

DEPARTMENT OF HIGHER EDUCATION AND TRAINING

Gauteng Province (Central Johannesburg TVET College)

**POST 00/00: ASSISTANT DIRECTOR: INTERNAL AUDIT AND QUALITY MANAGEMENT SYSTEM
REF NO: CJC/16/2021**

SALARY: R376 596 per annum (Level 09) plus benefits as applicable in the Public Sector

CENTRE: Central Office

REQUIREMENTS: Grade 12 certificate or equivalent. A recognised National Diploma (NQF6) in Internal Audit and/or Quality Management or equivalent qualification. A post graduate qualification in the relevant field/s will be an advantage. At least 5 years' relevant experience in the Internal Audit or Quality Management/related field in a higher education institution. Experience in the development, implementation and reviews of policies. Knowledge of the relevant prescripts, legislation and regulations relating to Internal Auditing and/or Quality Management. Knowledge and understanding of the Internal Audit environment. Knowledge and understanding of QMS systems. Excellent Planning and organising skills. Sound report writing, communication and interpersonal Skills. Very good Computer literacy. Analytical and client oriented. Project management experience and skills. Experience in managing staff and team, People management. Values/attributes: Client service focus. Integrity. Committed. Proactive. Loyal. Needs extensive knowledge about Internal Audit Environment. Knowledge of ISO accreditation.

DUTIES: The preparation and execution of the internal audit plan: Conduct pre-engagement meetings with College management prior to commencement of the audits. Obtain College management approval of the audit scope prior to commencements of the internal audits. Planning and drafting of detailed audit procedures for audits per the approved annual audit plan. Executing and performing of audit testing per the annual audit plan. Establish a quality audit risk management function and monitor assessments to ensure compliance with formal systems. Conduct schedules and reactive audits and inspections and produce reports on all audits, inspections and incidents. The provision of secretarial support services to the audit committee: Conduct research on best practices and application of standards. Distribution and collection of audit client's surveys for services rendered. Ensure that legislation and acts are implemented correctly in the college. Ensure that all audit findings are supported by the required audit evidence. Ensure that processes needed for quality management systems are established, implemented and maintained: Develop quality management system policies and procedures for the college. Report to college management on the performance of the QMS and the need for improvement. Ensure the promotion of awareness of customer requirements throughout the college. Provide information and reports to the executive and committees to make final decisions. Liaise with external assessment body on all matters related to the external accreditation process. Ensure that all suppliers used by the college are selected, re-evaluated and that records of this assessment are maintained. Ensure that all role players and managers are aware and understand regulatory compliance requirements. Management of staff development: Render management services to the staff. Ensure completion of performance agreements by all employees in the unit; Supervision of staff.

ENQUIRIES: Mr. B Khakhu 011 351 6000

APPLICATIONS: All applications are to be sent via email to recruitment30@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 latest version of 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. Applications submitted to incorrect email addresses will not be 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: 26 November 2021 at 16:00

**POST 00/00: ASSISTANT DIRECTOR: CURRICULUM IMPLEMENTATION SERVICES
REF NO: CJC/17/2021**

SALARY: R470 040 per annum (Level 10) plus benefits as applicable in the Public Sector

CENTRE: Central Office

REQUIREMENTS: Grade 12 or equivalent qualification. A recognised, 3 or four-year qualification (Degree/Diploma NQF Level 6). Post Graduate qualification would be a distinct advantage. Professionally qualified, i.e. has a Diploma/Degree in Education or relevant post education qualification. At least 5 years' relevant experience in managing Teaching and Learning in a PSET environment. A sound and thorough knowledge of TVET College programmes. Possession of an unendorsed valid Driver's Licence. SACE registration.

Thorough knowledge and understanding of the relevant legislation related to TVET sector. Sound experience in interpretation, development and implementation of policies. Good leadership skills and Interpersonal skills. Good Problem solving and analytical skills. Ability to work under pressure and meet deadlines. Ability to work independently as well as in a team. Sound management skills. Report writing and Presentation skills. Planning and organizing. Good verbal and written communication. Computer Literacy (MS Word, Excel, PowerPoint, Outlook).

DUTIES: Oversee Curriculum Management and Administration. Develop, implement, monitor academic and curriculum policies, Support the implementation of ministerial programmes and new or revised ministerial programmes. Coordinate review of the ICASS guidelines for report 191 and NC (V), Develop policy/guidelines for management of curriculum (classroom management policy), Monitoring the conduct of assessments, Provide relevant reports to college executive and oversight bodies, Oversee coordinated curriculum delivery at all the colleges delivery sites. Ensure the implementation of best practice teaching in collaboration with the campus managers. Oversee Academic Management Services. Provide academic support to lecturing staff, plan for delivery of quality teaching and learning, ensure that enrolment targets are set and achieved, assist with admission processes, assist students to have and receive the necessary career guidance to enable them to make informed programme choices. Ensure the provision of guidance for the improvement of curriculum content and delivery based on engagement with public and private industry stakeholders. • Analyse results and plan for intervention of critical subjects (Action Plan), Plan class visit to support ICASS and ISAT, Plan for quality delivery. Provide Learning Materials • Coordinate activities for the development of learning materials, Identify learner material, equipment and other resource requirements, Management of all Human , Financial and other resources of the unit

ENQUIRIES: Mr. B Khakhu 011 351 6000

APPLICATIONS: All applications are to be sent via email to recruitment31@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 latest version of 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. Applications submitted to incorrect email addresses will not be 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: 26 November 2021 at 16:00

ASSISTANT DIRECTOR: RISK, FRAUD, ETHICS AND INTERGRITY MANAGEMENT
REF NO: CJC/18/2021

SALARY: R376 596 per annum (Level 09) plus benefits as applicable in the Public Service

CENTRE: Central Johannesburg College, Central Office

REQUIREMENTS: Grade 12 or equivalent qualification, a recognized National Diploma (NQF 6) in Risk Management/ Internal Audit or equivalent qualification. Five years' experience in Risk Management or Internal Auditing. Knowledge of the relevant prescripts, legislation and regulations. Knowledge and understanding of the Risk Management and Internal Audit environment. Good Planning and organisational skills. Must possess skills in Financial management. Report writing, Communication and Interpersonal, Problem solving, Computer literacy, Analytical, Client oriented, Project management, Team leadership, Planning and organizing and People management.

DUTIES: Develop, review and monitor the implementation of risk, fraud, ethics and integrity management policy. Develop and review risk, fraud, ethics and integrity management policies. Monitor the implementation of risk, fraud, ethics and integrity management policies. Provide training, workshops on fraud and risk to management and employees. Provide reports in relation to trainings, workshops and awareness campaigns. Provide Risk Management services. Facilitate the strategic risk assessment. Facilitate the operational risk assessment. Facilitate the process level risk assessment. Compile risk register for strategic, operational and process level. The provision of Risk identification and mitigation. Provide Risk Management Report to College management and Risk Management Committee on quarterly bases. Follow up on the implementation of the mitigating action plans that were put in place to reduce the risk to an acceptable level. Ensure dissemination of the risk management strategy and the associated plan to employees. Ensure regular communication on outstanding items on the risk register. Manage fraud and anticorruption services. Develop and maintain internal anti-corruption system. Fraud/ Corruption risk assessments. Conduct investigations on allegations of corruption. Promotes ethics and integrity management. Ensure implementation of ethics and integrity Management. Coordinate ethics workshops. Coordinate ethics & integrity awareness campaign. Coordinate quarterly meetings for ethics and Integrity committee. Processing of applications to engage in remunerative work outside the Department (RWOPS). Implementation of the disclosure of financial interest on the e-Disclosure. Ensure no employees conduct business with the organ of state. Management of all Human, Financial and other resources of the unit.

ENQUIRIES: Mr MB Khakhu at Tel No: (011) 3516000

APPLICATIONS: All applications are to be sent via email to recruitment32@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 latest version of 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. Applications submitted to incorrect email addresses will not be 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.

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