



Lovedale TVET College invites suitably qualified, innovative, result-orientated and self-motivated candidates to apply for the following vacancy:

### COLLEGE APPOINTMENTS

**Post: Assistant Manager: Revenue and Budget Control**  
**Ref: HQ04/2019**  
**Salary Level: 09**  
**Salary Notch: R376 596 plus 37% in lieu of benefits**  
**Contract Duration: Three (3) Years**

**Requirements:** National Diploma / Degree in Accounting/ Financial Management/ Cost and Management Accounting  
• 5 Years relevant working experience, of which 3 years must be at supervisory level  
• Knowledge / understanding of Public Finance Management Act 1999  
• Knowledge of Treasury Regulations  
• Compliance with GRAP  
• Work experience and knowledge of Pastel  
• Knowledge of Public Service Act  
• Problem solving skills  
• Accounting skills  
• Computer literacy  
• Advanced Excel and analytical skills  
• Communication skills  
• A Valid Driver's license.

**Key Responsibilities:** • Render revenue and debtor's collection management services  
• Identify revenue sources  
• Identify innovative ways of collecting revenue  
• Prepare and report the projected budget / forecasting and the expenditure and cash flows  
• Render budget planning and accounting services  
• Coordinate the development of budget by campuses and departments  
• Consolidate budget projections by campuses and departments  
• Draft consolidated college budget  
• Monitor college expenditure  
• Render financial planning services to the campuses  
• Align MTEF with the College Strategic Plan and APP  
• Coordinate budget adjustments  
• Detect and monitor over payments and misallocation of funds  
• Manage the standard charters of accounts  
• Verify availability of budget/ funds before any Procurements / payments  
• Monitor the expenditure  
• Projections and cash flow for earmark grants from Provincial and national funding for student's goods and services and infrastructure projects  
• Ensuring that Budget is spent according to the grants terms and conditions  
• Monitor finances relating to Services Level Agreements and MOU's contracted with the College  
• Assist in balancing Suspense Ledger Accounts  
• Aging and reconciliation of debtors and creditors  
• Compliance with GRAP AFS.

**Post: Assistant Manager: Assets Management**  
**Ref: HQ05/2019**  
**Salary Level: 09**  
**Salary Notch: R376 596 plus 37% in lieu of benefits**  
**Contract Duration: Three (3) Years**

**Requirements:** • National Diploma/Degree in Accounting / Financial Accounting  
• 5 Years relevant working experience, of which 3 years must supervisory experience  
• A valid driver's license  
• Knowledge of Public Finance Management Act 1999  
• Asset Management Policy  
• Compliance with GRAP  
• Knowledge and work experience on Pastel  
• Ability to work under immense pressure  
• Computer literate Advanced Excel, Word etc.  
• Good Interpersonal and communication skills  
• Must be in good health and be able to function well in a team.

**Key Responsibilities:** Ensure Assets Policies and process are correctly implemented  
• Manage and monitoring of fixed, movable, biological, intangible Assets and Inventory in Compliance with GRAP standards  
• Receive and bar code all assets in the College  
• Safe guarding and maintenance of assets  
• Update and maintain the college assets register  
• Able to calculate assets life span and depreciation in compliance with GRAP standards  
• Monitor the movements of assets  
• Reconciliation of assets register and ledger account to annual financial statements  
• Liaise with stores? and end users  
• Provide the college with weekly / monthly reports of new acquisitions received  
• Coordinate the activities of the disposal committee  
• Ensure the reconciliation of the purchases of assets against the asset registers  
• Assist in the facilitation of the assets transfers  
• Conduct physical asset verification in the campuses and Headquarters  
• Ensure the correct inventory items are requested and delivered on time  
• Ensure that Campuses and end – users and students sign Goods Received Notes from Campuses  
• Proper monitoring of stocktaking  
• Ensure all rooms / offices have Inventory lists and movement of assets is reported  
• Update and monitor lease (contract) assets register and contract are renewed before they expire  
• Monitor and report loss of college assets  
• Identify and report intangible assets  
• Contracts and evaluate subordinates in the unit  
• Attend to queries from internal and external auditors  
• Able to assist in any other finance related task assign by the supervisor  
• Assist in SCM committee structurers and procurement process.

**Post: Assistant Director: Information and Communication Technology (Permanent)**  
**Salary Level: 9**  
**Salary Notch: R376 596**

**Requirements:** • Recognised B degree or equivalent qualification in Information Technology (hardware, software & networks) with relevant major subject(s)  
• Industry recognised certificates i.e ITIL , TOGAF and / or COBIT will be an added advantage  
• Project Management certificate  
• Minimum of 4-5 years in the IT sector and 3 years proven supervisory experience  
• Project Management experience in complex IT projects  
• Practical experience with desktop hardware , software , servers , internet back-ups ,Linux , anti-virus and networking/cable installation  
• Willingness to spend additional time on tasks when needed  
• Be in possession of a valid code 8 driver's licence.

**Key Responsibilities:** • Develop and manage a five (5) year maintenance and upgrade plan for all IT related activities within the College  
• Plan , direct and coordinate daily activities of the IT department  
• Develop implement, maintain and proactively communicate ICT policies and procedures to ensure the effective and efficient use of ICT throughout the College  
• Develop , Implement and maintain a software management strategy that ensures the College fully complies with software licenses and ensure no unlicensed software are used in the college system  
• Create a structured approach to rolling out new software, including procurement, testing and assessing the needs of user training  
• Ensuring the smooth running of all ICT systems, including anti-virus software, print services and email provision  
• Establish a sound and efficient communication system between IT and the various departments  
• Trouble shooting and repairs (hardware and software)  
• Manage and maintain all backups and anti-virus software  
• Ensure that relevant policies at the college are implemented by users  
• Plan and upgrade computer laboratories and administrative workstations annually  
• Maintain WAN and LAN networks  
• Provide specifications to the SCM Unit for the purchase of software and hardware  
• Conduct meetings with internal staff  
• Manage the Units budget cash flow  
• Compile the annual operational plan.

### PERMANENT PERSAL POSITIONS

**Post: Lecturers X3**  
**Post Level: 1**  
**Salary Notch: R211 098**

#### ZWELITSHA CAMPUS

**REF: ZWE15/2018:** Programme: National Certificate (Vocational): Civil Engineering & Building Construction: Masonry NQF level 2 – 4.

**REF: ZWE 16/2018:** Programme: National Certificate (Vocational): Engineering Related Design: Engineering Systems NQF L2 - 4

**REF: ZWE04/2019:** Programme: National Certificate (Vocational): Electrical Infrastructure & Construction: Electrical Systems and Construction NQF L2 – 4.

**Post: Programme Managers X 3**  
**Post Level: 2**  
**Salary Notch: R347 703**

#### ALICE CAMPUS

**REF: AL10/2018:** Programme: National Certificate (Vocational): Farming Management – NQF level 2 – 4.

#### ZWELITSHA CAMPUS

**REF: ZWE17/2018:** Programme: National Certificate (Vocational): Electrical Infrastructure Construction NQF level 2 – 4.

**REF: ZWE05/2019:** Programme: Report 191: Electrical/ Civil/ Mechanical Engineering N1 – N3

**Requirements:** Post ZWE15/2018: A relevant qualified artisan (Trade Test Certificate) with a minimum of two (2) years relevant industrial experience after completion of a formal apprenticeship  
• Knowledge of building drawings will be an added advantage.

**Post ZWE16/2018:** A qualified artisan specialized in welding/ boiler maker/ Plater (Trade Test Certificate) with a minimum of two (2) years relevant industrial experience after completion of a formal apprenticeship  
• Knowledge of engineering drawings will be an added advantage.

**Post ZWE 04/2019:** A qualified Electrician (Trade Test Certificate) with a minimum of two (2) years relevant industrial experience after completion of a formal apprenticeship.

**Post ZWE17/2018:** A relevant three year Electrical Engineering National Diploma/ Degree with specialization in heavy current  
• A qualified artisan (Trade Test Certificate) with a minimum of five (5) years relevant industrial experience after completion of a formal apprenticeship  
• Assessor & moderator registered with QCTO  
• Minimum of two (2) years supervisory experience.

**Post ZWE 05/2019:** A relevant three year Electrical/ Civil/ Mechanical Engineering National Diploma/Degree  
• A qualified artisan (Trade Test Certificate) with a minimum of five (5) years relevant industrial experience after completion of a formal apprenticeship  
• Assessor & moderator registered with QCTO  
• Minimum of two (2) years supervisory experience.

**Post AL10/2018:** A three year Degree/Diploma in Agriculture.  
**For all academics:** Relevant teaching qualification  
• At least three years teaching experience in the TVET College sector  
• Supervisory experience in the college education sector, will be an added advantage  
• Assessor & moderator certificate will be an added advantage  
• An In-depth knowledge of Report 191/90 as well as National Certificate (Vocational) qualifications offered at the College  
• An In-depth knowledge of academic support with proven experience  
• A proven understanding of vocational training and its importance for delivery of critical skills  
• Knowledge of all Education related legislative framework such as PAM, CET act of 2006 as amended, all Assessment related policies & guidelines, curriculum guidelines, Public Service Act, etc.  
• Be in a possession of a valid code 8 driver's license  
• Sound Computer Skills in MS Office (Beginners – Intermediate level) and self – motivation  
• Good leadership skills  
• Good communication skills (verbal and spoken)  
• Good organising, planning, problem solving and analytic skills  
• Registration with SACE  
• Short-listed applicants will be expected to perform a practical computer and/or trade assessment in the programme they are applying for.

**Key Responsibilities:** • Facilitate the teaching, integrated learning and practical training in the various subjects within related programme (thorough lesson planning according to the Subject & Assessment Guidelines)  
• Participate in all other related teaching responsibilities, including academic support  
• Manage students within the subject at all times (discipline)  
• Create an environment that is conducive to learning  
• Develop training material and identify relevant techniques/ models for training needs  
• Develop relevant assessment material  
• Administration of student assessment  
• Assist with examinations related duties  
• Attend relevant training workshops and apply knowledge, where applicable  
• Keep up to date with the latest development in field of study  
• Assist to prepare students for the world of work

**Closing date: 17 January 2020**

**Enquiries: Ms S Jali/ Ms Mjonono 087 238 2223 / 043 6040 727.**

**Applications:** Must be submitted on the z83 Form obtainable from any Public Services Departments and internet. Applications must be accompanied by recently updated comprehensive CV, with three contactable references and certified copies of all your qualifications with **ACADEMIC RECORDS**, Identity Document (ID) **NOT** older than six (6) months including drivers license where required. It is the applicant's responsibility to have foreign qualifications evaluated by South African Qualifications Authority and Evaluation Certificate from SAQA must be attached. Failure to complete Z83 and submit the requested documents will result in your application not being considered. Post your complete application to: The Deputy Principal: Corporate Services, Lovedale TVET College, Private Bag X7403, King William's Town, 5600 **OR** hand-deliver to Headquarters Reception, Lovedale TVET College, 1 Amatola Row, King William's Town

**Note:** All costs incurred due to your application and interviews will be at your own expense  
• No faxed or e-mailed applications will be accepted  
• Due to the large number of applications we envisage receiving, applications will not be acknowledged and 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 unsuccessful.

**Lovedale TVET College is an equal opportunity employer and reserves the right not to make an appointment.**