



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

### REGISTRY CLERK (CONTRACT)

Salary: R 173 703.00 p.a. benefits excluded

•(Ref no. GSC 61/2019), **Central Office:** Human Resources Management

**Minimum requirements:** • Matric (Grade 12) with Computer as passed subject, NCV L4/N6 Certificate in Business Studies or equivalent qualification, plus at least one year experience in HR Administration.

**Competencies:** • Strong administration 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 • Computer literacy.

**Duties:** • Receive, date stamp, control and distribute incoming documents. Locate files and place documents. Administer postal service. Maintain a filing system and registers as prescribed. Safe guarding of files to maintain confidentiality. Handle incoming and outgoing mail and faxes. File documents on the filing cabinet in alphabetical and numerical order to ensure effective tracking of files.

Enquiries: Mr BJ Dlongolo

Tel. 017 712 9040 (during office hours)

### HR CLERK (CONTRACT)

Salary: R 173 703.00 p.a. benefits excluded

•(Ref no. GSC 62/2019), **Central Office:** Human Resources Development

**Minimum requirements:** • Matric (Grade 12) with Computer as passed subject, NCV L4/N6 Certificate in Business Studies or equivalent qualification, plus at least one year experience in HR Administration.

**Competencies:** • Strong administration 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 • Computer literacy.

**Duties:** • Assist with coordinating employees' skills audit data on trainings • Participate during staff induction processes • Assist with Administering staff Performance Management • Capturing of bursary applications for staff • Ensure the filing of HRD documents are in their personal files.

Enquiries: Ms T Naicker

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](http://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: 12 July 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.*