



The Gauteng CET College is committed in providing equal opportunities and practicing affirmative action employment. It is our intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate the process successfully, an indication of race, gender and disability status is required. Women and people with disability are advised to apply

APPLICATION : All applications must be email to HR.GCETC@Dhet.gov.za

CLOSING DATE : 28 February 2024

NOTE : Application quoting the relevant reference number must be submitted on the new Z83 Form, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment must be fully completed, duly signed and initialed by the applicant. Failure to fully complete, initial and sign this form will lead to disqualification of the application during the selection process. ONLY a fully completed, and recently updated comprehensive CV (with detailed previous experience) is required, Only Shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources and such qualification(s) and other related document(s) will be in line with the requirements of the advert. Shortlisted candidates will be subjected to personnel suitability checks (criminal record, citizenship, financial/asset records, qualification and employment verification including social media profiles). Appointment is subject to positive results of the security clearance process. Applicants who do not comply with the requirements outlined below, will not be considered. Applications received after the closing date will not be considered.

POST : COLLEGE COUNCIL SECRETARY (12 Months contract)

REF NO : GCETC /2024/02/01

DIRECTORATE : Corporate services

SALARY : R294 321 per annum (Level 07), plus 37% in lieu of benefits

CENTRE : Central office (Ormonde)

REQUIREMENTS : Qualifications and experience. Diploma/Degree in Public Management or Office Management or equivalent qualification; Minimum of 3 years' experience in secretarial function or similar role. A valid driver's license is a requirement. Basic Financial Management qualification/ experience will be an added advantage. Competencies: Good listening and writing skills; good interpersonal relations and customer orientation; organizing and planning skills, Attention to detail; knowledge of the Higher Education and Training communication protocols. Attributes: Professional, discreet, maintaining high levels of confidentiality; assertive, good organizer with sound

judgement and decision-making skills. Ability to work under pressure. Experience leading a diverse group of people, Positive attitude.

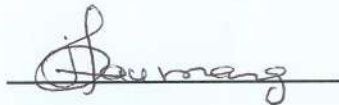
DUTIES: Managing logistics for College Council meetings and its sub-committees. Managing the interface between the Council and College management and between stakeholders and the Council; Providing secretarial functions for the Council and its sub-committees; providing advice and guidance on relevant policy gaps; Assisting with drafting of Charters, Terms of Reference, Policy documents on governance.

Ensure that corporate governance best practices are adopted by the College; Ensure members of Council are informed of scheduled meetings ahead of time; Assists the chairperson to prepare the agenda; Distributes the meeting minutes, agenda, and any supporting correspondence; Ensure that minutes are taken at the meetings and distributed to members; Keep all records of council and sub committees, including the Constitution, vacancies, standing orders, reports, minutes, contracts, code of practice and any other formal correspondence.

Update the College resolution register. Track actions and make follow-ups from Council meetings and update the Action list. Organize Council end of term functions. Comply with the council's constitution. Comply with the council's code of practice. Meet the department's requirements for screening, training, and induction. Provide secretarial function on the Academic Board meetings. Provide secretarial functions in EXCO meetings. Ensure that Council claims are processed on time.

ENQUIRIES: Mr M Maboe: 010 900 1168, Maboe.M@dhet.gov.za

Ms P Kubheka: 010 900 1162, Kubheka.P@dhet.gov.za



Mr AS Taumang

Acting Principal: Gauteng CET College

Date: 14/02/2024

Gauteng Community Education and Training College

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