



**GAUTENG COMMUNITY EDUCATION AND TRAINING COLLEGE ADMINISTRATIVE
ASSISTANT AND GENERAL ASSISTANT POSTS**

VACANCY LIST 3/2023

Applications:

Must be posted to Postal Address: P O Box 4137, Southgate 2082 or hand delivered at: Head office: Block D, 2nd Floor Crownwood Office Park, 100 Northern Parkway, Ormonde 2091: or email to hr@gcetc.edu.za

Closing Date: 26 April 2023 at 12H00

NOTE: Applications must be submitted on a new Z83 form, obtainable from any Public Service Department or DPSA website which must be completed in full and signed. An updated CV as well as certified copy of your identity document and qualifications must be attached. The specific reference number of the post must be quoted. Failure to comply with these instructions will disqualify applications from being processed. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. The Department of Higher Education and Training/ Gauteng CET College reserves the right not to make appointment(s) to the advertised post(s). Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/ verification).

POST: SENIOR IT TECHNICIAN

(College Council appointments) (Three years contract)

REF NO: 2023/04/01

SALARY: R331 188 per annum (SL8), plus 37% in lieu of benefits

LOCATION: Central Office

REQUIREMENTS: Grade 12 Certificate/ NCV Level 4 & National N6 certificate or a recognized three (03) years National Diploma (NQF 6) in Information technology (IT)/ Computer Science or equivalent related REQV 13 qualification. Must have A+ and ITIL v3 Foundation, 1-2 years experience in Information technology environment. Experience in the use of personal computer hardware and software with specific knowledge of spreadsheet, word processing and database application; Windows operating systems. And integrated financial systems; knowledge of microcomputer hardware repair. Proven computer literacy, including advanced MSWord, Excel and PowerPoint. Ability to communicate technical information in a nontechnical manner and to work effectively with users with varying levels of expertise. Knowledge of fundamental programming theories. Ability to diagnose and correct system problems. Proven knowledge and Competence regarding computer-related problems. Proven experience in providing all levels of user and application support. A valid driver's license.



DUTIES: Diagnose specific software related problems, interacting with vendors/consultant on corrective measures/applicability of suggested solutions. Install and configure set-up commands, test and solve logs and conduct analysis and evaluation on the functionality of application software. Set up, install and test new units prior to handover and monitoring functionality in the live environment. Maintain data dictionaries/ directories and control the distribution and retention of data on various storage devices. Receive and prioritise end user support calls and requests. Troubleshoot less complex problems with remote and local users on line, telephonically and or/ by visiting user sites to analyse, diagnose and resolve application and operating system related problems. Provide guidance to new users with start-up/log-on procedures and or/ sequences, tools and capabilities of associated packages. Create short cuts to facilitate easy access to commonly used applications and or/ set up fields and formats for reporting purposes. Administer the WAN and LAN networks. Monitor and administer the usage of the internet. Update the IT asset register. Maintain records of licences permitting the use of specific software. Perform system backup. Implement appropriate security measures to safeguard data and restrict access appropriately. Audit web sites and applications to ensure that standards are met; security measures are in place and determine and address the impact of new requirements and programming changes required. Design, develop and maintain web application (e.g. data modelling, coding, integration, testing, debugging, maintenance documentation code libraries and reporting)

ENQUIRIES: Ms IS Maisane or Mr M Maboe 010 900 1154/1168

POST: HUMAN RESOURCE CLERK (Conditions of service)

(College Council appointments) (Three years contract)

REF NO: 2023/04/02

SALARY: R 181 599 per annum (SL5) plus 37% in lieu of benefits

LOCATION: Central Office

REQUIREMENTS: Grade 12 Certificate/ NCV Level 4 & National N6 certificate or an appropriate National Diploma (NQF 6) in Human Resource Management, Public Management, Labour Relations, or equivalent qualification will be an added advantage. Driver's License will be an added advantage.

1-2 years' experience in Human Resource Management / Labour Relations environment or related field will be an added advantage. Knowledge of HRM processes and practices. Knowledge of PERSAL. Personnel Administration Standards and CORE. Public Service Regulations and PFMA. Public Service Act. Knowledge of Recruitment, Training and PMDS procedures and processes. Knowledge of Labour Relations Act and understanding of bargaining process and dispute resolutions. Basic knowledge of Health and Wellness policies, processes, and systems. Knowledge and understanding of the CET Administration. Knowledge and understanding of the Higher Education sector.

DUTIES: Capture Pension, Housing Allowance and Long Service benefits etc. in accordance with the Regulator's Conditions of Service Policy. Capture all signed contract of employment forms on salary levels 2 to 8 on a database. Assist in processing employee leave and maintaining staff files



(employment contracts, details, leave forms etc.) Receive and process all termination paperwork and terminate employees as and when required. Assist with enquiries relating to the Pension Fund and Medical Aid. File and safe keep Human Resource Records in line with the Records Management Systems. Source and consolidate records required for auditing purposes. Assist in compiling REQV database and ensure that payments are fastracked.

ENQUIRIES: Ms IS Maisane or Mr M Maboe 010 900 1154/1168

POST: HUMAN RESOURCE CLERK (Recruitment & Selection)

(College Council appointments) (Three years contract)

REF NO: 2023/04/03

SALARY: R 181 599 per annum (SL5) plus 37% in lieu of benefits

LOCATION: Central Office

REQUIREMENTS: Grade 12 Certificate/ NCV Level 4 & National N6 certificate or an appropriate National Diploma (NQF 6) in Human Resource Management, Public Management, Labour Relations, or equivalent qualification will be an added advantage. Driver's License will be an added advantage. 1-2 years' experience in Human Resource Management / Labour Relations environment or related field will be an added advantage. Knowledge of HRM processes and practices. Knowledge of PERSAL. Personnel Administration Standards and CORE. Public Service Regulations and PFMA. Public Service Act. Knowledge of Recruitment, Training and PMDS procedures and processes. Knowledge of Labour Relations Act and understanding of bargaining process and dispute resolutions. Basic knowledge of Health and Wellness policies, processes, and systems. Knowledge and understanding of the CET Administration. Knowledge and understanding of the Higher Education sector.

DUTIES: Capture applications, handle responses and short-listing processes. Provide logistical and secretariat support during shortlisting/ interviews (arrangements of interviews such as dates, venues, and invitations to candidates). Compile appointment letters and receive assumption of duty letters from the appointable candidate. Conduct reference check for successful candidates.

ENQUIRIES: Ms IS Maisane or Mr M Maboe 010 900 1154/1168



POST: HUMAN RESOURCE CLERK (Performance management)

(College Council appointments) (Three years contract)

REF NO: 2023/04/04

SALARY: R 181 599 per annum (SL5) plus 37% in lieu benefits

LOCATION: Central Office

REQUIREMENTS: Grade 12 Certificate/ NCV Level 4 & National N6 certificate or an appropriate National Diploma (NQF 6) in Human Resource Management, Public Management, Labour Relations, or equivalent qualification will be an added advantage. Driver's License will be an added advantage.

1-2 years' experience in Human Resource Management / Labour Relations environment or related field will be an added advantage. Knowledge of HRM processes and practices. Knowledge of PERSAL. Personnel Administration Standards and CORE. Public Service Regulations and PFMA. Public Service Act. Knowledge of Recruitment, Training and PMDS procedures and processes. Knowledge of Labour Relations Act and understanding of bargaining process and dispute resolutions. Basic knowledge of Health and Wellness policies, processes, and systems. Knowledge and understanding of the CET Administration. Knowledge and understanding of the Higher Education sector.

DUTIES: Render administrative support in the implement of PMDS and IQMS for College staff. Provide assistance with the completion of PMDS and IQMS documents. Collate and capture Half Yearly and Annual PMDS and IQMS Assessments for College staff. Capture PMDS and IQMS scores on PERSAL and update the database. Coordinate the delivery of external and in-house training as and when requested. Render logistical support in the arrangement of external and internal trainings. Assist in the recruitment and selection of interns and learners. Receive and capture bursary application. Capture and maintain database for all PMDS, IQMS and Training matters.

ENQUIRIES: Ms IS Maisane or Mr M Maboe 010 900 1154/1168

POST: HUMAN RESOURCE CLERK (Labour Relations)

(College Council appointments) (Three years contract)

REF NO: 2023/04/05

SALARY: R 181 599 per annum (SL5) plus 37% in lieu of benefits.

LOCATION: Central Office

REQUIREMENTS: Grade 12 Certificate/ NCV Level 4 & National N6 certificate or an appropriate National Diploma (NQF 6) in Human Resource Management, Public Management, Labour Relations, or equivalent qualification will be an added advantage. Driver's License will be an added advantage. 1-2 years' experience in Human Resource Management / Labour Relations environment or related field will be an added advantage. Knowledge of HRM processes and



practices. Knowledge of PERSAL. Personnel Administration Standards and CORE. Public Service Regulations and PFMA. Public Service Act. Knowledge of Recruitment, Training and PMDS procedures and processes. Knowledge of Labour Relations Act and understanding of bargaining process and dispute resolutions. Basic knowledge of Health and Wellness policies, processes, and systems. Knowledge and understanding of the CET Administration. Knowledge and understanding of the Higher Education sector.

DUTIES: Provide administrative support on Labour Relations matters in the College. Gather evidence to assist with the investigation of grievances, disputes, misconduct etc. Capture grievances, disputes, misconduct cases on PERSAL. Provide assistance in the implementation of collective bargaining council resolutions. Provide logistical and secretariat services during bilateral and multilateral meetings, disciplinary hearings etc. Assist in the distribution and filing of attendance register for each strike day.

ENQUIRIES: Ms IS Maisane or Mr M Maboe 010 900 1154/1168

POST: GENERAL ADMIN CLERK (Data Management)

(College Council appointments) (Three years contract)

REF NO: 2023/04/06

SALARY: R 181 599 per annum (SL5) plus 37% in lieu of benefits

LOCATION: Central Office

REQUIREMENTS: Grade 12 Certificate/ NCV Level 4 & National N6 certificate or an appropriate National Diploma (NQF 6) in Public Management/ Public Administration/ Office Administration. Knowledge and understanding of effective administration and document management. Understanding of procedures, regulations, current legislations peculiar to CET Colleges and Public Services. Excellent communication (Verbal and Written) and interpersonal skills. Proficiency in Ms Word, Ms PowerPoint, Ms Office, Ms Excel. Efficiency in applying technical knowledge and skills in the immediate work situation. Ability to maintain confidential and sensitive documents. Ability to work under pressure.

DUTIES: Administer data capturing processes both manual and automated. Liaise with Centres for unit level student data quarterly. Compilation of Annual Surveys, maintain data accuracy and quality. Submit data to DHET in accordance with the required standards. Archive key historical data in accordance with information standards. Capture verify and analyse all relevant related data. Generate student data reports. Maintain electronic information data, track and deal with Departmental queries.

ENQUIRIES: Ms IS Maisane or Mr M Maboe 010 900 1154/1168



POST: GENERAL ADMIN CLERK (Academic Services/ Programmes)

(College Council appointments) (Three years contract)

REF NO: 2023/04/07

SALARY: R 181 599 per annum (SL5) plus 37% in lieu of benefits

LOCATION: Central Office

REQUIREMENTS: Grade 12 Certificate/ NCV Level 4 & National N6 certificate or an appropriate National Diploma (NQF 6) in Public Management/ Public Administration/ Office Administration. Knowledge and understanding of effective administration and document management. Understanding of procedures, regulations, current legislations peculiar to CET Colleges and Public Services. Excellent communication (Verbal and Written) and interpersonal skills. Proficiency in Ms Word, Ms PowerPoint, Ms Office, Ms Excel. Efficiency in applying technical knowledge and skills in the immediate work situation. Ability to maintain confidential and sensitive documents. Ability to work under pressure.

DUTIES: Provide administrative support to the office of the Deputy Principal Academic Services, by managing incoming and outgoing documents and every correspondence within the office. Receive responses from the various departments and update the database for compliance. Assist with data related functions for staff and students. To ensure that the daily administrative processes within the office are managed effectively and timeously. Assist with collation of reports. Liaise with internal and external stakeholders and respond to queries. Proper keeping of records and databases. Compile reports.

ENQUIRIES: Ms IS Maisane or Mr M Maboe 010 900 1154/1168

POST: GENERAL ADMIN CLERK (SCSS)

(College Council appointments) (Three years contract)

REF NO: 2023/04/08

SALARY: R 181 599 per annum (SL5) plus 37% in lieu of benefits

LOCATION: Central Office

REQUIREMENTS Grade 12 Certificate/ NCV Level 4 & National N6 certificate or an appropriate National Diploma (NQF 6) in Public Management/ Public Administration/ Office Administration. Knowledge and understanding of the CET Administration. Knowledge and understanding of the Higher Education sector. 1-2 years' experience in Student Support Administration environment or related field. Knowledge of PSET and CET Act. Knowledge and understanding of Student Support Services Act. Knowledge and understanding of electoral processes. Knowledge of Teaching and Learning. Knowledge of career guidance and extra-curricular activities.



Knowledge of Skills Development Act, Public Service Regulations and Public Service Act, Labour Relations Act. Knowledge of the National Student Financial Aid Scheme and related legislation.

Knowledge of the Public TVET sector and its regulatory and legislative framework. Knowledge of the Ethical regulatory and legislative framework. Knowledge and understanding of the Higher Education sector. Knowledge of Education Act.

DUTIES: Assist in providing student support services. Assist in implementing student work placement and Work Integrated Learning (WIL) policies. Render administrative services on career guidance, counselling and academic support for students. Assist in implementing the sport, recreation, arts, and culture programs for student in the campus. Render administrative services for student governance and student leadership development and exit support programme.

ENQUIRIES: Ms IS Maisane or Mr M Maboe 010 900 1154/1168

POST: DRIVER/MESSENGER POST

(College Council appointments) (Three years contract)

REF NO: 2023/04/09

SALARY: R 107 196 per annum (SL2) plus 37% in lieu of benefits

LOCATION: Central Office

REQUIREMENTS: Grade 10 or equivalent qualification with 1-2 years relevant experience as a driver. Extensive knowledge and understanding of Batho Pele principles. Excellent verbal and written communication skills. Good interpersonal relations skills. In possession of a valid driver's licence (code 10) with a valid PDP. Ability to work independently and under pressure.

DUTIES: Maintain a logbook for the allocated vehicle. Complete all the required and prescribed records including logbook with regards to the vehicle prior to using the allocated vehicle. Ensure trip/travel authorization for the vehicle. Keep log sheets of allocated vehicle. Transport passengers as requested by the Line Manager. Drive light and medium motor vehicle to transport passengers to other offices. Ensure that only authorised persons are carried in the assigned vehicle. Collect and / deliver correspondence at Head Office, Community Learning Centres or any other offices as requested by the Line Managers. Do routine maintenance on the allocated vehicle and report defects timely. Perform messenger functions. Sort and arrange correspondence in the registry. Collect, distribute, and circulate correspondence to different CLC in the College. Record and control correspondence register. Follow up on submissions and procurement request. Perform general offices assistance in the College (Make copies, shred documents).

ENQUIRIES: Ms IS Maisane or Mr M Maboe 010 900 1154/1168



POST: CLEANER

(College Council appointments) (Three years contract)

REF NO: 2023/04/10

SALARY: R 107 196 per annum (SL2) plus 37% in lieu of benefits

LOCATION: Central Office

REQUIREMENTS: Grade 10 - AET Level 4. Prior experience in a similar position will be an added advantage. Basic safety precautions in handling hazardous substances. Verbal and Written communication skills. Good inter-personal relations skill. Ability to work independently. Knowledge of gardening and proper handling of working equipment. Basic knowledge of Covid-19 health protocols.

DUTIES: Clean, dust and mop office floors and surroundings daily using a variety of equipment and supplies. Ensure that cleaning liquids and Covid -19 related cleaning detergents are kept in a safe place/store. Wipe desks and chairs regularly with chemical cleaning substances. Empty trash bins and make sure that all trash is properly disposed of. Clean and wash windows. Ensure that office, kitchen equipment is properly cleaned and maintained. Cleaning the classrooms, maintain garden. Perform other related duties as allocated by the manager.

ENQUIRIES: Ms IS Maisane or Mr M Maboe 010 900 1154/1168

POST: SUPPLY CHAIN MANAGEMENT CLERK X3 SL 5

(College Council appointments) (Three years contract)

REF NO: 2023/04/11

SALARY: R 181 599 per annum plus 37% in lieu of benefits

LOCATION: Central Office

REQUIREMENTS: A grade 12 certificate/ NCV Level 4 & National N6 certificate or a National Diploma (NQF 6) in Finance/Cost Management/Financial accounting or equivalent. 1-3 years' experience will be an added advantage.

DUTIES: Compilation and maintenance of records. Verify the issuing of equipment and accessories to components and individuals in need. Identify redundant, non-serviceable and obsolete equipment for disposal. verification of the asset register. Update and maintain supplier (including contractors) database. Ensure that suppliers are captured and registered on the system. Request and receive quotations. Capture specification on the electronic purchasing system. Ensure that all orders are placed on time. Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusions. Check, place and verify orders for goods. Receive and verify goods from suppliers. Capture and ensure that goods are captured in registers and databases. Receive request for goods from end users. Issue goods to end users. Check and maintain goods registers. Update and ensure the maintenance of the register of



suppliers. Provide quality of work allocated. Be disciplined and adhere to human resource and SCM policies. Have proper telephone etiquette. Proper communication skills. Be aware of SCM prescripts. Legislation: GRAP and Treasury regulations.

ENQUIRIES: Ms IS Maisane or Mr M Maboe 010 900 1154/1168

POST: ADMINISTRATION PROVISIONING OFFICER X2 SL 7

(College Council appointments) (Three years contract)

REF NO: 2023/04/12

SALARY: R 269 214 per annum plus 37% in lieu of benefits

LOCATION: Central Office

REQUIREMENTS: Minimum educational requirement qualification: Grade 12 certificate/ NCV Level 4 & National Diploma (NQF 6)/ Degree (NQF 7) in Financial Accounting / Supply Chain and Logistics

Management / Cost Management Accounting, experience 1-3 years' experience will be an added advantage. Extensive knowledge of relevant financial and SCM prescripts. Knowledge of departmental policies and procedures. Computer literacy (i.e Excel Spreadsheet, report writing skills, MS Power Point presentation). A valid driver's license, knowledge of all acts governing your work area: Public note, Public Service Act, 1994, Public Finance Management Act, 1999, Treasury Regulations, Supply Chain Management Framework, Procurement directives and procedures, Government budget procedures, knowledge of financial management systems, financial management policies, Supply Chain Management Policy, and relevant regulations prescripts.

DUTIES: Assist the college to procure the required resources, in accordance with Supply Chain Management Policy. Ensure that all resources are delivered, installed, and brought into a state, ready to be used as intended by the CETC management. Compilation and maintenance of records. Verify the issuing of equipment and accessories to components and individuals in need. Identify redundant, non-serviceable and obsolete equipment for disposal. verification of the asset register. Update and maintain supplier (including contractors) database. Ensure that suppliers are captured and registered on the system. Request and receive quotations. Capture specification on the electronic purchasing system. Ensure that all orders are placed on time. Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusions. Check, place and verify orders for goods. Receive and verify goods from suppliers. Capture and ensure that goods are captured in registers and databases. Receive request for goods from end users. Issue goods to end users. Check and maintain goods registers. Update and ensure the maintenance of the register of suppliers. Provide quality of work allocated. Be disciplined and adhere to human resource and SCM policies. Have proper telephone etiquette. Proper communication skills. Be aware of SCM prescripts. Legislation: GRAP and Treasury regulations. Maintain the internal control system, risk management, disposal, etc. Supervise staff and ensure that proper execution of daily tasks.

ENQUIRIES: Ms IS Maisane or Mr M Maboe 010 900 1154/1168



POST: FINANCE CLERK X3

(College Council appointments) (Three years contract)

REF NO: 2023/04/12

SALARY: R 181 599 per annum plus 37% in lieu of benefits

LOCATION: Central Office

REQUIREMENTS: A grade 12 certificate / NCV Level 4 & National N6 Certificate or a National Diploma (NQF 6) in Finance/Cost/Financial accounting or equivalent. 1-3 years' experience will be an added advantage.

DUTIES: Render financial accounting transactions. Receive invoices, check invoices for correctness, verification, and approval. Process invoices (e.g., capture payments). Perform salary administration support services. Receive salary advice, process advices (e.g. check advices for correctness, capture salaries, bonuses, salary adjustments and capture all deductions etc.). Filing of documents. Perform bookkeeping support services. Capture all financial transactions. Clear suspense accounts, record debtors and creditors. Process electronic banking transactions and compile journals. Render budget support services. Collect information from budget holders, compare expenditure against budget and identify variances. Capture, allocate virements on budget. Distribute documents about budget, receive and capture cash payments.

ENQUIRIES: Ms IS Maisane or Mr M Maboe 010 900 1154/1168

POST: STATE ACCOUNTANTS (X2) SL7

(College Council appointments) (Three years contract)

REF NO: 2023/04/13

SALARY: 269 214 per annum plus 37% in lieu of benefits.

LOCATION: Central Office

REQUIREMENTS: Minimum educational requirement qualification: Grade 12 certificate/ NCV level 4 & National Diploma (NQF 6)/ Degree (NQF 7) in Financial Accounting / Cost Management Accounting and or Auditing, experience 1-3 years' experience will be an added advantage. Post articles will be an added advantage. Extensive knowledge of relevant financial prescripts. Knowledge of departmental policies and procedures. Computer literacy (i.e Excel Spreadsheet, report writing skills, MS Power Point presentation). A valid driver's license, knowledge of all acts governing your work area: Public Service Act, 1994, Public Finance Management Act, 1999, Treasury Regulations, Supply Chain Management Framework, Procurement directives and procedures, Government budget procedures, knowledge of financial management systems, financial management policies, Supply Chain Management Policy, and relevant regulations prescripts and Generally Recognised Accounting Practices (GRAP).



DUTIES: Facilitate the development of an internal control system to ensure compliance in all applicable regulations and policies. Identify and document the correct accounting treatment and disclosure for each class of transaction. Ensure that transactions are captured and reconciled daily to produce an online real time system that is always accurate and up to date in all aspects. Render financial accounting transactions. Receive invoices, check invoices for correctness, verification, and submit an approval request. Assist the Accounting Manager to identify all the regulatory reporting requirements and budget utilisation monitoring requirements. Process invoices (e.g., capture payments), perform salary administration support services. Receive salary advice, (e.g. check salary advices for correctness, capture salaries, bonuses, salary adjustments and capture all deductions etc.). Filing of documents on SharePoint. Perform bookkeeping support services. Capture all financial transactions. Clear suspense accounts, record debtors and creditors. Process electronic banking transactions and compile journals. Render budget support services. Collect information from budget holders, compare expenditure against budget and identify variances. Capture, allocate virements on budget. Distribute documents about budget, receive and capture cash payments and supervise staff.

ENQUIRIES: Ms IS Maisane or Mr M Maboe 010 900 1154/1168

Mr CK Wee Principal: Gauteng CET College

Date: 12 April 2023