

## DEPARTMENT OF HIGHER EDUCATION AND TRAINING

NO. 3626

30 June 2023

## CALL FOR NOMINATIONS TO SERVE AS A MINISTERIAL APPOINTEE ON THE COUNCIL OF A TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING COLLEGE

I, Bonginkosi Emmanuel Nzimande, Minister of Higher Education, Science and Innovation, in terms of Section 10(10) (a) of the Continuing Education and Training Act No.16 of 2006 (as amended) (CET Act), invite nominations from the public for Ministerial appointees Section 10(4) (b), to forty-seven (47) TVET colleges, for a period of five (5) years. The forty-seven (47) colleges are:

Province	TVET College	Province	TVET College
Eastern Cape	Buffalo City	Limpopo	Capricorn
Eastern Cape	East Cape Midlands	Limpopo	Lephalale
Eastern Cape	Ikhala	Limpopo	Letaba
Eastern Cape	Ingwe	Limpopo	Mopani
Eastern Cape	King Hintsa	Limpopo	Sekhukhune
Eastern Cape	King Sabata Dalindyebo	Limpopo	Vhembe
Eastern Cape	Lovedale	Limpopo	Waterberg
Eastern Cape	Port Elizabeth	Mpumalanga	Ehlanzeni
Free State	Flavius Mareka	Mpumalanga	Gert Sibande
Free State	Goldfields	Mpumalanga	Nkangala
Free State	Maluti	Northern Cape	Northern Cape Rural
Free State	Motheo	Northern Cape	Northern Cape Urban
Gauteng	Ekurhuleni East	North West	Orbit
Gauteng	Ekurhuleni West	North West	Taletso
Gauteng	Sedibeng	North West	Vuselela
Gauteng	South West Gauteng	Western Cape	Boland
Gauteng	Tshwane North	Western Cape	College of Cape Town for TVET
Gauteng	Western	Western Cape	False Bay
KwaZulu Natal	Elangeni	Western Cape	Northlink
KwaZulu Natal	Esayidi	Western Cape	South Cape
KwaZulu Natal	Majuba	Western Cape	West Coast
KwaZulu Natal	Mnambithi		
KwaZulu Natal	Mthashana		
KwaZulu Natal	Thekwini		
KwaZulu Natal	Umfolozi		
KwaZulu Natal	Umgungundlovu		

In terms of section 10 (4) of the CET Act, a council of a Technical and Vocational Education and Training (TVET) college must consist of 16 members. Five (5) of the council members are appointed by the Minister in terms of section 10(4)(b) of the CET Act. They are external persons who are not employed by the Minister and are not students or support staff at a college. They are referred to as the Ministerial appointees.

**To fulfil the requirements of section 10 (4)(b) of the CET Act, I invite the public to nominate suitably qualified persons for my consideration as Ministerial appointees on councils.**

All nominations must be seconded by a witness.

I will take into account criteria relating to race, gender, disability and geographical location to represent the diversity of society, in considering nominations for appointment on Councils.

Section 10 (9)(a) of the CET Act stipulates that a member of the council must be persons with knowledge and experience relevant to the objects and governance of a college.

Nominees must be persons who:

- i) ensure that the functions of the council are performed according to the highest standard;
- ii) are broadly representative of the TVET sector and its related interests;
- iii) have a thorough knowledge and understanding of the TVET sector;
- iv) have a recognised qualification (diploma/degree), as well as verifiable experience accompanied by solid grounding in ethical practices with a level of accountability;
- v) appreciate the role of the s in reconstruction of the TVET sector and development and have a clear understanding of the Government trajectory with regard to the sector as contained in the National Development Plan: Vision for 2030;
- vi) ensure that members contribute to the strategic direction of the specific – by offering knowledge and experience in strategic planning, including the development and delivery of a college strategy for attainment of its short, medium- and long-term goals;
- vii) have experience to engage and establish partnerships and linkages with industry for the purposes of Work Integrated Learning and Work Based Education for both the students and lecturers;
- viii) reside within fifty (50) kilometers from the college they will serve, in order to reduce costs related to council and council committee meetings in terms of travel and accommodation.

It must be noted that Council members are expected to meet four (4) times a year and should they be elected to serve on a council committee, they are likely to meet an additional four times annually.

Nomination documents should consist of:

- Completed nomination form
- A comprehensive Curriculum Vitae of the nominee, including two referees
- Certified copies of the nominee's Identity Document, qualifications and training certificates

Nominations should be made on the nomination form provided on the website of the Department of Higher Education and Training ([www.dhet.gov.za](http://www.dhet.gov.za)) or on request from Ms Keabetswe Seeletse at Email: [Seeletse.K@dhet.gov.za](mailto:Seeletse.K@dhet.gov.za)

Nominations made in reply to this notice must be submitted within 21 days of this publication to:  
The Director-General, Department of Higher Education and Training for Attention:

Mr SZ Zungu, Private Bag x 174, Pretoria, 0001 (by post) or hand-delivered to 123, Francis Baard Street, Pretoria, 0001.

A handwritten signature in black ink, appearing to be 'Dr BE Nzimande', written over a horizontal line.

**Dr BE Nzimande, MP**

**Minister of Higher Education, Science and Innovation**

**Date:** 26/05/2023

## IMPORTANT INFORMATION FOR CONSIDERATION BY NOMINEES

### 1. Introduction

- a) Section 9(1) of the CET Act provides for the establishment of a council in all public colleges. The council governs the institution in accordance with the CET Act and respective college statutes.
- b) The council's role and responsibilities include providing strategic direction to the institution, governing the institution and ensuring sound, effective and efficient functioning of the college.
- c) Section 10(4)(b) of the CET Act requires the Minister **to appoint five (5) persons** to the council of a public college.

### 2. Criteria for Nomination

- a) In accordance with Section 9(a) of the Act, members of councils must be persons **with knowledge and experience** relevant to the objectives and governance of the public higher education institution concerned.
- b) Ideally a council should have members who have a mix of generic attributes, skills and experience that include:
  - i) Proven experience and commitment to foster collegial relationships;
  - ii) sound understanding of the TVET sector and higher education environment;
  - iii) demonstrated ability to exercise fiduciary responsibilities without any self-interest;
  - iv) a solid grasp of strategic and other forms of institutional planning;
  - v) an understanding of the funding environment of s;
  - vi) the ability to analyse and interpret budgets and financial statements;
  - vii) an ability to contribute to re-prioritisation of institutional goals and targets in light of changed circumstances;
  - viii) an understanding of the audit and risk context within which s function;
  - ix) a grasp of the legislative and regulatory environment and general legal processes within which s operate;
  - x) a sound understanding of human resource systems and processes;
  - xi) ability to interpret changing social situations impacting on the college;
  - xii) displaying a clear understanding of the distinction between governance and management in institutional setting;
  - xiii) a track record in advancing public accountability;
  - xiv) a commitment to the development of young people;
  - xv) a commitment to serve the institution and its well-being;

- xvi) a commitment to ethical governance,
- xvii) an ability to contribute constructively and knowledgeably to council discussions and debates;
- xviii) an ability to function constructively in a collective environment;
- xix) appreciation of and commitment to democratic processes; and
- xx) strong reasoning skills and an ability to actively engage with others in making decisions.

c) These qualities should be demonstrated through some or all of the following:

- i) governance experience in significant organisations within either the private or public sector;
- ii) experience at senior management level in organisations within either the private or public sector; and
- iii) holding senior positions in relevant professional areas including, but not limited to, education, business, finance, law, marketing, information technology, human resource management and organized labour.

d) While it is not expected that every member of council should have all the above relevant experience and skills, the nominee must demonstrate as many of the above attributes and/or skills.

e) The nominated candidate must reside within reasonable distance from the college they will serve, in order to reduce costs related to the council and council committee meetings in-terms of travel and accommodation and reflect the knowledge and interests of the surrounding communities.

f) Nominees must commit to participate in the deliberations of the council or the committee of the council or exercise any delegated function in the best interests of the college concerned, and to abide by the code of conduct of the particular council.

g) In terms of section 10(9)(c) of the Act, nominees should disclose the nature and extent of any conflicts of interest that the person has at that time, or that to the best of their knowledge, may arise in the future, with the college concerned.

### **3. Role of Ministerial appointees**

a) Although council appointee may reflect the representation of relevant stakeholders, all members of council, must according to the CET Act represent the best interest of the whole college in fulfilling their fiduciary responsibilities, in order to maintain council's effectiveness as an objective, independent, deliberative body. In other words, all members should not see representing particular constituencies as a primary responsibility, but must come to the council with the aim of advancing the institution, bringing useful insights and perspectives to the council chamber, and voting according to their independent conscience and judgement.

- b) Section 10(9)(b) of the CET Act, stipulates that members must participate in the deliberations of the council in the best interests of the public higher education institution concerned. This requirement must be upheld by all council members including Ministerial appointees.

#### **4. Remuneration**

- a) Nominees must bear in mind that as they are public institutions and serving as a council member should be motivated by public good service rather than self-interest and personal gain. There should be no expectation of remuneration, especially for employees of the state organs and the decision to participate in college council should not be motivated by any material interest.



higher education  
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Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA

## **NOMINATION AND APPLICATION FORM FOR SUITABLE CANDIDATES FOR APPOINTMENT TO THE COUNCILS OF PUBLIC TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING**

This form is to ensure that prospective Ministerial appointees on council comply with the legislative requirements outlined in the Continuing Education and Training Act, Act No 16 of 2006 (CET Act), as amended and college statutes. Information obtained through this form is to ensure compliance with institutional statutes to advise the Minister on council appointments. The information will be kept strictly confidential.

This form comprises three sections.

Section 1: Nominee or Applicant's Information.

Section 2: Council Membership Qualifications.

Section 3: Consent and Declarations.

**Please complete all sections (including signing and dating the consent and declarations in Section 3)**

# SECTION 1. NOMINEE TEMPLATE FOR APPLICATION FOR COUNCIL MEMBERSHIP IN TERMS OF SECTION 10(4)(B) OF THE CONTINUING EDUCATION AND TRAINING ACT

<b>Name of for which college the nomination is being made</b>

<b>Title (tick relevant)</b>	<b>Mr</b>	<b>Mrs</b>	<b>Ms</b>	<b>Prof</b>	<b>Dr</b>	<b>Adv.</b>
<b>Surname</b>						
<b>Name (s)</b>						
<b>Street Address &amp; No</b>			<b>Mobile Phone</b>			
<b>Suburb</b>			<b>Work Telephone</b>			
<b>Town/city</b>			<b>Home Telephone</b>			
<b>Code</b>			<b>Primary Email</b>			
<b>Province</b>			<b>Secondary Email</b>			
<b>Date of Birth</b>						
<b>Gender</b>						
<b>Race</b>						
<b>Disability</b>	<b>Yes</b>			<b>No</b>		
<b>Profession</b>						
<b>Highest Academic Qualification</b>						
<b>Are you a south African citizen</b>	<b>Yes</b>		<b>No</b>			
<b>If not please state citizenship</b>						
<b>Have you ever served as a council member in a college(s) council before?</b>						
<b>If yes, please state the name (s) of and the college (s) and the period (s) of appointment</b>						

## Section 2: Council Membership Qualifications

The CET Act and college statutes contain grounds which disqualify persons from council membership. Please answer the following questions to determine whether you are eligible for appointment to a council of apublic.

Have you been disqualified to act as a director in terms of the legislation regulating the governance of companies or removed from an office of trust by a court of law or similar tribunal or forum?
<b>Yes / No</b>
Have you ever been convicted of an offence for which the sentence was imprisonment without the option of a fine?
<b>Yes / No</b>
Have you ever been declared insolvent by a court of law?
<b>Yes / No</b>
Have you ever been declared unfit to attend to personal affairs by a court of law?
<b>Yes / No</b>
Have you in the past been involved in activities that could call into question your reputation?
<b>Yes / No</b>
Are you a Member of Parliament or Legislature?
<b>Yes / No</b>
Are there any real, perceived or potential conflicts of interest between your circumstances and any matters relating to any public? If yes, please specify the institution
<b>Yes / No</b>
Please also list any currently held board or council membership/directorship/trusteeship of any company, organization or trust. Include dates of commencement; if none held, please write, None
Have you, in terms of your current work and/or other commitments, the capacity to diligently discharge your duties to Council?

<b>Yes / No</b>
List any matters of which the Minister should be aware in considering your suitability for appointment.

### Section 3: Consent and Declarations

I, (please type your full name), hereby declare that:

- a) I give consent to the Department to recommend my name to the Minister of Higher Education, Science and Innovation for consideration and appointment to a council of a public.
- b) I disclosed all my interests in matters relating to any public s.
- c) The information provided in this form is accurate.
- d) I acknowledge that the information provided on this form will be used by the Department for the purpose of confirming my eligibility to serve as a council member.
- e) I acknowledge that the copies of the Identity Document, qualification and training certificates are certified copies.
- f) I note that all information I provide will be held securely and kept confidential, except as may be required to be disclosed by law.

**Signed:** ..... **Date:** .....

#### Disclaimers

- Acknowledgement of the nomination does not mean acceptance as a candidate or appointment.
- The Minister reserves the right not to select any nominee as a candidate.
- Correspondence will be limited to short-listed candidates only.