



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



BUFFALO CITY
TVET COLLEGE

SUPPORT CHIEF FINANCIAL OFFICER (CFO)

Central Office

Reference BCC1121/01

SL12 (starting notch R869 007 CTC PA)

(6 months College Council fixed term appointment)

Forward your application to email address: bcc1101@bcccollege.co.za

REQUIREMENTS

Matric or NCV Level 4; with a recognised 3-year Bachelor's degree/Advanced National Diploma (NQF level 7) in Commerce, Accounting or Financial Management or equivalent qualification, minimum 5 to 10 years' work experience in an overall financial management and reporting role, of which minimum 5 years' proven experience at middle to senior management level. A registered Chartered Accountant will be an added advantage, have experience with GRAP standards and Budget development and in possession of a valid driver's license.

KEY PERFORMANCE AREAS

Assist with preparation of Annual Financial Statements ; Assist the Deputy Principal: Finance with Internal Audit & AG activities; Assist Deputy Principal: Finance with budget development, all relevant recons and cash flow management processes; Assist the Deputy Principal Finance with management of Supply Chain Management; Oversight and reporting on APP, Ops plans, National Skills Funds projects; Financial management and reporting on all cost centre and project performance including campuses and infrastructure grants projects. Provide reports and input for meetings up to council level for all financial related submissions; assist with review and development of financial policies, Ad hoc reporting and provide General Support to Deputy Principal: Finance.

SKILLS AND COMPETENCIES

The establishment of clear reporting channels and responsibility lines, policies and procedures; the co-ordination and integration of the plans and operations for BCC's role players; Better administration, management and effective monitoring of Skills unit projects; Strengthen communication and interaction with internal and external stakeholders; Effective and efficient co-ordination and placement of learners at different workplaces



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BUFFALO CITY
TVET COLLEGE

Assistant Director: TVETMIS

Admin Centre

Reference BCC1121/02

Salary level 10(Starting salary notch R470 040p.a plus benefits)

(Permanent Persal appointment)

Forward your application to email address: bcc1102@bcccollege.co.za

REQUIREMENTS

Matric or NCV level 4 with a recognised 3 year degree/diploma in Information Management/Computing or any other relevant equivalent qualification ; 5 years' experience in the Information Technology/Computing or any relevant field, in which 3 years must be supervisory experience in the Information Technology environment or Computing or any relevant field; valid driver's licence; Knowledge of policies and governance environment of TVET Colleges including knowledge of the TVETMIS system; annual reporting requirements by the Higher Education Institutions; Knowledge and understanding of Information Management ,Knowledge, understanding, application and interpretation of office management, ITS, data warehouse and IT prescripts.

KEY PERFORMANCE AREAS

Set up the system in readiness for enrolment and support other processes; Control the quality of captured data and report if there are errors; Maintain the college TVET MIS system; Manage the student data; Use various tools, extract data to facilitate statistical reporting; Interact with service provider regarding upgrades and request for assistance; Maintain data on student registration and Submit monthly report on skills & learnership on monthly basis; Compile, monitor academic examination and staff statistics of the college and submit reports on quarterly basis to management and DHET; Compile monthly, quarterly and annual reports as requested. Set up the student system for registration of students and ensure creditability and reliability; maintain the ITS student system and other related system; Monitor capturing, quality control, validation, run procedure, create file and ensure that entries are sent to DHET head office; Render management service to the staff; Ensure completion of performance agreements by all employees in the unit, Supervision of staff

SKILLS AND COMPETENCIES

Excellent communication skills (Verbal and written); Problem solving and time management; Administrative; Planning and organizing; Financial management; Report writing; Communication and interpersonal, Problem solving, Computer literacy; Analytical; Client oriented; Project management; Team leadership; Planning and organizing; People management.



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BUFFALO CITY
TVET COLLEGE

**Assistant Director – Asset Management
Admin Centre**

Reference BCC1121/03

SL9 (starting notch R376 596 p.a. plus benefits)

(College Council 3 year Fixed term contract)

Forward your application to email address: bcc1103@bcccollege.co.za

REQUIREMENTS:

Matric or NCV Level 4 with a BCom degree or any relevant or equivalent qualification; At least 5 years' experience in asset management of which 3 years should have been in supervisory role; Advanced Computer Skills (Microsoft office – excel, word and power-point); Extensive knowledge of GRAP standards on asset management.

KEY PERFORMANCE AREAS:

Develop and implement asset management policies in line with relevant legislation; Oversee all recording, transfers of assets and oversee the administration of acquisition and disposal; Serve as a guide to the disposal committees; Review the asset management register, electronic filing system and manual register to ensure that it is always up to date and maintain for all current asset, movements and disposals; Ensure and monitor the asset count, verifications and office inspections of all assets and asset storerooms supervision and performance management of the asset management section; Execute duties as and when delegated by the Principal.

COMPETENCIES:

Well – developed verbal and written communication skills; Document Management and record keeping skills; High level of diplomacy and tact, ensuring confidentiality of information at all times; Well-groomed and self-motivated with learning agility; Good organisational and time management skills; Ability to work under pressure and within tight deadlines, ability to work flexi hours as and when required; Ability to report on a weekly, monthly to the CFO and quarterly to the Council subcommittees; Great performance management skill.



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BUFFALO CITY
TVET COLLEGE

**Assistant Director: Occupational Programmes
King Street Site**

Reference BCC1121/04

**SL10 (starting notch R470 040 p.a. plus benefits)
(College Council permanent appointment)**

Forward your application to email address: bcc1104@bcccollege.co.za

REQUIREMENTS

Matric or NCV Level 4; with a recognised 3 year degree/diploma in Project Management / Financial Management/ or Engineering, 5 years' experience in the TVET sector/ training environment/SETA, 3 years must be supervisory experience in the TVET sector/ training/SETA, Computer Literacy knowledge; A valid drivers' license, Quality Management Systems, Strategic Planning, Assessor and Moderator experiences will be an added advantage.

KEY PERFORMANCE AREAS

Develop the learning programme management plan to achieve the defined targets and priority skills areas set out in the strategic plan; Develop the operational plan for skills unit; Implement approved Implementation and Roll out plans; Develop the divisional budget to support achievement of the skills unit strategy and annual performance plan; Identify and monitor risks for the skills unit and develop and maintain a risk register; Compile project monthly, quarterly and close off report; Apply and ensure accreditation and extension of scope for all skills and SETA learning qualifications; Apply for the accreditation for the QCTO trades related to the relevant qualifications; Ensure the establishment of SETA related workshop, simulator centre/ demonstration centres (identified) and accredited accordingly; Develop policies and monitor the implementation of the policies related to the SETA programmes; Monitor accreditation status and timelines/frames of all accredited programmes; Assist in the development of the discretionary grant criteria and policies, procedures and processes; Manage the implementation of the discretionary grant processes; Manage performance of beneficiaries against the grant conditions; Manage the contracts and address any breaches thereof; Manage the progress of beneficiaries in line with the contract conditions; Prepare and present the recommendations for the allocation of grants in line with the defined processes; Prepare and reconcile the discretionary grant commitment schedule and communicate to finance; Maintain the discretionary grant commitment schedule and communicate to finance; Report on the discretionary grant processes in line with the APP and the operational plan; Manage learner registration processes; Monitor assess and evaluate effectiveness of the implementation plan and training of approved projects; Develop an intervention and remedial action plan where necessary; Monitor risks for the skills unit ,develop and maintain a risk register Oversee the placement of learners and monitoring in the workplace; Compile the close off report; Prepare reports for submission to the following committees (Academic Board, Fincom, Broad Management Meeting, Senior Management Meeting); College council and compile the following (Monthly reports, Quarterly reports, Annual surveys-DHET, Annual report), Seeking placement and partnerships; Ability to work long hours and during weekends;

SKILLS AND COMPETENCIES

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ALL PERMANENT EMPLOYEES WILL BE SUBJECTED TO A YEAR'S PROBATION PERIOD AND FIXED TERM EMPLOYEES TO SIX MONTHS.

CLOSING DATE: 3 December at 15:00

Please ensure that you take note of the disclaimer under each advert pertaining to the sending of applications during the various lockdown levels. Ensure that you use the correct email address as set in each advert. Applications sent to incorrect email addresses will regrettably not be considered

Candidates who are suitably qualified for the above positions should submit an official application form (Z83 for support staff and EDP01 for educators), a comprehensive CV and certified copies of the following: All relevant Qualifications must include transcripts of subjects passed, a Driver's license and ID. Applicants must also provide , together with the work contact details, including e-mail addresses of at least three work-related references; failure to submit the required documents mentioned above or late submission your application will not be considered.

For enquiries: Ms N Mhlola-Miza on 043 704 9275.

Application forms and the full advert are available on our website, www.bccollege.co.za.

The college reserves the right to verify any information received in applications. Selected candidates will be subjected to a vetting process and personnel suitability check in terms of minimum information security standards. Short-listed candidates will be invited for an interview and may be subjected to a competency assessment as part of the selection process. Submission of fraudulent documentation and canvassing of Council members or College staff will immediately disqualify the candidate. If you have not been contacted within 4 weeks please consider your application as unsuccessful.

Preference will be given, but not limited to, to candidates from designated groups in terms of the Employment Equity Act and the College's Employment Equity Plan. The college reserves the right not to appoint/fill this position.