

## TVET COLLEGES POST LEVEL 1 & 2 VARIOUS LECTURING POSTS

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The following TVET Colleges are looking for subject lecturers to start lecturing in the 2021 academic year:

### **1. MOPANE TVET COLLEGE**

Mopani Technical and Vocational Education and Training College has challenging vacancies for Lecturing Staff with innovation and sound communication skills to join the Sir Val Duncan Campus in Namakgale Township.

a) POST: EDUCATION SPECIALIST: EXAMINATION X 1 PERMANENT

REF NO: SVD1/12/2020

SALARY NOTCH: R348 747 – R863 655 per annum

#### REQUIREMENTS:

- An appropriate recognized National Diploma or Bachelor's Degree and teaching qualification.
- Three(3) years' experience in education.
- Knowledge of examination and assessment policies.
- Extensive knowledge and ability to generate reports through the use of computer packages such as MS Office, Excel, Advanced knowledge of excel, Access and Information Management System e.g. COLTECH.
- A valid driver's license.

#### CORE DUTIES:

- Liaising with National Examination and Assessment Directorate, Campus staff on examination matters.
- Dissemination of information, answering enquiries and dealing with complaints regarding external examinations with staff, students and parents or guardians.
- Monitoring, submissions of examination/assessment data to relevant parties.
- Ensure safety of question papers and certification processes.
- Compile invigilation time-tables and manage invigilation.
- Ensure all examination processes are complied with and provide examination statistics after each examination cycle.

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- b) POST: Education Specialist: Engineering and Related Design (Automotive Repair & Maintenance) X 1 Permanent

REF: SVD2/12/2020

SALARY NOTCH: R348 747 -R863 655 per annum

### REQUIREMENTS:

- An appropriate recognized Diploma or Bachelor's degree in Mechanical Engineering and Trade Test Certificate in Motor Mechanics or Diesel Mechanics.
- Professional qualification in Education will be an added advantage.
- Three year teaching experience in the TVET sector.
- Knowledge of examination and assessment policies.
- Must be able to facilitate automotive repair and maintenance, engineering graphics design with knowledge of Auto Cad & Engineering Technology.
- Computer skills and valid driver's license.
- Registered with SACE.

### CORE DUTIES:

- Co-ordinate students, lecturers and administrative process within the Automotive Section.
- Co-ordinate teaching and learning activities.
- Co-ordinate all academic activities within the section including management of staff attendance and students, staff allocation, monitoring and evaluation of curriculum delivery.
- Manage and supervise assessments and examination processes in the section.
- Provide professional support to lecturers and students.
- Ensure adherence to academic policies.
- Teach various subjects in the ERD department.

- c) POST: Engineering and Related Design (Fitting and Turning) Lecturer X 1 Permanent

REF: SVD3/12/2020

SALARY NOTCH: R211 731- R467 925

### REQUIREMENTS:

- An appropriate recognized Diploma or Bachelor's degree in Mechanical Engineering and Trade Test Certificate in Fitting & Turning.
- Professional qualification in Education will be an added advantage.

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- Knowledge to teach fitting & turning and various other engineering and related Design subjects (Engineering systems, Engineering Fundamentals, Engineering Practice and maintenance). Registered with SACE.

### CORE DUTIES:

- To engage in class teaching, to plan, co-ordinate, control, administer, evaluate and report on students' academic progress.
- To enhance learning as an active process and be prepared to use a variety of strategies to meet the subject and learning outcomes of the curriculum.
- To create and maintain classroom environment that stimulates positive learning and actively engage students in the learning process.
- Prepare Fitting and Turning Workshops for practical training sessions.

d) POST: Diesel Mechanic Apprenticeship Facilitator x 1 Year Contract

REF: SVD4/12/2020

SALARY NOTCH: R211 731 – R467 925 per annum

### REQUIREMENTS:

- An appropriate recognized Teacher's Diploma or Artisan Diesel Mechanic Trade Certificate. Assessor/Facilitator Certificate.
- Knowledge of Apprenticeship programme or Modular based.
- A minimum of two (2) years' experience in Industry.
- Moderator Certificate will be added advantage.
- A valid Driver's license and be able to drive.

### CORE DUTIES:

- Facilitation of Diesel Mechanic Apprenticeship programme.
- Ensure learners complete all modular tasks and assessment.
- Design and assist learners to complete practical tasks and availability of evidence.
- Manage Workshop and tools.
- Building and preparation of POEs and POAs for assessment.
- Packing of learners' documentation as per programme requirements.
- Assessment of the learners' theoretical POEs and workplace logbooks.
- Liaising and co-ordinating programme activities with the involved stakeholders.

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### REQUIRED DOCUMENTS:

Fully completed Z83 indicating the correct reference number, detailed CV, certified copies of qualifications, SACE and certified ID document.

NB: Foreign applicants should attach the following documents: SAQA EVALUATION CERTIFICATE, SACE, QUOTA WORK PERMIT AND POLICE CLEARANCE.

SUBMIT APPLICATIONS TO: The Principal, Mopani TVET College, Private Bag X01024, Phalaborwa, 1390, or hand deliver the applications to Cnr Combretum and Harlem Street, Phalaborwa, 1390.

Should you not receive a correspondence from us within two months after closing date, consider your application as unsuccessful.

Female applicants with relevant qualifications /requirements will be given preference.

The College reserves the right to withdraw any advertised post at any time as well as the right to verify the qualifications of the recommended candidates prior to issuing of the offer of employment. Women and persons with disabilities are encouraged to apply. Applicants are discouraged from sending applications through registered mail as the College will not be responsible for the non-collection of the applications sent through registered mail.

CLOSING DATE: 06 January 2021 AT 16:00

Enquiries: Mr Mhlongo FA on 015 781 5721/5.

### 2. NORTHLINK COLLEGE

POST: LECTURER: TOURISM (PROTEA CAMPUS)

REF NO: 106/12/2020

### REQUIREMENTS:

- Relevant three (3) year qualification in the Tourism field (Degree or Diploma)
- Two (2) years relevant industry and / or teaching experience.
- Bilingual (English plus Afrikaans or Xhosa)
- Computer Literate.( Ms Office: Word, Excel & PowerPoint)
- Teachers Qualification (Recommended)
- Registered Assessor and / or Moderator (Recommended)
- A valid driver's license. (Recommended)

### CORE DUTIES:

- Teach and comply with the entire scope of the curriculum
- Administration and marking as required by the position
- Creating an environment conducive for learning

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- Maintaining classroom discipline
- Deliver knowledge and experience to students

Applicants must submit fully completed Z83 indicating the correct reference number, detailed CV, certified copies of qualifications and ID, contactable references by email to: Nadia.Marcus@Northlink.co.za (Please quote Ref:No)

CLOSING DATE: 08 January 2021 AT 12:00

Please note that a passport or Driver's Licence will not be accepted in lieu of Identity Document

Applicants will be subjected to a criminal background check as well as the verification of Qualifications

The College reserves the right not to make an appointment. Should you not receive a correspondence from us within two months after closing date, consider your application as unsuccessful.

### 3. NORTHERN CAPE URBAN TVET

THE NORTHERN CAPE URBAN TVET AWAITS APPLICATIONS FROM SUITABLY QUALIFIED PERSONS FOR THE FOLLOWING FIXED TERM POSTS:

POST: LECTURER – ELECTRICAL ENGINEERING POST LEVEL: 1

SALARY: REQV 13 - R213 213, 00 pa, REQV14 – R279 198, 00 (+37% IN LIEU OF BENEFITS)

DURATION: 1 YEAR

REFERENCE NO: NCUTVET/DHET 2020/17

MAJOR SUBJECTS:

Engineering Mathematics, Engineering Science, Engineering Drawing, Physical Science, Industrial Electronics, Electrical Trade Theory

MINIMUM REQUIREMENTS:

- National Diploma in Electrical Engineering
- 3 year qualification in teaching and specialization in specific subject field.
- Computer literate
- Extensive knowledge and utilization of visual platforms
- SACE Registered

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### RECOMMENDATIONS:

- Must be able to work under pressure
- Excellent communication skills
- Must be able to work independently
- Willingness to travel attend to attend meetings and trainings/workshops
- Knowledge of lecturer support system - advantageous

### KEY PERFORMANCE AREA (DUTIES):

- Record keeping of student attendance
- Compilation of student Portfolio of Evidence (POE)
- Monthly reporting to supervisor
- Quality assurance of all assessments pertaining to the subject they are responsible for.
- Ensure that Integrated Continuous Assessment (ICASS) and Integrated Summative Assessment Task (ISAT) of the subject you are responsible for at the College is implemented.
- Ensure that the correct version of Subject Guidelines, Assessment Guidelines, Syllabi and ISATs are utilized in the subject
- Research and drive innovative ways to improve teaching and learning in the specific subject
- Attend subject meetings cross campus/colleges meetings and workshops when required
- Responsible and accountable for the recording, capturing and verification of the Integrated Continuous Assessment (ICASS) and Integrated Summative Assessment (ISAT) marks of the students.
- Work Schemes planning and implementation
- Quality teaching and progress reports

POST: LECTURER – ENGINEERING

STUDIES POST LEVEL: 1

DURATION: 1 YEAR

SALARY: REQV 13 - R213 213, 00 pa, REQV14 – R279 198, 00 (+37% IN LIEU OF BENEFITS)

REFERENCE NO: NCUTVET/DHET 2020/16

### MAJOR SUBJECTS:

- Plumbing, Bricklaying, Building Drawing, Engineering Mathematics, Engineering Science

## TVET COLLEGES POST LEVEL 1 & 2 VARIOUS LECTURING POSTS

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### MINIMUM REQUIREMENTS:

- National Diploma in Civil Engineering
- 3 year qualification in teaching and specialization in specific subject field.
- Computer literate
- Extensive knowledge and utilization of visual platforms
- SACE Registered

### RECOMMENDATIONS:

- Must be able to work under pressure
- Excellent communication skills
- Must be able to work independently
- Willingness to travel attend to attend meetings and trainings/workshops
- Knowledge of Lecturer Support System - Advantageous

### KEY PERFORMANCE AREA (DUTIES):

- Record keeping of student attendance
- Compilation of student Portfolio of Evidence (POE)
- Monthly reporting to supervisor
- Quality assurance of all assessments pertaining to the subject they are responsible for.
- Ensure that Integrated Continuous Assessment (ICASS) and Integrated Summative Assessment Task (ISAT) of the subject you are responsible for at the College is implemented.
- Ensure that the correct version of Subject Guidelines, Assessment Guidelines, Syllabi and ISATs are utilized in the subject
- Research and drive innovative ways to improve teaching and learning in the specific subject
- Attend subject meetings cross campus/colleges meetings and workshops when required
- Responsible and accountable for the recording, capturing and verification of the Integrated Continuous Assessment (ICASS) and Integrated Summative Assessment (ISAT) marks of the students.
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- Quality teaching and progress reports

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POST: POST LEVEL 1 LECTURERS

SALARY: REQV 13 - R213 213, 00 pa, REQV14 – R279 198, 00

DURATION: 6 MONTHS

REFERENCE NO: NCUTVET/DHET 2020/14

HUMAN RESOURCE MANAGEMENT

REFERENCE NO: NCUTVET/DHET 2020/14/2

MAJOR SUBJECTS:

Labour Relations, Personnel Training, Entrepreneurship, Business Management, Marketing Management, Management Communication

PUBLIC MANAGEMENT

REFERENCE NO: NCUTVET/DHET 2020/14/5

MAJOR SUBJECT:

Pubic Management, Entrepreneurship, Business Management

MANAGEMENT ASSISTANT

REFERENCE NO: NCUTVET/DHET 2020/14/6

MAJOR SUBJECT:

Office Practice, Information Processing, Communication and English

MINIMUM REQUIREMENTS:

- 3 year qualification in teaching and specialization in specific subject field.
- Computer literate
- Extensive knowledge and utilization of visual platforms
- SACE Registered

RECOMMENDATIONS:

- Must be able to work under pressure
- Excellent communication skills
- Must be able to work independently
- Willingness to travel attend to attend meetings and trainings/workshops
- Knowledge of Lecturer Support System - Advantageous



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### KEY PERFORMANCE AREA (DUTIES):

- Record keeping of student attendance
- Compilation of student Portfolio of Evidence (POE)
- Monthly reporting to supervisor
- Quality assurance of all assessments pertaining to the subject they are responsible for.
- Ensure that Integrated Continuous Assessment (ICASS) and Integrated Summative Assessment Task (ISAT) of the subject you are responsible for at the College is implemented.
- Ensure that the correct version of Subject Guidelines, Assessment Guidelines, Syllabi and ISATs are utilized in the subject
- Research and drive innovative ways to improve teaching and learning in the specific subject
- Attend subject meetings cross campus/colleges meetings and workshops when required
- Responsible and accountable for the recording, capturing and verification of the Integrated Continuous Assessment (ICASS) and Integrated Summative Assessment (ISAT) marks of the students.
- Work Schemes planning and implementation
- Quality teaching and progress reports

THE NORTHERN CAPE URBAN TVET AWAITS APPLICATIONS FROM SUITABLY QUALIFIED PERSONS FOR THE FOLLOWING DEPARTMENTAL PERMANENT POSTS:

POST: POST LEVEL 1 LECTURERS

SALARY: REQV 13 - R213 213, 00 pa, REQV14 – R279 198, 00

REFERENCE NO: NCUTVET/DHET 2020/14

BUSINESS MANAGEMENT:

REFERENCE NO: NCUTVET/DHET 2020/14/1

MAJOR SUBJECTS:

Cost & Management Accounting & Introductory Accounting, Financial Accounting, Computerise Financial System, Computer Practice, Entrepreneurship and Business Management

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### MARKETING MANAGEMENT

REFERENCE NO: NCUTVET/DHET 2020/14/3

MAJOR SUBJECT:

Marketing Management, Entrepreneurship, Business Management, Economics, Management Communication

### TOURISM

REFERENCE NO: NCUTVET/DHET 2020/14/4

MAJOR SUBJECTS:

Tourism Communication, Travel Office Procedures, Travel Services, Travel Destinations, Travel Communication, Management Communication,

### TRANSPORT & LOGISTICS

REFERENCE NO: NCUTVET/DHET 2020/14/7

MAJOR SUBJECTS:

Transport Operations, Fright Logistics, Mathematics,

### SAFETY IN SOCIETY

REFERENCE NO: NCUTVET/DHET 2020/14/8

MAJOR SUBJECTS:

Criminal Justice, Law, Introduction to Governance, Introduction to Policing, Mathematical Literacy,

### INFORMATION TECHNOLOGY

REFERENCE NO: NCUTVET/DHET 2020/14/9

MAJOR SUBJECTS:

Information Computer Technology, Electronics, Introductory to System Development, Introductory information Systems, Multi Media

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### MINIMUM REQUIREMENTS:

- 3 year qualification in teaching and specialization in specific subject field.
- Computer literate
- Extensive knowledge and utilization of visual platforms
- SACE Registered

### RECOMMENDATIONS:

- Must be able to work under pressure
- Excellent communication skills
- Must be able to work independently
- Willingness to travel attend to attend meetings and trainings/workshops
- Knowledge of Lecturer Support System - Advantageous

### KEY PERFORMANCE AREA (DUTIES):

- Record keeping of student attendance
- Compilation of student Portfolio of Evidence (POE)
- Monthly reporting to supervisor
- Quality assurance of all assessments pertaining to the subject they are responsible for.
- Ensure that Integrated Continuous Assessment (ICASS) and Integrated Summative Assessment Task (ISAT) of the subject you are responsible for at the College is implemented.
- Ensure that the correct version of Subject Guidelines, Assessment Guidelines, Syllabi and ISATs are utilized in the subject
- Research and drive innovative ways to improve teaching and learning in the specific subject
- Attend subject meetings cross campus/colleges meetings and workshops when required
- Responsible and accountable for the recording, capturing and verification of the Integrated Continuous Assessment (ICASS) and Integrated Summative Assessment (ISAT) marks of the students.
- Work Schemes planning and implementation
- Quality teaching and progress rep

POST: SENIOR LECTURER X 6 POSTS POST LEVEL: 2

SALARY: R347 703, 00 pa

REFERENCE NO: NCUTVET/DHET 2020/13

FINANANCE

REFERENCE: NCUTVET/DHET 2020/13/1

MATHS+ MATH LITERACY NCV + PLP REFERENCE: NCUTVET/DHET 2020/13/2

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### BUSINESS MANAGEMENT

REFERENCE: NCUTVET/DHET 2020/13/3

### TOURISM

REFERENCE: NCUTVET/DHET 2020/13/4

### SAFETY IN SOCIETY

REFERENCE: NCUTVET/DHET 2020/13/5

### TRANSPORT & LOGISTICS

REFERENCE: NCUTVET/DHET 2020/13/6

### MINIMUM REQUIREMENTS:

- Three year qualification and specialization in the specific subject field
- 3 years' experience in education
- Computer Literacy
- Extensive knowledge and utilization of visual platforms
- Assessor and moderator
- Valid Driver License
- Experience in TVET sector is an added advantage

### RECOMMENDATIONS:

- Demonstrate supervisory qualities
- Must be able to work under pressure
- Excellent communication skills
- Willingness to travel to attend meetings, trainings and workshop
- Work irregular hours

### CORE DUTIES:

- Assist with the registration of students and student induction procedures
- Management and control lecturers in the faculty including regular monitoring as per academic year plan
- Management of leave of lecturers in the faculty
- Planning of lecturer work allocation in the faculty
- Assist the faculty Head with the compilation of the timetable
- Manage attendance records, assessment, tests and year marks and all related duties
- Maintain discipline among students and lecturers
- Prepare and manage Assessment files, Subject files, POA'S and POES.
- Report on monthly basis to the faculty head on the prescribed format

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- Liaise with students and parents

POST: LECTURER – ENGINEERING

STUDIES POST LEVEL: 1

SALARY: REQV 13 - R213 213, 00 pa, REQV14 – R279 198, 00 (+37% IN LIEU OF BENEFITS)

REFERENCE NO: NCUTVET/DHET 2020/15

MAJOR SUBJECTS:

Platers Drawing, Platers Trade Theory ,Engineering Science, Engineering Mathematics

MINIMUM REQUIREMENTS:

- National Diploma in Engineering Platers/Boilermaker
- 3 year qualification in teaching and specialization in specific subject field.
- Computer literate
- Extensive knowledge and utilization of visual platforms
- SACE Registered

RECOMMENDATIONS:

- Must be able to work under pressure
- Excellent communication skills
- Must be able to work independently
- Willingness to travel attend to attend meetings and trainings/workshops
- Knowledge of Lecturer Support System - Advantageous

KEY PERFORMANCE AREA (DUTIES):

- Record keeping of student attendance
- Compilation of student Portfolio of Evidence (POE)
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- Responsible and accountable for the recording, capturing and verification of the Integrated Continuous Assessment (ICASS) and Integrated Summative Assessment (ISAT) marks of the students.
- Work Schemes planning and implementation
- Quality teaching and progress reports

APPLICATIONS: Email your applications to the following Email – Address [vacancies@ncutvet.edu.za](mailto:vacancies@ncutvet.edu.za) Note that only emailed applications will be considered

CLOSING DATE: 21 December 2020, applications received after the closing date, faxed or emailed applications will not be considered.

NOTE: Applications for all fix term post must be submitted on College external application form which can be downloaded [HERE](#) (Faka the downloaded Form sent separately), which must be completed in full, originally signed and dated by the applicant. Applications must be accompanied by a covering letter, a comprehensive, recent Curriculum Vitae(CV) and originally certified copies of Identity Document, qualifications (transcript of results), Driver's license (where applicable) and all other attachments thereof.

All documents certification dates must be within three months of the application date. The specific reference number of the post applied for must be quoted. A separate application must be submitted for each post applied for. For foreign applicants a certified copy of work permit must be included. The College has the right to withdraw and /or amend adverts for post(s) and retains the right not to fill the post (s) as determined by the delegated authority.

The successful candidate will be subjected to a security clearance and verification of qualifications. Interviewed candidates will be subjected to a competency assessment where necessary. Correspondence will only be entered into with shortlisted applicants.

IF NO RESPONSE IS RECEIVED WITHIN 3 MONTHS AFTER THE CLOSING DATE, PLEASE REGARD YOUR APPLICATION AS UNSUCCESSFUL.

ENQUIRIES: Ms E Mokokong TEL NO: 053 839 2099/74

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GERT SIBANDE TVET COLLEGE

GERT SIBANDE TVET COLLEGE COUNCIL INVITES SUITABLY QUALIFIED CANDIDATES TO APPLY FOR THE FOLLOWING VACANT POSTS:

PROJECT CO-ORDINATOR (CONTRACT)

Salary: R 27 138.18 per month. all inclusive  
(Ref no. GSC75/2020), Skills Academy

MINIMUM REQUIREMENTS:

- An appropriate recognized National Diploma
- Relevant project management experience of two (2) years
- Teaching qualification, experience and knowledge of the TVET sector will be advantageous
- Computer literacy
- A valid driver's licence will be an added advantage.

CORE DUTIES:

- Plan and implementation of projects
- Facilitate the definition of project missions, goals, tasks and resource requirements
- Resolution of conflicts within and between projects or functional areas; develop methods to monitor project or areas of progress and provide corrective supervision if necessary
- Manage project budget
- Facilitate the definition of service level agreements and customer requirements
- Advocate on behalf of learners/ stakeholders and represent their needs at campus management
- Work cross-functionality to solve problems and implement changes
- Monitoring of projects, POE's
- Learner/teaching staff inductions
- Liaise with employers for the work placement
- Engage in planning the roster/roll- out plan for the project and perform other related duties.

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### PLUMBING FACILITATOR (CONTRACT)

Salary: R 22 775.00 per month. all inclusive  
(Ref no. GSC76/2020), Skills Academy

#### MINIMUM REQUIREMENTS:

- A Occupational Trade Test Certificate as a Plumber
- At least three years appropriate trade experience
- A qualification as a facilitator, an assessor or moderator will be an advantage
- Registration as a trade test officer with QCTO (NAMB) will be an advantage
- Teaching experience, a teaching qualification and knowledge of the TVET sector will be an advantage
- Computer literacy
- A valid driver's license.

#### CORE DUTIES:

- Assist with the registrations of student and student induction procedures
- Carry out practicals at the workshop
- Planning of classroom work and Prepare and deliver facilitation to learners as per work plan
- Manage own class attendance records, assessments, moderation, workplace monitoring and all other related duties
- Maintain discipline among learners
- Prepare and manage POE's and POA's
- Report on monthly basis to the Co-ordinator/Project Manager on the prescribed format
- Liaise with learners
- Accompany learners to industry for experiential training as per project roll-out plan
- Implement trade testing as schedule.

### MECHANICAL FITTER FACILITATOR (CONTRACT)

Salary: R 22 775.00 per month. all inclusive  
(Ref no. GSC77/2020), Skills Academy

#### MINIMUM REQUIREMENTS:

- A Occupational Trade Test Certificate as a Mechanical Fitter
- At least three years appropriate trade experience
- A qualification as a facilitator, an assessor or moderator will be an advantage



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- Registration as a trade test officer with QCTO (NAMB) will be an advantage
- Teaching experience, a teaching qualification and knowledge of the TVET sector will be an advantage
- Computer literacy
- A valid driver's license.

### CORE DUTIES:

- Assist with the registrations of student and student induction procedures
- Carry out practicals at the workshop
- Planning of classroom work and Prepare and deliver facilitation to

### TECHNICAL SKILLS:

- Must be able to deal with various research activities
- Must have demonstrable knowledge of research design
- Must be aware of the various data analytical softwares e.g SPSS, Nvivo, E-Views
- Sound management principles, practices, and techniques; budget preparation and expense control learners as per work plan
- Manage own class attendance records, assessments, moderation, workplace monitoring and all other related duties
- Maintain discipline among learners
- Prepare and manage POE's and POA's
- Report on monthly basis to the Co-ordinator/Project Manager on the prescribed format
- Liaise with learners
- Accompany learners to industry for experiential training as per project roll-out plan
- Implement trade testing as schedule.

### MILLWRIGHT FACILITATOR (CONTRACT)

Salary: R 27 138.18 per month. all inclusive  
(Ref no. GSC78/2020), Skills Academy

### MINIMUM REQUIREMENTS:

- A Occupational Trade Test Certificate as a Millwright
- At least three years appropriate trade experience
- A qualification as a facilitator, an assessor or moderator will be an advantage
- Registration as a trade test officer with QCTO (NAMB) will be an advantage
- Teaching experience, a teaching qualification and knowledge of the TVET sector will be an advantage
- Computer literacy

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- A valid driver's license.

### CORE DUTIES:

- Assist with the registrations of student and student induction procedures
- Carry out practicals at the workshop
- Planning of classroom work and Prepare and deliver facilitation to learners as per work plan
- Manage own class attendance records, assessments, moderation, workplace monitoring and all other related duties
- Maintain discipline among learners
- Prepare and manage POE's and POA's
- Report on monthly basis to the Co-ordinator/Project Manager on the prescribed format
- Liaise with learners
- Accompany learners to industry for experiential training as per project roll-out plan
- Implement trade testing as schedule.

Enquiries: Ms N Swart Tel. 017 714 1594 (during office hours)

### RESEARCH OFFICER (CONTRACT)

Salary: R 257 508.00 p.a. benefits excluded  
(Ref no. GSC79/2020), Central Office

### MINIMUM REQUIREMENTS:

- Grade 12 plus N6 Certificate or equivalent PLUS a minimum of 3 years relevant experience where such experience includes:
- At least 3 years previous experience in research and editing in an academic environment
- At least 2 years project management experience.
- Previous experience in business development
- Previous experience in working with Sector Education Training Authority (SETA) accredited Learnerships
- Previous experience in the designing and implementing of policy, systems and procedures related to research management
- Previous experience in working with budgets would be valuable.
- Previous experience in drafting funding proposals
- Must have strong working knowledge of all aspects of monitoring and evaluation of a business portfolio

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### People and Communication Skills:

- Ability to communicate effectively both verbally and in writing in English.
- Ability to communicate in other official languages is desirable and will be an advantage

### Administration Skills:

- Sound Computer literacy: able to work with a word processor, spreadsheets, use the internet
- Good time management
- Strong writing skills
- Good minute taking

### Management Skills:

- Ability to think strategically and creatively
- Problem-solving skills: logical and analytical
- People management skills with a collaborative approach
- A strong track record of service delivery
- Decision-making skills, able to be objective, flexible but decisive
- Sound numerical ability

### Work Behaviour:

- Strong service ethic with a track record of continuous improvement
- Able to work independently as well as a member of a team
- Actively seeks feedback
- Able to withstand criticism and use constructive criticism to improve service delivery and own contribution
- Shows initiative

Enquiries: Mr JM Manana Tel. 017 712 9040 (during office hours)

Closing date: 23 December 2020 at 14:00

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**NOTE:**

Applications must be accompanied by a fully completed and officially signed Z83 form, a comprehensive CV and originally certified copies of all qualification, academic records, ID document and valid driver's licence not older than 6 months, if drivers licence is required in terms of the requirements of the post, together with at least three contactable work-related references

Failure to submit the requested documents will result in your application not being considered .No faxed or emailed applications will be accepted

Applicants should submit separate applications where more than one post is applied for. Selected candidates will be subjected to vetting process and personnel suitability check in terms of minimum information security standard

The College reserves the right to verify any information received in applications. Late and incomplete applications will not be considered .Submission of fraudulent documentation and canvassing of Council members or College staff will immediately disqualify the candidate. Communication will be entered into with successful candidates only  
Should you not receive any response from us within 60 days after the closing date, please consider your application as unsuccessful

Post reference number should be indicated on the application. The College reserves the right to withdraw any position at any time.

Applications must be forwarded to: The Principal/CEO, Gert Sibande TVET College, P.O. Box 3475, Standerton, 2430 or for attention Manager Acting HR: Mr JM Manana, Human Resources or may be placed in the application container located at the reception: Gert Sibande TVET College, 18a Dr Beyers Naude Street, Standerton or may be email to [vacancies@gscollege.edu.za](mailto:vacancies@gscollege.edu.za)