

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(JOHANNESBURG TVET COLLEGE)**

OTHER POSTS

<u>POST 27/20</u>	:	<u>ASSISTANT DIRECTOR – INFORMATION TECHNOLOGY (I.T) REF NO: CJC/10/2021</u>
<u>SALARY</u>	:	R376 596 per annum (Level 09) plus benefits as applicable in the Public Service
<u>CENTRE REQUIREMENTS</u>	:	Central Johannesburg College, Central Office
<u>REQUIREMENTS</u>	:	Recognized National Diploma (NQF 6) in Information Technology or related qualification. At least 3 to 5 years relevant working experience in an IT environment and a valid driver's licence. Recommendations: Knowledge of computer hardware, software and programmes. Knowledge of policies and governance environment of TVET Colleges including knowledge of the annual reporting requirements by the Higher Education Institutions. Knowledge and understanding of Corporate ICT principles. Knowledge and understanding of the monitoring of performance management system. Knowledge and understanding of the ICT policies and relevant legislation. Skills relating to administering computer hardware, software and networks. Skills of planning and organizing, financial management, report writing, communication and interpersonal, problem solving, client orientation, project management.
<u>DUTIES</u>	:	Develop, review and monitor the implementation of Information Communication Technology (ICT) policies. Align to national and provincial policy framework, and relevant prescripts. Engage and support relevant stakeholders and service providers. Ensure that ICT policies are work shopped to staff. Ensure the implementation and adherence to appropriate Governance and ICT policies, frameworks and standards across all college sites. Ensure that appropriate policies and processes are put in place for risk management. Administer and monitor IT Security and Electronic access. Establish systems to safeguard hardware and data. Perform system backups. Research and develop specifications for LAN and WAN technologies according to the college's requirements. Procure LAN and WAN technologies. Distribute LAN and WAN access to students and staff according to college policy and needs. Set-up, manage and maintain WAN, LAN, E-mail and internet connections to all the colleges. Troubleshooting, resolving and documenting all ICT related issues. ICT software and hardware Maintenance. Research and develop plans for software and hardware products required for technologies and systems which will enable the college's core business, support functions and programs. Advise on Procurement of college software and hardware according to the college's needs. Distribute software and hardware for use by students and staff according to the college's policy and needs. Maintain and monitor the software and hardware system, reports on redundant hardware and software and advises on updating. Keep up to date with the latest developments of hardware and software in education. Manage all licensing of software that the college is using and ensure that they are valid and appropriate. Assist with the procurement of intranet and internet products and services according to the college's needs. Ensure access of intranet and internet in the colleges. Ensure that the college website is continuously updated with current information. Management of all Human, Financial and other resources of the unit.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr MB Khakhu at Tel No: (011) 3516000 – Khakhum@cjc.edu.za
<u>APPLICATIONS</u>	:	All applications are to be sent via email to recruitment18@cjc.edu.za . Kindly quote name of the post you are applying for and its reference number in the subject line. Due to Covid-19 pandemic, no faxed, postal or hand delivery applications will be accepted.
<u>NOTE</u>	:	Scanned Applications must consist of: - a) a duly completed and signed Z83 form obtainable from any Public Service Department, stating the post you are applying for and the relevant reference number, b) a recently updated CV, as well as copies of all qualifications, including academic records/transcripts, and ID document). Please note that copies of qualifications, ID and drivers licence need not be certified. 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 (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. All shortlisted candidates may be subjected to qualification and citizen verification, etc. The Central Johannesburg TVET College is an equal opportunity employer.

- CLOSING DATE** : 27 August 2021
- POST 27/21** : **ASSISTANT DIRECTOR: MARKETING AND COMMUNICATION REF NO: CJC/11/2021**
- SALARY** : R376 596 per annum (Level 09), plus benefits as applicable in the Public Service
- CENTRE** : Central Johannesburg College, Central Office
- REQUIREMENTS** : Recognised National Diploma or Bachelor's Degree in Communication or Marketing or equivalent qualification. Valid driver's licence Code EB. 3 – 5 years relevant experience in a communication/ marketing environment. Knowledge of policies and the governance environment of TVET Colleges including knowledge of the annual reporting requirements by the Higher Education Institutions. Knowledge and understanding of TVET Administration. Knowledge and understanding of the Higher Education sector, especially the policies relevant to legislation. Skills – Administrative, planning and organising, financial management, report writing, communication and interpersonal, problem solving, computer literacy, analytical, client oriented, project management, team leadership, people management. Values/Attributes – Client service focus, integrity, committed, proactive, loyal.
- DUTIES** : Manage and coordinate marketing, promotions and branding. Manage public relations and media liaison services. Regularly communicate College activities on social Media and on online communication. Regularly maintain the content, design and layout of the college website. Provide photographic services and write editorials for the college. Manage all human, financial and other resources of the unit.
- ENQUIRIES** : Mr MB Khakhu at Tel No: (011) 3516000 Khakhum@cjc.edu.za
- APPLICATIONS** : All applications are to be sent via email to recruitment19@cjc.edu.za. Kindly quote name of the post you are applying for and its reference number in the subject line. Due to Covid-19 pandemic, no faxed, postal or hand delivery applications will be accepted.
- NOTE** : Scanned Applications must consist of: - a) a duly completed and signed Z83 form obtainable from any Public Service Department, stating the post you are applying for and the relevant reference number, b) a recently updated CV, as well as copies of all qualifications, including academic records/transcripts, and ID document). Please note that copies of qualifications, ID and drivers licence need not be certified. 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 (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. All shortlisted candidates may be subjected to qualification and citizen verification, etc. The Central Johannesburg TVET College is an equal opportunity employer.
- CLOSING DATE** : 27 August 2021
- POST 27/22** : **HUMAN RESOURCE DEVELOPMENT SENIOR PRACTITIONER REF NO: CJC/12/2021**
- SALARY** : R316 791 per annum (Level 08), plus benefits as applicable in the Public Service

<u>CENTRE REQUIREMENTS</u>	:	Central Johannesburg College, Central Office
	:	A recognised National Diploma in Human Resource Management/ Development (NQF Level 6). 3 years' relevant experience as a Human Resource Development Practitioner. Knowledge and understanding of PMDS and IQMS. Experience of coordination and facilitation of training, understating of legislative framework governing the Public Services, Planning and organizing, Communication (Good verbal and written), Flexibility, Customer care services, Report writing, & Teamwork. Applicants must have knowledge of Microsoft packages, i.e. MS word, MS Excel, PowerPoint as well as Ms Outlook. Valid Driver's Licence. Relevant PERSAL Certificate will be an added advantage. A Certificate in facilitation/ Assessor/ Moderator will be an added advantage.
<u>DUTIES</u>	:	Provide and facilitate the implementation of all training and development programmes approved by the college; Facilitate the development of Workplace Skills Plan; Manage the process of application and approval of bursaries. Coordinate Internship and Learnership Programmes. Provide, coordinate and Implement Performance Management and Development System, Integrated Quality Management System. Facilitate the development of job descriptions. Coordinate, develop and monitor the implementation of Employment Equity plan. Coordinate, develop, facilitate and monitor the implementation of human resource development strategy and plans. Conduct organisation review and redesign processes. Maintain a database of staff qualifications and skills, and conduct regular qualifications and skills audits.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr Khakhu at Tel No: (011) 3516000 – Khakhum@cjc.edu.za
	:	All applications are to be sent via email to recruitment20@cjc.edu.za . Kindly quote name of the post you are applying for and its reference number in the subject line. Due to Covid-19 pandemic, no faxed, postal or hand delivery applications will be accepted.
<u>NOTE</u>	:	Scanned Applications must consist of: - a) a duly completed and signed Z83 form obtainable from any Public Service Department, stating the post you are applying for and the relevant reference number, b) a recently updated CV, as well as copies of all qualifications, including academic records/transcripts, and ID document). Please note that copies of qualifications, ID and drivers licence need not be certified. 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 (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. All shortlisted candidates may be subjected to qualification and citizen verification, etc. The Central Johannesburg TVET College is an equal opportunity employer.
<u>CLOSING DATE</u>	:	27 August 2021
<u>POST 27/23</u>	:	<u>STUDENT SUPPORT OFFICER REF NO: CJC/13/2021</u>
<u>SALARY</u>	:	R257 508 – R303 339 per annum (Level 07), plus benefits as applicable in the Public Service
<u>CENTRE REQUIREMENTS</u>	:	Central Johannesburg College, Troyeville Campus
	:	A matric plus a Recognised three (3) year National Diploma in Teaching or related qualification. 1 years in student support administration Education/Teaching and Learning environment / or related field. A degree with major's in Psychology or Social Work and Registration with the Professional Body will be an advantage. Computer Literacy (MS Office). A valid code 08 driver's license. Good Interpersonal Relations. Ability to effectively communicate in at least two or three dominant official languages of the region will be an advantage.
<u>DUTIES</u>	:	Assist with the provisioning of student support services and placement assessment. Assist with the implementation of student work placement and Work Integrated Learning (WIL) policies. Assist with pre-entry assessments career guidance, counselling and academic support for students and examination administration. Assist with the coordination and maintenance of

sport, recreation, arts and culture activities for student. Assist with the facilitation of student governance and student leadership development and exit support programme. Assist with the provision of student financial aid services support. Provide counselling in accordance to the professional guidelines. Conduct work readiness training. Coordination of all student support needs. Develop quality electronic reports and statistics. Facilitate the implementation of and adherence to DHET policies and strategies.

- ENQUIRIES** : Ben Khakhu at Tel No: (011) 3516000 – Khakhum@cjc.edu.za
- APPLICATIONS** : All applications are to be sent via email to recruitment21@cjc.edu.za. Kindly quote name of the post you are applying for and its reference number in the subject line. Due to Covid-19 pandemic, no faxed, postal or hand delivery applications will be accepted.
- NOTE** : Scanned Applications must consist of: - a) a duly completed and signed Z83 form obtainable from any Public Service Department, stating the post you are applying for and the relevant reference number, b) a recently updated CV, as well as copies of all qualifications, including academic records/transcripts, and ID document). Please note that copies of qualifications, ID and drivers licence need not be certified. 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 (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. All shortlisted candidates may be subjected to qualification and citizen verification, etc. The Central Johannesburg TVET College is an equal opportunity employer.
- CLOSING DATE** : 27 August 2021
- POST 27/24** : **STATE ACCOUNTANT: GENERAL PAYMENT AND CREDITORS REF NO: CJC/14/2021**
- SALARY** : R257 508 – R303 339 per annum (Level 07), plus benefits as applicable in the Public Service
- CENTRE** : Central Johannesburg College, Central Office
- REQUIREMENTS** : A matric plus a 3 (three) year Degree or Diploma in Accounting or Financial Management with 3 years' experience in Accounting or Auditing. Knowledge and good understanding of Accounting, systems and procedures, CET, PFMA, Treasury Regulations, GRAP Accounting Standards and any other legislations relating to Accounting and financial management. Good Communication skills (verbal and written; excellent leadership skills; ability to work within a team and independently, risk identification and risk mitigation skills, problem solving skills and interpersonal skills. Computer literacy (ITS will be advantageous).Willingness to learn and continuously develop your knowledge is imperative.
- DUTIES** : Timeously perform regular accounting recording functions for the purposes of review by the Financial Manager and the CFO for all college transactions, Ensure all recorded transactions have adequate supporting documentation. Ensure all recorded transactions are recorded in accordance with GRAP standards. Adhere to internal controls of the department in the functions of accounting. Ensure all finance cycles are executed in accordance with procedures agreed upon. Ensure that the average payments cycle is within 30 days. Implement and monitor policies, standard operating procedures as stipulated on the financial delegations as they apply to the unit. Report any specific identified risks to the Financial Manager. Assist Financial Manager in producing the College quarterly and yearly schedules for assisting in preparation of financial statements. Ensuring that all transactions captured in the general ledger are appropriate, valid, complete and accurate for monthly and quarterly reporting. Implement the audit implementation plan as agreed upon. Coordinate and collate information required for interim and annual financial statements as well as non-financial/compliance report including preparation and follow up of annexures and working papers. Perform other ad hoc tasks related to the relevant level and position.

- ENQUIRIES APPLICATIONS** : Ben Khakhu at Tel No: (011) 351 6000 – Khakhum@cjc.edu.za
 : All applications are to be sent via email to recruitment22@cjc.edu.za. Kindly quote name of the post you are applying for and its reference number in the subject line. Due to Covid-19 pandemic, no faxed, postal or hand delivery applications will be accepted.
- NOTE** : Scanned Applications must consist of: - a) a duly completed and signed Z83 form obtainable from any Public Service Department, stating the post you are applying for and the relevant reference number, b) a recently updated CV, as well as copies of all qualifications, including academic records/transcripts, and ID document). Please note that copies of qualifications, ID and drivers licence need not be certified. 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 (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. All shortlisted candidates may be subjected to qualification and citizen verification, etc. The Central Johannesburg TVET College is an equal opportunity employer.
- CLOSING DATE** : 27 August 2021
- POST 27/25** : **LEARNERSHIP OFFICER REF NO: CJC/15/2021**
- SALARY** : R257 508 – R303 339 per annum (Level 07), plus benefits as applicable in the Public Service
- CENTRE REQUIREMENTS** : Central Johannesburg College, Central Office
 : A matric and a Degree/National Diploma (NQF 6) in Business Administration, Public Management, Marketing, Public Relations or equivalent qualification. 1-2 years' relevant experience in employment services /Administration environment. Knowledge in Employment service market, PSET and CET Act, Public Service prescripts, DHET Policies, Industrial operation. Identification of opportunities in the market, Labour Market, Opportunity linkages with industries, Skills, Excellent Communication (oral and written), Networking, Negotiation, Research, Interpersonal, Planning, Organising, Computer, Promotion, Placement. Values and Attitudes, Good interpersonal Relations, Always Professional and friendly, Always willing to assist clients, Team player, Reliability.
- DUTIES** : Facilitate the placement of student. Conduct job readiness training programmes. Liaison with commerce, industry and other relevant stakeholders. Maintain of employer and student placement database. Develop quality electronic report and statistics. Monitoring and evaluation of work placement practices. Conduct work based assessment for students
- ENQUIRIES APPLICATIONS** : Ben Khakhu at Tel No: (011) 3516000 – Khakhum@cjc.edu.za
 : All applications are to be sent via email to recruitment23@cjc.edu.za. Kindly quote name of the post you are applying for and its reference number in the subject line. Due to Covid-19 pandemic, no faxed, postal or hand delivery applications will be accepted
- NOTE** : Scanned Applications must consist of: - a) a duly completed and signed Z83 form obtainable from any Public Service Department, stating the post you are applying for and the relevant reference number, b) a recently updated CV, as well as copies of all qualifications, including academic records/transcripts, and ID document). Please note that copies of qualifications, ID and drivers licence need not be certified. 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 (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

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27 August 2021

CLOSING DATE

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