organizing. Report writing. Communication and interpersonal. Problem solving. Computer literacy. Analytical. Client oriented. Values/attributes: Client service focus. Integrity. Committed. Proactive. loyal</li> </ul>
<b>Core duties and responsibilities</b>	<ul style="list-style-type: none"> <li>- <b>Duties</b> Assist with ensuring proper management of TVETMIS, capturing and data extraction for the college on ITS. Assist with ensuring the compilation and submission of reports Ensure the maintenance and capturing of inputs captured on the ITS system and other related systems. Assist with ensuring efficient and effective administration of all academic related student system administration for programmes, course and qualification. Assist with ensuring that MIS licenses are renewed before expiry dates</li> </ul>
<b>Enquiries</b>	<ul style="list-style-type: none"> <li>- Mr. MB Khakhu on (011) 351 6000</li> </ul>
<b>Applications instruction</b>	<ul style="list-style-type: none"> <li>- Applications must be submitted using the following link: <a href="https://forms.gle/mkp9opVLnEkEsBG1A">https://forms.gle/mkp9opVLnEkEsBG1A</a> accessible in the Central Johannesburg TVET College website.</li> <li>- <b>APPLICATIONS:</b> All applications must be submitted on the most recently approved Z83 Application Form (dated 1 January 2021) obtainable from the DPSA Website or any Public Service department website. The Z83 Application Form must indicate a) the relevant reference number, b) name of the post, c) be fully completed and duly signed. The Z83 Application Form must be accompanied by detailed recently updated CV with three (3)</li> </ul>

	<p>references (provide their contact number and email addresses). copies of all qualifications, including academic records/transcripts, SACE certificate, Driver's License and ID document. <b>These documents must be on a PDF format.</b></p> <ul style="list-style-type: none"> <li>- The communication from HR Department regarding the requirements for certified documents will be limited to shortlisted candidates. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately for every post you wish to apply for. Failure to submit the requested documents will result in your application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. No faxed, posted or hand delivered applications will be considered. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates.</li> </ul> <p>All shortlisted candidates may be subjected to personnel suitability checks (criminal records, citizenship and qualification verification, p). The suitable candidates will be required to annually disclose their financial interest, declare any conflict or perceived conflict of interest, to disclose a membership of board and Directorship that may be associated with. People with disabilities are encouraged to apply. All applicants must consider their applications to be unsuccessful if not contacted within 60 days after the closing date.</p> <ul style="list-style-type: none"> <li>- The Central Johannesburg TVET College is an equal opportunity employer.</li> <li>- All applications must reach the College on or before the closing date: <b>31 March 2023 at 16:00.</b></li> </ul>
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