

DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(East Cape Midlands TVET College)
(False Bay TVET College)

OTHER POSTS

POST 38/155 : **ASSISTANT DIRECTOR: CURRICULUM IMPLEMENTATION (SHORT SKILLS PROGRAMS, SPECIAL PROJECTS AND DATA MANAGEMENT)**
REF NO: EMC/1/20/26

SALARY : R605 742 – R713 535 per annum (Level 10)
CENTRE : Head Office
REQUIREMENTS : National Senior Certificate/Grade 12/ plus a recognised Degree/Diploma in Education. A minimum of seven (7) years of working experience in the TVET sector of which at least three (3) years should be at managerial level. Must be registered with SACE. Computer Literacy (MS Word, Excel, PowerPoint, Access & Outlook) and must also have a valid Driver's License. Working experience in Data Management or TVETMIS. Competencies: Knowledge of PSETA and CET Act, Knowledge of Teaching and Learning, Knowledge of the Skills Development Act, Public Service Regulations and Public Service Act, and the Labour Relations Act, Knowledge of the Public TVET sector and its regulatory and legislative framework, Knowledge and understanding of the Higher Education sector, Knowledge of Education Act. Skills: Administrative, Report writing, Communication and interpersonal, Problem solving, Computer literacy, Analytical, client-oriented, project management, Team leadership. Planning and organizing. Report writing, Communication and interpersonal, Problem solving, Computer literacy, Analytical, Client-oriented, Project management, Team leadership, and people management.

DUTIES : Plan, manage, and monitor the implementation short skills occupational programs, learnerships and special programs, ensuring all administrative functions related to ongoing programmes are efficiently managed. Conduct regular monitoring of programme progress, including site visits where necessary, to ensure effective delivery. Establish and sustain strategic partnerships with both the public and private sectors to secure funding for learnerships and short skills programmes and facilitate work placements for learners requiring practical experience. Manage SETA funding. Drive programme accreditation applications with all relevant SETAs/ QCTO, aligning these with industry needs and community demands as identified through Skills Audits of the respective Municipalities. Ensure the coordinated and consistent delivery of occupational qualifications across all college delivery sites. Oversee the development of project plans, including milestones, resource requirements and timeframes. Compile the project budgets and manage all related expenditure. Oversee the sectional budget, managing payments to training providers, facilitators, and learner stipends, as well as procurement of stationery, PPE, and work equipment. Proactively identify and manage risks that could impact the smooth running of the unit, such as learner dropouts linked to stipend delays, and ensure timely submission of monthly reports and quarterly reports to maintain transparency and accountability. Oversee the management of TVETMIS, including data capturing, validation and extradition of College data. Compile college reports based on TVETMIS data. Manage human, physical and financial resources effectively and efficiently.

ENQUIRIES : Mr A Mahamba/Ms N Thompson Tel No: (041) 996 1800
APPLICATIONS : Email address: asdc20@emcol.co.za
NOTE : To Apply: Applications must be submitted on completed latest Z83 form. A detailed comprehensive CV is required. Certified copies of the required documents as per the advert specification will be requested from shortlisted candidates only on or before the day of the interview. Failure to submit completed latest Z83 form and detailed comprehensive CV will result in the application not being considered. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. Recommended candidates will be subjected to a personnel suitability check (criminal record, citizenship, financial record

checks, verification of qualification and previous employment verification). Late applications will not be accepted. Applicants who have not been informed about the outcome of their applications within 3 months after the advert closing date may regard their application as being unsuccessful. The employer is an equal opportunity and reserves the right not to appoint. The decision of employment in terms of employment equity will be determined by the employment equity targets of the Department/College. People with disabilities are encouraged to apply. All Applications must be submitted through email addresses per position and ensure that it is 1 attachment.

<u>CLOSING DATE</u>	:	06 November 2026 at 14H00
<u>POST 38/156</u>	:	<u>ASSISTANT DIRECTOR: CURRICULUM IMPLEMENTATION SERVICES</u> <u>REF NO: ASD/CIS/12/10/2026</u>
<u>SALARY</u>	:	R605 742 per annum (Level 10)
<u>CENTRE</u>	:	False Bay TVET College, Westlake Campus
<u>REQUIREMENTS</u>	:	Grade 12/ Matric. Recognized National Diploma (NQF 6) in Education or related qualification. Minimum three to five years Teaching experience Minimum three years Supervisory experience, SACE registration / provisional, Computer literacy in MS Office (Word, Excel, and Power Point), A valid driver's License Competencies: Knowledge of PSET and CET Act., Knowledge of Teaching and Learning, Knowledge of Skills Development Act, Public Service Regulations and Public Service Act, Labour Relations Act, Knowledge of the Public TVET sector and its regulatory and legislative framework, Knowledge and understanding of Higher Education sector. Knowledge of Education Act.
<u>DUTIES</u>	:	Lead and manage the Online Learning department and staff to support the college strategic plan. Preparation for academic year/semester or trimester, Coordinate and implement the academic year plan and assessment plan, ensuring that all resources, equipment and consumables needed are in place at the start of the academic year. Coordinate orientation of students at the start of each academic year/semester/trimester, Coordinate recruitment and career guidance support. Strategically set up academic targets. Coordinate pre-assessment, moderate and post-assessment moderation, Monitor the quality of teaching and learning through on-line classroom visits, Report writing on target results, quarterly, Plan and implement academic intervention and develop intervention plan, ensure compliance with all policies and processes around teaching and learning, initiate disciplinary action as and when required. Oversee Curriculum Management and Administration, Oversee Academic Management Services, Ensure the provision of guidance for the improvement of curriculum content and delivery based on engagement with public and private industry stakeholders, Manage the content development of the online platform. Provide Learning materials. Management of all Human, Financial and other resources of the unit.
<u>ENQUIRIES</u>	:	S Baboo Tel No: (021) 787 0800
<u>APPLICATIONS</u>	:	Apply online at https://falsebayz83.ngnscan.co.za/
<u>NOTE</u>	:	False Bay Technical and Vocational Education and Training (TVET) College is inviting applications from suitably qualified candidates to fill the following vacancies Applicants are not required to submit any copies of qualifications and other relevant documents on application but must submit a fully signed Z83 form and detailed Curriculum Vitae. Certified copies of qualifications and other relevant documents will be submitted by shortlisted candidates. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other will be integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process.

<u>CLOSING DATE</u>	:	06 November 2026. Applications received after the closing date will not be considered.
<u>POST 38/157</u>	:	<u>ASSISTANT DIRECTOR: CURRICULUM IMPLEMENTATION (NCV, OCCUPATIONAL REF NO: EMC/1/21/26</u> Qualifications and Accreditations)
<u>SALARY</u>	:	R605 742 – R713 535 per annum (Level 10)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	National Senior Certificate/Grade 12/ plus a recognised Degree/Diploma in Education. A minimum of seven (7) years of working experience in the TVET sector of which at least three (3) years should be at managerial level. Must be registered with SACE. Computer Literacy (MS Word, Excel, PowerPoint, Access & Outlook) and must also have a valid Driver's License. Competencies: Knowledge of PSETA and CET Act, Knowledge of Teaching and Learning, Knowledge of Skills development Act, Public service Regulations and Public Service Act, and labour relations Act, Knowledge of the Public TVET sector and its regulatory and legislative framework, Knowledge and understanding of the Higher Education sector, Knowledge of Education Act. Skills: Planning and organizing, financial management, Report writing, Communication and interpersonal, Problem solving, Computer literacy, Analytical, Client oriented, Project management, Team leadership, Planning and organizing, People management.
<u>DUTIES</u>	:	Oversee the development, implementation, and monitoring of academic and curriculum policies to ensure alignment with national directives. Support the introduction of new programmes, qualifications, and revisions to the National Curriculum (Vocational), and coordinate policy updates with SAQA accordingly. Manage the review and implementation of ICASS guidelines for all assessments, including the development of classroom management policies to enhance curriculum delivery. Monitor and evaluate the conduct of assessments across all programmes and provide comprehensive reports to college executive management and relevant oversight bodies. Ensure the coordinated and consistent delivery of the curriculum across all college delivery sites, promoting best-practice teaching in collaboration with campus managers. Provide academic management services by offering ongoing support to lecturing staff, planning for quality teaching and learning, assisting with student admissions, and ensuring enrolment targets are met. Facilitate access to career guidance to support students in making informed programme selections. Guide the improvement of curriculum content and delivery through active engagement with public and private industry stakeholders. Analyse academic results, develop intervention plans for critical subjects, and coordinate classroom visits to support ICASS and ISAT compliance. Oversee the provision of appropriate learning materials by coordinating development activities, identifying material and resource requirements, and managing the dissemination of learning tools. Effectively manage all human, financial, and physical resources allocated to the unit to ensure optimal academic performance and service delivery.
<u>ENQUIRIES</u>	:	Mr A Mahamba/Ms N Thompson Tel No: (041) 996 1800
<u>APPLICATIONS</u>	:	Email address: asdcur21@emcol.co.za
<u>NOTE</u>	:	To Apply: Applications must be submitted on completed latest Z83 form. A detailed comprehensive CV is required. Certified copies of the required documents as per the advert specification will be requested from shortlisted candidates only on or before the day of the interview. Failure to submit completed latest Z83 form and detailed comprehensive CV will result in the application not being considered. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. Recommended candidates will be subjected to a personnel suitability check (criminal record, citizenship, financial record checks, verification of qualification and previous employment verification). Late applications will not be accepted. Applicants who have not been informed about the outcome of their applications within 3 months after the advert closing date may regard their application as being unsuccessful. The employer is an equal opportunity and reserves the right not to appoint. The decision of employment in terms of employment equity will be determined by the employment equity

		targets of the Department/College. People with disabilities are encouraged to apply. All Applications must be submitted through email addresses per position and ensure that it is 1 attachment.
<u>CLOSING DATE</u>	:	06 November 2026 at 14H00
<u>POST 38/158</u>	:	<u>ASSISTANT DIRECTOR: ICT REF NO: EMC/1/22/26</u>
<u>SALARY</u>	:	R487 197 – R573 897 per annum (Level 09)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	Grade 12 certificate and NQF 6 qualification in Information Technology / Computer Sciences. ITIL certificate and ICT Governance and Ethics will be an advantage. Certification in CAN, CNE, MCITP, A+, N+, Networking+, Security+, Mobility+, CISA, CISM, CRISK, CGEIT as well as Microsoft certifications like MOS, MSCA Desktop will be an added advantage. At least three (3) years' experience at a supervisory level in Information Technology environment and must also have a valid Driver's License. Competencies: Experience in supporting transversal applications e.g. BAS, PERSAL, Logis, Safety web and Firewall as well as in ICT policy, process, procedure and standard development, Microsoft environment, open source and directory authentication systems and services. Knowledge of procedure and process for installing, configuring, upgrading, troubleshooting and repairing applicable software, hardware and peripherals such as printers and related hardware. Monitoring the LAN's and WAN's. Knowledge of the OSI model as well as Government Transversal Systems and Financial Systems. Good communication (verbal and written), technical, interpersonal, problem solving and organizing skills. Ability to work under pressure and in a team as well as able to travel when required. Skills: Planning and organizing, financial management, Report writing, Communication and interpersonal, Problem solving, Computer literacy, Analytical, Client oriented, Project management, Team leadership, Planning and organizing, People management.
<u>DUTIES</u>	:	Manage, maintain, and ensure the availability of communication systems. Provide ICT service support for the computer software and applications, computer hardware, computer networks (Wide Area Network (WAN), and Local Area Networks (LAN), Virtual Private Network (VPN), Multi-Protocol Label Switching (MPLS). Management and support for the Transversal Systems (Application software, connectivity, computer client software). Manage, monitor and report on ICT service support and delivery. Ensure ICT service requests and incidents are reported, addressed and resolved as per the service standards. Ensure contractors deliver service correctly. Manage resources, ICT risks and audit queries. Manage staff performance in line with PMDS, including performance agreements and reviews. Establish contingency plans with backup resources for ICT service support and delivery. Assistance in the planning and research of ICT policy. Development, review, and documentation of ICT policies, processes, procedures, and standards. Development and implementation of network capacity management plans. Management and maintenance of physical security systems. Develop strategy for NdoH Datacentre and physical environment controls as well as implement server environment controls in alignment to audit requirements and governance control and good practice. Manage customer relations. Liaise with users and work groups on their needs, questions, requests and problems with regard to network services. Investigate current computers and compare with new trends and ensure current technology is capable.
<u>ENQUIRIES</u>	:	Mr A Mahamba/Ms N Thompson Tel No: (041) 996 1800
<u>APPLICATIONS</u>	:	Email address: asdict22@emcol.co.za
<u>NOTE</u>	:	To Apply: Applications must be submitted on completed latest Z83 form. A detailed comprehensive CV is required. Certified copies of the required documents as per the advert specification will be requested from shortlisted candidates only on or before the day of the interview. Failure to submit completed latest Z83 form and detailed comprehensive CV will result in the application not being considered. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. Recommended candidates will be subjected to a personnel suitability check (criminal record, citizenship, financial record checks, verification of qualification and previous employment verification). Late

applications will not be accepted. Applicants who have not been informed about the outcome of their applications within 3 months after the advert closing date may regard their application as being unsuccessful. The employer is an equal opportunity and reserves the right not to appoint. The decision of employment in terms of employment equity will be determined by the employment equity targets of the Department/College. People with disabilities are encouraged to apply. All Applications must be submitted through email addresses per position and ensure that it is 1 attachment.

<u>CLOSING DATE</u>	:	06 November 2026 at 14H00
<u>POST 38/159</u>	:	<u>ASSISTANT DIRECTOR: FACILITIES AND RECORDS MANAGEMENT REF NO: EMC/1/23/26</u>
<u>SALARY</u>	:	R487 197 – R573 897 per annum (Level 09)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	National Senior Certificate/ Grade 12/ Standard 10 or NCV Level 4. Recognised three (3) year National Diploma (NQF 6) /Degree in Building Management / Safety Management / Construction Management or related qualification. 3 to 5 years' experience in Facilities Management, SHERQ and OHS environment. Minimum of three (3) years supervisory experience. Must also be in possession of a valid Driver's License. Competencies: Knowledge of Public Service Act and Regulations, Occupational Health and Safety Act, immovable Asset Management Act, Telephone Management System, fire control system and facilities management system. Knowledge of Occupational Health and Safety Act 85 of 1993 and related regulations. Skills: Planning and organising, Report writing, financial management, Client oriented, project management, people management, computer literacy, communication and interpersonal, problem solving, client service.
<u>DUTIES</u>	:	Oversee maintenance of buildings and premises. Ensure compliance to SHERQ and OHS Act. Oversee fleet management. Maintain the physical security functions including key control, personnel, document and surveillance security. Records Management. Management of all Human, Financial and other resources of the unit. Perform any other duty related to the post.
<u>ENQUIRIES</u>	:	Mr A Mahamba/Ms N Thompson Tel No: (041) 996 1800
<u>APPLICATIONS</u>	:	Email address: asdfm23@emcol.co.za
<u>NOTE</u>	:	To Apply: Applications must be submitted on completed latest Z83 form. A detailed comprehensive CV is required. Certified copies of the required documents as per the advert specification will be requested from shortlisted candidates only on or before the day of the interview. Failure to submit completed latest Z83 form and detailed comprehensive CV will result in the application not being considered. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. Recommended candidates will be subjected to a personnel suitability check (criminal record, citizenship, financial record checks, verification of qualification and previous employment verification). Late applications will not be accepted. Applicants who have not been informed about the outcome of their applications within 3 months after the advert closing date may regard their application as being unsuccessful. The employer is an equal opportunity and reserves the right not to appoint. The decision of employment in terms of employment equity will be determined by the employment equity targets of the Department/College. People with disabilities are encouraged to apply. All Applications must be submitted through email addresses per position and ensure that it is 1 attachment.
<u>CLOSING DATE</u>	:	06 November 2026 at 14H00
<u>POST 38/160</u>	:	<u>ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING REF NO: ASD/MA/CO/12/10/2026</u>
<u>SALARY</u>	:	R487 197 per annum (Level 09)
<u>CENTRE</u>	:	False Bay TVET College, Central Office
<u>REQUIREMENTS</u>	:	Grade 12/ Matric. Recognized National Diploma (NQF6) in Financial Management or related qualification, 3-5 years' experience in Financial Management environment with supervisory experience, Proficient in Microsoft Office, Knowledge of PSET and CET Act, Knowledge and understanding

PFMA, Knowledge and understanding Treasury Regulations. Knowledge of Skills Development Act, Public Service Regulations and Public Service Act, Labour Relations Act. Knowledge of the National Student Financial Act Scheme and related legislation, Knowledge and financial management systems, Valid driver's license. Competencies: Knowledge of PSET and CET Act., Knowledge and understanding PFMA, Knowledge and understanding Treasury Regulations, Knowledge of Skills Development Act, Public Service Regulations and Public Service Act Labour Relations Act.

DUTIES

: Planning -Coordinate, review, analyze and quality assure the financial supporting information for planning purposes, Coordinate and review the necessary financial supporting documents required for the strategic and annual performance planning process. Analyze and quality assures the relevant financial information required in the evaluation and development of business and project plans. Check and verify the supporting information for various financial planning processes. Budgeting -Coordinate, review, analyze and quality assure the budget, preparation process. Coordinate the preparation and consultation for the MTEF budget process. Analyze, interpret and implement the treasury guideline for the estimates of national expenditure (ENE) , Develop template for the collection of budget information from line functionaries. Align budget statements with the annual performance plan, strategic plan national and provincial spending priorities. Analyze and interpret the requirements for the monthly cash flow and adjusted cash flow as prescribed by Treasury and recommend corrective action where required. Undertake the planning and supervise the preparation and consultation process in the implementation of the adjustments estimates process. Assess where shifting of funds/virements is required and possible by reviewing expenditure against budget and make recommendations. Supervise the recording of adjustments and provide feedback to the relevant components. Provide information for the preparation of the annual financial statements. Monitor that all shifts/virements are included in the adjusted budget. Analyze requests for rollovers and make recommendations in compliance with prescripts (including funds committed but not spent) Reporting Coordinate, review, analyze and quality assure the management accounting reporting processes., Evaluate information on monthly reports produced (variance between actual versus budgeted expenditure) and recommended appropriate actions where necessary. Monitor that all shifts/virements are included in the In Year Monitoring Report., Provide advice and guidance to role players on the use of forecasting methods and tools. Compile information for the interim and annual performance reports. Manage the operational processes, resources and procedures, associated with the management accounting functions. Develop and review departmental policies and procedures applicable to management accounting (planning and budgeting). Allocate duties to personnel, monitoring outcomes and instituting the necessary corrective measures to address deviations from standards. Determine workflow requirements. Monitor performance of employees and determine training needs. Control leave and related personnel matters, applying laid down. Human Resources procedures.

ENQUIRIES **APPLICATIONS** **NOTE**

: S Baboo Tel No: (021) 787 0800
: Apply online at <https://falsebayz83.ngnscan.co.za/>
: False Bay Technical and Vocational Education and Training (TVET) College is inviting applications from suitably qualified candidates to fill the following vacancies Applicants are not required to submit any copies of qualifications and other relevant documents on application but must submit a fully signed Z83 form and detailed Curriculum Vitae. Certified copies of qualifications and other relevant documents will be submitted by shortlisted candidates. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on

		the post's technical and generic requirements and the other will be integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process.
<u>CLOSING DATE</u>	:	06 November 2026. Applications received after the closing date will not be considered.
<u>POST 38/161</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: OFFICE OF THE PRINCIPAL REF NO: EMC1/24/26</u>
<u>SALARY</u>	:	R413 001 – R486 501 per annum (Level 08), plus benefits
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	Grade 12 Certificate. Recognised National Diploma in Public Administration / Business Management / Office Management (NQF Level 6) or equivalent qualification. 3-5 years in Public Administration environment. Valid Driver's License will be an added advantage. Competencies: Knowledge and understanding of Public Administration. Knowledge of the relevant legislation, policies, prescripts and procedures. Basic knowledge of Financial Administration. Skills: Administrative; Planning and organizing; Financial management; Report writing; Communication and interpersonal; Problem solving; Computer literacy; Analytical. Client oriented. Project management. Team leadership. Planning and organizing. People management.
<u>DUTIES</u>	:	Draft all letters, submissions and memorandums. Preparing supporting documents for meetings, receive and distribution of stationery to the relevant officials. Receive and consolidate monthly reports. Assist in co-ordinate of college inputs for annual, quarterly, monthly reports, and cash flow statements. Assisting in the establishment and implementation of effective records and document management systems in the office of the Principal. Coordinate all logistical arrangements for travelling and meetings etc. Processing of claims for travelling and meetings etc. Arrange all meetings, proceedings and activities of the above structures. Compile agenda, minutes, reports and other records of the above structures. Distribution of relevant documents for meetings of above structures. Assist in keeping a register of resolutions and supporting all relevant Council Members / Managers / Officials through continuous correspondence to remind them of what needs to be done. Safekeeping of approved minutes are signed off and safely kept. Assist in coordinating operational and strategic planning process. Assist in coordinate and compile strategic and operational plans. Assist in facilitating the development and implementation of service delivery improvement plans and initiatives. Assist in coordinating and compiling institutional performance and strategic reports. Assist in conducting an assessment on college effectiveness and efficiency in supporting the attainment of service delivery objectives.
<u>ENQUIRIES</u>	:	Mr A Mahamba/Ms N Thompson Tel No: (041) 996 1800
<u>APPLICATIONS</u>	:	Email Address: adminotp24@emcol.co.za
<u>NOTE</u>	:	To Apply: Applications must be submitted on completed latest Z83 form. A detailed comprehensive CV is required. Certified copies of the required documents as per the advert specification will be requested from shortlisted candidates only on or before the day of the interview. Failure to submit completed latest Z83 form and detailed comprehensive CV will result in the application not being considered. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. Recommended candidates will be subjected to a personnel suitability check (criminal record, citizenship, financial record checks, verification of qualification and previous employment verification). Late applications will not be accepted. Applicants who have not been informed about the outcome of their applications within 3 months after the advert closing date may regard their application as being unsuccessful. The employer is an equal opportunity and reserves the right not to appoint. The decision of employment in terms of employment equity will be determined by the employment equity targets of the Department/College. People with disabilities are encouraged to apply. All Applications must be submitted through email addresses per position and ensure that it is 1 attachment.
<u>CLOSING DATE</u>	:	06 November 2026 at 14H00

<u>POST 38/162</u>	:	<u>SENIOR BURSARY OFFICER REF NO: EMC1/25/26</u>
<u>SALARY</u>	:	R413 001 – R486 501 per annum (Level 08), Plus benefits
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	Matric or equivalent plus a recognized National Diploma or Degree in Financial Management/Accounting or any other relevant qualification. A valid driver's license will be an added advantage. Must be proficient in MS-Excel. 3-5 years relevant work experience in Bursary / Financial aid services. Valid Driver's License will be an added advantage. Competencies: Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics; Knowledge of basic financial operating systems (Coltech, etc.) Essential knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge of the Public Service financial legislations, procedures and Treasury Regulations (PFMA, NSFAS guidelines and Financial Management practices). Skills: Planning and organizing; Computer skills; Language; Good verbal and written communication; Basic numeracy skills; Ability to perform routine tasks; Ability to operate office equipment; Flexibility; Interpersonal Relations; Accuracy; Aptitudes of figures.
<u>DUTIES</u>	:	Maintain a database of all student applications in terms of Department of Higher Education and Training and NSFAS requirements. Maintain a database of all student applications in terms of college bursary requirements. Log and submit all applications and ensure all required information are attached to the application. monitor bursary and other awards in conjunction in relation to finance portfolio and college procedure. Coordinate bursary allocations. Ensure administration of bursaries are in line with NSFAS guidelines, funder MOU/SLA and policies. Review application for financial Aid. Analyze NSFAS provisionally funded students. Authorize disbursement of funds. Report on all bursary and financial aid allocations and progress. Management of human, physical and financial resources.
<u>ENQUIRIES</u>	:	Mr A Mahamba/Ms N Thompson Tel No: (041) 996 1800
<u>APPLICATIONS</u>	:	Email Address: sbo25@emcol.co.za
<u>NOTE</u>	:	To Apply: Applications must be submitted on completed latest Z83 form. A detailed comprehensive CV is required. Certified copies of the required documents as per the advert specification will be requested from shortlisted candidates only on or before the day of the interview. Failure to submit completed latest Z83 form and detailed comprehensive CV will result in the application not being considered. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. Recommended candidates will be subjected to a personnel suitability check (criminal record, citizenship, financial record checks, verification of qualification and previous employment verification). Late applications will not be accepted. Applicants who have not been informed about the outcome of their applications within 3 months after the advert closing date may regard their application as being unsuccessful. The employer is an equal opportunity and reserves the right not to appoint. The decision of employment in terms of employment equity will be determined by the employment equity targets of the Department/College. People with disabilities are encouraged to apply. All Applications must be submitted through email addresses per position and ensure that it is 1 attachment.
<u>CLOSING DATE</u>	:	06 November 2026 at 14H00
<u>POST 38/163</u>	:	<u>ICT TECHNICIAN REF NO: EMC1/26/26</u>
<u>SALARY</u>	:	R338 106 – R398 277 per annum (Level 07), plus benefits
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	Grade 12/Matric. National Diploma in Information Technology (IT) / Computer Science or equivalent. At least 2-3 years' experience in IT environment, Software and hardware support (Windows Microsoft). Industry Training. A+, N+, IT Fundamentals ITF+, Server+, Security+, CCNA, Microsoft Certified Professional. Industry certificates or diplomas in routers, switches, access points, telephone systems, security systems, access control systems, and camera systems. ITIL Foundation. Valid driver's licence. Competencies: Advanced ICT Hardware and Software repairs, maintenance, and networking.

	Advanced ICT software application installation & configuration. ICT Server Administration. ICT equipment networking, configuration, & maintenance. Data Backup Processes, Software and Equipment. Disaster Management Equipment and Software. Advanced ICT Hardware and Software troubleshooting. Collaboration and Teamwork. User Training and Knowledge Sharing. ICT Inventory Management. Firewalls, routers, switches, and access points. Telephone equipment. Security system equipment. Camera system equipment. Access control equipment. ICT Help Desk Operation and Management Skills: Problem-solving skills and attention to detail; Proficient Communication Skills; Good interpersonal skills and attention to details; Ability to prioritize; Ability to interpret ICT challenges of the stakeholders; Ability to interact with service providers; Effective Time Management.
<u>DUTIES</u>	: Performing complex ICT equipment configuration, installation, repair, and replacement. Performing complex ICT equipment and server maintenance, administration, and network configurations. Troubleshooting complex ICT hardware, software, and network issues. Collaboration with Level 1 technicians to resolve end-user ICT support requests. Share technical knowledge and best practices with Level 1 technicians to foster knowledge- sharing. Working closely with Level 3 technicians to escalate and resolve challenging ICT support requests. Maintaining end-user information to ensure data integrity and data security. Maintaining information management systems such as database to ensure integrity and security of data.
<u>ENQUIRIES</u>	: Mr A Mahamba/Ms N Thompson Tel No: (041) 996 1800
<u>APPLICATIONS</u>	: Email Address: icttech26@emcol.co.za
<u>NOTE</u>	: To Apply: Applications must be submitted on completed latest Z83 form. A detailed comprehensive CV is required. Certified copies of the required documents as per the advert specification will be requested from shortlisted candidates only on or before the day of the interview. Failure to submit completed latest Z83 form and detailed comprehensive CV will result in the application not being considered. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. Recommended candidates will be subjected to a personnel suitability check (criminal record, citizenship, financial record checks, verification of qualification and previous employment verification). Late applications will not be accepted. Applicants who have not been informed about the outcome of their applications within 3 months after the advert closing date may regard their application as being unsuccessful. The employer is an equal opportunity and reserves the right not to appoint. The decision of employment in terms of employment equity will be determined by the employment equity targets of the Department/College. People with disabilities are encouraged to apply. All Applications must be submitted through email addresses per position and ensure that it is 1 attachment.
<u>CLOSING DATE</u>	: 06 November 2026 at 14H00
<u>POST 38/164</u>	: <u>STATE ACCOUNTANT: MANAGEMENT ACCOUNTANT (PROJECTS) REF NO: EMC1/27/26</u>
<u>SALARY</u>	: R338 106 – R398 277 per annum (Level 07), Plus benefits
<u>CENTRE</u>	: Head Office
<u>REQUIREMENTS</u>	: Matric or equivalent plus a recognized National Diploma in Cost management Accounting/ Project Management / Financial Management Degree or equivalent qualification. 2-3 years' experience in project management environment. Valid Driver's License will be an added advantage. Competencies: Knowledge and understanding of project management and budgeting. Coordination of meetings. PSET and CET Act. Public Service prescripts and DHET Policies. Industrial operation. Identification of opportunities in the market and Labour Market. Opportunity linkages with industries. Skills: Excellent Communication (oral and written); Networking; Negotiation; Research; Interpersonal; Planning; Organising; Computer; Promotion; Placement.
<u>DUTIES</u>	: Conduct project related costing investigations and compile project budget and cash. Control Project Accounts. Prepare costing tables for project. Provide support in the management project budget and cash flow sheet. Analyze project expenditure against project budget and project milestones. Receive,

		evaluate and process request for procurement of consumables/goods of projects. Provide support in the management of funding Grant for projects. Monitor the in-time availability of funds as per MOU/SLA. Match data to different ledger accounts and verify account postings. Provide support in the processing of stipends. Reconciliation of project income and expenditure. Monitor and assist in project expenditure, SLA, Income, Invoicing, Reporting, Close-out reports. Human resource planning and management of project team. Identifying potential partners and networks to benefit and support exiting students. Conduct monitoring and evaluation for WILL and WBE. Project time management.
<u>ENQUIRIES</u>	:	Mr A Mahamba/Ms N Thompson Tel No: (041) 996 1800
<u>APPLICATIONS</u>	:	Email Address: fap27@emcol.co.za
<u>POST 38/165</u>	:	<u>PROVISIONING OFFICER REF NO: EMC1/28/26</u>
<u>SALARY</u>	:	R338 106 – R398 277 per annum (Level 07), Plus benefits
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	Matric or equivalent plus a recognized National Diploma / Degree in Supply Chain Management/ Logistics/Public Management (NQF level 6). 2 - 3 years' experience in supply chain management or relevant environment. Valid Driver's License will be an added advantage. Competencies: Basic knowledge of supply chain policies, procedures and practices. Basic Knowledge and understanding of PFMA, Treasury regulations and applicable SCM prescripts. Knowledge of demand and acquisition will be added advantage. Knowledge and understating of legislative framework governing the Public Services. Knowledge of procedures in terms of the working environment. Knowledge of Coltech. Knowledge of Department of Higher Education mandate. Skills: Planning and organizing; Report writing; Communication and interpersonal; Flexibility; Computer literacy; Customer care services; Teamwork.
<u>DUTIES</u>	:	Serve as a secretariat to the Bid Evaluation Committee and Bid Adjudication Committee (includes obtaining approval). Assist in the compilation of bid documents and submit specifications to the Bid Committee and finance department for budget purposes. Prepare tender averts and receive submissions of expressions of interest. Receive and open bid documents. Arrange and coordinate tender briefing sessions and prepare attendance registers. Compile a database of approved suppliers. Source quotations from database according to the threshold values determined by the National Treasury. Source quotations from accredited suppliers through College database. Provide review of quotations, specifications and all documents supplied by the supplier to comply with the prescribed requirements. Arrange and coordinate briefing sessions where necessary. Implement procurement policies in line with relevant prescripts and legislation. Generate purchase orders, submissions for approval and submission of purchase orders to the relevant parties. Aid in the receipt of goods and services through the MIS and submission to Finance department. Assist in the provision of an effective Contract Management service to the College. Maintain proper relationship with suppliers within the code of ethics to ensure delivery of goods/services. Provide logistical and disposal service. Provide asset management service to the College.
<u>ENQUIRIES</u>	:	Mr A Mahamba/Ms N Thompson Tel No: (041) 996 1800
<u>APPLICATIONS</u>	:	Email Address: fpo28@emcol.co.za
<u>POST 38/166</u>	:	<u>FACILITIES OFFICER REF NO: EMC1/29/26</u>
<u>SALARY</u>	:	R338 106 – R 398 277 per annum (Level 07), Plus benefits
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	Matric or equivalent plus a recognized National Diploma in Facilities Management / related engineering qualification (NQF6). Valid driver's license. OHS certificate and Project management will be an added advantage. 2-5 years' experience in physical facilities management and security management environment or related field. A valid Driver's License. Competencies: Knowledge of property evaluation methodology. Knowledge of lease agreement negotiations and BBBE procedure. Knowledge of OHSAS 18001 and of project Management. Knowledge of Treasury and PFMA Regulations. Knowledge of vehicle maintenance and services procedures. Knowledge of building maintenance. Knowledge and understating of legislative framework governing the Public Services. Monitoring and evaluation. Knowledge of

		Department of Higher Education mandate. Knowledge of OHSA and fire codes Skills: Planning and organizing; Communication (Good verbal and written); Computer Literacy; Conflict management skills; Customer care services; Report writing; Strong pro-active management skills; Budgeting skills.
<u>DUTIES</u>	:	Assist in compilation of maintenance plan for all college physical resources. Coordinate maintenance projects undertaken by internal employees as well as contractors. Keep the inventory of all buildings and equipment. Monitor the optimal utilization of facilities, including the rental of College buildings and facilities. Assist in Identifying the need for new buildings and facilities. Assist in performing regular schedule building inspection. Provide advice and guidance to the campus manager building maintenance. Draft code of conduct for residence occupants. Develop and implement policy regarding effective residence management of the college. Assist in the Implementation of policy regarding security, health and safety matters. Provision of advice and guidance on the appointment of security contractors. Provision of administrative services on the appointment of security contractors. Provide advice and guidance to campus manager regarding security and safety matters. Assist with the compliance of health and safety standards Render effective support on the development and implementation of policy regarding the management of residences of the college. Render support on the development and a residence management system. Develop a code of conduct residence occupants. Provide advice and guidance to staff at residences. Assist in discipline compliance of all residence students and residence staff. Assist in the Compilation of maintenance plan regarding machinery, tools and equipment. Assist in ensuring the implementation of the maintenance plan in line with college policy guidelines. Monitor and maintain the machinery, tools and equipment of the college. Make recommendations regarding the purchase of new machinery, tools and equipment. Compile maintenance plan regarding building and terrain. Keep inventory of all buildings and equipment. Control maintenance projects undertaken by own staff as well as by contracts. Management of human, physical and financial resources: Render staff Management.
<u>ENQUIRIES</u>	:	Mr A Mahamba/Ms N Thompson Tel No: (041) 996 1800
<u>APPLICATIONS</u>	:	Email Address: facoff29@emcol.co.za
<u>POST 38/167</u>	:	<u>SHEQ OFFICER REF NO: EMC1/30/26</u>
<u>SALARY</u>	:	R338 106 – R398 277 per annum (Level 07), Plus benefits
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	Matric or equivalent plus a recognized three (3) year National Diploma (NQF 6) in Building Management/Safety. Management/ Construction Management or related qualification. 2-3 years in Facilities Management, SHERQ and OHS environment. Fire marshal and a First aid certificate will and added advantage. Must also be in possession of a valid Driver's License. Competencies: Knowledge of Public Service Act and Regulations, Occupational Health and Safety Act, immovable. Asset Management Act, Telephone Management system, fire control system and facilities management system. Knowledge of Occupational Health and Safety Act 85 of 1993 and related Regulations. Knowledge of COIDA. Knowledge of incident reporting processes and procedures. Skills: Operating of fire extinguisher; Marketing research skills; Internet usage skills; Planning and organizing; Financial management; Report writing; Communication and interpersonal; Problem solving; Computer literacy; Analytical; Client oriented; Project management; Team leadership; Planning and organizing; People management.
<u>DUTIES</u>	:	Provide assistance in the coordination, implementation and monitoring of compliance on SHERQ programmes. Coordinate the establishment of OHS committee. Coordinate OHS-related training and continuous educational programmes. Participate in identification of hazards and risks at the workplace and assist in initiating appropriate actions. Implement and monitor SHERQ management system
<u>ENQUIRIES</u>	:	Mr A Mahamba/Ms N Thompson Tel No: (041) 996 1800
<u>APPLICATIONS</u>	:	Email Address: sheq30@emcol.co.za
<u>POST 38/168</u>	:	<u>HUMAN RESOURCES CLERK REF NO: EMC1/31/26 (X3 POSTS)</u>
<u>SALARY</u>	:	R237 453 – R279 708 per annum (Level 05), Plus benefits
<u>CENTRE</u>	:	Head Office

<u>REQUIREMENTS</u>	:	Grade 12 Certificate. Appropriate National Diploma (NQF 6) in Human Resource Management, Public Management, Labour Relations, or equivalent qualification will be an added advantage. Driver's License will be an added advantage. 1-2 years' experience in Human Resource Management. Competencies: Knowledge of HRM processes and practices; Knowledge of PERSAL; Personnel Administration Standards and CORE; Public Service Regulations and PFMA; Public Service Act; POPI Act; Knowledge of Recruitment, Training and PMDS procedures and processes; Knowledge of Labour Relations Act and understanding of bargaining process and dispute resolutions; Basic knowledge of Health and Wellness policies, processes and systems; Knowledge and understanding of the TVET Administration; Knowledge and understanding of the Higher Education sector. Skills: Human Resource Administration and Development; Investigations and negotiations; Administrative; Planning and organizing; Financial management; Report writing; Communication and interpersonal; Problem solving; Computer literacy; Analytical; Client oriented; People management; Presentation skills.
<u>DUTIES</u>	:	Capture Pension, Housing Allowance and Long Service benefits etc. in accordance with the Regulator's Conditions of Service Policy; Capture all signed contract of employment forms on salary levels 2 to 8 on a database. Assist in processing employee leave and maintaining staff files (employment contracts, details, leave forms etc.); Receive and process all termination paperwork and terminate employees as and when required; Assist with enquiries relating to the Pension Fund and Medical Aid. File and safe keep Human Resource Records in line with the Records Management Systems. Source and consolidate records required for auditing purposes. Render support in the provision of recruitment and selection services; Capture applications, handle responses and short-listing processes. Provide logistical and secretariat support during shortlisting/ interviews (arrangements of interviews such as dates, venues, and invitations to candidates). Compile appointment letters and receive assumption of duty letters from the appointable candidate. Conduct reference check for successful candidates. Provide administrative support on Labour Relations matters in the College. Gather evidence to assist with the investigation of grievances, disputes, misconduct etc. Capture grievances, disputes, misconduct cases on PERSAL. Provide assistance in the implementation of collective bargaining council resolutions. Provide logistical and secretariat services during bilateral and multilateral meetings, disciplinary hearings etc. Assist in the distribution and filing of attendance register for each strike day. Assist in the implementation of Performance Management Development System, Integrated Quality Management System and coordinate training for college staff. Render administrative support in the implement of PMDS and IQMS for College staff. Provide assistance with the completion of PMDS and IQMS documents. Collate and capture Half Yearly and Annual PMDS and IQMS Assessments for College staff. Capture PMDS and IQMS scores on PERSAL and update the database. Coordinate the delivery of external and in-house training as and when requested. Render logistical support in the arrangement of external and internal trainings. Assist in the recruitment and selection of interns and learners. Receive and capture bursary application. Capture and maintain databases for all PMDS, IQMS and Training matters. Assist with the provision of Employee Health and Wellness services in the College. Coordinate Employee Health and Wellness events for the College (Wellness days, Sports Tournaments etc.). Coordinate and communicate bereavement about College staff and their spouses and families.
<u>ENQUIRIES</u>	:	Mr A Mahamba/Ms N Thompson Tel No: (041) 996 1800
<u>APPLICATIONS</u>	:	Email Address: hrc31@emcol.co.za
<u>POST 38/169</u>	:	<u>HUMAN RESOURCES CLERK (EMPLOYEE HEALTH AND WELLNESS)</u> <u>REF NO: EMC1/33/26</u>
<u>SALARY</u>	:	R237 453 – R279 708 per annum (Level 05), Plus benefits
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	Grade 12 Certificate. Appropriate National Diploma (NQF 6) in Human Resource Management, Public Management, Labour Relations, or equivalent qualification will be an added advantage. Driver's License will be an added advantage. 1-2 years' experience in Human Resource Management. Competencies: Knowledge of HRM processes and practices; Knowledge of PERSAL; Personnel Administration Standards and CORE; Public Service

	Regulations and PFMA; Public Service Act; POPI Act; Knowledge of Recruitment, Training and PMDS procedures and processes; Knowledge of Labour Relations Act and understanding of bargaining process and dispute resolutions; Basic knowledge of Health and Wellness policies, processes and systems; Knowledge and understanding of the TVET Administration; Knowledge and understanding of the Higher Education sector. Skills: Human Resource Administration and Development; Investigations and negotiations; Administrative; Planning and organizing; Financial management; Report writing; Communication and interpersonal; Problem solving; Computer literacy; Analytical; Client oriented; People management; Presentation skills.
<u>DUITES</u>	: Assist with the provision of Employee Health and Wellness services in the College. Coordinate Employee Health and Wellness events for the College (Wellness days, Sports Tournaments etc.). Coordinate and communicate bereavement about College staff and their spouses and families. Provide administrative support services; Create a database of clients with respect to contact information, line of business and other information. Attend to general correspondence and prepare document packs for meetings. Ensure correct classification of documents and safekeeping of documents. Advice on compliance with procurement policy and coordinate all the administrative work and related functions. Keep a message system updated / forward information and take minutes. Organize meetings, strategic / business planning sessions, etc. Make appointments and keep diary updated (inform the Wellness Officer of appointments, ensure no overlaps occur, reschedule appointments when necessary). Organise travel arrangements (accommodation, car, etc.) and handle claims, petty cash etc. Keep circulars and relevant policies updated (HR policies, Finance policies and supply chain policies etc). Provide project support services in the Employee Health and Wellness Office; Keep a database of all projects. Assist with co-ordination of project reports. Coordinate inputs and prepare presentations for meetings. Assist the office to compile presentations. Render any other technical assistance required at project meetings. Provide secretariat support at meetings. Manage the flow of information and documents in the Labour Relations office. Perform document tracking for all correspondence and memorandums. Acknowledge receipt, apply file number allocation, record data into computer system, and file appropriately. Draft memos as and when instructed. Ensure distribution of documents to other functionaries. Ensure safe keeping of all documentation in the office in line with the relevant policies. Ensure / coordinate fast and efficient handling of other documentation, meeting of deadlines for documents (determine priority and follow up). File manually and electronically. Render assistance to other units. Provide support in the procurement of Employee Health and Wellness office needs.
<u>ENQUIRIES</u>	: Mr A Mahamba/Ms N Thompson Tel No: (041) 996 1800
<u>APPLICATIONS</u>	: Email Address: hrc33@emcol.co.za
<u>POST 38/170</u>	: <u>FINANCE CLERK REF NO: EMC1/33/26 (X2 POSTS)</u>
<u>SALARY</u>	: R237 453 - R279 708 per annum (Level 05), Plus benefits
<u>CENTRE</u>	: Head Office
<u>REQUIREMENTS</u>	: A grade 12 certificate plus National Diploma in Financial Management / Financial Accounting or any other relevant qualification. 1-2 years' experience financial management environment. Competencies: Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge of the Public Service financial legislations, procedures and treasury regulations (PFMA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (Coltech, Sage etc) Skills: Computer skills; Planning and organizing; Good verbal and written communication; Basic numeracy skills; Ability to perform routine tasks; Ability to operate office equipment; Flexibility; Interpersonal Relations; Accuracy; Aptitudes of figures.
<u>DUTIES</u>	: Receive invoices. Check invoices for correctness, verification and approval (internal control). Process invoices (e.g. capture payments). Filing of all documents. Perform salary administration support services. Receive salary advice. Process advice (e.g. check advice for all correctness, capture salaries, bonuses, salary adjustments, capture all deductions etc.). File all documents. Capture all financial transactions. Clear suspense accounts. Record debtors and creditors. Process electronic banking transactions. Compile journals. Collect information from budget holders. Compare expenditure against budget.

		Identify variances. Capture, allocate virements on budgets. Distribute documents regarding the budget. File all documents. Receive and capture payments.
<u>ENQUIRIES</u>	:	Mr A Mahamba/Ms N Thompson Tel No: (041) 996 1800
<u>APPLICATIONS</u>	:	Email Address: finc33@emcol.co.za
<u>POST 38/171</u>	:	<u>SUPPLY CHAIN CLERK REF NO: EMC1/34/26</u>
<u>SALARY</u>	:	R237 453 - R279 708 per annum (Level 05), Plus benefits
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	Matric certificate plus a recognised national diploma in Financial Management / Management assistant / Supply chain Management or any other relevant qualifications. Knowledge of basic financial operating systems (Coltech etc.). 1 -2 years' experience in supply chain required. Competencies: Basic knowledge of supply chain policies, procedures and practices. Basic Knowledge and understanding of PFMA, Treasury regulations and applicable SCM prescripts. Knowledge of demand and acquisition will be added advantage. Knowledge and understating of legislative framework governing the Public Services. Knowledge of procedures in terms of the working environment. Knowledge of Coltech. Knowledge of Department of Higher Education mandate. Skills: Planning and organizing; Communication (Good verbal and written); Computer Literacy; Flexibility; Customer care services; Report writing.
<u>DUTIES</u>	:	Render Supply Chain Management clerical and administrative support. Update and maintain supplier (Including contractors) database. Register suppliers on Coltech. Request and receive quotations. Capture specification on the electronic purchasing system. Process purchase orders. Issue and receive quotations. Provide secretariat or logistical support during the bid consideration and contracts conclusion process. Compile draft documents as required. Place orders. Receive and verify goods from suppliers. Capture goods in registers databases. Receive request for goods from end users. Issue goods to end users. Maintain goods register
<u>ENQUIRIES</u>	:	Mr A Mahamba/Ms N Thompson Tel No: (041) 996 1800
<u>APPLICATIONS</u>	:	Email address: scm34@emcol.co.za
<u>POST 38/172</u>	:	<u>BURSARY CLERK REF NO: EMC1/35/26</u>
<u>SALARY</u>	:	R237 453 - R279 708 per annum (Level 05), Plus benefits
<u>CENTRE</u>	:	Grahamstown Campus
<u>REQUIREMENTS</u>	:	Grade 12 plus a recognised national diploma in Financial Management / Accounting or any other relevant qualification. 1-2 years in Bursary / Financial aid / Financial environment. Competencies: Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge of the Public Service financial legislations, procedures and Treasury Regulations (PFMA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (Coltech etc.) Skills: Computer skills; Planning and organizing; Good verbal and written communication; Basic numeracy skills; Ability to perform routine tasks; Ability to operate office equipment; Flexibility; Interpersonal Relations; Accuracy; Aptitudes of figures.
<u>DUTIES</u>	:	Assist with the coordination of bursary application processes. Assist with coordinating and monitoring of financial aid processes. Analyse NSFAS provisionally funded students. Assist with the coordination of bursary allocations. Assist with the coordination of providing feedback to students relating to the progress of the bursary process as communicated by NSFAS. Assist in reporting on all bursary allocations and progress.
<u>ENQUIRIES</u>	:	Mr A Mahamba/Ms N Thompson Tel No: (041) 996 1800
<u>APPLICATIONS</u>	:	Email address: bcgraham35@emcol.co.za
<u>POST 38/173</u>	:	<u>BURSARY CLERK REF NO: EMC1/36/26</u>
<u>SALARY</u>	:	R237 453 - R279 708 per annum (Level 05), Plus benefits
<u>CENTRE</u>	:	High Street Campus
<u>REQUIREMENTS</u>	:	Grade 12 plus a recognised national diploma in Financial Management / Accounting or any other relevant qualification. 1-2 years in Bursary / Financial aid / Financial environment. Competencies: Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge of the Public Service financial

legislations, procedures and Treasury Regulations (PFMA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (Coltech etc.) Skills: Computer skills; Planning and organizing; Good verbal and written communication; Basic numeracy skills; Ability to perform routine tasks; Ability to operate office equipment; Flexibility; Interpersonal Relations; Accuracy; Aptitudes of figures.

DUTIES

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ENQUIRIES
APPLICATIONS

: Mr A Mahamba/Ms N Thompson Tel No: (041) 996 1800
: Email address: bchs36@emcol.co.za