



Coastal KZN TVET College is an equal opportunity employer. We pride ourselves as a centre of excellence. We seek to employ people with integrity, good self-esteem and strict discipline, with a passion for teaching young people. High moral values and dedication is what drives us.

EXTERNAL ADVERT- 2018

1. HUMAN RESOURCE PRACTITIONER

SALARY LEVEL 7: R242 475per annum + 37% in lieu of benefits.

Ref No: HRM 01/2018

REQUIREMENTS:

- An appropriate National Diploma or Degree/NQF level 6 in Human Resource Management/Public Administration or equivalent qualification.
- A minimum of 3 years' experience in Human Resource Administration.
- Knowledge and experience of Payroll System.
- Must be able to understand and interpret prescripts and policies.
- Must have effective leadership abilities, interpersonal relations and conflict management skills with regard to people management.
- Good communication skills with a high proficiency in writing.
- Computer literate (Ms Word, Excel and PowerPoint).
- Ability to work under pressure and willingness to work extended hours when required.
- A valid driver's licence.

DUTIES:

- To supervise the administrative/personnel needs of the staff in the College and staff in the Department.
- To assist in the management of the conditions of service for all staff.
- A business partner with clients.
- Supervise functions which include appointments, transfers, promotions etc.
- Manage HR Records.
- Writing of submissions, memos and letters.
- Recruitment and Selection.
- Conducting Job Evaluation assessments.
- Facilitate the implementation of Collective Agreements and Regulations.
- Supervise staff.
- Dealing with Labour Relation cases e.g. Misconducts, Grievances and Abscondment.
- Recording/Minutes of labour related meetings.
- Provide advice and guidance in respect of labour related matters.

2. SECURITY ADMINISTRATION SUPERVISOR
SALARY LEVEL 7: R242 475 per annum + 37% in lieu of benefits
Ref No: HRM 02/2018

REQUIREMENTS:

- Grade 12 (Twelve) Matric Certificate
- PSIRA Grade A registration and accreditation.
- Further education in security administration or similar field, NQF L4 or 5.
- 5 years proven experience at supervisory level in a relevant field.
- Computer Literate (MS Office)
- A valid driver's License.
- Administration, interpersonal communication, organizational and client liaison skills are required.
- Experience of working in a government environment.
- Experience of using relevant technology and equipment (e.g. CCTV).
- Experience in personal protection services will be an added advantage.

DUTIES

- Monitoring of electronic and physical security services.
- Ensure that service level agreements between the college and the private security service provider are met.
- Maintaining good relations between the College and its clients.
- Constantly evaluating the service levels provided and making recommendations to management regarding the improvement of security services.
- Ensuring that College security staff maintain the required performance at all times.
- Dealing with all required administration matters.
- Liaising daily with security staff on various operational issues.
- Submitting relevant weekly / monthly incident and general reports as required by Management.
- Ensure sound security stakeholder relationship.

3. PAYROLL CLERK
SALARY LEVEL 5: R163 563 per annum + 37% in lieu of benefits
Ref No: HRM 03/2018

REQUIREMENTS:

- Senior Certificate (Grade 12) or an equivalent qualification.
- Certification in VIP Premier Payroll package.
- A minimum of 1 year employment experience in rendering administrative and financial support to Payroll function.
- Good interpersonal and communication skills to interface with people from diverse backgrounds.
- Reasonable experience in using computer applications Ms Word, Excel, PowerPoint, and Outlook and Pastel Accounting.

- Sound financial knowledge and background

DUTIES:

- Verification of Payroll submissions for all campuses/units
- Capturing new employees onto VIP payroll system
- Export payroll data and submit to finance for payment
- Process Garnishees, Insurances, Advances
- Ensure that third party deductions (e.g. SARS, Garnishees, Medical Aid, Provident fund etc.) are paid on time.
- Resolve payroll discrepancies
- Process overtime, Part-time claims & allowances
- Ensure that payslips are distributed to all employees
- Process employees terminations
- Responsible for tax year procedures and distribute IRP5 accordingly.
- Compile, print all weekly and Monthly Report
- Make system backup timeously
- Ensure updating and maintenance of payroll system
- Liaise with campuses on Payroll matters
- Attend to Auditors regarding Payroll matters/queries
- Respond to enquiries received from internal and external stakeholders.
- Monitor the filling of documentation
- Maintain confidentiality in payroll office
- Preparation of monthly payroll for reconciliation and audit purposes

Applications may be forwarded to:

The Principal (Human Resources Section)

Coastal KZN TVET College

Box 1795

AMANZIMTOTI

4126

Or

Physically delivered to HRM Division (HR Office)

50051 Old Main Road

Kwamakhutha

Closing Date: 06/07/2018

Enquiries: RK Ramdev Tel: 031-905 7000

DIRECTIONS TO CANDIDATES:

- Application must be submitted on Z83 form obtainable from any Public Service Department, it must be fully completed, accompanied by a CV, certified copies of ID, Educational qualifications, driver's license.
- ***NB: Faxed and e-mailed applications will not be accepted, certified copies must not be older than 3 months and Reference number must be indicated in your application form.***
- **NB! Failure to comply with the above instructions will disqualify applicants.**
- Please note due to a large number of applications anticipated, applications will not be acknowledged, however all short listed applicants will be advised of the outcome of their application in due course.
- ***The College is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity: (race, gender and disability) in the College through the filling of posts and a candidate whose appointment, transfer or promotion will promote representivity will receive preference.***
- ***The appointment of the nominated candidate to the post of Security Administration Supervisor is subject to a SAPS criminal record check (application for a personal clearance certificate) and pending a further review by the College Management.***

The College reserves the right not to fill these advertised posts.

