



GERT SIBANDE TVET COLLEGE COUNCIL INVITES SUITABLY QUALIFIED CANDIDATES TO APPLY FOR THE FOLLOWING VACANT POSTS

DEPUTY DIRECTOR: PLANNING

Contract Position: 3 Years Contract renewable annually

Branch: TECHNICAL AND VOCATION EDUCATION AND TRAINING

Directorate: Infrastructure and Maintenance and Development

SALARY: R 826 053.00 per annum (All-inclusive Remuneration Package), CENTRE: Head Office, Pretoria (REF NO: DHET, GSC 18/2019)

REQUIREMENTS: An appropriate Bachelor's Degree/Advanced National Diploma (NQF level 7) in the Build Environment, or equivalent qualification coupled with at least 5 years, site and middle management level experience. Knowledge or experience of Public immovable Asset Maintenance Management Policies, GIAMA, IDMS SIPDM and NIAMMS. Knowledge of spatial Planning and Land use Management Act, Municipal Act and Property of Facility Management. Ability to develop planning tools and high level skills in the use of MS Office Packages. A valid driver's license and willing to travel.

ADVANTAGES: Experience in planning, coordination and management of projects in the public sector would be advantages; Candidates with 5 years infrastructure and construction background will have an added advantage; demonstrated understanding of strategic planning, Municipal services and property valuation.

Duties: The successful candidate will implement action plans for the College Sector with regards to planning; Contribute to the design and administration of an appropriate spatial database for infrastructure planning; Give guidance and support with regards to spatial planning support for the College Sector; Analyse, interpret and report on quantitative as well s qualitative data; Facilitating capacity building on infrastructure planning, accountability and performance information; Liaise and network with build environmental research organisations; Writing research reports and developing planning monitoring tills for the College sector.

Enquiries: Mr JA Pretorius, Tel no: 017 712 9040 **NOTE:** Shortlisted candidates may be required to draft reports, perform presentations and undergo competency assessments as part of the selection process.

DEPUTY DIRECTOR: MONITORING & EVALUATION OF INFRASTRUCTURE

Contract Position: 3 Years Contract renewable annually

Branch: TECHNICAL AND VOCATION EDUCATION AND TRAINING

Directorate: Infrastructure and Maintenance and Development

SALARY: R 826 053.00 per annum (All-inclusive Remuneration Package), CENTRE: Head Office, Pretoria (REF NO: DHET, GSC 19/2019)

REQUIREMENTS: An appropriate Bachelor's Degree/Advanced National Diploma (NQF level 7) in the Build Environment, or equivalent qualification coupled with at least 5 years, site and middle management level experience. Knowledge or experience of Public immovable Asset Maintenance Management Policies, GIAMA, IDMS, SIPDM and NIAMMS. Experience in working with large infrastructure and maintenance datasets; Understanding and experience of various evaluation and research methodologies applied to the Build Environment sector; Demonstrated understanding of strategic planning; Ability to develop monitoring tools and high level skills in the use of MS Office Packages. A valid driver's license and willing travel.

ADVANTAGES: Candidates with 5 years infrastructure and construction background will have an added advantage; Proven experience in conducting and monitoring evaluation in the Build Environment; Ability and experience in writing reports; Ability to make presentations to stakeholders; Ability to analyse, interpret and report on quantitative as well as qualitative data;

DUTIES: Monitor and evaluate the infrastructure building and maintenance output of the College sector. Conduct verification and spending on infrastructure (Actual vs. Spend). Review approved plans, documentation and conduct quality. Identify shortcomings on College infrastructure building and maintenance and develop remedial measures. Contextualize maintenance planning of infrastructure. Coordinate and support research studies commissioned by the College sector; Developing specifications for monitoring and evaluating infrastructure and maintenance evaluations in the College sector. Manage and support infrastructure and maintenance projects; Developing specifications for monitoring and evaluation infrastructure and maintenance projects; Facilitating capacity building on infrastructure planning, monitoring and evaluation accountability and performance information; Liaise and network with build environment research organisations; Writing research reports and developing monitoring tools for the College sector.

Enquiries: Mr JA Pretorius, Tel no: 017 712 9040 NOTE: Shortlisted candidates may be required to draft reports, perform presentations and undergo competency assessments as part of the selection process.

DEPUTY DIRECTOR: INFORMATION SYSTEM MANAGEMENT

Contract Position: 3 Years Contract renewable annually

Branch: TECHNICAL AND VOCATION EDUCATION AND TRAINING

Directorate: Infrastructure and Maintenance and Development

SALARY: R 826 053.00 per annum (All-inclusive Remuneration Package), CENTRE: Head Office, Pretoria (REF NO: DHET, GSC 20/2019)

REQUIREMENTS: An appropriate Bachelor's Degree/Advanced National Diploma (NQF level 7) in Information Technology, or equivalent qualification coupled with at least 5 years at middle management level; At least 5 years working knowledge and experience in development or design and maintenance of databases including Excel and Access; Knowledge of Infrastructure Information management systems; Business process management; Good communication and report writing skills; Ability to interpret and apply policy; Analytical and innovative thinking; Computer operating systems and software skills; Client orientation and customer focus Systems planning & quality assurance skills; Technical report-writing skills and IT Research skills; a valid driver's license and willingness to travel.

ADVANTAGES: Knowledge or experience of Public Immovable Asset Maintenance Management Policies, GIAMA, IDMS, SIPDM and NIAMMS will be advantageous; Knowledge of the public sector and build environment; Knowledge of funding applications for maintenance and infrastructure in the public sector.

DUTIES: Manage & setting up of the College sector Infrastructure Management Systems. Management of Infrastructure surveys and data collection; Infrastructure info asset management; Development of staff and implementation of ICT strategies. Manage and maintain server volumes, information database, software and licensing. Align business systems with the College Sector's strategic direction. Manage security and risk measures to protect systems and applications. Provide leadership and guidance with regard to establishment and implementation of information systems strategy. Advise the College Sector of future information and systems development. Plan, develop, implement and maintain College Sector Infrastructure Information Systems. College Sector Infrastructure Information Systems policies, procedures and standards related to the field of expertise and ensure compliance to national formulated policy. Ensure research and development effectively contributes to the strategy planning process within Information Technology. Implementation and Managing the interim new infrastructure building and maintenance database

Enquiries: Mr JA Pretorius, Tel no: 017 712 9040 NOTE: Shortlisted candidates may be required to draft reports, perform presentations and undergo competency assessments as part of the selection process.

DEPUTY DIRECTOR: STATUTORY COMPLIANCE IMMOVABLE ASSETS

Contract Position: 3 Years Contract renewable annually

Branch: TECHNICAL AND VOCATION EDUCATION AND TRAINING

Directorate: Infrastructure and Maintenance and Development

SALARY: R 826 053.00 per annum (All-inclusive Remuneration Package), CENTRE: Head Office, Pretoria (REF NO: DHET, GSC 21/2019)

REQUIREMENTS: An appropriate Bachelor's Degree/Advanced National Diploma (NQF level 7) in the Build Environment, or equivalent qualification coupled with at least 5 years' experience in building maintenance and infrastructure compliance. Knowledge or experience of Public Immovable Asset Maintenance Management Policies, GIAMA, IDMS, SIPDM and NIAMMS. Proven experience in infrastructure and maintenance of immovable assets in the College sector; Knowledge of construction and build environment regulations and policies; Knowledge of infrastructure and maintenance planning systems; Knowledge of all statutory requirements relating to infrastructure building and maintenance; Knowledge of municipal processes and regulations; Knowledge of OHSAS 18001, SANS 14001, SANS 10400; Compulsory registration with one of the Councils in the Build Environment as a professional, preferably ECSA or SACPCMP; a valid driver's license and willing to travel.

ADVANTAGES: Ability to make presentations to stakeholders; Ability to analyse, interpret and report on infrastructure building assets and statutory developments; Ability and experience in writing reports.

DUTIES: Ensure College Infrastructure building and maintenance complies with relevant legislation and statutory requirements. Monitor and report on the quality, compliance and structural integrity for compliance regulations. Manage and maintain the statutory compliance aspects and all associated reports for the College Sector statutory compliance infrastructure and maintenance delivery. Conduct on-going research on latest infrastructure construction and statutory compliance methods and developments.

Enquiries: Mr JA Pretorius, Tel no: 017 712 9040 NOTE: Shortlisted candidates may be required to draft reports, perform presentations and undergo competency assessments as part of the selection process.

DEPUTY DIRECTOR: INFRASTRUCTURE ADMINISTRATION

Contract Position: 3 Years Contract renewable annually

Branch: TECHNICAL AND VOCATION EDUCATION AND TRAINING

Directorate: Infrastructure and Maintenance and Development

SALARY: R 826 053.00 per annum (All-inclusive Remuneration Package), CENTRE: Head Office, Pretoria (REF NO: DHET, GSC 22/2019)

REQUIREMENTS: An appropriate Bachelor's Degree/Advanced National Diploma (NQF level 7) in Finance / Business Management or equivalent qualification coupled with at least 5 years at middle management level; Knowledge or experience of Public Immovable Asset Maintenance Management Policies, GIAMA, IDMS, SIPDM and NIAMMS; The incumbent should also exhibit an adept understanding for the effective public service delivery, transformation and management priorities in relation to the Colleges Sector and be knowledgeable regarding the relevant legislative framework; Proven skills and experience in the application and management databases will also prove to be an added advantage. The successful candidate must have sound experience in the effective use and application of Microsoft Office applications. A valid driver's license and willing to travel.

ADVANTAGES: Candidates with at least 5 years infrastructure and construction background will have an added advantage; the ideal candidate should be fully conversant with the mandate of the Build Environment, particularly the College Infrastructure funding and application processes. Integrity, strong values and honesty are integral attributes for this position. Further requirements relate to technical proficiency, strong administrative, organizational and general office management skills as well as problem solving, analysis and generic budgeting and financial management skills. The incumbent must be client orientated, customer focused, responsive and be able to perform in a team environment. Very strong writing, communication and interpersonal skills are an essential requirement and the ideal candidate must possess a creative, proactive and highly motivated demeanour.

Duties: The key responsibilities of this position include supporting the College sector with the preparation of infrastructure and maintenance funding applications, review funding submissions, manage application process and the approval thereof. Meticulous and ongoing administrative and financial planning, coordination management, evaluation and oversight of all College sector infrastructure and maintenance funding applications. The management and roll-out of the designated funding applications framework as determined and developed in accordance with the College sector development priority areas. Rendering assistance and support to the College sector regarding the development, finalization and approval of infrastructure and maintenance grant applications. Review implementation plan and process funding approval. Overseeing generic financial management oversight and monitoring functions. Developing and monitoring Service Level Agreements and Memoranda of Understanding on behalf of the College sector. Ensuring the effective and efficient dispensation and utilization of allocated infrastructure and maintenance funding. Effectively managing the interface between different internal and external stakeholder groups. Ongoing day-to-day management of administration tasks, oversight of administrative functions and activities. Performing any other occasional delegated duties from the Director.

Enquiries: Mr JA Pretorius, Tel no: 017 712 9040 **NOTE:** Shortlisted candidates may be required to draft reports, perform presentations and undergo competency assessments as part of the selection process.

DEPUTY DIRECTOR: FINANCE

Contract Position: 3 Years Contract renewable annually

Branch: TECHNICAL AND VOCATION EDUCATION AND TRAINING

Directorate: Infrastructure and Maintenance and Development

SALARY: R 826 053.00 per annum (All-inclusive Remuneration Package), **CENTRE:** Head Office, Pretoria (REF NO: DHET, GSC 23/2019)

REQUIREMENTS: An appropriate Bachelor's Degree (NQF level 7) or equivalent in Economics coupled with 3 years relevant experience. Knowledge or experience in funding frameworks and policies. Knowledge of the policies and legislative framework pertaining to TVET Colleges. Experience in working with large infrastructure and maintenance plans datasets, policy development, implementation and analysis. Implementation of funding policies, monitoring and reporting. Knowledge and understanding of the Public Finance Management Act, National Treasury regulations. Good financial, analytical and research skills. Good communication (oral and written) and interpersonal skills. Ability and experience in writing reports, ability to make presentations to internal and external stakeholders, to interpret and report on quantitative as well as qualitative data. Ability to work in a team and to work under pressure. Meet tight deadlines and be target driven. Computer literate with extensive knowledge and skills in MS Word and Excel. A valid driver's license and willingness to travel.

ADVANTAGES: A qualification in Econometrics will be an added advantage. Proven experience in conducting and monitoring evaluations in the TVET Colleges will be an added advantage.

DUTIES: Assist in the development of the infrastructure funding policy in support of education and training delivery in TVET Colleges and monitor its implementation. Analyse, interpret and apply both financial and non-financial data for infrastructure funding policy development. Keep a database of all TVET College maintenance plans. Conduct verification on spending, as well as monitoring the implementation of the Capital Infrastructure and Efficiency Grant (CIEG). Report on findings of the monitoring and evaluation of the CIEG and provide support accordingly. Conduct audits on the expenditure of the CIEG on sample selected TVET Colleges. Analysis of maintenance plans to determine priority areas. Assist in the equitable allocation of infrastructure funding to TVET Colleges. Assist in the development disbursement model for the CIEG. Process the disbursement of approved budget allocations as per TVET College. Perform administrative and financial management tasks related to the post as well as other related functions as delegated by the Chief Director. Coordinate inputs to Parliamentary Questions, Audit Action Plans, ENE, AENE, Briefing Notes as well as compilation, distribution and consolidation of confidential documents. Ensure financial management throughout the TVET branch, by maintaining budget and expenditure control. Maintain a workflow system for registration, tracking, coordination and filing of information within the Chief Directorate, the Branch, the Department and external government departments.

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SENIOR ADMINISTRATION OFFICER (X5)

Contract Position: 3 Years Contract renewable annually

Branch: TECHNICAL AND VOCATION EDUCATION AND TRAINING

Directorate: Infrastructure and Maintenance and Development

SALARY: R 299 709.00 per annum (Benefit excluded), CENTRE: Head Office, Pretoria (REF NO: DHET, GSC 24/2019)

REQUIREMENTS: An appropriate three year Diploma OR an equivalent qualification; Knowledge of administrative procedures; Knowledge of supply chain procedures and record management; At least 3 years' experience in the public sector; The successful candidate must have sound experience in the effective use and application of Microsoft Office application; A valid driver's license and willing to travel.

ADVANTAGES: Candidates with at least 3 years background in Infrastructure and Maintenance will have an added advantage; The candidate must possess excellent communication skills (verbal and written), ability to read and write, pay attention to details, sound interpersonal relations, good telephone etiquette, problem solving ability, high level of reliability and must be computer literate. Excellent planning and execution skills. The candidate must be in a position to work under extreme pressure.

DUTIES: Render general administrative support services; Provide supply chain clerical support services within the directorate; Arrangements for meetings, seminars and workshops. Duties include minute taking, report writing, updating and modifying of records. Filing and archiving of information and documents in the database and record management systems. Identifying and retrieving information and documents for users. Ability to work in a team or independently. Actively participate in both regional and national structures and platforms that are relevant for effective project support. Handling of basic enquiries and assisting various stakeholders.

Enquiries: Mr JA Pretorius, Tel no: 017 712 9040 NOTE: Shortlisted candidates may be required to draft reports, perform presentations and undergo competency assessments as part of the selection process.

ARCHITECT

Contract Position: 3 Years Contract renewable annually

Branch: TECHNICAL AND VOCATION EDUCATION AND TRAINING

Directorate: Infrastructure and Maintenance and Development

SALARY: The successful candidate will be remunerated according to scales to be negotiated, determined on an hourly or daily basis. All other refundable expenses will be based on relevant Departmental/National Treasury Guidelines. **CENTRE:** Head Office, Pretoria (REF NO: DHET, GSC 25/2019)

REQUIREMENTS: An appropriate Bachelor's Degree or equivalent qualification in Architecture or relevant field, coupled with at least 5 years architectural experience and 3 years' experience at a professional level. Professional registration with SACAP is compulsory. This is a technical position in a core functional area that requires a dynamic individual with proven strategic management, leadership and people management capabilities in assessing construction proposals and existing build environments. The candidate must be a strong communicator with the ability to interact with a wide range of stakeholders. Further skills requirements relate to technical proficiency, monitoring and evaluation, problem solving and analysis, report writing, preparing presentations, marketing and communication, knowledge management, change management and negotiation. The incumbent must be client orientated, customer focused and be able to perform in a team environment. Good computer skills and a valid driver's license are requirements. Candidates must be willing to travel and work irregular hours and be committed to meet deadlines within tight time-frames.

ADVANTAGES: Candidates that have professional experience with the development of programme brief, advise on concept design and contribute to project scoping on large infrastructure projects, portfolios of infrastructure projects and/or infrastructure programmes in the private or public sector will have an added advantage. Good knowledge of the post school education and training system will also be an added advantage.

DUTIES: Reviewing of tender bid documentations and assessing of tender documentation. This will include but not limited to the following items, Standard Specifications; Special Conditions & Drawings. Reviewing of Returnable Documents; Agreements and Contract Data; Pricing Data; Scope of Work & Site information. Quality approval and assessment of documentation relating to tenders and bids. Prepare evaluation reports.

Enquiries: Mr JA Pretorius, Tel no: 017 712 9040 **NOTE:** Shortlisted candidates may be required to draft reports, perform presentations and undergo competency assessments as part of the selection process.

CIVIL ENGINEER

Contract Position: 3 Years Contract renewable annually

Branch: TECHNICAL AND VOCATION EDUCATION AND TRAINING

Directorate: Infrastructure and Maintenance and Development

SALARY: The successful candidate will be remunerated according to scales to be negotiated, determined on an hourly or daily basis. All other refundable expenses will be based on relevant Departmental/National Treasury Guidelines. **CENTRE:** Head Office, Pretoria (REF NO: DHET, GSC 26/2019)

REQUIREMENTS: An appropriate Bachelor's Degree or equivalent qualification in a relevant field, coupled with at least 5 years Civil Engineering experience and 3 years' experience at a middle management level. Compulsory registration as a professional with ECSA. This is a middle management position in a core functional area that requires a dynamic individual with proven strategic management, leadership and people management capabilities. The candidate must be a strong communicator with the ability to interact with a wide range of stakeholders. Further skills requirements relate to technical proficiency, monitoring and evaluation, problem solving and analysis, report writing, preparing presentations, marketing and communication, knowledge management, quality management, budgeting and financial management, human resource management, change management and negotiation. The incumbent must be client orientated, customer focused and be able to perform in a team environment. Good computer skills and a valid driver's license are requirements. Candidates must be willing to travel, work irregular hours and be committed to meet deadlines within tight time-frames.

ADVANTAGES: Candidates that have experience in designing large infrastructure projects, portfolios of infrastructure projects and/or infrastructure programmes in the private or public sector will have an added advantage. Good knowledge of the post school education and training system will also be an added advantage.

DUTIES: Reviewing of tender bid documentations, assessing of tender documentation and structural assessments of existing build environment. This will include but not limited to the following items, Standard Specifications; Conditions of Contract; Build Environment Designs; Project Specifications; Tender Documents; Special Conditions & Drawings. Reviewing of Returnable Documents; Agreements and contract data; Pricing data; Scope of work & Site information. Quality approval and assessment of documentation relating to tenders and bids. Prepare evaluation reports.

Enquiries: Mr JA Pretorius, Tel no: 017 712 9040 **NOTE:** Shortlisted candidates may be required to draft reports, perform presentations and undergo competency assessments as part of the selection process.

QUANTITY SURVEYOR

Contract Position: 3 Years Contract renewable annually

Branch: TECHNICAL AND VOCATION EDUCATION AND TRAINING

Directorate: Infrastructure and Maintenance and Development

SALARY: The successful candidate will be remunerated according to scales to be negotiated, determined on an hourly or daily basis. All other refundable expenses will be based on relevant Departmental/National Treasury Guidelines. **CENTRE:** Head Office, Pretoria (REF NO: DHET, GSC 27/2019)

REQUIREMENTS: An appropriate Bachelor's Degree or equivalent qualification in Quantity Surveying or related qualification, coupled with at least 5 years quantity surveying experience and 3 years' experience at a middle management level. Compulsory registration as Professional with SACQSP. This is a technical position in a core functional area that requires a dynamic individual with proven technical, leadership and people management capabilities. The candidate must be a strong communicator with the ability to interact with a wide range of stakeholders. Further skills requirements relate to technical proficiency, monitoring and evaluation, problem solving and analysis, report writing, preparing presentations, marketing and communication, knowledge management, quality management, budgeting and financial management, human resource management, change management and negotiation. The incumbent must be client orientated, customer focused and be able to perform in a team environment. Good computer skills and a valid driver's license are requirements. Candidates must be willing to travel, work irregular hours and be committed to meet deadlines within tight time-frames.

ADVANTAGES: Candidates that have experience in managing large infrastructure projects, portfolios of infrastructure projects and/or infrastructure programmes in the private or public sector will have an added advantage. Good knowledge of the post school education and training system will also be an added advantage.

DUTIES: Reviewing of tender bid documentations; assessing of tender documentation and assessing current build environment. This will include but not be limited to the following items, Standard Specifications; Conditions of Contract, Project Specifications; Tender Documents; Special Conditions & Drawings. Reviewing of Returnable Documents; Agreements and contract data; Pricing data; Scope of work, Assessments & Site information. Quality approval and assessment of documentation relating to tenders and bids. Prepare evaluation reports.

Enquiries: Mr JA Pretorius, Tel no: 017 712 9040 **NOTE:** Shortlisted candidates may be required to draft reports, perform presentations and undergo competency assessments as part of the selection process.

Note: •Applications must be accompanied by a covering letter of application, together with the official form (Z83), a comprehensive CV and originally certified copies of all qualifications not older than 3 months, ID document and valid driver's licence, together with at least three contactable work-related references •Application forms are available on our website, www.gscollege.co.za •Failure to submit the requested documents will result in your application not being considered •No faxed or emailed applications will be accepted •Applicants should submit separate applications where more than one post is applied for •Selected candidates will be subjected to vetting process and personnel suitability check in terms of minimum information security standard •The College reserves the right to verify any information received in applications •Late and incomplete applications will not be considered •Submission of fraudulent documentation and canvassing of Council members or College staff will immediately disqualify the candidate •Communication will be entered into with successful candidates only •Should you not receive any response from us within 60 days after the closing date, please consider your application as unsuccessful •Post reference number should be indicated on the application •The College reserves the right to withdraw any position at any time. **Closing date: 15th March 2019 at 14:00**

Applications must be forwarded to: The Principal/CEO, Gert Sibande TVET College, P.O. Box 3475, Standerton 2430 or for attention: Acting HR Manager, Mr JM Manana or may be placed in the application container located at the reception: Gert Sibande TVET College, 18a Dr Beyers Naude Street, Standerton.

GERT SIBANDE COLLEGE IS COMMITTED TO ESTABLISHING A DIVERSE WORKFORCE; THEREFORE, PREFERENCE WILL BE GIVEN TO SUITABLE CANDIDATES FROM THE DESIGNATED GROUPS, ESPECIALLY WITH REGARD TO RACE, GENDER AND DISABILITY.