

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(EKURHULENI EAST TVET COLLEGE)**

<u>APPLICATIONS</u>	:	Received After the Closing Date Will Not Be Considered. Please Forward Your Application, Quoting the Reference Number To: The Assistant Director: Human Resource Management & Development. Ekurhuleni East TVET College, Sam Ngema Road, Kwa - Thema or posted to Private Bag X52, Springs 1560 Or Email to: INFO@EEC.EDU.ZA
<u>CLOSING DATE</u>	:	25 June 2025 at 16H00.
<u>NOTE</u>	:	Applications must be submitted on z83 form obtainable from any public service department or on the internet at www.gov.za/documents and must be accompanied by a recently updated comprehensive cv (with three contactable references). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A user guide and 'how to' videos will assist in how to complete for the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action. The appointment will be done in line with the approved Employment Equity Plan. Persons with disability are encouraged to apply. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation.

OTHER POSTS

<u>POST 19/93</u>	:	<u>ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: EEC-TLAB-01/2025</u> Branch: Technical And Vocational Education and Training (1 Year Fixed Term Contract) These posts are based in Ekurhuleni East TVET College
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum (Level 09), (all-inclusive remuneration package) TVET Colleges An appropriate Grade 12 / Matric Certificate / Level 4 Certificate. National Diploma / Degree in Human Resource Management with Labour Relations or related field, 3-5 years working experience in the field being applied for. 1-2 years supervisory experience. A Valid Driver's Licence. Knowledge of practice notes, national and provincial policy frameworks relevant to Labour Relations and other Human Resource Management issues. Knowledge of the Labour Relations Act, Employment Equity Act, Public Service Regulations, Public Service Act, Skills Development Act, Basic Conditions of Employment Act, Collective Agreements (Resolutions) at GPSSBC, ELRC and the PSCBC including any other related legislation Planning and Organising .Problem solving ,Research skills, Analytical skills, Computer skills, Report writing skills, Inter –personal relations, Verbal and written communication, Presentation and Facilitation Skills, Leadership skills, Professional ,Client service focus, Integrity, ,Committed and Proactive.
<u>DUTIES</u>	:	Facilitate the implementation of labour relations related to the conditions of Service; Ensure that all Employment Related legislation; policies; Collective Agreements are implemented and adhered to by both management and staff. Workshop all labour relations related legislations; policies and Collective Agreements for managers and all staff to create clear understanding. Provide

advice relating to labour relations matters. Investigate discipline, grievance cases and disputes within the College; Conduct investigation on discipline and grievances cases. Compile discipline and grievance reports. Record and administer disciplinary and grievance cases on the relevant recording system/database. Participate in Disciplinary Hearing sittings and provide case management services. Co-ordinate the disciplinary processes for both Support and Lecturing Personnel. Render necessary and relevant advice on taking labour relation decision within time frames as per relevant legislations. Provide statistical information on discipline and grievances cases. Facilitate the implementation of the Code of Conduct in the College. Workshop Code of Conduct to all staff. Provide statistical information relating to Code of conduct and update database. Advice management and staff on labour relations issues; Counsels and/or directs supervisory and management responses on potential problems/ issues to effect fair and reasonable resolution before such issues become grievances and/or disputes. Facilitate for the necessary and relevant interventions in times of conflict and crisis. Provides advice and guidance to managers and supervisors on the avoidance of conflict, tension and unnecessary industrial action. Administration of strikes and other forms of industrial Action; Administer the management of strikes and any other form of industrial action. Facilitate a conducive environment between employer and employee /employee representatives. Take minutes during meetings with employer and employee /employee representatives. Comply with DHET and College policies and procedures.

<u>ENQUIRIES</u>	:	Ms. LK Boikhutso Tel No: (011) 730 6600 / Mr. T Matsaba Tel No: (011) 730 6600 / info@eec.edu.za
<u>NOTE</u>	:	All short-listed candidates will be required to undertake writing/presentation exercises. The successful candidate will be required to write a competency assessment, sign an annual performance agreement, disclose his/her financial interest and be subjected to security clearance.
<u>POST 19/94</u>	:	<u>ASSISTANT DIRECTOR: RISK, FRAUD, ETHICS AND INTEGRITY</u> <u>MANAGEMENT REF NO: EEC-RIST-01/2025</u> Branch: Technical and Vocational Education and Training (1 Year Fixed Term Contract) These posts are based in Ekurhuleni East TVET College
<u>SALARY</u>	:	R468 459 per annum (Level 09), (all-inclusive remuneration package)
<u>CENTRE</u>	:	TVET Colleges
<u>REQUIREMENTS</u>	:	An appropriate Grade 12 / Matric / Level 4 Certificate. National Diploma/Degree in Risk Management / Internal Audit. 3-5 years' experience in Risk Management or Internal Audit or related field. Computer literacy. A valid driver's licence. Knowledge of the relevant prescripts, legislation and regulations. Knowledge and understanding of the Risk Management or Internal Audit environment. Planning and organizing. Financial management. Report writing. Communication and interpersonal. Problem solving. Analytical. Client oriented. Project management. Team leadership. Planning and organizing. People management.
<u>DUTIES</u>	:	Develop, review and monitor the implementation of risk, fraud, ethics and integrity management policy: Develop and review risk, fraud, ethics and integrity management policies. Monitor the implementation of risk, fraud, ethics and integrity management policies. Provide training, workshops and awareness on Provide training, workshops and awareness on fraud and risk to management and employees. Provide Risk Management services: Facilitate the strategic risk assessment. Facilitate the operational risk assessment. Facilitate the process level risk assessment. Compile risk register for strategic, operational and process level. The provision of Risk identification and mitigation. Provide Risk Management Report to College management and Risk Management Committee on quarterly basis. Follow up on the implementation of the mitigating action plans that were put in place to reduce the risk to an acceptable level. Ensure dissemination of the risk management strategy and the associated plan to employees. Ensure regular communication on outstanding items on the risk register. Manage fraud and anticorruption services: Develop and maintain internal anti-corruption system. Fraud/ Corruption risk assessments. Promotes ethics and integrity management: Ensure implementation of ethics and integrity Management. Coordinate ethics

		workshops. Coordinate ethics & integrity awareness campaign. Coordinate quarterly meetings for ethics and Integrity committee. Processing of applications to engage in remunerative work outside the Department (RWOPS). Implementation of the disclosure of financial interest on the disclosure. Ensure no employees conduct business with the organ of state. Conduct investigations on allegations of corruption. Provide reports in relation to trainings, workshops and awareness campaigns. Management of all Human, Financial and other resources of the unit. Comply with DHET and College policies and procedures.
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<u>POST 19/95</u>	:	<u>ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: EEC-TSCM-01/2025</u> Branch: Technical And Vocational Education and Training (1 Year Fixed Term Contract) These posts are based in Ekurhuleni East TVET College
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum (Level 09), (all-inclusive remuneration package) TVET Colleges An appropriate Grade 12 / Matric Certificate/ Level 4 Certificate. Bachelor's Degree (NQF 7) Qualification in Finance, Logistics, Supply Chain or Procurement. 3-5 years' experience in Supply Chain Management and public sector procurement; Proven experience in managing Supply Chain Management staff, Operational, financial management, Governance, ethics and values in financial management and performance reporting. 2 - 3 years supervisory experience. A Valid Driver's Licence. Knowledge of Public Finance Management Act (PFMA), National Treasury's supply chain management guidelines, Treasury Regulation, Instructions Notes and Supply Chain Management Practice Notes, Preferential Procurement Policy Framework Act (PPPFA), Broad Based Black Economic Empowerment (B-BBEE) Act, Understanding and knowledge of the Supply Chain Management cycle which includes demand, acquisition, logistics, disposal and supplier relationship management, Computer Literacy. Communication skills, Problem-solving skills, Customer service orientated, Interpersonal skills, Integrity, Accountability, Monitoring and reporting, Confidentiality, fairness, respect, honesty and proactiveness.
<u>DUTIES</u>	:	Procurement of goods and services; Provide revision on summary of quotation, specifications and all documents supplied by the suppliers in order to comply with prescribed requirements; Ensure sourcing of quotations from accredited suppliers through College Database; Ensure arrangement and co-ordination of briefing sessions where necessary; Conduct supplier evaluation; Implement procurement policies and procedures in line with relevant prescripts and legislations. Facilitate generation of purchase orders, submission for approval and submission of an approved purchase order to the relevant parties; Facilitate the receipt of goods through MIS and submission to the finance department. Tender Process Administration; Facilitate the recording of goods requisition from the initiator on the requisition register; Ensure submission of the specification to the Bid Specification Committee and submission to finance department for budget purposes; Verify the tender advert before submission to the media; Facilitate arrangement and co-ordination of tender briefing sessions and preparation of attendance register; Verify proof of payment from suppliers before issuing a tender document; Ensure preparation of a tender document upon receipt from tender bid specification committee. Administration of Evaluation Process and Adjudication Process; Facilitate the reconciliation submission register with the tender documents received; Facilitate preparation of logistics including a registers and stationery for the Evaluation and Adjudication Committees; Ensure that the tender files are updated regularly and serve as an observer in the Evaluation and Adjudication Committee; Facilitate preparation and submission of appointment letters for review. College Database Administration; Verify a prepared submission that request approval

for inviting suppliers; Verify the prepare advert before submission to the media; Ensure the verification of supplier's documents for compliance; Submit all recorded supplier documents for recommendation; Facilitate regular updates of database for approved suppliers; Provision of administrative support to the department and comply with College policies and procedures; Comply with relevant college policies and procedures; Provides reports relating to procurement; Submit performance assessments within prescribed due dates; Ensure keeping of records relating to procurement; Plan for the training and development of staff in line with PDP's; Conduct regular SCM Department staff meetings. Participate in the financial year-end preparation process. Management of all Human, Financial and other resources of the unit, Comply with DHET and College policies and procedures.

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