



WATERBERG FET COLLEGE, INVITES QUALIFIED AND EXPERIENCED CANDIDATES TO APPLY FOR THE FOLLOWING POST TO BE FILLED ACCORDING TO THE FET ACT NO.16 OF 2006

**Ref 2012/01 - DEPUTY MANAGER: HUMAN RESOURCE MANAGEMENT
Central Office - Salary Level 9 (R221, 058 – R267, 036)**

Requirements:

REQV 13 / Equivalent post matric qualification in the Human Resource field * At least four years experience in Human Resource Management * Knowledge of the FET Sector * Knowledge of Acts and Regulations governing Human Resources * Valid drivers license * Computer Skills

Duties and Responsibilities:

Development and implement of all the relevant HR Policies and procedures required for the sound functioning of the College * Develop and monitor the annual budget for the HR Unit * Ensures the maintenance and updating of staff records and the College staff establishment on the College Information Management System * Manages College staff contracts and staff benefits * Provision of information for the monthly payroll of the College * Ensures that staff recruitment, appointments, resignations are done in compliance with College policy and procedures * Ensures an effective and efficient management of grievances, dispute and disciplinary procedures * Ensures compliance with all the provisions of the Occupational Health and Safety Act * Ensures provision of Staff Wellness Programmes * Ensure implementation of college Performance Management System * Ensure the management of Staff Development * Compilation of reports for the College Council HR Committee.

Please note the following:

Above-mentioned applications should be submitted on form Z83 obtainable from all Public Service Departments, accompanied by a detailed CV and certified copies of all qualifications and ID document * Applicants must please see to it that they use the reference number allocated to the post * Faxed or E-mailed applications shall 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 in a month of the closure of the advertisement, please accept that your application has not been successful.

Applications must be forwarded to:

The CEO, Waterberg FET College, 36 Hooqe Street, Mokopane, Limpopo Province, 0601
OR

The CEO, Waterberg FET College, Postnet Suite #59, Private Bag X2449, Mokopane, 0600

NOTE: Due to ongoing internal processes, the College reserves the right to withdraw any post at any time. * The College reserves the right to verify the qualifications of every recommended candidate prior to the issuing of an offer of appointment * No correspondence will be allowed between the applicants and any of the employees of the College * No late submissions will be recorded * *The Waterberg FET College is an equal opportunity employer.*

CLOSING DATE FOR SUBMISSION: 9 March 2012 at 12:00

For further enquiries contact Mr J Tema on 015 - 491 8581/8602