



Elangeni College

For Further Education and Training

Supply Chain Management Clerk

Campus: Central Office

Salary: R84 482.00 p.a. • Ref. HRM 01/2012

Requirements: • any relevant M+ 3 qualification or Matric plus 3 years' experience within the administration/supply chain management section • must be computer literate in MS Word, Excel, and Internet and e-mail (knowledge of Pastel accounting will be an added advantage).

Duties: perform request for quotations • receiving quotations and preparation for evaluation meetings • write orders • prepare documents for payment • maintain the supplier database, etc.

Human Resources Management Clerk

Campus: Central Office

Salary: R84 482.00 p.a. • Ref. HRM 02/2012

Requirements: • a relevant M+3 qualification or Matric plus 3 years' experience within the Human Resources Management section • must be computer literate in MS Word, Excel, Internet and e-mail.

Duties: co-ordinate functions related to conditions of service • assist in the implementation of training intervention • handle administration related to staff benefits (housing allowance, medical aid and provident fund), etc.

Information Technology Lecturer (Fixed Term Contract)

Campus: Pinetown

Salary: R122 751.00 – R 162 354.00 p.a. • Ref. HRM 03/2012

Requirements: • minimum of an M+3 qualification in Information Technology • teaching qualification and or experience in the field of Information Technology will be an added advantage.

Duties: • the successful candidate will be required to perform all duties associated with the position.

CLOSING DATE: 31 JANUARY 2012.

Enquiries: Mr B.N Khanyile, tel. (031) 716 6700.

Applications must be submitted on the prescribed Elangeni College for Further Education and Training application form obtainable at any of our campuses or www.efet.co.za and should be accompanied by copies of certificates, a comprehensive CV and a drivers licence where required.

Forward your applications, stating the relevant reference number, for the attention of: The Assistant Manager-HRM, Elangeni College for FET, Private Bag X 9032, Pinetown 3600 or may be hand delivered at 15 Portsmouth road, Pinetown 3600.

Should a response to the application not been received within three (3) months of the closing date, kindly regard your application as being unsuccessful. The College reserve the right not to make any appointment.