

ADVERT –VACANCIES AT CENTRAL JOHANNESBURG COLLEGE: SUPPORT STAFF

Direction to Candidates	NOTE: Scanned Applications must consist of :a) a duly completed and signed Z83 form obtainable from any Public Service Department, stating the relevant reference number, b) a recently updated CV, as well as certified copies of all qualifications, not older than 6 months, including academic records/transcripts, and certified ID document). Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately (on a separate subject line) 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. If you have not heard from the college within 3 months after the closing date, please accept that your application has not been successful. All shortlisted candidates will be subjected to qualification and citizen verification, criminal records and financial / credit checks. The Central Johannesburg TVET College is an equal opportunity employer.
Enquiries:	Ms H Hatlani – (011) 351 6000
Closing date	4 September 2020
APPLICATIONS:	All applications must be scanned and sent to recruitment2@cjc.edu.za with the subject line reflecting the Post title and post reference number. Due to Covid-19 strict protocols, no postal submissions or hand deliveries will be accepted. E-Mailed applications only

Specific Post Requirements

Post Ref	Name of Post	Requirements per post where relevant	Contract Period
CJC/20/29	SL 4: Support Staff – Switchboard Operator: (Park town) X1	<p>Minimum Requirements:</p> <ul style="list-style-type: none"> - National Senior Certificate (Gr.12) - No Experience required <p>The incumbent must be able to render switchboard services such as:</p> <ul style="list-style-type: none"> - Attend to incoming and outgoing telephone calls; - Transfer calls to relevant extensions; - Provide clients with relevant information; - Take messages and convey to relevant staff; 	1 year

		<ul style="list-style-type: none"> - Keep record of all outgoing calls; - Print and issue telephone accounts; - Maintain telephone database - Allocate pin codes when authorized - Identify and report telephone faults to the supervisor, notify staff if telephones are out of order. 	
CJC/20/30	SL 5: Support Staff: Student Liaison Clerk: (Parktown & Ellis Park) X2	<p>Minimum Requirement:</p> <ul style="list-style-type: none"> - A Grade 12 Certificate or equivalent compulsory with a preferred National Diploma or Degree in a relevant field - 1 – 2 years’ experience in Student Liaison Clerk. <p>The incumbent must be able to render the following services:</p> <ul style="list-style-type: none"> - Basic knowledge of student liaison operation in any institutions as well as ability to capture data, operate computer. - Provide advice and guidance on a range of issues such as welfare matters, financial support and sign post learners; - To respond to all learners and parental queries (attendance and other correspondence related to students) in a help and constructive way, ensuring that where information is not immediately available learners are helped to progress their enquiries. To liaise with students and tutors/lecturers in order to monitor student attendance, punctuality, deadlines and provide feedback as appropriate. - To interview students and identify students those are eligible for financial support through learners funding (NSFAS). 	1 year
CJC/20/31	SL 5: Support Staff: Finance Clerk: (Alex Campus) X1	<p>Minimum Requirement:</p> <ul style="list-style-type: none"> - Grade 12 (NSC or NCV L4 certificate) compulsory and a National Diploma or Degree in Financial Management or related field preferred. - 2 years of experience in the finance field is compulsory. Must have good interpersonal and communication skills, report writing, problem solving skills, planning and organisational, and administration skills; experience in managing a filing system . Must be able to work under pressure and must be able to interact with people from a wide variety of background and levels. Computer literate. Good working 	1 year

		<p>knowledge of Microsoft programmes such as Word, Excel, PowerPoint and Outlook</p> <p>The incumbent must be able to render the following services:</p> <ul style="list-style-type: none"> - Financial Management: Students bursary refunds; student's financial arrangement during registration; students financial queries; complete debit and credit notes for the students; ensure that system, policies and procedures, particularly in relation to reporting, are maintained. Petty Cash (perform the following duties, when Admin Officer is not available), manage petty cash; perform check and approve petty cash requested on a daily basis; recording of petty cash transactions. 	
CJC/20/32	<p>SL 5: Support Staff: Snr Admin Clerk: (Alex Campus) X1</p>	<p>Minimum Requirement:</p> <ul style="list-style-type: none"> - Grade 12 or (NSC or NCV L4) with a Diploma or Degree in an administrative field, eg. Public administration. - At least 2 years' experience in a TVET environment will be strongly recommended; must have good interpersonal and communication skills, report writing, problem solving skills, planning and organization of work, and administration skills, applicants should have excellent organisational skills; experience in managing a filing system . must be able to work under pressure and must be able to interact with people from a wide variety of background and levels. Computer Literate; good working knowledge of Microsoft programmes such as Word, Excel, PowerPoint and Outlook <p>The incumbent must be able to render the following services:</p> <ul style="list-style-type: none"> - Received enrolment forms from students for data capturing into the College database; identify missing data, inconsistencies and errors and follow-up or report on missing data or errors; Capture data from paper based tools onto the database and ensure that all information to date has been captured; Identify and communicate any issues that are delaying progress in a timely manner; support the employer (College/DHET) during monitoring and verification by ensuring that they have copies of all the documents they need ; record and track all students files; perform filing, administrative and other duties, as required. 	1 year

CJC/20/33	SL 5: Support Staff: Deaf Interpreter: (Smit Street) X1	<p>Minimum Requirement: Grade 12 (National Senior Certificate) or equivalent qualification/ Diploma from an Interpreter Training program</p> <p>The Incumbent must be able to render the following services:</p> <ul style="list-style-type: none"> - Perform recognized interpreting and/or translating skills to facilitate communication between deaf and hard of hearing students and others. - Attend classes with deaf and hard of hearing students to interpret lectures, discussions, and other audible classroom activities. - Interpret into spoken English the question and verbal presentations of deaf and hard of hearing students; assist deaf and hard of hearing students in communicating with students, college, staff, visitors, and others; Interpret at meeting, conferences, appointments, and during other educational activities, such as field trips; Serve as a professional member of the education team in the appropriate Admission process providing input on successful strategies, student strengths, student weaknesses, and student progress; utilize planning time to meet with teachers and staff as deemed appropriate by the educational team and /or supervisors; work independently with some direction; participate in professional development as relevant to the interpreting experience; assist lecturers and students with scribing during all assessments and examination and with marking ; prepare for demanding course material as necessary for successful interpreting and/or transliterating; establish and maintain cooperative and effective working relationships with Deaf and Hard-of Hearing students and others; knowledgeable of American Sign Language, Signed English, Signed Exact English and/or other; recognized modes of communication used within the Deaf and Hard-of Hearing communications. 	3 months
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