



**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- 2016**

1. **Payroll Administrator**  
**Salary level 8: 262 272.00 per annum**  
**Ref No: HRM 04/2016**

### **REQUIREMENTS:**

- Senior Certificate (Grade 12) or an equivalent qualification and an appropriate National Diploma.
- A minimum of 5 years 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.
- Good organizational and basic management skills.
- Sound financial background
- A qualification in financial management systems would be an added advantage.
- In possession of a valid driver's license.

### **DUTIES:**

- Supervision of Payroll Admin Clerks.
- Administer and control monthly payroll reports.
- Check payroll schedules.
- Liaise with campuses on payroll matters.
- Export payroll data and submit to finance for payment.
- Ensure that payslips are distributed to all employees.
- Ensure that SARS is paid on time.
- Process employees' terminations.
- Ensure updating and maintenance of payroll system.
- Responsible for monthly reconciliation and tax year and procedures.
- Respond to enquiries received from internal and external stakeholders.
- Obtain inputs, collate and compile reports, e.g. progress, monthly and management reports.
- Scrutinise routine submissions/reports and make notes.

- Administer all benefit systems (medical aid, provident fund etc.)
- Make system backup timeously
- Verification of information.

**2. Head of Administration (Swinton Campus)**  
**Salary level 8: 262 272.00 per annum**  
**Ref No: SWIN 05/2016**

**REQUIREMENTS:**

- A Senior Certificate or equivalent qualification, an appropriate degree/diploma or an equivalent qualification with a minimum of five years relevant experience in administration of which two years must be supervisory experience in finance and procurement
- Good computer skills with knowledge of Microsoft Word, Excel and Power Point
- In possession of a valid driver's license

**DUTIES:**

Able to perform all the following duties at the campus:

- Oversee Human Resource related matters
- Authorize and control the issue of stock and stationery
- Control procurement and provisioning processes
- Validate and verify all examination entries and results
- Ensure that registration of students is completed accurately
- Serve as signatory to the Campuses financial account
- Exercise strict control of banking
- Submit accurate monthly and quarterly reports timeously
- Ensure control account reconciliation are promptly prepared and previewed to include bank reconciliation, debtors, creditors and payroll.
- Conduct meetings.
- Control mail.

**RECOMMENDATIONS:**

- Sound knowledge of the relevant FET and PFMA legislations, regulations and policies.
- Managerial experience coupled with good leadership qualities.
- Superior reporting skills as well as strong interpersonal skills.

**3. Human Resources Practitioner**  
**Human Resources Practices & Employee Relations**  
**Salary level 7: 211 194.00 per annum**  
**Ref No: HRM 05/2016**

**REQUIREMENTS:**

- A Senior Certificate or equivalent qualification and a National Diploma in Human Resources /Public Management (HR Specialization) and Administration.

- 5 years in a human resource practices component of which one must be in Labour Relations (proof must be submitted )
- Computer Literacy: MS Office applications (proof must be attached)
- Certificate of Service from previous and current employer endorsed and stamped by HR must be attached

**KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:**

- Knowledge of prescriptions, policies and procedures pertaining to the Human Resources Section.
- Extensive knowledge of computerized personnel and salary systems (PERSAL), MS Packages and application thereof.
- Sound knowledge of PERSAL and ESTABLISHMENT CONTROL.
- Communication and Interpersonal skills is a necessity.
- Leadership skills- to supervise the Human Resource Section.
- Sound organization, planning and problem solving skills.
- Conflict Resolution and Negotiating skills.

**KEY PERFORMANCE AREAS:**

- Supervise and undertake the more complex implementation and maintenance of human resource administration thereof.
- Monitor implementation and adherence to Labour Relations Policies.
- Investigate and intervene on disciplinary enquiries.
- Promote collective bargaining within the institution.
- Ensure Institutional Labour Forum is functional at the College
- HR Provisioning (Recruitment and Selection, Appointments, Transfer, Verification of qualifications, secretariat function at interviews, absorptions, probationary periods etc.)
- Implement conditions of service and service benefits (Leave, Housing, Medical, Injury on Duty, Long Service Recognition, overtime, relocation, Pension, allowances etc.)
- Ensure that service terminations are processed accurately and timeously
- Prepare reports on human resource administration issues and statistics.
- Handle human resources administration enquiries.
- Supervised human resources/staff.
- Allocate and ensure quality of work.
- Supervise and evaluate work performance of sub-ordinates.
- Maintain and provide sound staff relations within the institution to ensure the provision of high quality services.
- Deal with grievance, discipline and misconduct cases in terms of laid down policies and procedures.
- Prepare staff relations reports for the institution
- Give expert advice to all Labour Relations matters to Management and staff within the College and supporting campuses.
- Give guidance and support to College Management, managers and supervisors in respect of human resources practice matters.
- Ensure proper compliance and application of HR policies and prescriptions.
- Identify training gaps within the areas of functioning and ensure the implementation of in-service training.
- Monitor organization and posts establishment; creation and unfreezing of posts

- 4. Personal Assistant to the Principal**  
**Salary level 7: 211 194.00 per annum**  
**Ref No: HRM 06/2016**

## REQUIREMENTS:

- Senior Certificate (Grade 12) or an equivalent qualification and an appropriate National Diploma.
- A minimum of 5 years employment experience in rendering administrative and support services.
- Good interpersonal and communication skills to interface with people from diverse backgrounds.
- Reasonable experience in using computer applications Ms Word, Excel, PowerPoint, and Outlook.
- Good organizational and basic management skills.
- Ability to create and manage databases, presentations and financial matters will be added advantages.
- Well organized and hard-working, competent, energetic and self-motivated.

## DUTIES:

- Provide administrative support in the Principal's office.
- Manage and administer the Principal's diary and itinerary.
- Type and prepare all the necessary documentation for the office.
- Ensure the safe keeping and filing of all documentation and records in the office of the principal in line with the relevant legislation and policies.
- Ensure the smooth running of the principal's office by handling all correspondence and queries.
- Respond to enquiries received from internal and external stakeholders.
- Obtain inputs, collate and compile reports, e.g. progress, monthly and management reports.
- Scrutinise routine submissions/reports and make notes.
- Respond to enquiries received from internal and external stakeholders. Clarify instructions and notes on behalf of the Principal.
- Handle and manage cash flow in the office of the Principal including petty cash.
- Assist with routine duties in the office of the principal including telephone, travel arrangements, hotel bookings and arranging appointments and meetings with stakeholders.
- Interface with internal and external client and any other duties from time to time.
- Manage queries with respect to meeting deadlines and give prompt responses.
- Taking of minutes of the meetings.
- Any other delegated duties.

### **5. APPELSBOSCH CAMPUS : PL1 LECTURERS NCV & Report 191 ( REQV 13 ) Salary: 173 130.00 per annum**

#### **5.1 Ref No: APPEL 01/2016 –NCV (two lecturers)**

- Electrical Engineering (Teaching L2 –L4)

#### **5.2 Ref No: APPEL 02/2016 – Report 191 (two lecturers)**

- Electrical Engineering (Teaching N2 – N6)

### **6. UMLAZI V CAMPUS : PL1 LECTURERS NCV (Salary: 173 130.00 per annum)**

#### **6.1. Ref No: UMLV 04/2016**

- Carpentry

#### **6.2 Ref No: UMLV05/2016**

- Plumbing

### 6.3 Ref No: UMLV 06/2016

- Life Orientation

#### REQUIREMENTS:

- A recognised three-year NQF Level 6 Diploma or Degree with relevant subjects at least at second year level **OR**
- National diploma, Trade Test Certificate plus Facilitator Certificate and Assessor Certificate
- A professional qualification will be a strong recommendation.
- Good interpersonal and communication skills (verbal and written).
- Assessor and/or Moderator training will be an added advantage.
- Be computer literate in MS Office (Word, Excel, PowerPoint, Outlook).

#### DUTIES:

- Teaching and learning delivery.
- Classroom administration, assessment, subject development.
- Student and lecturer guidance and support.
- Maintain discipline and safety of students at all times.
- Participate in and manage all other related teaching responsibilities.
- Directly responsible for teaching students.
- Conduct assessments on theory and practical component.
- Mark examination scripts.
- Mark students register
- Assist in management duties when necessary

**Applications may be forwarded to:**  
**The Principal (Human Resources Section)**  
**Coastal KZN TVET College**  
**Box 1795**  
**AMANZIMTOTI**  
**4126**  
**Closing Date: 15/07/2016**

**Enquiries: EL Enock Tel: 031-905 7060**

#### 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 College reserves the right not to fill this advertised posts.**

