



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

GROUNDSMAN (CONTRACT)

Salary: R 96 594.00 p.a. benefits excluded

•(Ref no. GSC 28/2019), **Evander Centre for Entrepreneurship**

Requirements: • Matric (Grade 12) certificate or Equivalent qualification with a valid driver's licence and one year relevant experience.

Competencies: •Basic knowledge of garden maintenance techniques, equipment and the application thereof
•Ability to perform basic gardening duties with related garden maintenance equipment according to specified gardening techniques to ensure acceptable growth and neat appearance of gardens •Basic maintenance and repair skills •The ability, health and energy to perform strenuous tasks that require hard physical labour
•Routine problem-solving skills •Routine planning and organising skills •Good initiative •Adaptability to working conditions •Thoroughness, honesty, integrity and the willingness to work hard, coupled with work pride
•Appropriate communication skills •Sound interpersonal relations •Ability to work under pressure.

Duties: Cleaning and grounds and repair tools and structures (buildings, fences & benches), using hand and power tools. •Mixing spray or spread fertilizers herbicides or insecticides onto grass, shrubs and trees. •Provide proper upkeep and sweeping offside walks, driveways, parking lots and others. •Maintain existing grounds / gardens by caring for sod, plants and trees. •Rake and mulch leaves, irrigate plants and lawns. •Cleaning of Corridors which includes but not limited to the following: sweeping, painting and washing of the floors, maintenance of the surrounding areas, perform gardening duties on the side of the access road. Perform regular inspections on tools and report defaults. •Assist with maintenance duties from time to time. Perform fire breaks & tree felling within the CfERI. •Drive safely vehicles to designated destinations to deliver luggage/s within deadlines and timeframes provided; •Report any accidents or injuries to a Centre Manager and Asset manager immediately; •Ensure that all luggage's are wrapped, loaded and unloaded to satisfaction; •Ensure that performance of daily vehicle inspection such as checking fluid level, vehicle conditions, mileage, scratches and dents and tire pressure before starting daily duties, handing over of vehicle after shift or when requested by management; •Ensure the management of the vehicle provided by the CfERI and not misuse it under any circumstances; •Ensure the management of fuel usage and fuel consumption; •Maintain driving log, prepare vehicle performance forms and complete daily paperwork provided to your accurately •Clean buildings, facilities and other institutional structures as required •Assist with the loading, unloading, dispatching, taking of stock and perform other related duties as required.

Enquiries: Mr PH Mavundla

Tel: 017 200 0793 (during office hours)

ADMINISTRATION CLERK (Contract)

Salary: R 163 563.00 p.a. benefits excluded
•(Ref no. GSC 29/2018), **Central Office:** Coltech

Minimum requirements: • Matric (Grade 12) with Computer as passed subject, NCV L4/N6 qualification plus at least one year administration experience.

Competencies: •Strong administration and secretarial skills, innovative thinking and problem solving skills
•Ability to perform accurately and methodically under pressure •Sound interpersonal relations and a pleasant telephone personality •Good planning organizational skills •Thoroughness, honesty, integrity and willingness to work hard, coupled with work pride •Appropriate verbal and written communication skills •Ability to interpret directives •Knowledge of Coltech system may be an added advantage •Computer literacy •A valid driver's licence may be an added advantage.

Duties:•Render general administration support services, including typing, filing, reception and switchboard duties
•Deal with the collection, duplication and distribution of information and documents •Maintain records and management information• Manage and control student data on COLTECH system• Administer Student registration and resulting of students and other related duties.

Enquiries: Mr SW Makhubu

Tel. 017 712 9040 (during office hours)

Note: •Applications must be accompanied by a fully completed and officially signed **Z83** form, a comprehensive CV and originally certified copies of all qualification, academic records, ID document and valid driver's licence not older than 3 months, together with at least three contactable work-related references •Application **Z83** form is available on our website, www.gscollege.co.za or DPSA website •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: 15 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 Manager Acting HR: Mr JM Manana, Human Resources.

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.