



## ADVERTISEMENT OF POSTS

Suitably qualified candidates are invited to apply for the following Support Staff Position that exist at the College.

	Work Station	Post	Requirements	Salary Level	Salary Notch
1	Admin Centre	<b>Assistant Director: Employee Relations (Permanent post)</b> <b>Ref: KSD-ADER 2019/09</b>	An appropriate Bachelor's degree or National Diploma in Human Resources Management/ Labour Relations (NQF6) qualification. At least three (3) years relevant work experience in the labour relations setup. Good organisational reporting and co-ordination skills. Computer literacy in MS Word, Excel, Power point and Outlook. Understanding of Public Service legislations and other Human Resources related policies and directives applicable to the Public Service. A valid a Drivers' license.  <b>Responsibilities:</b> Manages and monitors the implementation of labour relations programme of organization. Deal with college disciplinary matters. To investigate and resolve grievances. To deal and coordinate legal matters. Arranges and schedules meetings between grieving workers, supervisory and managerial personnel and Labour unions. Analyses a collective agreement to develop interpretation of intent and terms of contract. Drafts all employment related policies and contracts. Advises management and union officials in the development of labour policies and practices. Advises, acts as liaison between management and relevant stakeholders in resolving labour related disputes, investigates and attends to initiation of internal and external disciplinary hearings and proceedings on behalf of the college. Advises management and union officials in development, application and interpretation of labour policies and practices. Prepares statistical reports, using records of actions taken concerning grievances, arbitration and mediation cases and related labour relations activities to identify problem areas.	SL9	R376 596.00 plus benefits applicable in the public service
2	Admin Centre	<b>Chief Personnel Practitioner</b> <b>Ref: KSD-CPO(HRA) 2019/09 (Permanent Post)</b>	Grade 12. A relevant three (3) year tertiary qualification in HRM or equivalent qualification. Three-Five year's relevant experience in HR Administration. Extensive knowledge of PERSAL. Valid Driver's licence. Knowledge of HRM policies and directives. General knowledge of Public Service Act, Public Service Regulations, CET Act, Knowledge of relevant labour legislation  <b>Duties include but not limited to:</b> <ul style="list-style-type: none"><li>• Capturing and approval in the Persal system (appointments, terminations, leave)</li><li>• Controlling staff establishment of the college.</li><li>• Draw and analyze Persal reports</li><li>• Produce management reports (Monthly and Weekly)</li><li>• Exercise control of recruitment and selection process.</li><li>• Ensure correct appointment of new appointees.</li><li>• Monitor implementation of Human Resource Policies.</li><li>• Manage personnel information system and present available information on request.</li><li>• Advice management and staff on employment related matters and general conditions of employment.</li><li>• Knowledge of MS Word and MS Excel.</li><li>• Good interpersonal relations.</li></ul>	SL8	R316 791.00 plus benefits applicable in the public service
3	Admin Centre	<b>Admin Clerk – HRD</b> <b>Ref: KSD (HRD01) 2019 (One year fixed term contract)</b>	Grade 12 (Std 10) certificate. National Diploma in HRM. Twelve (12) month's practical experience in Training and Development. Knowledge of the SDA and general SD Legislation. Knowledge of MS Word and MS Excel. Good interpersonal relations.  <b>Duties include but not limited to:</b> <ul style="list-style-type: none"><li>• Assist in consolidation of training needs for employees (PDPs)</li><li>• Assist in compilation of training report (WSP/ATR)</li><li>• Assist in facilitating timely contracting of employees (PMDS)</li><li>• Responsible for coordinating quarterly review process</li><li>• Assist in compilation of weekly, monthly, quarterly and annual reports</li><li>• Perform administrative and related functions</li></ul>	SL5	R173 703.00 plus benefits applicable in the public service
4	Admin Centre	<b>Admin Clerk – HRA</b> <b>Ref:KSD (HRA01) 2019 (One year fixed term contract)</b>	Grade 12 (Std 10) certificate. National Diploma in HRM. Twelve (12) month's practical experience in HRM. Knowledge of the Recruitment and Selection process any HRM related legislations. Knowledge of MS Word and MS Excel. Good interpersonal relations  <b>Duties include but not limited to:</b> <ul style="list-style-type: none"><li>• Assist in Recruitment and Selection</li><li>• Assist in Advertisements</li><li>• Assist in Appointments</li><li>• Probationary periods</li><li>• Transfers</li><li>• Secretarial functions at interviews</li><li>• Assist in implementation of conditions of services</li><li>• Assist in compilation of weekly, monthly, quarterly and annual reports</li><li>• Perform administrative and related functions</li></ul>	SL5	R173 703.00 plus benefits applicable in the public service

### Applications must be submitted as follows:

1. Z83 form obtainable from any public service department
2. Detailed CV with at least 2 recent contactable references
3. Certified copies of original certificates Matric (Grade 12 qualification, academic records/transcripts for tertiary qualifications and certificates)

### Application will not be considered if:

1. The required documentation is not submitted and/ or is received after the closing date and if the application is not fully completed.
2. It is e-mailed or faxed.
3. Submitted after the closing date

The College reserves the right not to make any appointment to the advertised posts. KSD TVET College is an affirmative action employer. Correspondence will be limited to shortlisted applicants only.

**The application should be forwarded to one of the following address:**

**Physical Address:** Deputy Principal Corporate Services, KSD TVET College, Administration Centre, R61 Queenstown Road, Cicira Village, Mthatha.

**Postal Address:** Deputy Principal Corporate Services, KSD TVET College, Private Bag X 5039, Mthatha 5099.

**Enquiries: Mr Z. Galada @ 047-5051030/31**

**Closing date: 26 November 2019 at 12h00**