INTERNAL/EXTERNAL ADVERTISEMENT - ERRATUM

VACANCIES: PERMANENT POSTS

Tshwane North TVET College for Technical and Vocational Education and Training would like to invite suitably qualified, innovative, result-orientated and self-driven candidates to apply for the following positions:

Facilities Administrator (1 Post)
Ref: TNC/CO/19 - 01/1
Salary: R 163 563 (Level 05) plus benefits as applicable in the Public Service

Requirements: • A Grade 12 certificate/ NCV level 4 Certificate in Office Administration or Generic Management/Three-year National Diploma in Management Assistant • Work experience in the data capturing and record management • Proven experience in facilities environment and or management • Conceptual understanding of the rules and standards governing project administration and management • Compliance to statutory requirements of the Land & Building Management • Basic Risk Management • Good Communication, planning, organizing and Interpersonal skills • Outstanding human relation skills evident in the ability to work with the team and excellence in gathering help needed in developing a working project management plan • Ability to function without supervision • Strong knowledge and expertise in using modern information and communication technologies to projects • Attention to detail • Work under pressure • Knowledge of Electronic Document Management Systems • Computer Literacy (knowledge of MS packages)

Duties: • Provide overall administrative support services to the Facilities Unit • Responsible for the flow of information from the project supervisor to the point where the service/project is requested • Capture and update data on the college data management system • Make the arrangement for projects documentation on the recommendation and specification of the Department and ensure that specifications are set • Update information on the project management tools • Make arrangements for the project completion based on specifications of the project owner. Generate spreadsheets • Generate and update the system on all data sets • Validate data to ensure correctness, completeness and authenticity • Compile routine statistical information/reports • Receive, register and track records / documents • Provide routine and administrative maintenance services • Track on all correspondence from DHET and Management • Update and file records • Prepare, retrieve and submit reports • Ability to meet set timelines.
General Assistant – Projects & Events Relief (1 Post)

Ref: TNC/CO/19 - 01/2
Salary: R115 437 (Level 03) plus benefits as applicable in the Public Service

Requirements: • Grade 12 • basic computer skills • Work experience in record management, Projects and events administration and deep cleaning. Record Management Skills. • Ability to work additional hours during weekends and college events (catering) when requested • Basic Store Keeping and work as a team member • People and Good communication skills. Stock taking/control knowledge.

Duties: • Administration and catering of Events and Meetings • Record Keeping of activities and their expenditures • Preparations of light meals and table laying • making tea for visitors • Control of the water dispenser • Knowledge of Laundry services • General Cleaning services and dispensing of Hygiene application of bathrooms and Boardrooms • Basic Fumigation and Pest Control Skills • Relief in photocopying activities when requested • Assist in Scanning of documents • Record management of allocated consumables and their usage • Inventory administration • Assist in loading and offloading of light goods when requested • Keys administration & application knowledge. Cleaning Services • Ability to meet set timelines.

Internal Audit Graduate Internship Programme (2 Posts)

Ref: TNC/CO/19 - 01/3
Stipend: R5000 per month
12 Months Contract

Requirements: • National diploma in Internal Audit / B-Tech Internal Auditing / B.Com Internal Auditing.

Applications: Applications must be submitted on form Z83 completed in full, obtainable from any Public Service Department, and MUST include a comprehensive Curriculum Vitae and certified copies of qualifications and ID not older than three months. Please send a separate and completed application for each post you apply for.

NB: Please indicate the reference number and position you are applying for on your application form (Z83) and post your complete application to: The Principal: Tshwane North TVET College, PO Box 26193, ARCADIA, 0007 OR hand-deliver to: Tshwane North TVET College; Cnr. Kgosi Mampuru (Former Potgieter Street) & Pretorius Streets, Pretoria.

Note: • All costs incurred due to your application and interviews will be at your own expense • Faxed and e-mailed applications will not be accepted.

Closing date: 06 February 2019 (12:00)

Enquiries: Ms Moseamedi JM, Tel: 012 401 1940

Please take note that correspondence will only be conducted with short-listed candidates. If you have not been contacted within 3 months of the closing date, please consider your application as unsuccessful. The college reserves the right not to appoint.