

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING  
(UMFOLOZI TVET COLLEGE AND TSHWANE NORTH TVET COLLEGE)**

**OTHER POSTS**

<b><u>POST 29/67</u></b>	:	<b><u>ASSISTANT DIRECTOR: SUPPLY CHAIN AND ASSET MANAGEMENT REF NO: UMF/028/08/2021</u></b>
<b><u>SALARY</u></b>	:	R376 596 per annum, (plus benefits)
<b><u>CENTRE</u></b>	:	Central Office (Umfoloji Tvet College)
<b><u>REQUIREMENTS</u></b>	:	Recognized National Diploma (NQF6) in supply Chain Management or Logistics Management or related qualification. 3-5 years' experience in Supply Chain Management (tendering Acquisitions, Demand, Logistics and Contract Management processes) Technical Skills and Knowledge - Understanding of Assets Management. National Treasury Supply Chain Management guidelines Knowledge of the PFMA PPPFA, Treasury Regulations, Supply Chain Framework Act, BBE Act. Contract Management and Software E- filing. Understanding of the Supply Chain Management cycle which includes demand, acquisition, logistics and disposal and supplier relationship management. Have the following skills Administrative, Planning and organizing, Financial management, Report writing, Communication and interpersonal, Computer literacy, Client oriented, Project management, Team leadership and People management. Valid driver's license.
<b><u>DUTIES</u></b>	:	Develop, review, implement and monitor SCM policies in line with relevant legislation. Ensure the implementation and monitoring of Supply Chain policy. Introduce a system for provisioning, procurement, stock control and reporting. Identify preference point system and appropriate goals per commodity in terms of preferential procurement policy objectives. Conduct awareness on approved SCM policies Oversee the procurement of goods and services for the college: Ensure that all procurement is in compliance with the Supply Chain Management (SCM) policies and procedures of the college. Ensure that all official order is compiled and authorized within three days from the date of recipients of the quotations or comparative schedules. Align procurement plan, policies and strategies with the annual budget. Prepare and maintain accurate records and documentation on all solicitations, responses, purchases, contracts, correspondence and related follow up. Oversee the administration of demand and acquisition. Manage the administration of tender briefing session. Manage preparation of a tender document upon receipt from tender bid specification committee. Manage preparation of logistics for the Evaluation and Adjudication Committee Serve as an observer in the Evaluation and Adjudication Committee. Establish the bid specification, bid evaluation, bid adjudication committee and oversee the proper functioning of the committee. Oversee the management of assets for the college: Monitor the implementation of the asset management plan of the college. Ensure the barcoding of all existing and new assets are recorded on the relevant asset register. Provide guidelines on fruitless and wasteful expenditure regarding assets and the disposal of obsolete assets and on the reallocation of redundant. Ensure and monitor the assets count, verifications and office inspections of all Assets and asset storerooms. Oversee identification of asset for disposal Ensure an up to date database of service providers: Oversee the development and utilization of a supplier database. Ensure that manual records are kept for all documentation submitted by suppliers. Ensure that all suppliers information and documentation are confidential. Ensure continuous maintenance of database. Monitor the TVET college supplier's database on the pastel system. Management of staff development: Render management service to the staff Ensure completion of performance agreements by all employees in the unit; Supervision of staff.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms P Sibisi Tel No: 035-902 9501 Attention Ms P Sibisi uMfolozi TVET College, HRM&D Unit, Private Bag X5023, Richards Bay 3900 or alternatively, applications can be emailed to <a href="mailto:applications@umfolozi.edu.za">applications@umfolozi.edu.za</a> Applicants should indicate on their email subject the name of the post and reference number of the post they are applying for.
<b><u>NOTE</u></b>	:	Applications must be submitted on form New Z83 (available at <a href="http://www.umfolozicollege.co.za">www.umfolozicollege.co.za</a> , from schools, colleges and government departments) and must be completed in full and page 2 duly signed. Clear

indication of the post and reference number that is being applied for must be indicated on your Z83 and a Covering Letter with date and signature must be attached. A recent, comprehensive Curriculum Vitae. Copies of all original qualifications (Matric Certificate must also be attached) and academic records, your ID Document and valid driver's license. Such copies need not be certified when applying for a post. Communication will be limited to shortlisted candidates. Therefore, only shortlisted candidates will be required to submit certified documents on or before the interview, following communication from College HRM, Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). A separate application must be submitted for each post that you are applying for. Late (received after closing date and time) and incomplete applications will not be considered. The employer is an equal opportunity affirmative, action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) in the Department through the filling of this post(s) with a candidate whose appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan. The Employer reserves the right not to make an appointment. Where applicable, candidates will be subjected to a skills test. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and citizen verification; criminal record and financial/asset record checks. Applicants who have not been invited for an interview within 60 days of the closing date should consider their application unsuccessful

- CLOSING DATE** : 10 September 2021
- POST 29/68** : **INTERNAL AUDIT CLERK REF NO: TNC/CO/21-08/1**  
(Contract: 21 Months Fixed Term Contract)  
(Council Appointment)
- SALARY** : R173 703 per annum, plus 37% in lieu of benefits  
**CENTRE** : Central Office (Tshwane North TVET College)  
**REQUIREMENTS** : Matric certificate / National Certificate Vocational Level 4 certificate. A relevant National Diploma/Degree in Internal Audit/Compliance or equivalent qualification. At least one to three years' experience in Risk Management (including one-year experience in an Internship programme), Internal Audit, Compliance or Accounting environment. Knowledge And Abilities: Knowledge of Public Finance Management Act (PFMA), Treasury Regulations, Supply Chain Management Regulations and Preferential Procurement Policy Framework Act (PPPFA), GRAP standards and other relevant legislative framework. Must be computer literate and have excellent organisational skills. Ability to write reports. Must be able to work under pressure, in a team and independently.
- DUTIES** : Contribute to the preparation of audit plans by documenting activity flows of processes to be reviewed, key risks and actual controls to mitigate risks; Review internal control systems, procedures and practices to ensure continued adequacy, effectiveness and compliance with statutory requirements, accounting standards and related policies; Conduct audits as part of a team or individually in accordance with the audit plan, methodology and standards from planning through to fieldwork and reporting; Develop accurate and complete audit work that adequately support audit findings on the effectiveness of observed control environments; Monitor and report on the implementation of agreed action points for both internal and external reviews; Handle documents and information with strict confidentiality; Carry out audits of the college information systems to ensure economic, efficient and effective usage of IT resources and ensure completeness, accuracy and timeliness of management information; Assist with the co-ordination of Business Unit's audits and make follow-ups.
- ENQUIRIES** : Should you have enquiries or experience any problem submitting your application contact Ms LA Mudau at Tel No: (012) 401 1927/ Ms JM Nyalunga at el No: (012) 401 1940.
- APPLICATIONS** : Send your application documents to [recruitment@tnc.edu.za](mailto:recruitment@tnc.edu.za). NO faxed, posted or hand delivered applications will be accepted. All costs incurred due to your application and interviews will be at your own expense.

**NOTE**

: Applications must be submitted on the completed NEW Z83 form, obtainable from any Public Service Department, and MUST include a comprehensive Curriculum Vitae, copies of qualifications (including transcript of the relevant qualification relating to this application), ID and driver's license. All required documents need not be certified when applying for a post, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from HR. Please include reference number and the position you are applying for. Correspondence will only be conducted with short-listed candidates. If you have not been contacted within 3 months of the closing date, please consider your application as unsuccessful. The recommended candidate should note that original copies of qualifications will be required before appointment is confirmed. The college reserves the right not to appoint. Successful candidates will be subjected to a vetting and financial disclosure process and will be required to sign a performance agreement.

**CLOSING DATE**

: 03 September 2021 at 12:00