



**higher education
& training**

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



**NORTHERN CAPE
URBAN TVET
COLLEGE**

THE NORTHERN CAPE URBAN TVET AWAITS APPLICATIONS FROM SUITABLY QUALIFIED PERSONS FOR THE FOLLOWING PERMANENT POST.

POST: PRACTITIONER: HUMAN RESOURCE DEVELOPMENT

LEVEL: 7

SALARY: R257 508.00 pa

REFERENCE NO: NCUTVET/DHET 2021/04

MINIMUM REQUIREMENTS:

- Recognized National Diploma in Human Resource Management/Development (NQF level 6)
- Relevant PERSAL Certificates
- A Certificate in facilitation/ Assessor/ Moderator will be an added advantage
- 2-3 years' relevant experience in Human Resource development environment
- Knowledge and understating of the application of Public Service legislative framework (PSA, PFMA, PSR etc.)
- Knowledge and understanding of coordination and facilitation of training
- Knowledge and understanding of application of Employment Equity Act
- Knowledge and understanding of PMDS and IQMS

KEY PERFORMANCE AREA (DUTIES):

- Implement all training and development programmes in line with approved plans • Facilitate the development and implementation of Work Skills Plan
- Process bursaries in line with the departmental policy.
- Coordinate the implementation of Internship and Learnership Programmes.
- Coordinate the implementation of Performance Management Development System, Integrated Quality Management System and coordinate training for College staff
- Facilitate the development of job descriptions
- Provide assistance on the development, review and implementation of Employment Equity Plan for the College
- Supervise human resources / employees

RECOMMENDATIONS:

- Coordination and facilitation of training programmes
- Planning and organizing
- Communication (Good verbal and written)
- Computer Literacy
- Flexibility
- Customer care services
- Report writing
- Flexibility
- Teamwork
- Presentation skills

APPLICATIONS: Forward Your Application, Quoting the Reference Number and the position you applying for to: The HR Department, Northern Cape TVET College, Private Bag X5031, Kimberley, 8300 or hand deliver to HR Department at 39 Long Street Kimberley

NCUTVET-Advert

2021-08 -25

Page 1 of 2

CLOSING DATE: **14 September 2021**, applications received after the closing date, faxed or emailed applications will not be considered.

NOTE: **NOTE:** To be included in the application, applications must be submitted on form **Z83 obtainable from any public service department** or on the internet at www.gov.za/documents, which must be completed in full, originally signed and dated by the applicant. Applications must be accompanied by a covering letter, a comprehensive, recent Curriculum Vitae(CV) and originally certified copies of Identity Document, qualifications (**transcript of results**), Driver's license (where applicable) and all other attachments thereof. All documents certification dates must be within three months of the application date. The specific reference number of the post applied for must be quoted. A separate application must be submitted for each post applied for. For foreign applicants a certified copy of work permit must be included. **The College has the right to withdraw and /or amend adverts for post(s) and retains the right not to fill the post (s) as determined by the delegated authority.**

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 will only be entered into with shortlisted applicants.

IF NO RESPONSE IS RECEIVED WITHIN 3 MONTHS AFTER THE CLOSING DATE, PLEASE REGARD YOUR APPLICATION AS UNSUCCESSFUL.

ENQUIRIES: Ms E Mokokong TEL NO: 053 839 2099/74

