



**higher education  
& training**

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA



**BUFFALO CITY  
TVET COLLEGE**

**CHIEF PERSONNEL OFFICER**

**ADMIN CENTRE**

**Reference BCC0609/09**

**SL 8(Starting notch R321 543 p.a. plus benefits)**

**(Permanent College Council appointment)**

## **REQUIREMENTS**

Matric or NCV Level 4 with a recognized M+3 years Degree or National Diploma in Human Resource Management / Development; Relevant Persal Certificate; 3-5 years' relevant experience in Human Resource environment; Understanding and utilisation of the PERSAL system; Understanding of legislative framework governing the Public Services; Storage and retrieval procedures in terms of the working environment; Understanding of the work in registry. A valid driver's license

## **KEY PERFORMANCE AREAS**

Administer conditions of service and remuneration of employees; Administer Recruitment and Selection; Manage Records for the College; Manage human, financial and other resources in the unit.

## **SKILLS AND COMPETENCIES**

Planning and organizing; Communication (Good verbal and written); Computer Literacy; Flexibility; Customer care services; Report writing; Flexibility Teamwork.



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**Closing date for applications: 15 June 2022 at 15:00**

Candidates who are suitably qualified for the above positions should submit an official application form (Z83 for support staff, the new Z83 available from any Public Service Department and EDP01 for educators), a comprehensive CV and copies of the following: All relevant Qualifications must include transcripts of subjects passed, a Driver's license and ID, such copies need not to be certified when applying for a post. Applicants must also provide, together with the work contact details, including e-mail addresses of at least three work-related references to: **Buffalo City Public TVET College, HR Division, Private Bag 9016, East London 5200 or deliver it to the Administration Centre, corner of Lukin Road and King Street, Selborne, East London.** 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](http://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.