

Department of Higher Education and Training: Goldfields TVET College

GOLDFIELDS TVET COLLEGE INVITES SUITABLE CANDIDATES TO APPLY FOR THE FOLLOWING POSITIONS:

Applications must be forwarded to: The Principal, Mr FS Mahlangu Goldfields TVET College, Private Bag X95, Welkom, 9459 or be hand delivered at Goldfields TVET College (Central Office), 36 Buren street, Flamingo Park, Welkom, OR email to : recruit@goldfieldstvet.edu.za
Attention: Acting HR Manager Mr BP Sibiya.

Full details of the posts will be available on the college website at www.goldfieldstvet.edu.za and Facebook: [goldfields TVET college](#).

PLEASE NOTE:

A completed new Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details). According to DPSA Circular 19 no qualifications will be submitted (whether certified/not certified)., Communication from the HR regarding the required certified documents will be limited to shortlisted candidates.

Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date will **NOT** be accepted.

Shortlisted candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks (where applicable, qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. The College/DHET reserves the right not to make appointments and correspondence will be limited to shortlisted candidates only.

If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application as unsuccessful.

NOTE:

All costs incurred due to your application and interviews will be at your own expense. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. The successful candidate will undergo a vetting process and will sign a Performance Agreement with the College Principal.

People with disability are encouraged to apply.

POST : CAPITAL INFRASTRUCTURE AND EFFICIENCY GRANT PROJECTS (CIEG 3 YEAR'S CONTRACT)
Ref No : GC2022/41
SALARY : R382 245.per annum (Level 09) plus 37% benefits
CENTRE : Goldfields TVET College

REQUIREMENTS : Grade 12, 3-year accredited National Diploma/Degree in Construction Management/Construction Science or Quantity Surveying with a minimum of 2-3 years relevant work experience in Construction of which 2 years have been in supervision/management role. Computer Literacy (MS Office). A valid code 08 driver's license. Recommendations: Knowledge of organizational objectives, CIBD regulations, Occupational Health and Safety Regulations (OHS). Environmental management. Project Management. Risk Management. Financial Management. Compliant to policies and legislation. Information Management Analytical abilities. Committed. Hardworking, Good coping skills. Ability to work independently. Policy development and implementation skills. Ability to work in a team and also individually.

DUTIES : Responsible to supervise different task in completing construction or repairs and maintenance projects. Responsible for the flow of information from the college level project supervisor (organizational point where the service/project is requested) to the team regarding the project in the Department of Higher Education and Training Department. Make the arrangement for projects documentation on the recommendation and 45 specification of the Department and ensure that specifications are met. Meet the project owner, ensure that appropriate specification are set, or meet a higher standard. Update information on the project management tools. Make arrangement for the project completion based on specifications of the project owner. Put a proficient team together to achieve the purpose of work in changing circumstance and fixed circumstance, and in a responsive circumstance using leadership and management expertise. Plan, commence, execute, supervise, and roundup assigned projects. Ensure compliance with legal, contractual and safety requirements for all College projects. Manage implementation of work within established policies, systems, procedures, processes and practices. Ensure that the appropriate legislation, policies and standard procedures are complied with and that there is no negligence in this regard. Monitor legislation updates and communicate to relevant staff. Provide advice in line with applicable legislation. Liaise with all professionals including the OHS and Environmental Officers. Provide administrative support to progress report meetings. Attend to these meetings and provide progress report meetings. Attend to these meetings and provide progress report and feedback Drafting, submission and presentation of College project related management reports. Act as a liaison between the consultants and the college management. Make recommendations of the projects to management. Report to management in relation to projects underway. Facilitate legal and regulatory requirements for all projects.

Enquiries about this post may be directed to Mr WPM Pinkoane: Deputy Principal: Corporate Services at (057) 910 6000 during office hours.

Closing Date: 28/10/2022.