



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



TSHWANE NORTH TVET COLLEGE
Technical and Vocational Education and Training College

Tshwane North TVET College for Technical and Vocational Education and Training would like to invite suitably qualified, innovative, result-orientated and self – driven candidates to apply for the vacant positions at their respective college sites.

APPLICATIONS: Applications must be submitted on form Z83 completed in full, obtainable from any Public Service Department, and MUST include a comprehensive Curriculum Vitae, certified copies of qualifications, transcript of the highest qualification, ID and driver's license (if required). Please send a separate and completed application for each post and include reference number and position you apply for.

Forward your application/s to: Tshwane North TVET College, P.O Box 26193, ARCADIA, 0007 OR hand-deliver to: Cnr. Kgosi Mampuru (Former Potgieter Street) & Pretorius Streets, Pretoria. All costs incurred due to your application and interviews will be at your own expense.

NOTE: Correspondence will only be conducted with short-listed candidates. If you have not been contacted within 3 months of the closing date, please consider your application as unsuccessful. The recommended candidate should note that Original copies of qualifications will be required before appointment is confirmed. **The college reserves the right not to appoint.**

Successful candidates will be subjected to a vetting and financial disclosure process and will be required to sign a performance agreement.

CLOSING DATE: 07 DECEMBER 2020 AT 12:00

ENQUIRIES: Should you have enquiries or experience any problem submitting your application contact the HR Recruitment
012-401 1927/ 1940.

ASSISTANT DIRECTOR: EXAMINATIONS AND ASSESSMENTS

SALARY: R470 040 per annum (Level 10)

Ref: TNC/CO/20 – 11/1

CENTRE: Pretoria

REQUIREMENTS: Matric certificate with an appropriate M+3 degree or diploma in Education and SACE Registration. Five (5) years' experience in the TVET College Sector, of which Three (3) years must be in the management of assessments and examinations. Must be computer literate in MS Office (Word, Excel, PowerPoint and Outlook). Must possess a valid driver's license. Extensive knowledge and understanding of the CET Act, White Paper on PSET, Department's Examination & Assessment Policies, ICASS Guidelines and other related regulatory and legislative framework. Excellent management and organizational skills. Excellent verbal and written communication, interpersonal, problem solving, analytical, client oriented project management and team leadership skills. Must be prepared to work long hours when needs arise. Must be able to work under pressure and adapt to change. Understanding of Assessment & Examinations e-Learning platforms. Assessor and / or moderator training will be an added advantage.

DUTIES: •Manage the college examination and assessments Unit; •standardize ICASS assessments across campuses; •co-ordinate focus groups on setting standardized assessments tasks; •co-ordinate the Site Based Assessments (SBA) as per DHET Guidelines & Policies •manage the College Internal Marking Centres;

•ensure timely submissions of term marks to MIS; •verify the submission of college term marks on assessments & final resulting; •support the Integrity of the Implementation of ISAT across campuses; •provide assessment and examination support to all campuses; •monitor compliance on the implementation of examination related policies; •ensure the state of examination readiness for the college; •manage the process of pending results and post-examinations for the college; •oversee the process of internal marking

for the college; •manage and quality assure all college scripts during examinations; •be a distribution point manager during the examination period; •oversee the implementation of the Department/college management assessment and examination plans; •liaise with the Department on all the examination related matters; •develop, review and implement college examination related policies; •provide guidance to the graduation committee; •compile reports as and when required for management and academic board.

ASSISTANT DIRECTOR: OCCUPATIONAL AND SKILLS PROGRAMMES

SALARY: R470 040 per annum (Level 10)

Ref: TNC/CO/20 – 11/2

CENTRE: Pretoria

REQUIREMENTS: Matric certificate with an appropriate M+3 degree or diploma in Education and SACE Registration. A relevant trade test qualification. Five (5) years relevant experience in the TVET. College Sector/ industry/business, of which Three (3) years must be in the management of Occupational and Skills Programmes. Must be computer literate in MS Office (Word, Excel, PowerPoint and Outlook). Must possess a valid driver's license. Excellent project management skills. Extensive knowledge and understanding of the CET Act, White Paper on PSET, Skills Development Act, National Development Plan 2030 and other related regulatory and legislative framework. Excellent management and organizational skills. Excellent verbal and written communication, interpersonal, problem solving, analytical, client oriented project management and team leadership skills. Must be prepared to work long hours when needs arise. Must be able to work under pressure and adapt to change. Assessor and / or moderator training will be an added advantage.

DUTIES: •Identify new market trends to determine training needs and opportunities; •formulate strategies to expand delivery of occupational programmes; •facilitate administrative management of projects (including requisite registration of learners with respective authorities) verification and certification of programmes on offer in the projects; •assist in the sourcing of programme accreditation, registration of project facilitators, assessors, RPL practitioners and Moderators with the respective authorities including QCTO, SETA's, DHET and host employers; •marketing of the college to external stakeholders to enhance business opportunities; •lead in the initiation and management of sustainable relations and partnership with public and private entities; •keep abreast with the latest district, regional and national skills needs to ensure relevance; •quality assure all occupational projects assigned to the campuses; •compile monthly reports and manage project implementation plans; •ensure procurement of goods and services for projects; •manage operational staff and students within contracts/projects; •ensure compliance requirements, especially with respect to internal and external audits.

ASSISTANT DIRECTOR: CURRICULUM SERVICES

SALARY: R470 040 per annum (Level 10)

Ref: TNC/CO/20 – 11/3

CENTRE: Pretoria

REQUIREMENTS: Matric certificate with an appropriate Diploma/Degree in Education and SACE Registration. Five (5) years' experience in the TVET College Sector, of which three (3) years' must be in the management of Curriculum delivery. Must have experience in working at a TVET College in the teaching and learning disciplines. Sound and thorough knowledge of TVET College programmes. Strong leadership skills. Excellent management, organizational, planning and analytical skills. Must have an understanding of Department & college strategic vision and priorities. Knowledge of academic policies and legislation governing TVET Colleges in South Africa. A valid driver's license. Ability to engage constructively with people, excellent communication skills (verbal and written). Must be prepared to work long hours when needs arise. Must be able to work under pressure and adapt to change. Ability to manage a number of competing demands. Be willing and able to exercise judgement and take risks. Assessor and / or moderator training will be an added advantage.

DUTIES: •Develop, manage and monitor the implementation of the college Teaching and Learning Plan; •manage the achievement of the requisite pass rates through monitoring of assessments, attendance, student retention and certification; •ensure standardization of curriculum services across campuses e.g. timetables, simulation rooms, workshops etc. •ensure consolidation and coordination of functions between all academic structures, sub-structures and campuses to facilitate proper operational and management reporting; •ensure meaningful participation and support of the College Academic Board and provide strategic leadership regarding the proficient delivery of all College programmes offerings; •liaise with all staff e.g. Heads of Departments regarding tools of trade; monitor the moderation process at all levels; •manage the college operations including the administration of lecturers for imparting quality programme delivery to students; •develop and review curriculum policies and standard operating procedures; •lead, coordinate, and facilitate the implementation of new curriculum and PQM; •formulate strategies and policies related to performance and ensure its implementation and target achievement as per the monitoring and evaluation tool; •build a strong network of contacts with other institutions and industries; •ensure that day to day operations of all programmes at campuses are effectively and efficiently coordinated; •ensure lecturers are registered and use the LSS •establish and maintain sound relationships with quality assurance bodies to ensure quality programme delivery and compliance.

TECHNICAL SUPPORT: MANAGEMENT ACCOUNTANT

(Council Post – 24 Months Fixed Term Contract)

SALARY: R733 257 per annum (all-inclusive remuneration package)

Ref: TNC/CO/20 – 11/4

CENTRE: Pretoria

REQUIREMENTS: Matric certificate with a relevant Bachelor's Degree in Accounting/Financial Management (NQF level 7). Three (3) years supervisory experience in compilation of budgets and budget control. Practical experience in Governmental and or TVET College financial systems. A valid Driver's license. Practical knowledge of Financial Reporting Standards. Knowledge and understanding of the Continuing Education and Training (CET) Act, GRAP Standards, Public Finance Management Act (PFMA), Treasury Regulations, Guidelines and Division of Revenue Act. Knowledge and understanding on Human Resource Management Legislation, policies practices and procedures. Problem solving, analysis, people, diversity management, client orientation and customer focus. Good communication skills. Accountability and ethical conduct skills.

DUTIES: Planning – Coordinate, review, analyse and quality assure the financial supporting information for planning purposes:

- Coordinate and review the necessary financial supporting documents required for the strategic and annual performance planning process.
- Analyse and quality assure the relevant financial information required in the evaluation and development of college and campus/project plans. Check and verify the supporting information for various financial planning processes.

Budgeting – Coordinate, review, analyse and quality assure the budget preparation process:

- Coordinate the preparation and consultation for the College budget process.
- Analyse, interpret and implement the TVET Colleges Funding Norms and Funding Grid for budget estimates.
- Develop templates for the collection of budget information from line functionaries.
- Align budget with the annual performance plan and strategic plan.
- Analyse and interpret the requirements for the monthly cash flow and adjusted cash flow and recommend corrective action where required.
- Undertake the planning and supervise the preparation and consultation process in the implementation of the adjustments estimates process.
- Assess where shifting of funds / virements is required by reviewing expenditure against budget and make recommendations.
- Components and report to the Finance Committee and College Council.
- Provide information for the preparation of the annual financial statements.
- Monitor that all shifts / virements are included in the adjusted budget.
- Analyse requests for rollovers and make recommendations in compliance with prescripts (including funds committed but not spent).

Reporting - Coordinate, review, analyse and quality assure the management accounting reporting processes:

- Evaluate information on monthly reports produced (variance between actual versus budgeted expenditure) and recommend appropriate actions where necessary.
- Monitor that all shifts / virements are included in the In-Year Monitoring Report.
- Provide advice and guidance to role players on the use of forecasting methods and tools.
- Compile information for the interim and annual performance reports.
- Providing ad-hoc information, reports and technical guidance on an on-going basis.

Manage - the operational processes, resources and procedures associated with the management accounting functions:

- Develop and review departmental policies and procedures applicable to management accounting (planning and budgeting).
- Allocate duties to personnel, monitoring outcomes and instituting the necessary corrective measures to address deviations from standards.
- Determine workflow requirements.
- Monitor performance of employees and determine training needs.
- Control leave and related personnel matters in line with the Human Resources procedures.
- Manage the college's property, plant and equipment and ensuring the asset register is up to date.
- Manage the college's inventory
- Assist with co-ordination of internal and external audits.

SENIOR LABOUR RELATIONS OFFICER

SALARY: R316 791 per annum (Level 8)

Ref: TNC/CO/20 – 11/5

CENTRE: Pretoria

REQUIREMENTS: Matric certificate with a relevant National Diploma/Degree in Labour Relations or equivalent qualification. Three (3) years' experience in labour relations. Computer literacy (Microsoft Office Suite, Ms Word, Ms Excel, Ms PowerPoint) and a valid driver's licence. Must have excellent presentation skills, ability to communicate well with people at different levels and from diversified backgrounds. The prospective appointee should have sound verbal and written communication skills, sound organizational and planning skills. High level of reliability and ability to handle confidentiality. Must have sound analytical thinking and research skills. High level of conflict management skills and ability to be part of negotiations. Ability to act with tact and discretion and handle conflict. Good telephone etiquette and interpersonal

skills. Excellent report writing skills. Ability to work under pressure and to take initiative. Ability to work independently and in a team. Sound knowledge and understanding of the Continuing Education and Training (CET) Act, Public Service Regulations, Public Service Act and a myriad of other relevant human resource legislative imperatives. Accountability and ethical conduct skills.

DUTIES: •Administer and investigate grievances; •Investigate, initiate and/or preside over misconduct cases; •represent the College at conciliation and arbitrations and facilitate the implementation of settlement agreements and arbitration awards; •ensure compliance with legislative framework relating to grievances and disputes; •keep or maintain statistical records in respect of all grievances, disciplinary and disputes handled within the College; •compile reports/submissions in respect of grievances, disputes, advice on industrial action matters; •promote sound labour peace within the College; •produce monthly reports and analyse the reports to establish trends and develop interventions where required; •contribute to the College's planning and monitoring and evaluation processes; •manage the implementation of policies, resolutions, plans and strategies relating to labour relations, as well as development of guidelines and standard operating procedures; •ensure compliance with legislative framework and monitor and evaluate implementation thereof, as well as suggest improvements where necessary; •develop internal control measures, guidelines and standard operating procedures on labour relations in line with National and Departmental human resource practices, guidelines and policies; •conduct in-service training and induction of staff on labour related matters; •attend to audit queries including the implementation of recommendations thereof; •advise management, employees on labour relations practices, procedures, guidelines and policies, etc.; •support the Human Resource Manager in achieving the strategic objectives of the College on labour relations management; •be willing to undergo continuous training and development; •attend and run meetings.

LABOUR RELATIONS OFFICER

SALARY: R257 508 per annum (Level 7)

Ref: TNC/CO/20 – 11/6

CENTRE: Pretoria

REQUIREMENTS: Matric certificate or NC(V) Level 4 certificate with a relevant National Diploma/Degree in Labour Relations or equivalent qualification. Three (3) years' experience in labour relations. Computer literacy (Microsoft Office Suite, Ms Word, Ms Excel, Ms PowerPoint) and a valid driver's licence. Must have good presentation skills, ability to communicate well with people at different levels, sound verbal and written communication skills and ability to organize and plan. High level of reliability and ability to handle confidentiality. High level of problem solving / conflict management skills. Ability to act with tact and discretion. Good people / interpersonal skills. Basic skills on report writing. Ability to work under pressure and to take initiative. Ability to work independently and in a team. Sound knowledge and understanding of the Continuing Education and Training (CET) Act, Public Service Regulations, Public Service Act and a myriad of other relevant human resource legislative imperatives. Accountability and ethical conduct skills.

DUTIES: •Co-ordinate matters pertaining to Labour Relations, policies and agreements; •administer and investigate grievances; •handle all matters that relate to incapacity, inefficiency and behaviour of officials in accordance with policy and delegations; •investigate and hold disciplinary and incapacity inquiries. •create and maintain a data base and records of misconducts and incapacity. •co-ordinate strike management and compliance within the college.

ADMINISTRATION OFFICER: EXAMINATION AND ASSESSMENT

SALARY: R257 508 per annum (Level 7)

Ref: TNC/CO/20 – 11/7

CENTRE: Pretoria

REQUIREMENTS: Matric certificate or NC (V) Level 4 certificate with a National Diploma/Degree in Management Assistant / Office Administration or equivalent qualification. Relevant experience at a TVET College or in an educational institution will be an added advantage. Extensive knowledge of the TVET National Examination Policies, Government Gazette: Conduct of Examination, DHET Punctuality Policy, Examination requirements for Exam Centres. Good organisational, administration and planning skills. Ability to work independently and under pressure without supervision; excellent computer skills/knowledge of Microsoft Office. Communication skills (verbal and written). Interpersonal relations. Teamwork. Ability to perform routine tasks. Effective time management skills. Use problem-solving techniques to tactfully address queries / concerns. Ability to meet deadlines

DUTIES: •Updating and verification of final examination marks on the ITS System; •verification of captured final examination marks; •capture examination enrolments on ITS System; •issuing of term mark sheets for completion and returning back; •issuing of exam permits and preparing exam venues to be conducive enough to run exams; •assist students with diploma applications; •timeous completion of preliminary schedule to make amendments and send to the department for corrections; •assist with the submission of outstanding ICASS/POE's; •assist in co-ordinating a clear system on the control of receiving and issuing results statements, certificates, examination permits and diploma certificates; •execution of examination duties according to the national Examination Policy for National Certificate Vocational (NCV) and Report 191 (NATED); •application for examination concessions to the DHET; •execution of examination processes; •execution of any other duties assigned

ADMIN CLERK: GOVERNANCE**SALARY: R173 703 per annum (Level 5)****Ref: TNC/CO/20 – 11/8****CENTRE: Pretoria**

REQUIREMENTS: Matric certificate or NC (V) Level 4 certificate with a relevant National Diploma/Degree in Human Resources Management/Office Administration/Management Assistant or equivalent qualification. At least one to two years' (including one-year internship) experience in the administration field with demonstrable experience in managing manual and electronic files will be a strong recommendation. Good skills in problem solving, planning and organising and communication (verbal and written). Must be a highly organised, meticulous record keeper. Computer literate (MS Word and Excel spread sheets. Thorough knowledge and understanding of filing systems, archiving and protection of information. Computerised record keeping and administration. Good Interpersonal Relations. Ability to work under pressure, accuracy and attention to detail. Willingness to work long hours. Confidentiality, tact and discretion when dealing with people.

DUTIES: •Arrange logistics for the Council and Committee meetings; •providing administrative support for Council and Committee meetings; •prepare meeting document packs; •maintain accurate records of official documents and safeguard sensitive or confidential information from disclosure; •manage all council related correspondence; •administer payment claims of Council members; •perform any other duties that may be assigned.

INTERNAL AUDIT OFFICER (2 posts)**SALARY: R173 703 per annum (Level 5)****Ref: TNC/CO/20 – 11/9****CENTRE: Pretoria**

REQUIREMENTS: Matric certificate or NC (V) Level 4 certificate with a National Diploma/B-Tech/Degree in Internal Audit. At least one to two years' (including one-year internship) experience in Internal Audit, Risk Management, Fraud, Compliance or Internal Control environment. Knowledge and understanding of Internal audit standards (IIASA), the Public Finance Management Act (PFMA), Treasury Regulations, Supply Chain Management Regulations and Preferential Procurement Policy Framework Act (PPPFA), and other relevant legislative framework. Must be computer literate (Excel, Word, PowerPoint), have confidentiality, integrity, objectivity, organisational, communication and interviewing skills. Ability to write reports. Must be able to work in a team, independently, long hours and under pressure.

DUTIES: Conduct audits as part of a team or individually in accordance with the audit plan, methodology and standards from planning through to fieldwork and reporting; •develop accurate and complete audit working papers that adequately support audit findings on the effectiveness of observed control environments. Assist in documenting process flows for all engagement reviews. Give recommendation regarding evaluation of key risks and actual controls and processes to mitigate those risks; •review internal control systems, procedures and practices to ensure continued adequacy, effectiveness and compliance with statutory requirements, accounting standards and related policies; •monitor the implementation of agreed action points for both internal and external reviews on monthly basis; •handle documents and information with strict confidentiality; •assist with the follow-up audits. Coordinate opening and exit meetings with client. Assist in any administration duties for the business units as and when required. Assist in managing fraud hotline and conducting any ad-hoc assignments as and when required.

HUMAN RESOURCE ADMINISTRATION CLERK**SALARY: R173 703 per annum (Level 5)****Ref: TNC/CO/20 – 11/10****CENTRE: Pretoria**

REQUIREMENTS: Matric certificate or NC (V) Level 4 certificate with a relevant National Diploma/Degree in Human Resource Management/Public Administration or equivalent qualification. At least one to two years (including one-year internship) experience in HR or Public Admin. Must be computer literate and proficient in MS Office package. Good communication skills (written and verbal). Good Interpersonal Relations. Ability to work under pressure, accuracy and attention to detail. Confidentiality, tact and discretion when dealing with people. Report writing skills and good organising skills. Knowledge of Human Resource Management Legislative Framework. Added Advantage: knowledge of payroll software and or PERSAL.

DUTIES: •Implement prescribed leave administration processes within the College; •ensure proper record of leave forms, capturing and filing; •monitor the submission of attendance registers; •compile monthly leave compliance reports; •process monthly capturing of college payroll; •issue monthly leave audit reports; •compile monthly reconciliation reports; •provide general administrative support to the HR Unit and respond to queries; •perform any other duties that may be assigned.

HUMAN RESOURCE ADMINISTRATION CLERK**SALARY: R173 703 per annum (Level 5)****Ref: TNC/CO/20 – 11/11****CENTRE: Pretoria**

REQUIREMENTS: Matric certificate or NC (V) Level 4 certificate with a relevant National Diploma/Degree in Human Resource Management/ Public Administration or equivalent qualification. At least one to two years (including one-year internship) experience in HR or Public Admin. Must be computer literate and proficient in MS Office package. Good communication skills (written and verbal). Good Interpersonal Relations. Ability to work under pressure, accuracy and attention to detail. Confidentiality, tact and discretion when dealing with people. Report writing skills and good organising skills. Knowledge of Human Resource Management Legislative Framework. Added Advantage: knowledge of payroll software and or PERSAL.

DUTIES: •Implementation of appointments, leave, pensions, transfers, housing allowance, performance management, training, service termination, labour relations, recruitment and selection and employee relations etc. on the PERSAL system; •keep data of all activities and report accurate statistics to supervisors; •assist with all administrative duties of the Human Resources Unit and respond to queries; •perform any other duties that may be assigned.

HUMAN RESOURCE REGISTRY CLERK**SALARY: R173 703 per annum (Level 5)****Ref: TNC/CO/20 – 11/12****CENTRE: Pretoria**

REQUIREMENTS: Matric certificate / NC (V) Level 4 certificate with a relevant National Diploma in Public Admin/ Office Admin/Management Assistant or equivalent qualification. At least one to two years (including one-year internship) experience in Registry or Administration. Demonstrable experience in managing manual and electronic files, is a strong recommendation. Good skills in problem solving, planning and organising and communication (verbal and written). Computer literate (MS Word and Excel spread sheets. Thorough knowledge and understanding of filing systems, archiving, mail management and the protection of information. Computerised record keeping and administration. Good Interpersonal Relations. Ability to work under pressure, accuracy and attention to detail. Confidentiality, tact and discretion when dealing with people

DUTIES: •Render an effective filing and record management service; •open and close files according to a record classification system; •filing/storage, tracing (electronically/manual) and retrieval of documents and employee personal files; •manage the document storage in the registry in accordance with the approved college a recognised system and document management system; •operate office machines in relation to the registry functions; •manage college mail; •process documents for archiving and/or disposal; •electronic routing of documents; •provide registry services; •handle telephone and other enquiries received; •receive and register hand delivered mail/files; •handle incoming and outgoing correspondence; •receive all mail, sort, register, despatch mail and distribute notices on registry issues.

SECRETARY: CAMPUS MANAGER**SALARY: R173 703 per annum (Level 5)****Ref: TNC/CO/20 – 11/13****CENTRE: Soshanguve South Campus**

REQUIREMENTS: Matric certificate or NC (V) Level 4 certificate with a relevant National Diploma/Degree in Management Assistant / Secretarial / Public Management/ Administration or equivalent qualification. At least two (2) years relevant work experience in administration. Must be computer literate and proficient in MS Office package. Good communication skills (written and verbal). Good interpersonal relations and strong telephone etiquette. Ability to work under pressure, accuracy and attention to detail. Confidentiality, tact and discretion when dealing with people. Report writing skills and good organising skills. Knowledge of general administration. Relevant secretarial experience will be an added advantage.

DUTIES: •Provide administrative and secretarial support to the Campus Manager; •Minute taking during meetings; •coordinate and arrange meetings; •prepare supporting documentation for meetings, presentations, reports and projects; •general administrative duties, including photocopying, scanning and faxing; and performing any other duties delegated by the Campus Manager; •manage all incoming calls; •arrange all logistics for workshops; •track and process documents; •diary management, office filing and administration of correspondence. Management of the Office and perform other related duties assigned by the Campus Manager.

SECRETARY: DEPUTY PRINCIPAL - REGISTRATION SERVICES

SALARY: R173 703 per annum (Level 5)

Ref: TNC/CO/20 – 11/14

CENTRE: Pretoria

REQUIREMENTS: Matric certificate or NC (V) Level 4 certificate with a relevant National Diploma/Degree in Management Assistant / Secretarial / Public Management/ Administration or equivalent qualification. At least two (2) years relevant work experience in administration. Must be computer literate and proficient in MS Office package. Good communication skills (written and verbal). Good interpersonal relations and strong telephone etiquette. Ability to work independently and under pressure, accuracy and attention to detail. Confidentiality, tact and discretion when dealing with people. Report writing skills and good organising skills. Knowledge of general administration. Relevant secretarial experience will be an added advantage.

DUTIES: •Daily diary consultation and update with Deputy Principal: Registrar; •typing and collating of Weekly Planning Reports; •taking minutes for component meetings, registration meetings and adhoc meetings; •prepare and collate documents for meetings; •typing and collating information for operational plans, external audits; •direct queries and assist staff in relation to Deputy Principal: Registrar; •ensure all documentation is forwarded as required; •assist the Registrar with setting up of meetings and forwarding emails in that regard; •opening of all post, date stamping and forwarding to the relevant components/units/campuses; •ensure record keeping of all post received; •ensure all important documents are signed for when delivered to other components/units/campuses; •manage the diary of the Registrar; •perform any other duties assigned by the Deputy Principal: Registrar.

BURSARY CLERK (2 posts)

SALARY: R173 703 per annum (Level 5)

Ref: TNC/CO/20 – 11/15

CENTRE: Rosslyn and Mamelodi Campus

REQUIREMENTS: Matric certificate or NC (V) Level 4 certificate with a relevant National Diploma/Degree in Accounting. At least two (2) years relevant work experience in bursary administration. A good understanding of DHET TVET College Bursary Scheme requirements and regulations of the National Students Financial Aid Scheme (NSFAS). Basic knowledge of financial functions, practices as well as the ability to capture data. Operate computer and collate financial statistics. Communication skills (verbal and written). Interpersonal relations. Basic numeracy skills. Teamwork. Ability to perform routine tasks. Ability to operate office equipment. Working under pressure. Meeting deadlines. Extensive working skills on MS Excel is required for this position.

DUTIES: •provide student financial assistance support during registrations; •provide advocacy on all financial aid support to new students during registration and orientation period; •provide advocacy on all financial aid support to progressing students; •support students and facilitate smooth registration and application of financial assistance to both new and progressing applicants; provide support and facilitate NSFAS online system; •capture campus NSFAS applicants on the registration template for submission to NSFAS; •assist students with private accommodation and travel allowance applications; •collect student personal bank information for disbursement of allowances; •print student attendance report requisitions; •verify student accommodation applications with property owners; •handle bursary related enquiries.

EXAMINATIONS CLERK

SALARY: R173 703 per annum (Level 5)

Ref: TNC/CO/20 – 11/16

CENTRE: Temba Campus

REQUIREMENTS: Matric certificate or NC(V) Level 4 certificate with a relevant National Diploma/Degree in Management Assistant / Office Administration or equivalent qualification. At least two (2) years relevant work experience at a TVET College or in an educational institution will be an added advantage. Proven office administration skills relating to client relations and liaison, function organisation, equipment management, logistical scheduling, telephone etiquette, minute taking, filing and recordkeeping. Proven computer literacy in MS Word, MS Excel and MS Power Point. Excellent computer skills/knowledge of Microsoft Office. Communication skills (verbal and written). Interpersonal relations. Teamwork. Ability to perform routine tasks. Effective time management skills. Use problem-solving techniques to tactfully address queries / concerns. Ability to meet deadlines.

DUTIES: •Capturing and validation of supplementary examination marks, verification of captured supplementary marks, completion of supplementary mark sheets; •verification of markers' and moderators' reports and submission to the admin centre; •calculation and computing of class marks, issuing of term mark sheets to lecturers for completion and submitting back, as well as verification of captured marks by lecturers; •issuing of exam permits to students, preparing of examination centre for examinations; •preparations for diploma applications; •issuing of exam permits and exam venue preparations; •issuing of subject statements and certificates to students.

ADMIN CLERK: INFRASTRUCTURE**SALARY: R173 703 per annum (Level 5)****Ref: TNC/CO/20 – 11/17****CENTRE: Temba Campus**

REQUIREMENTS: Matric certificate or NC (V) Level 4 certificate with N6 Certificate or Diploma/Degree in construction or related field. At least two (2) years relevant work experience in administration. Knowledge and understanding of the public service procedures, rules and regulations. Understanding of the construction environment, PFMA, Treasury Regulations and other related prescripts. Good computer literacy in Microsoft Office. Good office coordination skills plus filing. Good verbal and written communication skills. Planning and organizing skills. Effective office administration. Good customer care attitude and skills. Added Advantage: Valid Driver's License.

DUTIES: •Coordinate all the administrative functions and office assistance of the Facilities Management Unit; •assist campuses in drafting Annual Maintenance Plans and ensure compliance and implementation; •compile and keep monthly records of all defects reported, completed and assigned; •assist with Fleet Management control and administration; •assist with the supervision and monitoring of cleaning/grounds personnel; •administer the procurement of cleaning material; •assist the Facilities Manager in directing and coordinating physical facilities services by developing, maintaining, and monitoring plans for the condition, quality, and appearance of the facilities across delivery sites, grounds and equipment; •direct the activities of personnel engaged in physical facilities operations; •support in the management of construction projects as well as guide security, cleaning and emergency evacuation plans.

RECEPTIONIST**SALARY: R127 854 per annum (Level 4)****Ref: TNC/CO/20 – 11/18****CENTRE: Temba Campus**

REQUIREMENTS: Matric certificate or NC (V) Level 4 certificate in Office Administration, N6 Certificate or Diploma/Degree in Office Administration. At least two (2) years' work experience/exposure as a switchboard operator or as a Receptionist. Excellent communication skills, interpersonal relations, client focus and innovative thinking. Ability to work under pressure with little or no supervision. Adherence to Batho Pele principles, telephone etiquette, good interpersonal relations. Computer Literacy (knowledge of MS packages).

DUTIES: •Responsible for the campus reception; •control switchboard operations by making / receiving and forwarding calls; •provide clerical support; •manage / control the photocopy machines; •distribute correspondence to the relevant officials; •manage and administer requests for stationery and keep proper record thereof; •render general administrative support services to the campus including typing of documents; •electronic and manual filing; •data capturing and binding; •participation in overall college record management; •stock taking where required; •relief services in the offices of managers; •circulation and updating of emergency procedures and numbers.

Lecturing Posts**SALARY: R211 098 per annum (Post Level 1)****Life Skills and Computer Literacy x1****Ref: TNC/CO/20 – 11/19**

REQUIREMENTS: • Matric certificate plus an appropriate M+3 Qualification (National Diploma / Bachelor's Degree) in the above-mentioned field/subject • National Teacher Qualification. • Computer literacy in MS Office (Word, Excel, PowerPoint, Outlook); SACE registration • Assessor/moderator qualification will be an added advantage • Knowledge of legislation governing the sector

DUTIES: • Lecture National Certificate Vocational (NCV) Level 2 to Level 4 • Promote quality teaching and learning • Monitor student performance • Lesson planning and preparation • Provide academic support to learners • Conduct practical training • Create an environment that is conducive to learning • Administration • Keep and maintain learner records and learner attendance records • Capture learner attendance and marks on college software ; Classroom management and supervision • Plan rollout of subjects strictly according to the latest curriculum and subject policy • Attend subject meetings and subject related discussions (external and internal learning communities) • Conduct subject related workshops / fieldtrips / seminars for students • Set, conduct and mark evaluations and assessments and provide feedback to students • Use the various teaching aids available to enhance the quality of lecturing • Prepare lessons well to teach for learning success • Design appropriate learning tasks to suit the level of students • Integrate learning resources and practical application into the classroom (integrate theory and practical) • Provide students with learning support, and make referrals to Learner Attainment Intervention Strategy (LAIS) unit, by providing the relevant evidence; Managing student discipline in the classroom and on College premises, or during educational excursions • Ensure a conducive teaching and learning culture and environment, as well as creating a subject learning atmosphere by setting maintenance of professional ethics, motivation and punctuality • Apply appropriate and effective measures in cases of student discipline. Attend students related activities (Students excursions, Work based Exposure monitoring and WIL)

Maths Literacy x 1

Ref: TNC/CO/20 – 11/20

REQUIREMENTS: • Matric certificate plus an appropriate M+3 Qualification (National Diploma / Bachelor's Degree) in the above-mentioned field/subject, trades and professions you have applied for • National Teacher Qualification. • Computer literacy in MS Office (Word, Excel, PowerPoint, Outlook); SACE registration • Assessor/moderator qualification will be an added advantage • Knowledge of legislation governing the sector

DUTIES: • Lecture National Certificate Vocational (NCV) Level 2 to Level 4 • Promote quality teaching and learning • Monitor student performance • Lesson planning and preparation • Provide academic support to learners • Conduct practical training • Create an environment that is conducive to learning • Administration • Keep and maintain learner records and learner attendance records • Capture learner attendance and marks on college software ; Classroom management and supervision • Plan rollout of subjects strictly according to the latest curriculum and subject policy • Attend subject meetings and subject related discussions (external and internal learning communities) • Conduct subject related workshops / fieldtrips / seminars for students • Set, conduct and mark evaluations and assessments and provide feedback to students • Use the various teaching aids available to enhance the quality of lecturing • Prepare lessons well to teach for learning success • Design appropriate learning tasks to suit the level of students • Integrate learning resources and practical application into the classroom (integrate theory and practical) • Provide students with learning support, and make referrals to Learner Attainment Intervention Strategy (LAIS) unit, by providing the relevant evidence; Managing student discipline in the classroom and on College premises, or during educational excursions • Ensure a conducive teaching and learning culture and environment, as well as creating a subject learning atmosphere by setting maintenance of professional ethics, motivation and punctuality • Apply appropriate and effective measures in cases of student discipline. Attend students related activities (Students excursions, Work based Exposure monitoring and WIL)

Business Studies NCV x 2

Ref: TNC/CO/20 – 11/21

REQUIREMENTS: • Matric certificate plus an appropriate M+3 Qualification (National Diploma / Bachelor's Degree) in the above-mentioned field/subject, trades and professions you have applied for • National Teacher Qualification. • Computer literacy in MS Office (Word, Excel, PowerPoint, Outlook); SACE registration • Assessor/moderator qualification will be an added advantage • Knowledge of legislation governing the sector

DUTIES: • Lecture National Certificate Vocational (NCV) Level 2 to Level 4 • Promote quality teaching and learning • Monitor student performance • Lesson planning and preparation • Provide academic support to learners • Conduct practical training • Create an environment that is conducive to learning • Administration • Keep and maintain learner records and learner attendance records • Capture learner attendance and marks on college software ; Classroom management and supervision • Plan rollout of subjects strictly according to the latest curriculum and subject policy • Attend subject meetings and subject related discussions (external and internal learning communities) • Conduct subject related workshops / fieldtrips / seminars for students • Set, conduct and mark evaluations and assessments and provide feedback to students • Use the various teaching aids available to enhance the quality of lecturing • Prepare lessons well to teach for learning success • Design appropriate learning tasks to suit the level of students • Integrate learning resources and practical application into the classroom (integrate theory and practical) • Provide students with learning support, and make referrals to Learner Attainment Intervention Strategy (LAIS) unit, by providing the relevant evidence; Managing student discipline in the classroom and on College premises, or during educational excursions • Ensure a conducive teaching and learning culture and environment, as well as creating a subject learning atmosphere by setting maintenance of professional ethics, motivation and punctuality • Apply appropriate and effective measures in cases of student discipline. Attend students related activities (Students excursions, Work based Exposure monitoring and WIL)

Hospitality-Food Preparations-NCV x 1

Ref: TNC/CO/20 – 11/22

REQUIREMENTS: • Matric certificate plus an appropriate M+3 Qualification (National Diploma / Bachelor's Degree) in the above-mentioned field/subject, trades and professions you have applied for • National Teacher Qualification. • Computer literacy in MS Office (Word, Excel, PowerPoint, Outlook); SACE registration • Assessor/moderator qualification will be an added advantage • Knowledge of legislation governing the sector

DUTIES: • Lecture National Certificate Vocational (NCV) Level 2 to Level 4 • Promote quality teaching and learning • Monitor student performance • Lesson planning and preparation • Provide academic support to learners • Conduct practical training • Create an environment that is conducive to learning • Administration • Keep and maintain learner records and learner attendance records • Capture learner attendance and marks on college software ; Classroom management and supervision • Plan rollout of subjects strictly according to the latest curriculum and subject policy • Attend subject meetings and subject related discussions (external and internal learning communities) • Conduct subject related workshops / fieldtrips / seminars for students • Set, conduct and mark evaluations and assessments and provide feedback to students • Use the various teaching aids available to enhance the quality of lecturing • Prepare lessons well to teach for learning success • Design appropriate learning tasks to suit the level of students • Integrate learning resources and practical application into the classroom (integrate theory and practical) • Provide students with learning support, and make referrals to Learner Attainment Intervention Strategy (LAIS) unit, by providing the relevant evidence; Managing student discipline in the classroom and on College premises, or during educational excursions • Ensure a conducive teaching and learning culture and environment, as well as creating a subject learning atmosphere by setting maintenance of professional ethics, motivation and punctuality • Apply appropriate and effective measures in cases of student discipline. Attend students related activities (Students excursions, Work based Exposure monitoring and WIL)

Arts & Design x 1

Ref: TNC/CO/20 – 11/23

REQUIREMENTS: • Matric certificate plus an appropriate M+3 Qualification (National Diploma / Bachelor's Degree) in the above-mentioned field/subject, trades and professions you have applied for • National Teacher Qualification. • Computer literacy in MS Office (Word, Excel, PowerPoint, Outlook); SACE registration • Assessor/moderator qualification will be an added advantage • Knowledge of legislation governing the sector

DUTIES: • Lecture Report 191 subjects • Promote quality teaching and learning • Monitor student performance • Lesson planning and preparation • Provide academic support to learners • Conduct practical training • Create an environment that is conducive to learning • Administration • Keep and maintain learner records and learner attendance records • Capture learner attendance and marks on college software ; Classroom management and supervision • Plan rollout of subjects strictly according to the latest curriculum and subject policy • Attend subject meetings and subject related discussions (external and internal learning communities) • Conduct subject related workshops / fieldtrips / seminars for students • Set, conduct and mark evaluations and assessments and provide feedback to students • Use the various teaching aids available to enhance the quality of lecturing • Prepare lessons well to teach for learning success • Design appropriate learning tasks to suit the level of students • Integrate learning resources and practical application into the classroom (integrate theory and practical) • Provide students with learning support, and make referrals to Learner Attainment Intervention Strategy (LAIS) unit, by providing the relevant evidence; Managing student discipline in the classroom and on College premises, or during educational excursions • Ensure a conducive teaching and learning culture and environment, as well as creating a subject learning atmosphere by setting maintenance of professional ethics, motivation and punctuality • Apply appropriate and effective measures in cases of student discipline. Attend students related activities (Students excursions, Work based Exposure monitoring and WIL)

English x 2

Ref: TNC/CO/20 – 11/24

REQUIREMENTS: • Matric certificate plus an appropriate M+3 Qualification (National Diploma / Bachelor's Degree) in the above-mentioned field/subject, trades and professions you have applied for • National Teacher Qualification. • Computer literacy in MS Office (Word, Excel, PowerPoint, Outlook); SACE registration • Assessor/moderator qualification will be an added advantage • Knowledge of legislation governing the sector

DUTIES: • Lecture National Certificate Vocational (NCV) Level 2 to Level 4 • Promote quality teaching and learning • Monitor student performance • Lesson planning and preparation • Provide academic support to learners • Conduct practical training • Create an environment that is conducive to learning • Administration • Keep and maintain learner records and learner attendance records • Capture learner attendance and marks on college software ; Classroom management and supervision • Plan rollout of subjects strictly according to the latest curriculum and subject policy • Attend subject meetings and subject related discussions (external and internal learning communities) • Conduct subject related workshops / fieldtrips / seminars for students • Set, conduct and mark evaluations and assessments and provide feedback to students • Use the various teaching aids available to enhance the quality of lecturing • Prepare lessons well to teach for learning success • Design appropriate learning tasks to suit the level of students • Integrate learning resources and practical application into the classroom (integrate theory and practical) • Provide students with learning support, and make referrals to Learner Attainment Intervention Strategy (LAIS) unit, by providing the relevant evidence; Managing student discipline in the classroom and on College premises, or during educational excursions • Ensure a conducive teaching and learning culture and environment, as well as creating a subject learning atmosphere by setting maintenance of professional ethics, motivation and punctuality • Apply appropriate and effective measures in cases of student discipline. Attend students related activities (Students excursions, Work based Exposure monitoring and WIL)

Remedial Educator x 2

Ref: TNC/CO/20 – 11/25

REQUIREMENTS: • Matric certificate plus an appropriate M+3 Qualification (National Diploma / Bachelor's Degree) in the above-mentioned field/subject, trades and professions you have applied for • National Teacher Qualification. • Computer literacy in MS Office (Word, Excel, PowerPoint, Outlook); SACE registration • Assessor/moderator qualification will be an added advantage • Knowledge of legislation governing the sector

DUTIES: • Give Support and Guidance in your Section • Assist during Registration. • Be able to offer counselling to students • Advice and Write Reports to the Campus Manager • Be able to offer Counselling and Guidance to students • Advice and Write report to the Campus Management and SSS Manager • Assist in Identifying students with Special needs during registration • Identify and respond to the needs of students with special needs in education • Coordinate and Facilitate SNE Activities at Campus and advice accordingly • Be able to design learner Support Plan • Exam Support • Deal with Students with Special Needs • Facilitate Special Concession • Design an Academic Support Programme • Social Support • Exam Preparedness • Liaise with Campuses on issues of common interest.

Plumbing x 2

Ref: TNC/CO/20 – 11/26

REQUIREMENTS: • Matric certificate plus an appropriate M+3 Qualification (National Diploma / Bachelor's Degree) in the above-mentioned field/subject, trades and professions you have applied for • National Teacher Qualification. • Relevant Trade Test Certificate in the respective trades. • Computer literacy in MS Office (Word, Excel, PowerPoint, Outlook); SACE registration • Assessor/moderator qualification will be an added advantage • Knowledge of legislation governing the sector

DUTIES: • Lecture National Certificate Vocational (NCV) Level 2 to Level 4 and Report 191 subjects • Promote quality teaching and learning • Monitor student performance • Lesson planning and preparation • Provide academic support to learners • Conduct practical training • Create an environment that is conducive to learning • Administration • Keep and maintain learner records and learner attendance records • Capture learner attendance and marks on college software ; Classroom management and supervision • Plan rollout of subjects strictly according to the latest curriculum and subject policy • Attend subject meetings and subject related discussions (external and internal learning

communities) • Conduct subject related workshops / fieldtrips / seminars for students • Set, conduct and mark evaluations and assessments and provide feedback to students • Use the various teaching aids available to enhance the quality of lecturing • Prepare lessons well to teach for learning success • Design appropriate learning tasks to suit the level of students • Integrate learning resources and practical application into the classroom (integrate theory and practical) • Provide students with learning support, and make referrals to Learner Attainment Intervention Strategy (LAIS) unit, by providing the relevant evidence; Managing student discipline in the classroom and on College premises, or during educational excursions • Ensure a conducive teaching and learning culture and environment, as well as creating a subject learning atmosphere by setting maintenance of professional ethics, motivation and punctuality • Apply appropriate and effective measures in cases of student discipline. Attend students related activities (Students excursions, Work based Exposure monitoring and WIL)

Office Practice x 1

Ref: TNC/CO/20 – 11/27

REQUIREMENTS: • Matric certificate plus an appropriate M+3 Qualification (National Diploma / Bachelor's Degree) in the above-mentioned field/subject, trades and professions you have applied for • National Teacher Qualification. • Computer literacy in MS Office (Word, Excel, PowerPoint, Outlook); SACE registration • Assessor/moderator qualification will be an added advantage • Knowledge of legislation governing the sector

DUTIES: • Lecture Report 191 subjects • Promote quality teaching and learning • Monitor student performance • Lesson planning and preparation • Provide academic support to learners • Conduct practical training • Create an environment that is conducive to learning • Administration • Keep and maintain learner records and learner attendance records • Capture learner attendance and marks on college software ; Classroom management and supervision • Plan rollout of subjects strictly according to the latest curriculum and subject policy • Attend subject meetings and subject related discussions (external and internal learning communities) • Conduct subject related workshops / fieldtrips / seminars for students • Set, conduct and mark evaluations and assessments and provide feedback to students • Use the various teaching aids available to enhance the quality of lecturing • Prepare lessons well to teach for learning success • Design appropriate learning tasks to suit the level of students • Integrate learning resources and practical application into the classroom (integrate theory and practical) • Provide students with learning support, and make referrals to Learner Attainment Intervention Strategy (LAIS) unit, by providing the relevant evidence; Managing student discipline in the classroom and on College premises, or during educational excursions • Ensure a conducive teaching and learning culture and environment, as well as creating a subject learning atmosphere by setting maintenance of professional ethics, motivation and punctuality • Apply appropriate and effective measures in cases of student discipline. Attend students related activities (Students excursions, Work based Exposure monitoring and WIL)

Fitting & Turning x 1

Ref: TNC/CO/20 – 11/28

REQUIREMENTS: • Matric certificate plus an appropriate M+3 Qualification (National Diploma / Bachelor's Degree) in the above-mentioned field/subject, trades and professions you have applied for • National Teacher Qualification. • Relevant Trade Test Certificate in the respective trades. • Computer literacy in MS Office (Word, Excel, PowerPoint, Outlook); SACE registration • Assessor/moderator qualification will be an added advantage • Knowledge of legislation governing the sector

DUTIES: • Lecture Report 191 subjects • Promote quality teaching and learning • Monitor student performance • Lesson planning and preparation • Provide academic support to learners • Conduct practical training • Create an environment that is conducive to learning • Administration • Keep and maintain learner records and learner attendance records • Capture learner attendance and marks on college software ; Classroom management and supervision • Plan rollout of subjects strictly according to the latest curriculum and subject policy • Attend subject meetings and subject related discussions (external and internal learning communities) • Conduct subject related workshops / fieldtrips / seminars for students • Set, conduct and mark evaluations and assessments and provide feedback to students • Use the various teaching aids available to enhance the quality of lecturing • Prepare lessons well to teach for learning success • Design appropriate learning tasks to suit the level of students • Integrate learning resources and practical application into the classroom (integrate theory and practical) • Provide students with learning support, and make referrals to Learner Attainment Intervention Strategy (LAIS) unit, by providing the relevant evidence; Managing student discipline in the classroom and on College premises, or during educational excursions • Ensure a conducive teaching and learning culture and environment, as well as creating a subject learning atmosphere by setting maintenance of professional ethics, motivation and punctuality • Apply appropriate and effective measures in cases of student discipline. Attend students related activities (Students excursions, Work based Exposure monitoring and WIL)

Fabrication/boiler making x1

Ref: TNC/CO/20 – 11/29

REQUIREMENTS: • Matric certificate plus an appropriate M+3 Qualification (National Diploma / Bachelor's Degree) in the above-mentioned field/subject, trades and professions you have applied for • National Teacher Qualification. • Relevant Trade Test Certificate in the respective trades. • Computer literacy in MS Office (Word, Excel, PowerPoint, Outlook); SACE registration • Assessor/moderator qualification will be an added advantage • Knowledge of legislation governing the sector

DUTIES: • Lecture National Certificate Vocational (NCV) Level 2 to Level 4 • Promote quality teaching and learning • Monitor student performance • Lesson planning and preparation • Provide academic support to learners • Conduct practical training • Create an environment that is conducive to learning • Administration • Keep and maintain learner records and learner attendance records • Capture learner attendance and marks on college software ; Classroom management and supervision • Plan rollout of subjects strictly according to the latest curriculum and subject policy • Attend subject meetings and subject related discussions (external and internal learning communities) • Conduct subject related workshops / fieldtrips / seminars for students • Set, conduct and mark evaluations and assessments and provide feedback to students • Use the various teaching aids available to enhance the quality of lecturing • Prepare lessons well to teach for learning success • Design appropriate learning tasks to suit the level of students • Integrate learning resources and practical application into the classroom (integrate theory and practical) • Provide students with learning support, and make referrals to Learner Attainment Intervention

Strategy (LAIS) unit, by providing the relevant evidence; Managing student discipline in the classroom and on College premises, or during educational excursions • Ensure a conducive teaching and learning culture and environment, as well as creating a subject learning atmosphere by setting maintenance of professional ethics, motivation and punctuality • Apply appropriate and effective measures in cases of student discipline. Attend students related activities (Students excursions, Work based Exposure monitoring and WIL)

Automotive & Repair x 1

Ref: TNC/CO/20 – 11/30

REQUIREMENTS: • Matric certificate plus an appropriate M+3 Qualification (National Diploma / Bachelor's Degree) in the above-mentioned field/subject, trades and professions you have applied for • National Teacher Qualification. • Relevant Trade Test Certificate in the respective trade (Motor Mechanic). • Computer literacy in MS Office (Word, Excel, PowerPoint, Outlook); SACE registration • Assessor/moderator qualification will be an added advantage • Knowledge of legislation governing the sector

DUTIES: • Lecture National Certificate Vocational (NCV) Level 2 to Level 4 • Promote quality teaching and learning • Monitor student performance • Lesson planning and preparation • Provide academic support to learners • Conduct practical training • Create an environment that is conducive to learning • Administration • Keep and maintain learner records and learner attendance records • Capture learner attendance and marks on college software ; Classroom management and supervision • Plan rollout of subjects strictly according to the latest curriculum and subject policy • Attend subject meetings and subject related discussions (external and internal learning communities) • Conduct subject related workshops / fieldtrips / seminars for students • Set, conduct and mark evaluations and assessments and provide feedback to students • Use the various teaching aids available to enhance the quality of lecturing • Prepare lessons well to teach for learning success • Design appropriate learning tasks to suit the level of students • Integrate learning resources and practical application into the classroom (integrate theory and practical) • Provide students with learning support, and make referrals to Learner Attainment Intervention Strategy (LAIS) unit, by providing the relevant evidence; Managing student discipline in the classroom and on College premises, or during educational excursions • Ensure a conducive teaching and learning culture and environment, as well as creating a subject learning atmosphere by setting maintenance of professional ethics, motivation and punctuality • Apply appropriate and effective measures in cases of student discipline. Attend students related activities (Students excursions, Work based Exposure monitoring and WIL)

Criminology x 1

Ref: TNC/CO/20 – 11/31

REQUIREMENTS: • Matric certificate plus an appropriate M+3 Qualification (National Diploma / Bachelor's Degree) in the above-mentioned field/subject, trades and professions you have applied for • National Teacher Qualification. • Computer literacy in MS Office (Word, Excel, PowerPoint, Outlook); SACE registration • Assessor/moderator qualification will be an added advantage • Knowledge of legislation governing the sector

DUTIES: • Lecture National Certificate Vocational (NCV) Level 2 to Level 4 • Promote quality teaching and learning • Monitor student performance • Lesson planning and preparation • Provide academic support to learners • Conduct practical training • Create an environment that is conducive to learning • Administration • Keep and maintain learner records and learner attendance records • Capture learner attendance and marks on college software ; Classroom management and supervision • Plan rollout of subjects strictly according to the latest curriculum and subject policy • Attend subject meetings and subject related discussions (external and internal learning communities) • Conduct subject related workshops / fieldtrips / seminars for students • Set, conduct and mark evaluations and assessments and provide feedback to students • Use the various teaching aids available to enhance the quality of lecturing • Prepare lessons well to teach for learning success • Design appropriate learning tasks to suit the level of students • Integrate learning resources and practical application into the classroom (integrate theory and practical) • Provide students with learning support, and make referrals to Learner Attainment Intervention Strategy (LAIS) unit, by providing the relevant evidence; Managing student discipline in the classroom and on College premises, or during educational excursions • Ensure a conducive teaching and learning culture and environment, as well as creating a subject learning atmosphere by setting maintenance of professional ethics, motivation and punctuality • Apply appropriate and effective measures in cases of student discipline. Attend students related activities (Students excursions, Work based Exposure monitoring and WIL)

Electrical x 1

Ref: TNC/CO/20 – 11/32

REQUIREMENTS: • Matric certificate plus an appropriate M+3 Qualification (National Diploma / Bachelor's Degree) in the above-mentioned field/subject, trades and professions you have applied for • National Teacher Qualification. • Relevant Trade Test Certificate in the respective trades. • Computer literacy in MS Office (Word, Excel, PowerPoint, Outlook); SACE registration • Assessor/moderator qualification will be an added advantage • Knowledge of legislation governing the sector

DUTIES: • Lecture National Certificate Vocational (NCV) Level 2 to Level 4 and Report 191 subjects • Promote quality teaching and learning • Monitor student performance • Lesson planning and preparation • Provide academic support to learners • Conduct practical training • Create an environment that is conducive to learning • Administration • Keep and maintain learner records and learner attendance records • Capture learner attendance and marks on college software ; Classroom management and supervision • Plan rollout of subjects strictly according to the latest curriculum and subject policy • Attend subject meetings and subject related discussions (external and internal learning communities) • Conduct subject related workshops / fieldtrips / seminars for students • Set, conduct and mark evaluations and assessments and provide feedback to students • Use the various teaching aids available to enhance the quality of lecturing • Prepare lessons well to teach for learning success • Design appropriate learning tasks to suit the level of students • Integrate learning resources and practical application into the classroom (integrate theory and practical) • Provide students with learning support, and make referrals to Learner Attainment Intervention Strategy (LAIS) unit, by providing the relevant evidence; Managing student discipline in the classroom and on College premises, or during educational excursions • Ensure a conducive teaching and learning culture and environment, as well as creating a subject learning atmosphere by setting maintenance of professional ethics, motivation and punctuality • Apply appropriate and effective measures in cases of student discipline. Attend students related activities (Students excursions, Work based Exposure monitoring and WIL)

Civil Engineering x 1

Ref: TNC/CO/20 – 11/33

REQUIREMENTS: • Matric certificate plus an appropriate M+3 Qualification (National Diploma / Bachelor's Degree) in the above-mentioned field/subject, trades and professions you have applied for • National Teacher Qualification. • Relevant Trade Test Certificate in the respective trades. • Computer literacy in MS Office (Word, Excel, PowerPoint, Outlook); SACE registration • Assessor/moderator qualification will be an added advantage • Knowledge of legislation governing the sector

DUTIES: • Lecture National Certificate Vocational (NCV) Level 2 to Level 4 and Report 191 subjects • Promote quality teaching and learning • Monitor student performance • Lesson planning and preparation • Provide academic support to learners • Conduct practical training • Create an environment that is conducive to learning • Administration • Keep and maintain learner records and learner attendance records • Capture learner attendance and marks on college software ; Classroom management and supervision • Plan rollout of subjects strictly according to the latest curriculum and subject policy • Attend subject meetings and subject related discussions (external and internal learning communities) • Conduct subject related workshops / fieldtrips / seminars for students • Set, conduct and mark evaluations and assessments and provide feedback to students • Use the various teaching aids available to enhance the quality of lecturing • Prepare lessons well to teach for learning success • Design appropriate learning tasks to suit the level of students • Integrate learning resources and practical application into the classroom (integrate theory and practical) • Provide students with learning support, and make referrals to Learner Attainment Intervention Strategy (LAIS) unit, by providing the relevant evidence; Managing student discipline in the classroom and on College premises, or during educational excursions • Ensure a conducive teaching and learning culture and environment, as well as creating a subject learning atmosphere by setting maintenance of professional ethics, motivation and punctuality • Apply appropriate and effective measures in cases of student discipline. Attend students related activities (Students excursions, Work based Exposure monitoring and WIL)

Financial Management/ Accounting x 1

Ref: TNC/CO/20 – 11/34

REQUIREMENTS: • Matric certificate plus an appropriate M+3 Qualification (National Diploma / Bachelor's Degree) in the above-mentioned field/subject, trades and professions you have applied for • National Teacher Qualification. • Computer literacy in MS Office (Word, Excel, PowerPoint, Outlook); SACE registration • Assessor/moderator qualification will be an added advantage • Knowledge of legislation governing the sector

DUTIES: • Lecture Report 191 subjects • Promote quality teaching and learning • Monitor student performance • Lesson planning and preparation • Provide academic support to learners • Conduct practical training • Create an environment that is conducive to learning • Administration • Keep and maintain learner records and learner attendance records • Capture learner attendance and marks on college software ; Classroom management and supervision • Plan rollout of subjects strictly according to the latest curriculum and subject policy • Attend subject meetings and subject related discussions (external and internal learning communities) • Conduct subject related workshops / fieldtrips / seminars for students • Set, conduct and mark evaluations and assessments and provide feedback to students • Use the various teaching aids available to enhance the quality of lecturing • Prepare lessons well to teach for learning success • Design appropriate learning tasks to suit the level of students • Integrate learning resources and practical application into the classroom (integrate theory and practical) • Provide students with learning support, and make referrals to Learner Attainment Intervention Strategy (LAIS) unit, by providing the relevant evidence; Managing student discipline in the classroom and on College premises, or during educational excursions • Ensure a conducive teaching and learning culture and environment, as well as creating a subject learning atmosphere by setting maintenance of professional ethics, motivation and punctuality • Apply appropriate and effective measures in cases of student discipline. Attend students related activities (Students excursions, Work based Exposure monitoring and WIL)

Pre-vocational Learning Programmes (PLP):

Mathematics x1

Ref: TNC/CO/20 – 11/35

REQUIREMENTS: • Matric certificate plus an appropriate M+3 Qualification (National Diploma / Bachelor's Degree) in the above-mentioned field/subject, trades and professions you have applied for • National Teacher Qualification. • Computer literacy in MS Office (Word, Excel, PowerPoint, Outlook); SACE registration • Assessor/moderator qualification will be an added advantage • Knowledge of legislation governing the sector

DUTIES: • Lecture Pre-vocational Learning Programmes (PLP) subjects • Promote quality teaching and learning • Monitor student performance • Lesson planning and preparation • Provide academic support to learners • Conduct practical training • Create an environment that is conducive to learning • Administration • Keep and maintain learner records and learner attendance records • Capture learner attendance and marks on college software ; Classroom management and supervision • Plan rollout of subjects strictly according to the latest curriculum and subject policy • Attend subject meetings and subject related discussions (external and internal learning communities) • Conduct subject related workshops / fieldtrips / seminars for students • Set, conduct and mark evaluations and assessments and provide feedback to students • Use the various teaching aids available to enhance the quality of lecturing • Prepare lessons well to teach for learning success • Design appropriate learning tasks to suit the level of students • Integrate learning resources and practical application into the classroom (integrate theory and practical) • Provide students with learning support, and make referrals to Learner Attainment Intervention Strategy (LAIS) unit, by providing the relevant evidence; Managing student discipline in the classroom and on College premises, or during educational excursions • Ensure a conducive teaching and learning culture and environment, as well as creating a subject learning atmosphere by setting maintenance of professional ethics, motivation and punctuality • Apply appropriate and effective measures in cases of student discipline. Attend students related activities (Students excursions, Work based Exposure monitoring and WIL)

English x 1

Ref: TNC/CO/20 – 11/36

REQUIREMENTS: • Matric certificate plus an appropriate M+3 Qualification (National Diploma / Bachelor's Degree) in the above-mentioned field/subject, trades and professions you have applied for • National Teacher Qualification. • Computer literacy in MS Office (Word, Excel, PowerPoint, Outlook); SACE registration • Assessor/moderator qualification will be an added advantage • Knowledge of legislation governing the sector

DUTIES: • Lecture Pre-vocational Learning Programmes (PLP) subjects • Promote quality teaching and learning • Monitor student performance • Lesson planning and preparation • Provide academic support to learners • Conduct practical training • Create an environment that is conducive to learning • Administration • Keep and maintain learner records and learner attendance records • Capture learner attendance and marks on college software; Classroom management and supervision • Plan rollout of subjects strictly according to the latest curriculum and subject policy • Attend subject meetings and subject related discussions (external and internal learning communities) • Conduct subject related workshops / fieldtrips / seminars for students • Set, conduct and mark evaluations and assessments and provide feedback to students • Use the various teaching aids available to enhance the quality of lecturing • Prepare lessons well to teach for learning success • Design appropriate learning tasks to suit the level of students • Integrate learning resources and practical application into the classroom (integrate theory and practical) • Provide students with learning support, and make referrals to Learner Attainment Intervention Strategy (LAIS) unit, by providing the relevant evidence; Managing student discipline in the classroom and on College premises, or during educational excursions • Ensure a conducive teaching and learning culture and environment, as well as creating a subject learning atmosphere by setting maintenance of professional ethics, motivation and punctuality • Apply appropriate and effective measures in cases of student discipline. Attend students related activities (Students excursions, Work based Exposure monitoring and WIL)

Senior Lecturers

SALARY: R347 703 (Post Level 2)

Fundamentals: Mathematical Literacy, Life Orientation & English x 3

Ref: TNC/CO/20 – 11/37

REQUIREMENTS: • Matric certificate plus an appropriate M+3 Qualification (National Diploma / Bachelor's Degree) in the above-mentioned field/subject, you have applied for • 3 years lecturing experience in a TVET sector • National Teacher Qualification. • Must be qualified as an assessor and moderator. • Computer literacy in MS Office (Word, Excel, PowerPoint, Outlook); SACE registration • Knowledge of legislation governing the sector

DUTIES: • The senior will be responsible for 100% verification of all scripts in the division • Moderation of all scripts • Responsible for leave Management of his/her division • Assist the HOD with Administrative duties • Responsible for work allocation • Guide and Supervise the work and Performance of Lecturers • Be responsible for choice of Textbooks and coordinating subject committees • Monitoring of students and lecturer attendance, supervise lecturers, conduct meeting, monitor lecturer performance, compile results analysis

Safety in Society x 1

Ref: TNC/CO/20 – 11/38

REQUIREMENTS: • Matric certificate plus an appropriate M+3 Qualification (National Diploma / Bachelor's Degree) in the above-mentioned field/subject, trades and professions you have applied for • 3 years lecturing experience • National Teacher Qualification. • Must be qualified as an assessor and moderator • Computer literacy in MS Office (Word, Excel, PowerPoint, Outlook); SACE registration • Knowledge of legislation governing the sector

DUTIES: • The senior will be responsible for 100% verification of all scripts in the division • Moderation of all scripts • Responsible for leave Management of his/her division • Assist the HOD with Administrative duties • Responsible for work allocation • Guide and Supervise the work and Performance of Lecturers • Be responsible for choice of Textbooks and coordinating subject committees • Monitoring of students and lecturer attendance, supervise lecturers, conduct meeting, monitor lecturer performance, compile results analysis

Report 191- Electrical x 1

Ref: TNC/CO/20 – 11/39

REQUIREMENTS: • Matric certificate plus an appropriate M+3 Qualification (National Diploma / Bachelor's Degree) in the above-mentioned field/subject, trades and professions you have applied for • 3 years lecturing experience • National Teacher Qualification. • Must be qualified as an assessor and moderator • Relevant Trade Test Certificate in the respective trade. • Computer literacy in MS Office (Word, Excel, PowerPoint, Outlook); SACE registration • Knowledge of legislation governing the sector

DUTIES: • The senior will be responsible for 100% verification of all scripts in the division • Moderation of all scripts • Responsible for leave Management of his/her division • Assist the HOD with Administrative duties • Responsible for work allocation • Guide and Supervise the work and Performance of Lecturers • Be responsible for choice of Textbooks and coordinating subject committees. • Monitoring of students and lecturer attendance, supervise lecturers, conduct meeting, monitor lecturer performance, compile results analysis

HEAD OF DEPARTMENT (Report 191 x 1)
SALARY: R414 003 (Post Level 3)
Ref: TNC/CO/20 – 11/40

REQUIREMENTS: • Matric certificate plus Bachelor's Degree and Education Qualification/Post Graduate Qualification in Education • 7 years of which 3 years relates to supervisory experience in a TVET College Sector as a Senior Lecturer • Knowledge of TVET Curriculum / Assessment Policies / Guidelines including experience in Curriculum Delivery and Assessments • Planning, Monitoring and Evaluation experience in the context of TVET Colleges • Experience in managing multi curricula-disciplines and resources • Experience in managing internal and external stakeholders • Experience in managing class attendance (staff and students) to ensure compliance with the Attendance and Punctuality Policy • Experience and understanding of relevant legislative framework and the importance of skills development • Computer literacy. • Proven Experience in the overall Performance of Educators and the process undertaken. Curriculum Risk Management.

DUTIES: • Provide leadership and management within the division • Ensure co-ordination and alignment of the division's activities with the vision of the college and monitor the performance of the division against college targets • Manage all educators and support staff; • Oversee the administration of the division, HR functions, Finance including budget, supply chain management, maintain a regular updated asset register of the division • Ensure that a labour friendly environment exists • Manage leave as well as performance of the staff in the division by guiding, supporting and developing the staff • Manage curriculum and programmes offered within the division • Manage the use of learning support material and other equipment; • Ensure the safekeeping of all records of the division • Give proper instructions and guidelines for timetabling, admission and placement of learners • Make regular inspections of the premises and equipment to ensure that they are being used properly and that good discipline is being maintained • Ensure that circulars and other information received which affect members of the staff and/or students are brought to their attention as soon as possible and are stored in an accessible manner • Attend and participate in all meetings as per invitation including Council • Provide Curriculum Manager and Campus Manager with reports about the professional management relating to the division • Ensure that all evaluations/forms/templates of assessment conducted in the division are properly and efficiently organised/completed • Liaise with relevant structures regarding curricula and curriculum development/implementation • Assist with financial planning and control of the programmes to support students who are underperforming • Perform all other relevant functions for the improvement of the College as directed by Deputy Principal Academic Services.