



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

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 48/2019), re-advert of (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.

Assessments & Site information. Quality approval and assessment of documentation relating to tenders and bids. Prepare evaluation reports.

CLIENT DELIVERY MANAGER

Contract Position: 3 Years Contract renewable annually

Branch: TECHNICAL AND VOCATION EDUCATION AND TRAINING

Directorate: Infrastructure and Maintenance and Development

SALARY: R 1189338.00 per annum (All-inclusive Remuneration Package), CENTRE: Head Office, Pretoria (REF NO: DHET, GSC 49/2019), re-advert of (REF NO: DHET, GSC 01/2018).

REQUIREMENTS: An appropriate formal built environment qualification and be registered with one of the professional councils of the built environment. The candidate must also provide substantive proof in the following; Specialist knowledge in understanding of general built environment, construction industry, project and contract management, procurement, town planning, municipality laws and cost management; Basic financial management and budgeting experience together with sound knowledge of the management human resources, environment, infrastructure maintenance and technical services.

A minimum of 8 years appropriate experience in a built environment professional with a minimum of 4 years at senior management level.

ADVANTAGE: A proven record of at least 3 years in Project Management Experience in establishing a new division/department within an organization and /or experience leading a transformation initiative within an organization would be an advantage.

DUTIES: Manage the roll out delivery of new infrastructure within the current TVET Infrastructure Programme. Manage the design and delivery of new infrastructure alignment with approved Spatial Development Framework. Plan and manage the effective procurement of the required built environment professionals, contractors and suppliers for departmental infrastructure projects. Provide informed direction to appointed project managers and design team in the planning, design and implementation of departmental infrastructure projects. Implement and maintain an appropriate property data base system to allow for timeous production of accurate information for all campus related decision making. Oversee the financial management and budgeting requirements of the national infrastructure programme and of the infrastructure projects at colleges. Support the implementation of the National TVET College infrastructure Maintenance Programme.

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 50/2019), re-advert of (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.

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: 26 APRIL 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.