

**CAPRICORN COLLEGE FOR TVET**

ISO 9001:2008 Certificated

CENTRAL OFFICE

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ACHIEVING EXCELLENCE TOGETHER

Capricorn College for Technical and Vocational Education and Training (TVET) is inviting applications from suitably qualified candidates to fill the following vacancies:

Position : Senior Admin Officer (Campus Administration Head) Re-advertisement

Salary Level : 8

Name of Component : Campus Management

Centre : Seshego Campus

Reference No : CCTVET 01/2016

Salary Scale : R243 747.00 – R287 121.00 per annum

Requirements : M+3 years Degree or diploma in Administration/Office Administration or relevant qualification in general institution management. Five years working experience in a public institution. A valid driver's license. Knowledge and experience in working with students' data software will be a recommendation (Coltech/DB200/ITS or any related students data software). Good communication, problem solving and writing skills. Sound knowledge of CET Act 16 of 2006.

Key Performance Areas: Include but not limited to: Supervise Support Staff at the campus. Participate in the campus budgeting, planning and administration processes. Coordinate all Campus support services. Ensures that all financial administration policies are adhered to. Ensures monthly reconciliation of income is done. Coordinate buildings and grounds maintenance. Coordinate with suppliers. Assists with the management of campus budget and updates the commitment register.

Position : SES: Internal Audit, Risk and Quality Assurance

Name of Component : Office of the Principal

Post Level : 3

Centre : Central Officer

Salary Scale : R318 543.00 – R724 212.00 per annum

Reference No : CCTVET 02/2016

Requirements: Matric +3 year Degree/Diploma in Accounting/Auditing or Business Management. At least five (5) years' working experience in teaching/ administration/ quality environment of which three (3) years must have been in supervisory position. Knowledge of policy development, internal quality management and risk management. Advanced Computer literacy. Fluent in English (written and verbal) as well as report writing skills, strong management skills, good interpersonal skill, good people management skills and be able to work well in a team and with a tea. A valid driver's license.

Key responsibility areas: Ensure that Quality Management Systems and processes are established, implemented and maintained. Coordinates and initiates development and review of College policy processes. Conducts whole-college quality management (both teaching and administration) audits and generates quarterly reports. Ensures that the College quality assured by accrediting bodies. Quality assures all documents to be published or circulated internally. Liaise with Internal auditors and external auditors. Ensures that risks are identified and managed.

Position : Senior Admin Officer (Occupational Health and Safety Officer)

Salary Level : 8

Name of Component : Finance and Physical Resource Mobilisation

Centre : Central Office

Reference No : CCTVET 03/2016

Salary Scale : R 243 747.00-R287 121.00 per annum

Requirements: M + 3 B degree/ diploma. Relevant work experience in the construction industry and at least three (3) years' experience in the field of Safety, Health and Environment (SHE) in the building industry. Extensive knowledge of Occupational Health and Safety Act 85 of 1993, construction Regulations, 2014 as well as knowledge of projects management. Good interpersonal and communication skills (verbal and written), high level investigative skills, report writing skills and planning ability, computer literacy (including Excel, Word, Access and PowerPoint). A valid driver's license.

Key performance Areas: Ensures that College infrastructure (both new and old) adheres to prescribed Department of Labour standards. Ensuring adherence to safety and health standards in accordance with OHSACT and its regulations and COIDA. Ensures that constructions of new buildings follow prescribed processes and standards as prescribed in the Occupational Health and Safety Act 85 of 1993: Construction Regulations, 2014. The incumbent shall, amongst others be charged with the following: formation of SHE committees, attends and provides reports from SHE committees, conduct Hazard Identification and Risk Assessment (HIRA) across the College, conduct incident

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investigation and generate reports, conduct Health and Safety workshop for college staff, to compile weekly, monthly, quarterly and annual health and safety statistics and reports.

Position : Public Relations Officer
Salary Level : 8
Name of Component : Office of the Principal
Centre : Central Office
Reference No : CCTVET 04/2016
Salary Scale : R 243 747.00-R287 121.00 per annum

Requirements: M+3 Bachelor degree /Communication/Journalism/ Public Relations or any relevant qualifications. At least three years experience in the communication/design/ publication. Understanding of media liaison and communication, including government communication. Knowledge of Corel Draw and other relevant print-media software. Knowledge of Graphic designing with practical experience and knowledge of graphic design procedure and software, especially Photoshop and freehand will be added advantages. Good interpersonal, communication (verbal and writing), Report writing skills, creative and analytical skills, and a valid driver's license.

Key Performance areas: Be the spokesperson of the College. Ensures that College events are coordinated and executed. Manage the College website. Render internal and external communications. Designs and layout internal newsletter and other print materials. Facilitate the production of College reports and promotional materials, enhance the corporate image of the College, manage the updating of content and the overall maintenance of the College intranet and internet with IT department. Ensures development and review of Communication strategy. Ensures production of articles for the internal newsletter, edit and proofread articles.

Position : Chief Network Controller
Salary Level : 8
Name of Component : Corporate Services
Centre : Central Officer
Salary Scale : R 243 747.00-R287 121.00 per annum
Reference No : CCTVET 05/2016

Requirements: Matric +3 year qualification in Computer Science/Information Technology/equivalent qualification plus three (3) years relevant work experience. Knowledge of computer hardware and software management. As well as troubleshooting. Knowledge of computer data management and well as computer software management including the whole college server management. Knowledge of telecommunication management. Good communication skills (written and verbal), planning, organizing, problem solving and report writing skills. A valid river's license.

Key responsibility areas: Manage WAN and LAN of the College sites. Manage and maintain servers. Provide user support. Management telecommunication. Solve end-user problems. Manage day-to-day backups of the system. Install and maintain system and applications software. Manage the performance of the subordinates in the section. Ensures licensing of all College computers and servers. Liaise with College computer service providers. Develop, review and maintain IT policy.

Position : Senior Provisioning Admin Officer (Risk Management and Internal Audit)
Salary level : 8
Name of Component : Office of the Principal
Centre : Central Office
Reference No : CCTVET 06/2016
Salary Scale : R 243 747.00-R287 121.00 per annum

Requirements: M+3 year diploma in Auditing /BCom/B Tech degree with Auditing and Accounting as major subjects will be added advantage. A minimum of three years relevant experience in financial administration services. Knowledge of policy development .Knowledge of PMFA and its regulations and other related acts and prescripts. Advanced computer literacy skills, planning, and organizational effectiveness. A valid driver's license.

Key Performance areas: Assist is the coordination of internal and external auditing. Assist in monitoring compliance to the College Assurance Policies and management of quality control of College documents and publications. Assist in the coordination of development and review of College Policies. Assist in the monitoring and evaluation (M&E) of the whole College performance. Facilitate risk management identification and mitigation.

Position : Network Controller
Salary Level : 7
Centre : Polokwane Campus
Salary Scale : R 196 278.00-R231 210.00 per annum
Reference No : CCTVET 07/2016

Requirements: Matric +3 year qualification in Computer Science/Information Technology/equivalent qualification plus three (3) years relevant work experience. Good communication skill (written and verbal), planning, organizing, problem solving and report writing skills.

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Key responsibility areas: manage WAN and LAN at the campus. Manage and maintain servers. Provide user support. Solve end-user problems. Manage day-to-day backups of the system. Install and maintain system and applications software.

Position : Chief Provisioning Admin Clerk (Infrastructure Development and Maintenance Services)
Salary Level : 7
Name of Component : Finance
Centre : Central Office
Salary Scale : R 196 278.00-R231 210.00 per annum
Reference No : CCTVET 08/2016

Requirements: M+3 year Diploma/Degree in Public Management / Business Management/ Finance and/or Project Management. Certificate in Environmental Health or Environmental Science will be an added advantage. Work experience in the supervision of constructions of building and maintenance. Computer literacy. Valid driver's license. Minimum of three (3) years' experience in maintenance and security. Strong planning, organising and effective communication skills, report writing skill, time management skill, conflict management, ability to work as a team with other stakeholders. Knowledge of policies related to infrastructure development and maintenance management.

Key responsibility areas: Ensure that the workplace meets the various safety requirements and ISO standards. Maintain college facilities (have sound knowledge of procurement process and procedures). Promote conducive working environment within the organization and conduct maintenance audits. Provide and maintain adequate facilities. Control and eliminate risk to the health and safety of employees. Assist in conducting safety risk assessments and making recommendations. Supervise maintenance team and facilitate minor college maintenance.

Position : Accounting Clerk
Salary Level : 5
Name of Component : Finance
Centre : Central Office
Reference No : CCTVET 09/2016
Salary Scale : R132 399.00 – R155 961.00 per annum

Requirements: M+3 year Diploma in Accounting / B Com Accounting Degree. Relevant experience in finance environment will be an added advantage. Knowledge of PFMA and Treasury regulations. Good communication (verbal and written), planning, organising and interpersonal skills. Ability to function accurately and methodically under pressure. Computer literacy is a prerequisite. Valid driver's licence.

Key Performance areas: Verify project related claims such as stipend and suppliers before capturing a payment. Capture all project related claims for payment. Calculate stipends before capturing a payment. Post all project transactions on accounting system. Attend to all project related queries. Ensure compliance with College and project policies, procedures and guidelines. Attend to any other duties requested by the supervisor.

Position : Accounting Clerk
Salary Level : 5
Name of Component : Finance
Centre : Senwabarwana Campus
Reference No : CCTVET 10/2016
Salary Scale : R132 399.00 – R155 961.00 per annum

Requirements: M+3 year Diploma in Accounting / B Com Accounting Degree. Relevant experience in finance environment will be an added advantage. Knowledge of PFMA and Treasury regulations. Good communication (verbal and written), planning, organising and interpersonal skills. Ability to function accurately and methodically under pressure. Computer literacy is a prerequisite. Valid driver's licence.

Key Performance areas: Administer revenue and expenditure of the campus. Capture all payments on the system. Calculate stipends before capturing a payment. Post all project transactions on accounting system. Attend to all project related queries. Ensure compliance with College and project policies, procedures and guidelines. Attend to any other duties requested by the supervisor.

Position : Receptionist
Salary Level : 4
Centre : Senwabarwana Campus
Salary Scale : R110 739.00 – R130 446.00 per annum
Reference No : CCTVET 11/2016

Requirements: Grade 12 or equivalent qualification. A tertiary qualification will be an added advantage. Ability to accurately and work under pressure, sound interpersonal skills. Capacity to master a diversity of tasks quickly, honesty and willingness to work hard, must be computer literate and good communication skills. A relevant experience will be an added advantage.

Key responsibility areas: render reception and switchboard services including welcoming and ushering of visitors, answering telephones and taking messages. Ensuring that messages reaches relevant recipients in time. Deal with duplication and distributing of information and documents.

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Position : Tradesman Aid (1 post)
Salary Level : 3
Name of Component : Finance
Centre : Central Office
Salary Scale : R93 444.00 –R110 073.00 per annum
Reference No : CCTVET 12/2016

Requirements: a minimum of NQF Level 4/N6 Electrical heavy current. Knowledge of electrical tools and equipment. Ability to work as a team. Valid drivers license.

Key responsibility areas: Installs, repairs and maintains motors, generators, lights, appliances, wiring and any other electrical equipment. Repairs and maintain low voltage systems. Ensuring adherence to safety standards and regulations in accordance with OHS Act and SANS 10142 wiring code.

Position : Permanent Lecturer (Primary Health Care)
Post Level : 1
Name of Component : General and Utility Studies
Centre : Senwabarwana Campus
Reference No : CCTVET 13/2016
Salary Scale : R160 902.00 – R358 956.00 per annum

Requirements: M+3 years relevant Degree or National Diploma qualification which includes education as a qualification. Registered with SACE

Key Performance areas: NOT LIMITED TO - Ability to teach Community Oriented Primary Care, South African Health Care System L2 – L4 in National Curriculum Vocational Certificate (NCV) and Report 191 (NATED) related programmes. Assist with extra-curricular activities. Teaching and learning practices; Set tests and assignments, marks scripts, prepare mark sheets, invigilation and registration of students; preparation of PoAs and PoEs. And perform relevant administrative duties.

Enquiries: Ms OM Maphutha and Ms KS Nyambi @ 015 230 1800

NOTE:

All interested candidates are requested to apply using a Z83 form available at any Government. Attach recently updated CV; Academic records/Transcripts certified (within three months) copies of ID and Qualifications. No faxed or late applications will be considered. The College reserves the right to withdraw any post/s at any time. Please forward all applications to: for hand delivery to Central Office at 16 Market Street, Registry Office, Polokwane 0700. Or post to: The CEO/Principal, Capricorn College for TVET, Private Bag X 9674, Polokwane, 0700. If you did not receive feedback from the college within 30 days of the closing date consider your application unsuccessful. All position will be appointed at the entry salary notches.

Closing date: 29 January 2016

K R Madzhie
CEO and Principal

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