



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

CENTRAL ADMINISTRATION OFFICE

50051 Mfundu Mngadi Drive, KwaMakhutha • P O Box 1795, Amanzimtoti, 4126
Tel: (031) 905 7000/1 • Fax: (031) 905 1399 • Email: info.coastal@kzntvet.edu.za
www.coastalkzn.co.za



DEPARTMENT OF HIGHER EDUCATION AND TRAINING

Coastal KZN Technical Vocation Education and Training College is an Equal opportunity employer inviting applications from suitable experienced applicants for these contract posts.

RE-ADVERTISEMENT

ASSISTANT DIRECTOR (SL9): LABOUR RELATIONS

REF NO: CAO 11/2024

NATURE OF APPOINTMENT: CONTRACT (ONE YEAR)

SALARY: R444 036 PER ANNUM (LEVEL 09) PLUS BENEFITS

CENTRE: CENTRAL ADMIN OFFICE (COASTAL KZN TVET COLLEGE)

REQUIREMENTS: Grade 12/ Senior Certificate/ Equivalent at NQF Level 4 together with a recognised three (3) year National Diploma (NQF 6)/ Bachelor's Degree in Labour Relations, Employment Relations and Human Resource Management or related qualification plus at least 3 to 5 years of supervisory experience in Labour Relations or Human Resource Management environment or related field, computer literacy and a valid driver's license.

Recommendations: Advanced experience in interpretation, development and implementation of policies. Knowledge of Labour Relations Act, Public Services legislations and policies related to Human Resource Management. Sound knowledge of Labour Relation statutes. Sound knowledge of International Labour Organization (ILO). Knowledge and understanding of the TVET/CET Administration. Knowledge and understanding of the Higher Education sector. Knowledge of PERSAL. **SKILLS:** Administrative, Planning and organizing, Financial management, report writing, Communication and interpersonal, Problem solving, computer literacy, analytical, client oriented, project management, team leadership, people management, conducting investigations, presentation skills.

DUTIES: Maintain sound Labour Relations. Render advice on labour related matters. Develop and implement Human Resource policies and manuals. Ensure proper implementation of disciplinary procedures, grievance procedures and code of conduct. Conduct investigations and disciplinary hearings. Management of strike action.

Minimize labour disputes and ensure labour peace. Management of appeals and disputes within the prescribed timelines. Facilitate and conduct labour relations training and workshops. Ensure proper implementation of the collective bargaining council resolutions. Represent the college at Bargaining councils and the CCMA. Management of all Human, Financial and other resources of the unit.

Enquiries: NP Xaba HR Unit Tel No: (031) 905 7000

SENIOR ADMINISTRATION CLERK (SL5): SUPPLY CHAIN MANAGEMENT

REF NO: DBN 01/2024

NATURE OF APPOINTMENT: CONTRACT (ONE YEAR)

SALARY: R216 417 PER ANNUM

CENTRE: DURBAN CAMPUS (COASTAL KZN TVET COLLEGE)

REQUIREMENTS: Grade 12/ Senior Certificate/ Equivalent at NQF Level 4 plus at least 2 years of experience in SCM environment or related field and computer literacy.

KNOWLEDGE: Basic knowledge of supply chain duties, practices as well as the ability to capture data. Knowledge of assets disposal procedure. Knowledge and understanding of legislative framework governing the Public Services. Knowledge of procedures in terms of the working environment. Knowledge of assets management. Knowledge of Supply Chain Policies. Knowledge of Department of Higher Education mandate. **SKILLS:** Planning and organizing. Communication (Good verbal and written). Computer Literacy. Flexibility. Customer care services. Report writing.

DUTIES: Render asset management cleric support. Compile and maintain records (e.g. asset records/database). Check and issue furnisher, equipment and accessories to components and individuals. Identify redundant, non-serviceable and obsolete equipment for disposal. Verify asset register. Render demand and acquisition clerical support. Update and maintain supplier (including contractors) database. Capture specification on the electronic purchasing system. Issue and receive quotations. Provide secretariat or logistical support during the bid consideration and contracts conclusion process. Render logistical services. Place orders. Receive and verify goods from suppliers. Capture goods in registers databases. Maintain goods register. Issue goods to end users.

Enquiries: NP Xaba HR Unit Tel No: (031) 905 7000

APPLICATIONS : Quoting the relevant reference number, direct your application to:

The Acting Principal, Coastal KZN TVET College, P O Box 1795, Amanzimtoti, 4126 or hand deliver to 50051 Mfundi Mngadi Drive, KwaMakhutha, (Mon-Fri 07:30 – 16:00)

NOTE : **DIRECTION TO CANDIDATES**

Applications must be submitted on the **new prescribed Z83 form** obtainable from any Public Service department and **must be fully completed, dated and signed**. Clear indication of the post and reference number that is being applied for must be indicated on your Z83 form as well as a **recent, comprehensive Curriculum Vitae**.

Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the fully completed and signed Z83 form and detailed curriculum vitae. Communication regarding certified copies of Qualifications and other relevant documents will be limited to only shortlisted candidates. Therefore, only shortlisted candidates will be required to submit certified documents on or before the day of the interview, following a communication from the College Human Resources Management Administration Unit.

Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA).

Late (received after closing date and time) and incomplete applications will not be considered. The employer is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) in the Department through the filling of this post(s) with a candidate whose appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan. **The Employer reserves the right not to make an appointment.** Where applicable, candidates may be subjected to a skills test. **Correspondence will be limited to short-listed candidates.**

All short-listed candidates will be subjected to a qualifications and citizen verification; criminal record and financial/asset record checks. Applicants who have not been invited for an interview within 60 days of the closing date should consider their application unsuccessful

Closing Date: 29 November 2024