

**WATERBERG FET COLLEGE (LIMPOPO PROVINCE) INVITES  
QUALIFIED AND EXPERIENCED CANDIDATES TO APPLY FOR  
THE FOLLOWING POSTS TO BE FILLED ACCORDING TO THE  
FET ACT NO.16 OF 2006 (as amended in 2012)**



**WATERBERG  
FET COLLEGE**  
Together ensuring success

**12 MONTHS CONTRACTS**

**Ref: WFC 2013/01 - Deputy Manager: Information Management Systems**

**Location: Central Office - Salary Level 9 (R252, 144 – R304, 587)**

***Requirements:***

REQV 13 in IT or equivalent \* At least 4 years experience in a Electronic Business Management Information System \* Knowledge of different types of Information Management Systems \* Knowledge of the FET sector \* Valid driver's license \* Advanced computer skills

***Duties and Responsibilities:***

Ensure that the College Electronic Business Management Information Systems is functional, effective and efficient \* Facilitate the functioning, co-ordination and maintenance of all Electronic Business Management Information Systems \* Manage subordinates and ensure that all staff are kept abreast of the latest development in the IT sector \* Manage EMIS to provide the following operations: Academic Services, Student Support Services, Learnership and Skills, Planning, Research and Institutional Development, Finance, Administrative Services, Human Resources, Student Registration and EMIS \* Manage the IT Network (connectivity) at all Centres \* Manage information data and ensure that back-ups are done on an ongoing basis.

**Ref: WFC 2013/02 - Senior State Accountant (Supply Chain Management)**

**Location: Central Office - Salary Level 8 (R212 106 – R249 849)**

***Requirements:***

Bachelor degree in Procurement/ Logistics or equivalent \* At least four years relevant working experience in Supply Chain Management \* Knowledge of PPPFA, PFMA and Treasury Regulations \* Knowledge of the FET sector \* Must be computer literate and have a valid driver's license.

***Duties and Responsibilities:***

Develop, implement and manage SCM policies and procedures \* Implement and manage the procurement process \* Assess the Supply Chain risk and performance matters \* Enhance and promote competitiveness in procurement process, periodically review systems, process, policies and procedures of the sections \* Manage the end to end tender and quotation process in terms of reference preparation, tender documents preparation, bid invitations, tender briefings, bid administration, bid evaluation pre- screening and adjudication and contract management, in conjunction with Management \* Prepare monthly, quarterly and annual reports for the SCM function \* Supervise the maintenance of the supplier/vendor database and database registration process \* Ensure adherence to contract management and signed service level agreements with the service provider.

**Ref: WFC 2013/03 - Driver/Messenger**

**Location: Central Office - Salary Level 4 (R96 363 – R113 511)**

***Requirements:***

Minimum NQF Level 2/Grade 10 qualification. A Matric certificate will be an added advantage \* Code 10 Driver's license plus PDP \* At least three years driving experience \* Ability to work long hours when required and under pressure.

***Duties and Responsibilities:***

Provide driving services for Waterberg FET College staff and students \* Transportation of goods for the College \* Cleaning and upkeep of College vehicles \* Perform messenger duties for the College.

**PLEASE NOTE THE FOLLOWING: The above mentioned applications should be submitted on a Z83 form obtainable from all Public Service Departments, accompanied by a detailed CV and certified copies of all qualifications, ID and Driver's License \* Applicants must please see to it that they use the reference number allocated to the post \* Faxed or e-mailed applications will not be considered \* Communication will only be entered into with short-listed candidates and the successful applicant \* If you have not heard from the College within a month of the closing date, you should consider your application as unsuccessful \* The College reserves the right not to make appointment(s) to the advertised post(s) \* The College is an affirmative and equal opportunity employer, people with disabilities are encouraged to apply.**

**APPLICATIONS SHOULD BE FORWARDED TO:**

**POSTAL ADDRESS: The Acting Principal, Waterberg FET College, Postnet Suite # 59, Private Bag X 2449, MOKOPANE, 0600 OR**

**HAND DELIVERY: The Acting Principal, Waterberg FET College, 36 Hooge Street, MOKOPANE, 0601**

**CLOSING DATE FOR SUBMISSIONS: Friday, 5 July 2013**

**Enquiries: Mr. LF Mpebe, Tel no: 015 - 491 8581/8602**