

GERT SIBANDE TVET COLLEGE COUNCIL INVITES SUITABLY QUALIFIED CANDIDATES TO APPLY FOR THE FOLLOWING VACANT POSTS

Erratum on post ref GSC31/2024, the post was advertised under Business Studies previous, instead of Engineering Studies. (see below corrected post)

PROCUREMENT CLERK (PERMANENT)

Salary: R 202 233.00 per annum. SL5

•(Ref no. GSC25/2024), **Balfour Campus:**

Minimum requirements: • Matric (Grade 12) certificate with Accounting as a passed subject, or NCV Level 4 in Finance Accounting and Economics • A Qualification in Supply Chain or Logistic will be an advantage • One year experience in Supply Chain or Logistic Environment will be added advantage • Drivers licence will be an added advantage.

Competencies: • Strong administration skills, innovative thinking and problem solving skills • Ability to perform accurately and methodically under pressure • Sound interpersonal relations and a pleasant telephone personality • Good planning organizational skills • Thoroughness, honesty, integrity and willingness to work hard, coupled with work pride • Appropriate verbal and written communication skills • Ability to interpret directives • Computer literacy.

Duties: • Perform bidding administration function for the College Bid Committee
Perform procurement of goods and services function through effective and efficient demand management services

Assist in the provision of an effective Contract Management service to the College
Provide logistical and disposal services

RECEPTIONIST (PERMANENT)

Salary: R 171 537.00 per annum. SR4

•(Ref no. GSC26/2024), **Sibanesetfu Campus**

Minimum requirements: • Matric (Grade 12) certificate with Computer as a Passed Subject or NCV L4 Office Administration • N6 Certificate in Management Assistant will be an advantage, One year relevant experience will be an added advantage.

Competencies: • Computer Literacy MS Word, Power Point and Excel • Ability to build positive relationships with high level of interpersonal skills • innovative thinking and problem solving skills • Ability to perform accurately and methodically under pressure • Sound interpersonal relations and a pleasant telephone personality • Good planning and organizational skills • Appropriate verbal and written communication skills.

Duties: • Answer incoming telephone calls, determine the purpose of caller, and forward calls to appropriate personnel and departments. Greet visitors/guests (internal & external) professionally, and determine their nature and purpose of visit. Direct visitors/guests (internal & external) to appropriate destination. Monitor visitors' access. Collect, sort, distribute, file correspondence, messages and courier deliveries. Schedule appointments, maintaining and updating calendars. Create

memos, reports and other documents as and when requested. Receive and resolve complaints from clients.

FINANCE CLERK (PERMANENT)

Salary: R 202 233.00 per annum. SL5

•(Ref no. GSC27/2024), **Sibanesetfu Campus:**

Minimum requirements: • Matric (Grade 12) certificate with Accounting as a passed subject or Level 4 Certificate in Finance, Economics and Accounting, N6 Certificate in Financial Management will be an advantage • One year experience in Finance Environment will be an added advantage • Drivers licence will be an added advantage.

Competencies: • Strong administration skills, innovative thinking and problem solving skills • Ability to perform accurately and methodically under pressure • Sound interpersonal relations and a pleasant telephone personality • Good planning organizational skills • Thoroughness, honesty, integrity and willingness to work hard, coupled with work pride • Appropriate verbal and written communication skills • Ability to interpret directives • Computer literacy.

Duties: • Provide support in monitoring the budget of the Campus •

Administer petty cash for the Campus • Monitor office orders •

Verify invigilators' and registration appointment requests against timetables and do calculations • Complete S&T, reconciliations and payment forms • Order stationary and office equipment for the Campus • Keep register in the unit for all invoices, payments, petty cash • Compile payroll for the campus and conduct monthly reconciliation.

LECTURER (PERMANENT)

Salary: R 244 884.00 per annum. PL1

•(Ref no. GSC28/2024), **Evander Campus:** Business Studies

Minimum requirements: • An appropriate recognized Degree or National Diploma, backed by professional qualification in Education Equivalent to REQV 13 • Be able to teach Life Orientation (Life Skills and ICT) NC(V) Level 2-4 • Computer literacy • SACE registration • A valid driver's licence may be an advantage

Duties: • Assist with the recruitment of students and manage their induction, attendance records, performance assessment and determination of training needs, discipline and placement • Lecture specified subjects on the level required • Ensure quality education and adherence to College and subject policies • Liaise with the students, parents and employers.

LECTURER (PERMANENT)

Salary: R 244 884.00 per annum. PL1

•(Ref no. GSC29/2024), **Evander Campus:** Engineering Studies

Minimum requirements: • An appropriate recognized Degree or National Diploma, backed by professional qualification in Education Equivalent to REQV 13 • Be able to teach N3-N4

Engineering Science, Mathematics N4-N5 and Industrial Electronics N4-N5 Report 191•
Computer literacy•SACE registration •A valid driver's licence may be an advantage
Duties: •Assist with the recruitment of students and manage their induction, attendance records, performance assessment and determination of training needs, discipline and placement •Lecture specified subjects on the level required •Ensure quality education and adherence to College and subject policies •Liaise with the students, parents and employers.

LECTURER (PERMANENT)

Salary: R 244 884.00 per annum.PL1

•(Ref no. GSC30/2024), **Standerton Campus:** Engineering Studies

Minimum requirements: •An appropriate recognized Degree or National Diploma, backed by professional qualification in Education Equivalent to REQV 13. •Be able to teach Electrical Engineering N4-N6 report 191 •Be able to teach Mechanotechnics N4-N6 will be an added advantage •Computer literacy•SACE registration •A valid driver's licence may be an advantage

Duties: •Assist with the recruitment of students and manage their induction, attendance records, performance assessment and determination of training needs, discipline and placement •Lecture specified subjects on the level required •Ensure quality education and adherence to College and subject policies •Liaise with the students, parents and employers

LECTURER (PERMANENT)

Salary: R 244 884.00 per annum.PL1

•(Ref no. GSC31/2024), **Sibanesetfu Campus:** Engineering Studies

Minimum requirements: •An appropriate recognized Degree or National Diploma, backed by professional qualification in Education Equivalent to REQV 13• Be able to teach Material, Plant and Equipment Construction Supervision (NC)V Level 2-4 • Computer literacy•SACE registration •A valid driver's licence may be an advantage

Duties: •Assist with the recruitment of students and manage their induction, attendance records, performance assessment and determination of training needs, discipline and placement •Lecture specified subjects on the level required •Ensure quality education and adherence to College and subject policies •Liaise with the students, parents and employers

Enquiries: Mr BJ Dlongolo/Ms CM Moloji

Tel. 017 712 9040 (during office hours)

Closing date: 10 May 2024 at 13:30

Note: •Applicants must submit a fully completed and officially signed **Z83** form and a comprehensive CV when applying for a post, at least three contactable work-related references on CV or Z83 form. Candidates will be contacted to submit originally certified copies of all qualification before an interview, including academic records, ID document and valid driver's licence not older than 6 months, if drivers licence is required in terms of the requirements of the post• Application **Z83** form is available on our website, www.gscollege.edu.za or DPSA website •Failure to submit the requested documents will result in your application not being considered •No faxed or emailed applications will be accepted •Applicants should submit separate Z83 and CV where more than one post is applied for •Selected candidates will be subjected to vetting process and personnel suitability check in terms of minimum information security standard •The College reserves the right to verify any information received in applications •Late and incomplete applications will not be

considered •Submission of fraudulent documentation and canvassing of Council members or College staff will immediately disqualify the candidate •Communication will be entered into with successful candidates only •Should you not receive any response from us within 60 days after the closing date, please consider your application as unsuccessful •Post reference number should be indicated on the application •The College reserves the right to withdraw any position at any time.

Applications must be forwarded to: The Acting Principal, Gert Sibande TVET College, P.O. Box 3475, Standerton, 2430 or for attention Acting Manager HR: Mr BJ Dlongolo, or may be placed in the application container located at the reception: Gert Sibande TVET College, 18a Dr Beyers Naude Street, Standerton, 2430.

GERT SIBANDE COLLEGE IS COMMITTED TO ESTABLISHING A DIVERSE WORKFORCE; THEREFORE, PREFERENCE WILL BE GIVEN TO SUITABLE CANDIDATES FROM THE DESIGNATED GROUPS, ESPECIALLY WITH REGARD TO RACE, GENDER AND DISABILITY.