

**Assistant Director: Human Resource Administration
Corporate Services
Reference: Bcc10/2026**

**SL9 (Starting salary notch R487 197 p.a plus benefits)
Permanent Position**

REQUIREMENTS

Matric or NCV Level 4 with a recognized M+3 years Degree or National Diploma in Human Resource Management or any relevant qualification, 5 years' experience in the Human Resources field, in which 3 years must be supervisory experience in the Human Resource environment; valid driver's licence. Knowledge and skills in HR regulatory framework including PSBC resolutions; General computer literacy including MS Word, Excel, PowerPoint and staff management system; Strong organisational, leadership and management skills; Knowledge and skills of PMDS and IQMS (Evaluation and Development system); Knowledge of Public Service legislations and policies related to Human Resource Management; Knowledge and understanding of TVET/CET Administration; Knowledge and understanding of Higher Education sector, Knowledge of PERSAL and Job Evaluation.

DUTIES

Render conditions of services (leave, Housing, Medical Aid, Injury on Duty, Long Service Recognition, Overtime, Relocation, Pensions, Transfers, Allowances etc); Oversee the recruitment and selection processes as per departmental delegation; Coordinate the design, review and implementation of the college organisational structure; Facilitate the development of Job Descriptions; Coordinate the Job Evaluation of posts/jobs and submit to Head Office; Conduct work-study and business process re-engineering; Coordinate, develop, review, implement and monitor the college HR plan, Submit college HR plan to Regional and Head Office for integration of the departmental plan; Ensure the implementation of HR Plan. Oversee Human Resource Development services. Oversee Employee Health and Wellness. Management of all Human, Financial and other resources of the unit.

ENQUIRIES: Ms Lulama Jongidiza Tel No 043 880 0177, Ext 2250.

APPLICATIONS: Buffalo City 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, email: hr2026@bccollege.co.za.

NOTE: All applications must be submitted on the new approved Z83 Application form (dated January 2021) obtainable from the DPSA website. The new Z83 Application form must be accompanied by a detailed recently updated comprehensive CV with three (3) contactable references (provide their contact number and email addresses), Driver's license, ID copies and Qualifications copies, such copies need not to be certified when applying for a post. Only shortlisted candidates will be contacted to submit the required certified documents. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately for every post you wish to apply for. Applicants with foreign qualifications would be required to submit an evaluation certificate from the South African Qualification (SAQA) on or before the day of the interview. The College reserves the right to withdraw the post at any time. Communication will only be entered into with the shortlisted and successfully candidates. All shortlisted candidates may be subjected to personnel suitability checks (criminal record, citizenship and qualification verification). The suitable candidates will be required to annually disclose their financial interests and declare any conflict or perceived conflict of interest. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments, one will be practical exercise to determine a candidate's suitability based on the post's technical generic requirements, and the other must be an integrity (ethical conduct) assessment. People living with disabilities are encouraged to apply. All applicants must consider their applications to be unsuccessful if not contacted within 60 days after the closing date.

CLOSING DATE: 18 September 2026