



Enquiries: Mr Mailula N.W, Mrs Mooka K.  
Contact: 018 384 2346/7/8

**Taletso Technical and Vocational Education and Training (TVET) College invites interested, suitably qualified, innovative, result-oriented, and self-driven individuals to apply for the following College Council posts. These positions will be filled in accordance with the Continuing Education and Training (CET) Act, Act 16 of 2006.**

## EXTERNAL ADVERT

**Date 14 June 2024 at 14:00. Applications received after the closing date will not be considered.**

Post: : Quality Management Officer  
Duration : 06 months contract  
Salary : R 444 036.00 per annum (Salary Level 09), (all-inclusive remuneration package)  
Centre : Central Office

### Requirements:

- Recognized National Diploma (NQF 6) in Quality Management / Internal Audit or equivalent qualification
- 2-3 years in Quality Management System/internal Auditing /ISO training
- Knowledge of policies and governance environment of TVET Colleges including knowledge of the annual reporting requirements.
- Knowledge and understanding of the monitoring of performance management development system
- Knowledge and understanding of quality management practice following pieces of legislation: FET Act, ISO standards, Quality Management System etc. and internal auditor.
- Knowledge and understanding of Quality Management System reporting process and procedures.
- Knowledge and understating of the application of Public Service legislative framework
- Skills required.
- Administrative, Planning and organizing, Financial management ,Report writing, Communication and interpersonal , Problem solving, Computer literacy, Analytical, Client oriented, Project management , Team leadership , Planning and organizing, People management,
- Values/attributes:
- Client service focus, Integrity, Committed, Proactive, and loyal

### Duties:

- Ensure overall supervision and conduct customer satisfaction surveys for the college by
- Distribute Survey Questionnaires.
- Collect and Analyse data surveys.

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- Compile survey report.
- Distribute survey report and discuss the way forward.
- Ensure overall supervision, schedule and conduct management reviews for the college by
- Prepare needed data for management reviews.
- Distribute feedback to top management on the effectiveness of the quality management system and the need for improvement.
- Remind process owners to execute the 'To Do List' recommendations to promote systematic continuous improvement.
- Use management reviews as an opportunity to improve service delivery.
- Ensure overall supervision, prepare and conduct SABS surveillance Audits/ Recertification Audits for the college.
- Prepare campuses and departments at central office for surveillance/ recertification audits.
- Apply recommendations made in the audit report to improve service delivery.
- Ensure overall supervision and provide administrative duties and adhere to policies by
- Compile and submit reports on QMS to internal and external stakeholder.
- Maintain and update all databases for QMS interventions.
- Ensure proper use of all official resources in-line with departmental policies and prescripts.

**Enquiries: Mr. Mailula N.W. Tel: 018 384-2341/6/8/9/50**

**Applications directions: Attention to Mr Mailula N.W, Private Bag x 128, Mmabatho, 2735: or Hand deliver to Taletso TVET College – Central Office, HR Office. 2766 Dr. Albert Luthuli Road, Kgora Building, Mafikeng. Quoting the reference number.**

The College is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representatively (race, gender, and disability) in the Department through the filling of posts. A candidate whose appointment, transfer, or promotion will promote retrospectivity will receive preference. The application must include only a completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za), and a detailed Curriculum Vitae. Certified copies of the Identity Document, Senior Certificate, and the highest required qualification, as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. The successful candidate will be subjected to a security clearance and verification of qualifications. Interviewed candidates will be subjected to a competency assessment where necessary. Correspondence or communication will only be entered into with short-listed applicants. The College reserves the right to withdraw any of the advertised posts at any time depending on the need.

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