TVET INFORMATION AND COMMUNICATION TECHNOLOGY MANAGER
Administration Centre, East London
Salary Level 10 (Starting salary notch R389 145.00 p.a. plus benefits)
College Council Appointment

REQUIREMENTS
M+3 Diploma or Degree in Information and Communication Technology (ICT); At least 5 to 10 years’ experience in an enterprise IT environment, of which 4 years should be at management level; Extensive knowledge of Microsoft and Linux client and server environment, ideally with relevant qualifications; A minimum of 3 years experience on ITS; Extensive knowledge of 1st and 2nd level support (ticket system, desktop support, long term support); Knowledge in groupware implementation and administration (Management Information System/Intranet); A valid driver’s licence is a pre-requisite.

COMPETENCIES:
Strategic and conceptual orientation; Management expertise and skills; Technical expertise; Innovative thinking; High quality consciousness; Coaching and developing people; Self-driven; Quick thinking; Diagnostic action research; financial management skills.

AS HEAD OF THE ICT DEPARTMENT, THE FOLLOWING DUTIES FALL INTO THE KEY PERFORMANCE AREAS
Operate computer hardware infrastructure; IT security management; Maintain records and statistics; Planning and budget management; Administer IT-Site infrastructure; Liaise with users with regards to general IT-related matters, Provide feedback and reports; Establish and administer new Help Desk System; Configuration Management; Accumulate and expand knowledge through training; Administer management information system; Administer Intranet; Network Controlling; General IT support; Must be prepared to take and implement instructions delegated by senior management.

HEAD OF DEPARTMENT: ENGINEERING EDUCATOR & LEARNER SUPPORT
PL3 (Starting salary notch R342 753.00 p.a. plus benefits)
PERSAL Appointment

REQUIREMENTS
An appropriate M+3 degree or diploma; a trade qualification or a minimum of 24 months relevant practical experience; a professional teachers qualification with a minimum of 5 years teaching experience; experience in management will be an added advantage; it is a requirement that all educators be registered with SACE; must be computer literate in MS Office (Word, Excel, PowerPoint and Outlook); must be prepared to carry out certain maintenance work for the college utilising our students; must possess a code 8 driver’s licence; assessor and / or moderator training will be an added advantage.

COMPETENCIES
An understanding of the NSDIII objectives and Skills Accord; excellent management and organisational skills; excellent verbal and written communication skills; must be prepared to work, if and the need arises, at any of the college campuses; must be prepared to take and implement instructions delegated by supervisors/managers; must be able to work under pressure and adopt to changes in the TVET sector.
KEY PERFORMANCE AREAS
The successful incumbent will be responsible for the monitoring and support of the following functions:
Curriculum and assessments; offer academic and educational leadership; the setting and moderation of assessments; teaching and learning; educator and learner performance; procurement, distribution and retrieval of learning and teaching material; campus-based and cross-campus assessments; management and administration of general administration including examinations; part-time classes; report writing: weekly, monthly, quarterly, annually and for academic board; responsible for timetabling; policy development and implementation; responsible for the work based placement and exposure for educators and learners; manage absenteeism of lecturers and students; lecture minimum hours as per the educator workload in ELRC Collective Agreement 1 of 2013.

COMPLIANCE OFFICER
SL9 (starting notch R 311 784.00 p.a. plus benefits)
PERSAL Appointment

REQUIREMENTS
A degree in Administration, Commerce, Legal or Internal Auditing; A valid driver’s licence; At least 5 to 10 years relevant work experience in quality management, financial management, internal auditing and policy formulation reviews; Advanced computer skills in Microsoft Word, Excel and Power point; Good working knowledge of the policies governing the TVET sector will be an added advantage; Willingness and ability to work long hours and under pressure; Having completed ISO training will be an added advantage.

COMPETENCIES
Sound Interpersonal skills; advanced oral and written communication skills; Leaders skills; must be efficient and effective in meeting deadlines; Problem solving skills.

KEY PERFORMANCE AREAS
Develop and implement a strategy for the compliance unit; Develop and implement policies and procedures necessary to ensure compliance with applicable legislation and regulation; Design and implement adequate controls in order to promote the college’s adherence to relevant rules /laws and regulations; Monitor the compliance programme to ensure that internal controls and compliance to the legislative and regulatory framework, organisational policies and processes remain effective; Prepare compliance reports and manage resources.

RE-ADVERTISEMENT
CANDIDATES WHO HAVE PREVIOUSLY APPLIED FOR THIS POSITION NEED NO TO RE-APPLY

SKILLS DEVELOPMENT FACILITATOR
Admin centre
SL 8 (Starting salary notch R266 272pa plus benefits)
College Council Appointment

REQUIREMENTS
A recognised 3 year degree/diploma in Training/ Human Resources or NQF6 qualification or relevant qualification; A minimum of 3 - 5 years’ practical experience in Human Resources Development field, Applicants must possess the following attributes and competencies: in-depth knowledge of legislation framework that governs the public service; problem solving, planning and organising, interpersonal relations, project management, Able to plan and organise and take initiatives; Ability to work under pressure for extended periods of times; Good communication skills (verbal and written);computer literacy, Experience of TVET Sector/Public Service policies and legislation; SDF certificate; A Valid Code 08 drivers licence is a MUST.
COMPETENCIES
Fluent communication skills (verbal and written) in English; Excellent interpersonal skills, problem solving and time management skills; Entrepreneurial and negotiation skills; Project Management Skills; Sound understanding of Financial Management Skills; Must be able to work under pressure, meet deadlines and be prepared to work odd hours.

KEY RESPONSIBILITIES
Assist in facilitating and co-ordinating training for employees in the College; Assist in implementing employee capacity development plan and supporting programmes; Liaise with training providers about the College’s training needs; Submit quarterly and annual reports to management; Monitoring the sourcing, scheduling and delivery of employee training interventions; Conduct training effectiveness studies twice annually; Assist in the implementation of Skills Development policy frameworks; Facilitate meetings of the skills development committee, moderation committee and Employment Equity Committee; Assist in conducting training needs analysis; Determine and advice management on annual skills priorities; Compile workplace skills plan (WSP) and annual training plan; Monitor and evaluate the internship Programme; Coordinate the screening, recruitment and placement of interns, including their rotation and regular feedback and reporting on skills transfer; Supervise the maintenance of internship database; Ensure timely performance Assessment of all employees; Ensure that all Personal Development Plans (PDP) are implemented; Ensure compliance with applicable legislation, rules, and regulations; Ensure implementation of Equity targets, assist in submitting EE Reports to DoL Maintenance of internship database; Perform any other duties assigned by the Principal of the college or his/her nominee.

RE-ADVERTISEMENT
CANDIDATES WHO HAVE PREVIOUSLY APPLIED FOR THIS POSITION, NEED NO TO RE-APPLY
LABOUR RELATIONS PRACTITIONER
Admin centre
SL 8 (Starting salary notch R262 272 p.a. plus benefits)
PERSAL Appointment
REQUIREMENTS
A recognised 3 year degree/diploma/NQF6 qualification in Labour Law / Labour Relations / Human Resources or equivalent qualification; At least 3 years’ experience in Labour Relations and co-ordinating discipline and grievance processes; Experience of TVET sector / Public Service legislation; regulations and policies ;A Valid Code 08 driver’s licence.

COMPETENCIES
Understanding of workplace legislation; Good administrative, interpersonal and analytical skills; Advanced computer skills: MS Excel, MS Word and Power Point; Good communication skills in English (verbal and written); Report writing and presentation skills; Project management skills; A sound knowledge of legislation, regulations, resolutions, policies and procedures applicable to the college / sector; Ability to plan, organise and take initiative; Ability to work under pressure and with minimum supervision for extended periods of time; Maintain high level of confidentiality; Time management skills and willingness to work after hours as and when required.

KEY RESPONSIBILITIES
Ensure compliance with applicable legislation, rules, and regulations; Maintain database and formulate monthly report and quarterly reports; Handling of misconduct cases within the College; Investigate misconduct cases within the College and monitor the implementation of sanctions and arbitration awards; Represent College during conciliation and arbitration; Facilitate the handling of grievances and the implementation of the disciplinary code and procedure; Implement labour relations communication strategy; Capturing of grievances, disciplinary cases and suspensions; Assist the employer on appropriate
action in labour-related matters; Investigate all employee complaints and grievance cases; Assist line managers with disciplinary functions and enquiries; Promote, facilitate and contribute to sound labour relations at the college; Reporting on all labour relations matters; Assist with the develop and implementation of all relevant human resources policies and procedures; Diverse administration functions; Any other duties as assigned by the Principal of the college or his/her nominee.

**LECTURER: PUBLIC MANAGEMENT**  
**ST MARK'S CAMPUS**  
**Pl 1 (Starting salary notch R173 130 pa plus benefits)**  
**PERSAL Appointment**

**REQUIREMENTS**
M+3 year Diploma/Degree in Public Management, Public Administration or Bachelor of Laws with relevant major subjects; Sound computer skills in MS Office; Teachers qualification; Experience in TVET sector will be an advantage; Good interpersonal skills and self-motivation; Willingness to spend additional time on subjects/personal development; All educators must be registered with SACE.

**COMPETENCIES**
Advanced computer skills (Word, Excel, Power Point, Outlook and Internet); Positive attitude, with the ability and willingness to learn; Fluency in written and spoken English; Excellent interpersonal and communication skills; Good organizational, administration, planning and time management skills; Ability to work effectively under pressure and without immediate supervision; Willingness to work after hours as required.

**KEY PERFORMANCE AREAS**
Teach Public Administration, Public Finance, Municipal Administration and Public Law; Integrated practical training through lesson planning according to the subject guidelines; Create an environment that is conducive to learning; Develop training material, techniques/models for training needs; Develop relevant assessment material; Administration of student assessments; Assist with examination-related duties; Assist with additional academic support programmes; Attend relevant training workshops and apply where necessary; Keep up to date with the latest developments in field of study; Maintain discipline and safety of students at all times; Participate in and manage all other related teaching responsibilities; Capture student attendance on ITS.

**ADMINISTRATION CLERK: HUMAN RESOURCES /SECRETARY**  
**JOHN KNOX BOKWE CAMPUS**  
**SL5 (R142 461.00 p.a.)**  
**College Council Appointment**

**REQUIREMENTS**
Grade 12 or NCV and a 3 year diploma/degree in Human Resources; Experience in human resources in the public service/TVET environment will be an added advantage; Advanced computer skills: MS Excel, Ms Word, Outlook and Power Point.

**COMPETENCIES:**
Good organisational, administration and planning skills; The ability to prioritise and co-ordinate work; Good report writing and typing skills, Human Resources skills; Knowledge of legislation, regulations, resolutions, policies and procedures applicable to the college; Fluency in written and spoken English; Sound interpersonal, problem solving and analytical skills; Ability to work under pressure and with minimum supervision; Willingness to work after hours as and when required; Time management skills; Ability to work with the students, lecturers and public.
DUTIES:
HR duties: Control & keep records of all staff’s leave; Assist with the control & keep records of all PMDS and IQMS; Monitor weekly register and ensure all staff sign before submitting to central office; Issuing salary advices to staff; Capturing of staff attendance; Follow-up on training requests of staff & keep records; Control, maintain and update HRMIS and files; Liaise with line management and college HR department at central office; Diverse administration and correspondence; Secretarial duties: Prepare agendas, venues & attendance lists for meetings; Take minutes at meetings; Distribute information from the office of the Campus Head; Prepare & distribute memorandums; Manage the diary of the Campus Head; Manage the telephone calls; Prepare correspondence; General secretarial duties; General administration duties: Filing; Receive and direct queries internally and externally, and redirect to relevant persons; any other duties as assigned by the Campus Head or his/her nominee.

RE-ADVERTISEMENT
CANDIDATES WHO HAVE PREVIOUSLY APPLIED FOR THIS POSITION, NEED NO TO RE-APPLY
HOSTEL SUPERVISOR: Male Hostels
Allowance of R2800 per month and subsidised single hostel accommodation
6 Months performance based college appointment
Candidates from the Equity group of African Males are encouraged to apply

REQUIREMENTS
M+3 qualification; A teaching qualification will be an added advantage; A minimum of two years’ experience in a supervisory capacity; Supervisory experience in a hostel environment will be an added advantage; Computer literate in MS Word, Ms Excel, Ms Outlook and Ms PowerPoint (attach proof of relevant certificates); Must be prepared to reside in the relevant hostel at a subsidised rental (only single accommodation available).

COMPETENCIES
Willingness to work long hours; Ability to work under pressure; Ability to handle students and manage disciplinary matters; must have sound verbal and written communication skills as well as report writing skills.

KEY PERFORMANCE AREAS
Successful applicant will report to the Hostel Matron; Ensure the smooth running of operations, administration and management of hostel activities; Regular supervision of students study time; Ensure student discipline in the residence, according to relevant policy and procedures; Ensure the safety of students in the residence by enforcement of health and safety policy and procedures; Record and report all irregular behaviour by students in the residence; Report on the daily, weekly and monthly activities of hostel; Ensure that the residence is kept tidy and well maintained, and report any health hazards which will affect the well-being of students in the residences; Ensure that students residing at hostels are registered BC College students; Ensure that hostel rules and regulations are communicated to the students and adhered to; Ensure that no unauthorised persons are allowed on hostel premises; Ensure that visitors adhere to the scheduled visiting hours and have signed the visitors register; Any other duties that may be assigned by the Registrar: SSS.

CLOSING DATE: 25 April 2017 at 15:00
Candidates who are suitably qualified for the above position should submit a letter of application, together with the official form (Z83), a comprehensive CV and relevant certified copies of ID, qualifications, previous experience and driver’s license, together with at least three work-related references to: Buffalo City Public TVET College, HR Division, Private Bag 9016, East London 5200 or deliver it to the Administration Centre, corner of
Lukin Road and King Street, Selborne, East London. Enquiries at: 043 704 9237. Application forms are available on our website, www.bccollege.co.za.

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. Short listed candidates will be invited for an interview. If you have not been contacted within 4 weeks please consider your application as unsuccessful. The college reserves the right not to fill this position.

BUFFALO CITY TVET COLLEGE IS COMMITTED TO EMPLOYMENT EQUITY WITH THE INTENTION TO PROMOTE REPRESENTIVITY WITHIN THE INSTITUTION.