



VACANCY ADVERTISEMENT

Lovedale TVET College invites suitably qualified, innovative, result-orientated, and self-motivated candidates to apply for the vacancy of council secretary:

POST : **COUNCIL SECRETARY**
Ref NO. : **Lovedale/01/07/2024**
CENTRE : **Qonce**
POST TYPE : **COUNCIL APPOINTMENT**
POST LEVEL : **9**
SALARY PACKAGE : **R417 552 p.a + 37% in lieu of benefits.**
DURATION : **5 YEAR EMPLOYMENT CONTRACT**

MINIMUM REQUIREMENTS:

LLB degree or any legal (related) qualification • Minimum of 3 years of experience in a company or council secretarial role. • Good interpersonal relations and customer orientation. • Organizing and planning skills. • Knowledge of the Further & Higher Education System. • Extreme professionalism. • Discreet with confidentiality. • Assertive, good organizer with sound judgement and decision – making skills. • Ability to work under pressure.

KEY RESPONSIBILITIES:

Manage the logistics for the council and its committees. • Manage the interface between the council and college management and stakeholders. • Providing advice and guidance on relevant policy gaps. • Assist with research and drafting of charters, terms of reference and policy documents on governance and legal matters. • Ensure that corporate governance best practices are adopted by the college.



APPLICATIONS:

Applications must be submitted on a duly complete New Z83 form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants must submit a fully completed signed Z83 form, comprehensive CV indicating three reference person's Name, Contact Numbers and a relationship with reference as checks will be done on nominated candidate(s) and certified copies of qualification(s) and ID and a Driver's License. If the application is attached or in possession of foreign qualification(s), it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) when submitted. Failure to submit all the requested documents will disqualify your application.

Selected candidates will be subjected to

personnel suitability check, criminal record check, citizenship verification, financial record check, qualification verification and previous employment verification and successful candidate will also be subjected to security clearance and vetting processes. Only shortlisted candidates will be contacted. If the applicant hasn't been contacted within 30 days, after the closing of the advertisement, please consider your application as being unsuccessful.

Hand - delivered applications to be submitted to: Lovedale TVET College, Corporate Services Directorate, Reception Division, 01 Amatola Row, eQONCE

CLOSING DATE OF APPLICATIONS: 12 AUGUST 2024 at 15H00

The College reserves the right not to make appointment(s) to the advertised post.

***Note:** Preference will be given to women to maintain the healthy balance in governance and ensure we achieve representation in the Council.*

FOR ENQUIRIES: MS P MNCONTSO on 087 238 2223 EXT 1035.