

## REQUEST FOR APPLICATIONS



### INTERNAL ICT STEERING COMMITTEE

**NORTHERN CAPE RURAL TVET COLLEGE invites experienced candidates to serve on the Internal ICT Steering Committee of the College.**

**IT Governance Specialist:**

The successful candidate will advise the College Management and Council, and play an oversight role on all ICT-related matters.

**Remuneration package:**

Members will be remunerated according to the tariffs approved by the Department of Higher Education and Training. The Term of Office of the Committee will be for a period of three (3) years.

**Requirements:**

- A BSc in Computer Science or related field
- Three plus (3+) years of progressive IT Audit, IT internal controls development and/Risk Management experience
- Ten plus (10+) years of or customer service progressive professional experience
- Three plus (3+) years IT change management and/or process improvements experience
- Computer literacy with the ability to use Windows, Apple and Linux Operating systems and Desktop Applications suite software packages and other Windows-based software.
- Professional certification - Microsoft Certified Network Engineer (Valid and updated Certification)
- Professional certification - Microsoft Certified Systems Engineer (Valid and updated Certification)
- Experience in the implementation and management of IT systems - Government Departments

**Key Responsibilities:**

- Participate in ICT risks, compliance and internal control quality assurance design and effectiveness testing to support the adequacy, effectiveness and sustainability of risk, control governance frameworks
- Collaborate with Internal Audit, External Audit, ICT control owners and ICT management to proactively strengthen ICT controls and to ensure compliance with all applicable policies and regulatory requirements
- Participate in the identification, registration and remediation of ICT risks with relevant stakeholders
- Provide and advise ICT management and control owners in the implementation of industry leading practices
- Ensure the development of communication methodologies, internal tracking systems and ICT standards
- Ensure transparent communication of ICT activities and management processes
- Advise the College Council on The strategic direction and alignment of ICT with sector imperatives
- Chair the Internal ICT Steering Committee that will meet at least four (4) times a year.

**Enquires:** Mr. PJ Reyneke (054) 331 3836

To apply, please submit an application letter, Council Nominee Form and recent Curriculum Vitae as well as certified copies of qualification and Identity Document to the following email address:

[peterr@ncrtvet.co.za](mailto:peterr@ncrtvet.co.za)

**Closing Date:** 27 November 2020

Please take note that your application via email will be acknowledge, however, correspondence will only be conducted with the shortlisted candidates. If you have not been contacted within one (1) month after the closing date of the advertisement, please accept that your application is unsuccessful.



# higher education & training

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA

## NOMINEE TEMPLATE FOR APPLICATIONS FOR TVET COLLEGE COUNCIL MEMBERSHIP IN TERMS OF SECTION 10(4)(b) OF THE CONTINUING EDUCATION AND TRAINING ACT, No 16 OF 2006

### PART A: PERSONAL AND PROFESSIONAL DETAILS AND MOTIVATION

|                        |     |    |
|------------------------|-----|----|
| PROVINCE:              |     |    |
| TVET COLLEGE/S:        |     |    |
| NAME OF PERSON         |     |    |
| ID NO:                 |     |    |
| ADDRESS<br>(PHYSICAL): |     |    |
|                        |     |    |
|                        |     |    |
|                        |     |    |
|                        |     |    |
| TEL NO:                |     |    |
| CELL NO:               |     |    |
| EMAIL ADDRESS:         |     |    |
| GENDER:                |     |    |
| RACE:                  |     |    |
| DISABILITY:            | YES | NO |

IF YES, please  
indicate kind of  
disability

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**MOTIVATING FACTORS AND REASONS FOR APPLICATION**

**QUALIFICATIONS**

(Please attach certified copies of your qualifications)

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**COMPETENCIES AND SKILLS SETS**

E.g. Co-operation skills, ability to network; Ability to prioritise; Ability to think holistically; Ability to work in a team and mentor and guide others; Ability to support conflict resolution; Self-management; or Positive attitude to change.

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**MEMBERSHIP OF ORGANISATIONS AND PROFESSIONAL BODIES (e.g. SAICA, Organised Business, Organised Labour etc.)**

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**FORMAL WORK EXPERIENCE**

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## INFORMAL WORK EXPERIENCE

## REASONS FOR APPLICATION

Details to be considered in motivating your application for a position on a TVET college council for a period of 5 years.

- *Knowledge of technical and vocational education and training and the role of TVET Colleges within the overall post school sector as envisaged by the Green Paper on Post School Education in South Africa.*
- *Experience in strategic planning and decision making.*
- *Understanding the linkages between the world of work and the post schooling sector in order to give relevant strategic advice and/or is able to synthesise relevant strategic issues.*
- *Understanding the importance of the Programme Qualification Mix (PQM) and how the right PQM can support employability.*
- *Experience in governance structures of public TVET Institutions and/or private enterprises.*
- *Analytical competencies (be able to analyse socio-economic developments and translate those into relevant information for strategic decision making).*

## PREVIOUS APPOINTMENTS TO A TVET COLLEGE COUNCIL (add rows as required):

| Name of College | Duration |    |
|-----------------|----------|----|
|                 | From     | To |
| 1.              |          |    |
| 2.              |          |    |
| 3.              |          |    |

**REFERENCES**

1.

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2.

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3.

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4.

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**CRIMINAL RECORD**

Please indicate if you have a credit and or criminal records which relate to any acts of dishonesty in financial or related dealings:

|            |           |
|------------|-----------|
| <b>YES</b> | <b>NO</b> |
|------------|-----------|

If yes, state the nature of the record:

\_\_\_\_\_

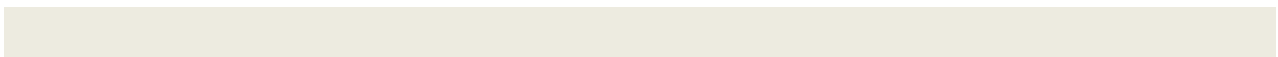
.....  
.....  
.....

**DECLARATION BY NOMINEE**

I,....., HEREBY DECLARE THAT ALL THE INFORMATION AS LISTED IN MY CV IS TRUE AND CORRECT AND THAT I AM WILLING TO SERVE FOR A PERIOD OF 5 YEARS IF I AM APPOINTED. FURTHERMORE, I ACCEPT THAT, SHOULD THIS APPLICATION PROVE TO CONTAIN FALSE INFORMATION, THE APPLICATION WILL BE REJECTED AND/OR ANY APPOINTMENT ARISING FROM IT WILL BE TERMINATED. I FURTHER CONSET TO THE VETTING PROCESSES WITH REGARDS TO CRIMINAL AND CREDIT/FINANCIAL CHECKS AS WELL AS VERIFICATION OF QUALIFICATIONS.

**DECLARATION BY NOMINATOR**

I,....., HEREBY DECLARE THAT, AS A WITNESS I AVE READ AND CHECKED ALL THE DOCUMENTS SUBMITTED BY THE NOMINEE COMPLIANT TO THE REQUIREMENTS AS SET OUT IN THE ADVERTISEMENT OR PUBLISHED GAZETTE.



**PART B: DECLARATION OF INTEREST**

In order to give effect to the application to serve as a council member for *[name of college]*, the following questionnaire must be completed and submitted with the application. This must be done for each college that you apply for.

1. Are you or any person connected to you, employed by DHET or College *[name of college]*? **YES / NO**  
If so, state particulars

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2. Do you have any relationship (family, friend, other) with a person employed by DHET or College *[name of college]* and who may be involved in any business activities with the above-mentioned entities? **YES / NO**  
If so, state particulars

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3. Are you aware of any relationship (family, friend, other) with a person employed by DHET or College *[name of college]* and who may be involved in any business activities with the above-mentioned entities? **YES / NO**  
If so, state particulars

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**DECLARATION**

I, THE UNDERSIGNED (NAME), ..... CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1 TO 3 ABOVE IS CORRECT. I ACCEPT THAT, SHOULD THIS DECLARATION PROVE TO BE FALSE, THE APPLICATION WILL BE REJECTED AND/OR ANY APPOINTMENT ARISING FROM IT WILL BE TERMINATED.

.....

**Signature**

.....

**Date**