



higher education
& training
Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

TALETSO
TECHNICAL VOCATIONAL EDUCATION AND TRAINING

SABS
ISO 9001

CENTRAL OFFICE

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 posts, which will be filled in accordance with the Continuing Education and Training (CET) Act, Act 16 of 2006.

Applications, quoting reference number, should be forwarded to: Recruitment@taletso.edu.za or hand deliver to Taletso TVET College, Central Office, 2766 Dr. Albert Luthuli Road, Kgora Building, Mafikeng.

Closing Date 13 September 2024

Enquiries: Mr. Mailula N.W. Tel: 018 384-2341/6/8/9/50; Email: Mailula.N@taletso.edu.za

For more detailed information, please visit the College website: www.taletso.edu.za.

Post: Assistant director: Information technology (ICT).

Ref no: 03/08/24-ICT

Nature of employment : Permanent.

Salary: R444 036.00 per annum (level 09) , plus benefits.

Centre: Central Office , Mafikeng.

Requirements: National Senior Certificate/ Grade 12/ Standard 10 or NCV Level 4. National Diploma/Degree in Information Technology or related qualification. 5 years relevant experience gained in an IT environment of which 3 years is supervisory/managerial experience. Recommendation: Knowledge of computer hardware, software and programmes. Knowledge and understanding of Corporate ICT principles. Knowledge and understanding of the ICT policies and relevant legislation. People skills. Unendorsed Valid Driver's Licence.

Duties: Manage the Information System of the College. Manage and maintain the network of the College. Maintain ICT software and hardware of the College. Manage human, financial and all other resources of the unit. Develop and implement IT governance in tandem with the IT Committee. Implement best practice guides for the organization. Conduct regular system audits. Generate and distribute operational system reports with Senior Staff. Overseeing and determining timeframes for major IT projects including system updates, upgrades, migrations and outages. Compile, monitor and manage the IT budget of the College. Perform any other duty related to the post.

Post: Assistant Director: Supply Chain Management(SCM).

Ref No: 04/08/24-SCM

Nature of employment : Three year fixed term contract.

Salary: R 444 036.00 per annum (Level 09), plus benefits.

Centre: Central Office, Mafikeng.

Requirements: A Three (3) year National Diploma (NQF 6)/ Undergraduate bachelor's degree (NQF 7) in Financial Management/ Supply Chain Management/Purchasing/Logistics/ Public Administration/Finance/Accounting/Economics/Internal Audit. Valid Driver's License. Four (4) years' experience of which three (3) years must be at supervisory level and functional experience in Supply Chain Management environment.

CENTRAL OFFICE

Telephone: +27(0)18 384 2341/3/4/5/6/50
Facsimile: +27(0)18 3847511

MAFIKENG CAMPUS

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LEHURUTSHE CAMPUS

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LICHTENBURG CAMPUS

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Private Bag X 128, MMABATHO, 2735; 2766 Dr. Albert Luthuli Road, Kgora Building, Mafikeng
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Knowledge: Public Service Transformation and management issues ● White Paper on transformation of Public Service ● Public Service Act ● Public Service Regulations and relevant prescripts ● Departmental policies and procedures ● Batho Pele Principles ● Labour relations and collective bargaining systems ● Minimum Information Security Standards

Skills: Administration and Financial Management ● Verbal and written communication ● Problem-solving ● Self-Management ● Budgeting and Financial Management ● Customer Focus and Responsiveness ● Developing Others ● Planning and Organizing ● Decision-Making ● Project Management ● Team Leadership ● Managing Interpersonal Conflict ● Impact and influence ● Computer Literacy ● Diversity Management ● Networking and building bonds ● Driving licence.

Duties: Manage demand of goods and services for the College ● Provide and monitor acquisition/procurement services in the College ● Manage logistics ● Manage and monitor the assets in accordance with the relevant policy and procedure ● Render and monitor contract administration support service and compliance ● Manage all resources in the section.

General Instructions to Applicants *Interviewed candidates may be subjected to competency assessment * Successful candidates will be required to sign annual performance-agreement employment-contracts on appointment * Successful candidates will be vetted, expected to disclose their financial interests and may be subjected to security clearance.

Applications must be submitted on Z83 forms obtainable from any public service entity. The fully completed forms must be accompanied by recent, comprehensive CVs as well as copies of all qualifications (including academic transcripts), IDs and driver's licences * ONLY shortlisted candidates will be required to submit certified copies .It is the applicants' responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) * Candidates whose appointment will promote representivity with respect to equity prescripts of the College will be afforded preference * Correspondence will be entered into only with short-listed candidates * Applications received after the closing date or faxed will not be considered. The College reserves the right not to appoint should circumstances dictate.

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Closing Date 20 September 2024.

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