

TVET COLLEGES VARIOUS VACANCIES CLOSING 25, 27 AND 31 MAY 2022

TVET COLLEGES VARIOUS VACANCIES CLOSING 25, 27 AND 31 MAY 2022

The following TVET Colleges are looking for suitably qualified applicants to apply for their various vacancies. The Closing Dates for applications are the 25th, 27th and the 31st May 2022 respectively.

1. LEPHALALE TVET COLLEGE

APPLICATIONS ARE INVITED FROM SUITABLY QUALIFIED AND EXPERIENCED CANDIDATES TO APPLY THE FOLLOWING VACANT POSITIONS:

POST 1: SENIOR MARKETING AND COMMUNICATION OFFICER SL8

SALARY: R321 543 PER ANNUM PLUS BENEFITS

REF NO: leptvet 01/2022

CENTRE: CENTRAL OFFICE - LIMPOPO

POST TYPE: PERMANENT (PERSAL APPOINTMENT)

Minimum Requirements for the Post

- National Senior Certificate/Grade 12/Standard 10 or NCV Level 4 Certificate plus a recognised National Diploma/Degree in Marketing Management/ Public Relations/Communication.
- A minimum of five (5) years working experience of which two (2) years should be at supervisory level in Marketing/ Communication or Public Relations environment.
- Knowledge of Branding and Culture development.
- Knowledge of events management and coordination.
- Knowledge of TVET Sector will be an added advantage
- Strong interpersonal skills, Planning and organising skills, Good verbal and written communication skills, Analytical skills, Financial and budgetary skills and ability to work under pressure and be willing to travel and work irregular hours.
- Computer Literacy
- A valid driver's licence is a requirement.

Duties and responsibilities:

- Coordinate marketing, promotions and branding services for the college.
- Develop and manage brand identity.
- Implement college branding strategy.

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- Develop and produce college publication i.e. information brochures, annual reports and newsletter.
- Manage public relations and media liaison services.
- Coordinate college events including exhibitions participation, price giving, official functions and special marketing events.
- Manage college campaigns on Social Media and Online Communication.
- Regularly maintain the content design and layout of the college website.
- Coordinate college events and provide communication administrative support.
- Provide photographic services and write stories for the college
- Draft articles for the college's electronic and manual newsletter.
- Marketing the college through branding during the events.
- Verify and make recommendations on all articles.
- Perform any other related duties attached to the post.

POST 2: PERSONAL ASSISTANT TO THE PRINCIPAL SL7

SALARY: R261 372 PER ANNUM PLUS BENEFITS

REF NO: leptvet 02/2022

CENTRE: CENTRAL OFFICE - LIMPOPO

POST TYPE: PERMANENT (PERSAL APPOINTMENT)

Minimum Requirements for the Post

- National Senior Certificate/Grade 12/Standard 10 or NCV Level 4 plus a recognised Degree/ National Diploma in Secretarial/Office Administration/Office Management and Technology/Public Management/ Administration or Management Assistant.
- A minimum of three (3) experience as Personal Assistant/ Secretary.
- Knowledge of the relevant legislations/policies/prescripts and procedures.
- Computer Literacy (Microsoft Package) is essential.
- Good communication (both verbal and written), interpersonal skills, ability to identify and handle confidential matters, ability to work under pressure, ability to work independently and as a team.
- A Valid Driver's Licence will be an added advantage.

Duties and responsibilities:

- Provide secretarial, administration support service to the College Principal.
- Track deliverables and timelines where required, and report accordingly.
- Receive and screen telephone calls and refer the calls to the relevant role players.

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- Provide clerical support service to the Principal, including setting up meetings, taking minutes, manage Principal's diary, etc.
- Operate office equipments like Photocopiers and Scanners.
- Organise travelling and meeting arrangements, facilitate travel and subsistence claims for the office of the Principal, draft routine correspondences, develop and maintain an accessible and user-friendly filing system in the office of the Principal.
- Handle procurement of standard items such as stationery for the Office of the Principal.
- Liaise with other offices of the College and external stakeholders with regard to all matters pertaining to the administrative functions of office of the Principal.

POST 3: STATE ACCOUNTANT SL7

SALARY: R261 372 PER ANNUM PLUS BENEFITS

REF NO: leptvet 03/2022

CENTRE: CENTRAL OFFICE - LIMPOPO

POST TYPE: PERMANENT (PERSAL APPOINTMENT)

Minimum Requirements for the Post

- National Senior Certificate/Grade 12/Standard 10 or NCV Level 4 plus a recognized Degree/ National Diploma in Accounting/ Financial Management at NQF Level 6/7.
- A minimum of three (3) years relevant experience in Income and Budget.
- Practical knowledge of the development of Annual Financial Statement.
- Knowledge of basic Financial Operating Systems (Coltech, Sage Patel).
- Knowledge of TVET Sector will serve as an added advantage.
- Sound knowledge of relevant legislations which include CET Act, PFMA, Treasury Regulations, GRAP, etc.
- Ability to work under pressure and meet deadlines, Good communication skill, analytical, critical thinking and problem solving.
- Computer Literacy (Microsoft Word, Excel and PowerPoint).
- Valid Driver's License.

Duties and responsibilities:

- Assist in preparation of various budgets; assist responsible managers in compiling their budgets and report on their expenditure.
- Process payroll, prepare and submit tax returns (EMP 202, EMP 501 and IT12 EI).
- Capture the budget onto Pastel System

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- Manage Divisions/ Sections' budgets and advise responsible Managers on possible over/underspending and recommend solutions thereof.
- Verify the supporting documents submitted by the relevant Sections/ Units for validity, accuracy, completeness and capture payments and/or receipts on the onto Pastel System. Prepare payment transactions i.e. EFTs, Conditional grants, payroll transactions, Travelling and Subsistence (S & T) claims etc. and ensure that they are correctly classified and supported by the appropriate source documentation.
- Perform reconciliations i.e. Bank Reconciliation and Creditors Reconciliation on monthly basis. Prepare Quarterly Financial Performance Statement for Council Structures.
- Ensure the application of prescribed financial procedures and policies.

POST 4: PROVISIONING ADMIN OFFICER: ASSETS SL7

SALARY: R261 372 PER ANNUM PLUS BENEFITS

REF NO: leptvet 04/2022

CENTRE: CENTRAL OFFICE - LIMPOPO

POST TYPE: PERMANENT (PERSAL APPOINTMENT)

Minimum Requirements for the Post

- National Senior Certificate/Grade 12/Standard 10 or NCV Level 4 plus a recognized Degree/ National Diploma in Supply Chain Management/ Logistics/ Public Management or equivalent. At least three (3) years' relevant experience in Supply Chain Management/ or Logistics Services.
- Knowledge of Pastel system will be an added advantage.
- Knowledge of assets disposal procedure.
- Knowledge of Supply Chain Management policies.
- Planning and Organizing, Computer Literacy, Flexibility, Customer Care skill, Good communication skill (both verbal and written, Team work and Report writing skills.
- Valid Driver's Licence.

Duties and responsibilities:

- Monitor and review the capturing of all physical (moveable and immoveable) assets in the physical asset management registers (Hard Cat (IT and Furniture register).
- Monitor and review the allocation of assets to assets holders.
- Review the monitoring assets in accordance with the relevant policy and procedures.
- Promote correct implementation of sound asset management practices.
- Administer Asset Management services.

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- Undertake logistical support services.
- Assist with managing all asset movement within the College.
- Supervise human resource/ staff.
- Perform any other related duties attached to the post.

POST 5: GENERAL ASSISTANT SL2 X 2

SALARY: R102 534 PER ANNUM PLUS BENEFITS

REF NO: leptvet 05/2022

CENTRE: LEPHALALE CAMPUS - LIMPOPO

POST TYPE: PERMANENT (PERSAL APPOINTMENT)

Minimum Requirements for the Post

- A minimum of Grade 10/ABET level 4 Certificate.
- Experience in Maintenance and repair will be an added advantage.
- Good communication skill (Ability to speak, read & write).

Duties and responsibilities:

- Prune and trim flowers and trees.
- Remove weeds and garden refuse.
- Cultivate the soil for trees and flowers.
- Grass cutting and weed control.
- Cutting of verges.
- Repair minor defects of gardening equipments and tools.
- Ensure the overall cleanliness of Campus grounds.
- Maintain existing grounds by caring for plants, trees, flowers etc.
- Plant flowers, trees and lawns.
- Landscaping of the whole Campus.
- Perform any other related duties attached to the post.

POST 6: CLEANER SL2

SALARY: R102 534 PER ANNUM PLUS BENEFITS

REF NO: leptvet 06/2022

CENTRE: LEPHALALE CAMPUS - LIMPOPO

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POST TYPE: PERMANENT (PERSAL APPOINTMENT)

Minimum Requirements for the Post

- A minimum of Grade 10/ABET level 4 Certificate.
- Experience in Cleaning will be an added advantage.
- Good communication skill (Ability to speak, read & write).

Duties and responsibilities:

- Provide cleaning services including but not limited to cleaning of windows and floors, offices, classrooms, kitchens, exam halls, toilets and replacement of toiletries.
- Prepare tea and refreshments for visitors.
- Prepare venues for meetings and gatherings.
- Perform any other related duties attached to the post.

NB: All applications must be forwarded to The Principal, Lephhalale TVET College, Private Bag X210, Lephhalale, 0555 or be hand delivered to Lephhalale TVET College (Central Office), Corner Nelson Mandela and Ngoako Ramatlhodi Drive, Onverwacht, Lephhalale, 0557.

Applications must be submitted on Z83 Application for Employment Form [CLICK HERE TO DOWNLOAD THE EDITABLE FORM](#) and must be accompanied by a comprehensive CV and certified copies (date stamp not older than six months) of qualifications (including matriculation & academic record(s), Identity Document and Driver's Licence where applicable.

It is the applicant's responsibility to have foreign qualifications evaluated by South African Qualifications Authority (SAQA).

N.B. Local residents will be given preference on the posts of General Assistants and Cleaner.

CLOSING DATE: 31 MAY 2022 @16h00

ENQUIRIES: Potego Mphethi / Neriah Morena – 014 763 2252 Extension 220 /221.

Candidates whose appointments promote representativity will receive preference. If you do not receive any response within (3) three months after the closing date of this advertisement, kindly accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/ study verification and previous employment verification). Applications received after the closing date will not be considered. Lephhalale TVET College reserves the right to withdraw any of the above positions.

2. ORBIT TVET COLLEGE

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APPLICATIONS ARE INVITED FROM SUITABLY QUALIFIED AND EXPERIENCED CANDIDATES TO APPLY THE FOLLOWING VACANT POSITIONS:

POST 1: ASSISTANT DIRECTOR: SUPPLY CHAIN AND ASSET MANAGEMENT

REF. NO: ORB14/2021

SALARY: R382 245.00 PER ANNUM PLUS BENEFITS

POST TYPE: PERMANENT

EMAIL: ORB14@orbitcollege.co.za

Minimum Requirements for the Post:

- A recognized three (3) years National Diploma (NQF 6) in Supply Chain Management/Logistics Management or equivalent related REQV13 qualification.
- Three (3) to Five (5) year's supervisory experience in Supply Chain Management (tender and logistics Management).
- Knowledge of the PFMA, PPPFA, Treasury Regulations, Supply Chain Framework Act and BBEE Act.
- Understanding of Asset Management.
- Knowledge of National Treasury's Supply Chain Management guidelines.
- A valid driver's license

Duties and Responsibilities:

- Develop, review, implement and monitor SCM policies in line with relevant legislation.
- Ensure the implementation and monitoring of Supply Chain policy.
- Introduce a system for provisioning, procurement, stock control and reporting.
- Identify preference point system and appropriate goals per commodity in terms of preferential procurement policy objectives.
- Conduct awareness on approved SCM policies.
- Oversee the procurement of good and services for the college.
- Ensure that all procurement is in compliance with the Supply Chain Management (SCM) policies and procedures of the college.
- Ensure that all official order is compiled and authorized within three days form the date of recipients of the quotations or comparative schedules.
- Align procurement plan, policies and strategies with the annual budget.
- Manage the revision on summary of quotations, specifications and all documents supplied by the suppliers in order to comply with prescribed requirements.

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- Ensure that purchase orders are generated, approved and processed.
- Ensure that the receipt of goods and services are submitted to finance department for processing.
- Oversee the development, maintenance and utilization of the central supplier database.
- Prepare and maintain accurate records and documentation on all solicitations, responses, purchases, contracts, correspondence and related follow up.
- Oversee the administration of demand and acquisition.
- Manage the administration of tender briefing session.
- Manage preparation of a tender document upon receipt from tender bid specification committee.
- Manage preparation of logistics for the Evaluation and Adjudication Committees.
- Serve as an observer in the Evaluation and Adjudication Committee.
- Ensure that adjudication is monitored and aligned with the preferential procurement strategy. Establish the bid specification, bid evaluation, bid adjudication committee and oversee the proper functioning of the committee.
- Ensure the development and utilization of a supplier database and bid processes.
- Oversee the management of assets for the college.
- Monitor the implementation of the asset management plan of the college.
- Ensure the barcoding of all existing and new assets are recorded on the relevant asset register. Review the asset management register (hardcat), electronic filing system and manual register to ensure that it is always up to date and maintain for all current asset, movements and disposals.
- Provide guidelines on fruitless and wasteful expenditure regarding assets and the disposal of obsolete assets and on the reallocation of redundant.
- Ensure and monitor the asset count, verifications and office inspections of all assets and asset storerooms.
- Coordinate the receipt, processing and distribution of new assets.
- Oversee identification of asset for disposal.
- Facilitate and recording of loss, damage or mismanagement of asset.
- Responsible for asset verification.
- Establish asset disposal committee.
- Coordinate the internal, external and unauthorized movements of assets.
- Validate loss control reports for quality and losses. Conduct loss analysis to identify trends, security shortcomings and investigate all losses.
- Ensure an up to date database of service providers.
- Oversee the development and utilization of a supplier database.
- Ensure that manual records are kept for all documentation submitted by suppliers.
- Ensure that all suppliers' information and documentation are confidential.
- Ensure continuous maintenance of database.
- Monitor the TVET college supplier's database on the pastel system.
- Management of staff development
- Render management service to the staff.

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- Ensure completion of performance agreements by all employees in the unit.
- Supervision of staff.

POST 2: IT TECHNICIAN

REF. NO: ORB18/2020

SALARY: R261 372.00 PER ANNUM PLUS BENEFITS

POST TYPE: PERMANENT

EMAIL: ORB22@orbitcollege.co.za

Minimum Requirements for the Post:

- A recognized three (03) years National Diploma (NQF 6) in Information Technology (IT)/ Computer Science or equivalent related REV13 qualification.
- Must have A+ and ITIL v3 Foundation
- One (1) to Two (02) years' experience in an information technology environment
- Experience in the use of personal computer hardware and software with specific knowledge of spread sheet, word processing and database applications; Windows operating systems, and integrated financial systems; knowledge of microcomputer hardware repair.
- Proven computer literacy, including advanced MSWord, Excel and PowerPoint.
- Experience in network hardware and operating systems, their installation and maintenance.
- Ability to communicate technical information in a nontechnical manner and to work effectively with users with varying levels of expertise.
- Knowledge of fundamental programming theories.
- Ability to diagnose and correct system problems.
- Proven knowledge and competence regarding computer hardware and software, its installation; its technical operation; and the ability to solve computer-related problems.
- Proven experience in providing all levels of user and application support.
- A valid drivers' licence.

Duties and Responsibilities:

- Diagnose specific software related problems, interacting with vendors/consultant on corrective measures/applicability of suggested solutions
- Install and configure set-up commands, test and solve logs and conduct analysis and evaluation on the functionality of application software.

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- Set up, install and test new units prior to handover and monitoring functionality in the live environment.
- Maintain data dictionaries/ directories and control the distribution and retention of data on various storage devices
- Receive and prioritise end user support calls and requests.
- Troubleshoot less complex problems with remote and local users on line, telephonically and/or by visiting user sites to analyse, diagnose and resolve application and operating system related problems.
- Provide guidance to new users with start-up/log-on procedures and/or sequences, tools and capabilities of associated packages.
- Create short cuts to facilitate easy access to commonly used applications and/or set up fields and formats for reporting purposes.
- Administer the WAN and LAN networks.
- Monitor and administer the usage of the internet.
- Update the IT asset register.
- Maintain records of licences permitting the use of specific software.
- Perform system backup
- Implement appropriate security measures to safeguard data and restrict access appropriately. Audit web sites and applications to ensure that standards are met; security measures are in place and determine and address the impact of new requirements and programming changes required.
- Design, develop and maintain web applications (e.g. data modelling, coding, integration, testing, debugging, maintenance, documentation code libraries and reporting.

POST 3: HOD ARTISAN DEVELOPMENT AND PARTNERSHIPS PL3

REF. NO: ORB06/2022

SALARY: R21 R421 473.00 PLUS 37% IN LIEU OF BENEFITS

POST TYPE: THREE (03) YEARS FIXED CONTRACT

CENTRE: RUSTENBURG CAMPUS – NORTH WEST

EMAIL: ORB24@orbitcollege.co.za

Minimum Requirements for the Post:

- A recognised Degree/ National Diploma (NQF6) in Project Management or equivalent qualification.
- Teachers qualification.

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- Minimum of five years' experience of which three years must include experience in managing lecturers/facilitators or skills programmes.
- Extensive knowledge of the TVET College landscape and programmes geared towards artisan development, learnerships and skills development management.
- Strong leadership, communication, project management, budgeting, entrepreneurial, problem solving, negotiation, resource mobilization, monitoring, evaluation, reporting, facilitation and presentation skills.
- A demonstrated ability to meet and deal effectively with all levels of contacts.
- Advanced computer skills in MS Word, Ms. Excel and PowerPoint.
- A valid driver's license.

Duties and Responsibilities:

- Identify and manage appropriate artisan development programmes including the appointment of contract project staff as required.
- Develop a responsive and flexible occupational programmes curriculum.
- Develop, implement and maintain programme quality systems and processes including assessment, moderation and performance records.
- Develop and manage programme budgets and report on programme performance.
- Identify and facilitate the development and/or acquisition of learner material, equipment and other resource requirements.
- Oversee the development of project plans, including milestones, resource requirements and timeframes.
- Manage the registration of students.
- Manage and oversee the performance and development of facilitators.
- Manage and participate in key customer stakeholder interactions (SETA's, community forums, local business and local government).
- Establish and maintain programme-related industry links to ensure programme relevance.
- Ensure facilitators/teaching staff interaction with industry applications, technologies and related job skill requirements.
- Establish and maintain a database of key related industries/professional bodies and access regular input from these representatives.
- Compile the annual operational plan.
- Advise and support the College in fast tracking the development of artisans.

POST 4: IT TECHNICIAN SL7

REF. NO: ORB07/2022

SALARY: R261 372.00 PER ANNUM PLUS BENEFITS

POST TYPE: PERMANENT

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CENTRE: RUSTENBURG CAMPUS – NORTH WEST

EMAIL: ORB22@orbitcollege.co.za

Minimum Requirements for the Post:

- A recognised Degree/ National Diploma (NQF6) in Information Technology (IT)/ Computer Science or equivalent related REV13 qualification.
- Must have A+ and ITIL v3 Foundation
- One (1) to Two (02) years' experience in an information technology environment
- Experience in the use of personal computer hardware and software with specific knowledge of spread sheet, word processing and database applications; Windows operating systems, and integrated financial systems; knowledge of microcomputer hardware repair.
- Proven computer literacy, including advanced MSWord, Excel and PowerPoint.
- Experience in network hardware and operating systems, their installation and maintenance. Ability to communicate technical information in a nontechnical manner and to work effectively with users with varying levels of expertise.
- Knowledge of fundamental programming theories.
- Ability to diagnose and correct system problems.
- Proven knowledge and competence regarding computer hardware and software, its installation; its technical operation; and the ability to solve computer-related problems.
- Proven experience in providing all levels of user and application support.
- A valid drivers' licence.

Duties and Responsibilities:

- Diagnose specific software related problems, interacting with vendors/consultant on corrective measures/applicability of suggested solutions
- Install and configure set-up commands, test and solve logs and conduct analysis and evaluation on the functionality of application software.
- Set up, install and test new units prior to handover and monitoring functionality in the live environment.
- Maintain data dictionaries/ directories and control the distribution and retention of data on various storage devices
- Receive and prioritise end user support calls and requests.
- Troubleshoot less complex problems with remote and local users on line, telephonically and/or by visiting user sites to analyse, diagnose and resolve application and operating system related problems.
- Provide guidance to new users with start-up/log-on procedures and/or sequences, tools and capabilities of associated packages.

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- Create short cuts to facilitate easy access to commonly used applications and/or set up fields and formats for reporting purposes.
- Administer the WAN and LAN networks.
- Monitor and administer the usage of the internet.
- Update the IT asset register.
- Maintain records of licences permitting the use of specific software.
- Perform system backup
- Implement appropriate security measures to safeguard data and restrict access appropriately. Audit web sites and applications to ensure that standards are met; security measures are in place and determine and address the impact of new requirements and programming changes required.
- Design, develop and maintain web applications (e.g. data modelling, coding, integration, testing, debugging, maintenance, documentation code libraries and reporting.

POST 5: FACILITATOR NEW VENTURE CREATION PL1

REF. NO: ORB08/2022

SALARY: R214 908.00 PER ANNUM PLUS 37% IN LIEU OF BENEFITS

POST TYPE: FOUR (04) MONTHS FIXED TERM CONTRACT

CENTRE: MANKWE CAMPUS – NORTH WEST

EMAIL: ORBTEMP03@orbitcollege.co.za

Minimum Requirements for the Post:

- A recognised Degree/ National Diploma (NQF6) in Business Management or equivalent related REQV 13 qualification
- A Teachers qualification
- In-depth knowledge of the subject
- Excellent communication in English (written and verbal), organizing, planning and administration skills.
- Ability to plan and deliver lessons
- Monitor students' performance and provide critical feedback in an objective and professional manner.
- Ability to relate to students in a professional manner and to promote a conducive teaching and learning environment.
- SACE registration
- Computer literacy
- Valid driver's licence.

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Duties and Responsibilities:

- Assist with recruitment, registration and induction of students
- Facilitate general academic and career development of students
- Prepare lesson plans and lecture students in compliance with the College Annual Academic Plan, the Campus time- table and the College Quality Management System
- Set and moderate assessments (Pre and Post assessment moderation)
- Assess students, maintain assessment records and capture marks electronically in compliance with the College's policies and procedures.
- Create a conducive classroom environment and ensure efficient classroom management and discipline of students
- Report to the Senior Lecturer and liaise with the Student Support Officers in providing support interventions to students
- Distribute textbooks and student packs to students and maintain the necessary records
- Manage and monitor student attendance
- Invigilate internal and external examinations
- Mark and moderate Internal and External assessments/examinations
- Participate in student extra- curricular activities and promote the holistic development of students.

POST 6: CENTRE FOR ENTREPRENEURSHIP TECHNICAL MANAGER SL9

REF. NO: ORB06/2021

SALARY: R 382 245.00 PER ANNUM PLUS 37% IN LIEU OF BENEFITS

POST TYPE: THREE YEAR FIXED TERM CONTRACT

CENTRE: MANKWE / RUSTENBURG CAMPUS – NORTH WEST

EMAIL: ORBTEMP06@orbitcollege.co.za

Minimum Requirements for the Post:

- A recognised Degree/ National Diploma (NQF6) in Mechanical Engineering or equivalent related REQV13 qualification
- At least Three (03) to Five (5) years' supervisory experience in Mechanical Technical Management field, preferably in the Engineering Design and Manufacturing industry.
- Ability to work with Engineering equipment such as Metal Fabrication, Furniture, CNC AND 3D Printing

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- An Artisan qualification as well as accreditation as an Assessor and Moderator plus industrial experience would be strong recommendations.
- Software Drawing (Solid works and CNC) will be an added advantage.
- Ability to conduct practical training.
- Extensive knowledge of engineering equipment's, metal fabrication and furniture.
- Ability to facilitate
- Ability to handle quantitative and qualitative information, analyse and present it cogently and effectively as a basis for decision-making.
- Ability to handle pressure and meet deadlines.
- Good leadership, communication, monitoring and evaluation, negotiation, networking, reporting, conflict resolution and problem solving skills.
- Strong events and project management skills.
- Ability to manage performance and provide critical feedback in an objective manner.
- Proven track record of successfully managing and coordinating the implementation of planned goals and working with a range of professional colleagues.
- Computer literacy (MS Word, MS Excel and PowerPoint).
- A valid driver's license.

Duties and Responsibilities:

- Ensure optimum functioning of workshops: (Creative Makerspace and Automotive)
- Manage the processes of planning for, control, monitoring (on and off site).
- Manage the Health and Safety requirements within the Centre for Entrepreneurship/ Rapid incubator.
- Assist beneficiaries with design and production of their products.
- Manage and verify competencies of the beneficiaries of the Rapid Incubator
- Actively participate as a team member of the Centre for Entrepreneurship / Rapid Incubator Keep abreast of advances in technology and opportunities that pertain to the Rapid Incubator. Keep abreast of developments in respect of subject knowledge, technology, education and training and contribute to the professional development of subordinates by giving guidance and sharing knowledge, ideas and resources.
- Create an environment that is conducive to teaching and learning.
- Mentor and coach students.
- The incumbent must be client orientated, customer focused and be able to perform in a team environment.

INSTRUCTIONS TO APPLICANTS: Applications must be submitted on a new Z83 Application for Employment Form [CLICK HERE TO DOWNLOAD THE EDITABLE FORM](#) and MUST be accompanied by a recently updated Comprehensive CV (inclusive of three referees and contact details), certified copies (not older than three months) of all qualifications with academic transcripts, ID document and driver's license where applicable.

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Please indicate the reference number of the post you are applying for on your Z83 form. Candidates who apply for more than one post should complete separate application documents for each post. Applications received after the closing date as well as those faxed will NOT be accepted.

Applications must be forwarded to: The HR Manager, ORBIT TVET College, Private Bag X82096, Rustenburg, 0300, be hand delivered at ORBIT TVET College (Central Office), Fatima Bhayat Street, Rustenburg or forwarded to emails provided in the requirements on the College website

CLOSING DATE: 27 MAY 2022 AT 14H00

ENQUIRIES: Ms M L Mahuma or Ms S L Senosi on (014) 597 5500 or (014) 597 5540/3/4

Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification and employment verification. Where applicable, candidates will be subjected to a skills/knowledge/competence test. The College reserves the right not to make appointments and correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application was unsuccessful. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. All shortlisted candidates will be expected to participate in an assessment of his/her experience in the above areas.

Note: All costs incurred due to your application and interviews will be at your expense.

3. KING HINTSA TVET COLLEGE

APPLICATIONS ARE INVITED FROM SUITABLY QUALIFIED AND EXPERIENCED CANDIDATES TO APPLY THE FOLLOWING VACANT POSITIONS:

POST 1: FACILITATORS PL1 (3 POSTS)

REFERENCE: KHC/2022/03OP01

PERSAL APPOINTMENT: 4 MONTHS CONTRACT

SALARY: R214 908 PER ANNUM WITH 37% IN LIEU OF BENEFITS

CENTRE: KING HINTSA TVET COLLEGE – EASTERN CAPE

Minimum Requirements for the Post

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- Two facilitators for Animal Production must be registered as an Assessor with AgriSETA.
- One facilitator Assistant Chef must be registered as an Assessor with Cathsseta

Duties

- Will be responsible for facilitation of learnership program.
- Assess students by setting and marking exams and assignments, and evaluating completed projects;
- Responsible for PoE and PoA and all other duties of a facilitator and an assessor

POST 2: INTERNAL MODERATORS (2 POSTS)

REFERENCE: KHC/2022/03OP02

SALARY: R250 PER UNIT STANDARD

CENTRE: KING HINTSA TVET COLLEGE – EASTERN CAPE

Minimum Requirements for the Post

- One Internal Moderator for Animal Production must be registered as Moderator with AgriSETA.
- One Internal Moderator for Assistant Chef must be registered as Moderator with Cathsseta.

Duties

- Internal Moderators will responsible for moderating the POEs.

POST 3: ADMINISTRATION CLERK SL5 (1 POST)

REFERENCE: KHC/2022/04/OP03

PERSAL APPOINTMENT: 3 YEARS' CONTRACT

SALARY: R176 298 PER ANNUM WITH 37% IN LIEU OF BENEFITS

WORK STATION: OFFICE OF OCCUPATIONAL PROGRAMMES

CENTRE: KING HINTSA TVET COLLEGE – EASTERN CAPE

Minimum Requirements for the Post

TVET COLLEGES VARIOUS VACANCIES CLOSING 25, 27 AND 31 MAY 2022

- Grade 12/NCV Level 4, 2-3 years' experience in general administration.
- Office Management, Management Assistant or Public Management will be an added advantage
- Knowledge and understanding of legislative framework governing the Public Service

Duties

- Provide clerical support to the Occupational Programmes Manager.
- Implement administrative procedures for the Unit.
- Type and compile monthly and quarterly reports.
- Be responsible for record keeping and filling in the Unit.
- Prepare monthly submissions for payment of Stipends.
- Perform other duties as delegated by the Supervisor.

Competencies:

- Planning and organizing,
- Communication (Good verbal and written),
- Computer Literacy.
- Flexibility,
- Customer care services and Report writing.
- Ability to work under pressure & meet deadlines.

POST 4: ADMINISTRATION CLERK (FINANCE) SL5 (1 POST)

REFERENCE: KHC/2022/04/OP04

PERSAL APPOINTMENT: 3 YEARS' CONTRACT

SALARY: R176 298 PER ANNUM WITH 37% IN LIEU OF BENEFITS

CENTRE: KING HINTSA TVET COLLEGE – EASTERN CAPE

Minimum Requirements for the Post

- Grade 12/NCV Level 4 with 2-3 years' experience in Supply Chain Management environment
- Certificate in Financial Accounting Systems (FIS),
- Diploma in Finance, Accounting, Internal Auditing, will be an added advantage.
- Knowledge and understanding of Public Finance Management Act (PFMA) and Treasury regulations.

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Duties

- Sourcing of quotations as per National Treasury Guidelines.
- Receive and assess quotations to ensure that they comply with the minimum requirements and procedures of SCM
- Ensure proper filling and safekeeping of documents.
- Ensure timeous processing of payments to suppliers.
- Receiving and issuing of stock items.
- Prepare request for invoices to Funders and follow up on their payments.
- Perform other duties as delegated by the Supervisor

Competencies:

- Planning and organizing,
- Communication (Good verbal and written),
- Computer Literacy.
- Flexibility,
- Customer care services and Report writing.
- Ability to work under pressure & meet deadlines.

POST 5: GENERAL WORKER SL2 (1 POST)

REFERENCE: KHC/2022/04/OP05

PERSAL APPOINTMENT: 3 YEARS' CONTRACT

SALARY: R104 082 PER ANNUM WITH 37% IN LIEU OF BENEFITS

CENTRE: KING HINTSA TVET COLLEGE – EASTERN CAPE

Minimum Requirements for the Post

- Grade 10/STD 8 or any relevant equivalent certificate with at least one-year experience as a General Worker.
- Any Technical Skill will be an added advantage.

Duties

- Undertake activities associated with maintaining cleanliness of designated areas including grounds and providing support during the relocation of office furniture/equipment with laid down instructions.

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- Receive verbal instructions from the immediate supervisor on the work program and/or priorities related to specific departments, communication on specific working material requirements etc.
- Checking, replacing, repairing and reporting defective items to the immediate supervisor for attention.
- Ensure that areas that are services are kept neat and tidy at all times.

Competencies:

- Good communicate skills.
- Ability to prioritize workload and work under pressure without supervision.
- Willingness to undergo further training.
- Recommendations: Trustworthy, Hardworking and team player

POST 6: CLEANER SL2 (1 POST)

REFERENCE: KHC/2022/04/OP06

PERSAL APPOINTMENT: 3 YEARS' CONTRACT

SALARY: R104 082 PER ANNUM WITH 37% IN LIEU OF BENEFITS

CENTRE: KING HINTSA TVET COLLEGE – EASTERN CAPE

Minimum Requirements for the Post

- Grade 10/STD 8 or any relevant equivalent qualification with proven experience in cleaning services

Duties

- Undertake activities associated with maintaining cleanliness of designated areas and providing support during the relocation of office furniture/equipment with laid down instructions.
- Receive verbal instructions from the immediate supervisor on the work program and/or priorities related to specific departments.
- Communication on specific cleaning material requirements.
- Clean ablution facilities, mopping floors and wiping ceramic surfaces, replacing toilet rolls, hand towels, providing tea/coffee and water during meetings, checking and reporting defective items to the immediate supervisor for attention.
- Ensure that areas that are services are kept neat and tidy at all times.

Competencies:

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- Good communicate skills.
- Ability to prioritize workload and work under pressure without supervision.
- Willingness to undergo further training.
- Recommendations: Trustworthy, Hardworking and team player

INSTRUCTIONS TO APPLICANTS: Applications must be submitted on a new Z83 Application for Employment Form [CLICK HERE TO DOWNLOAD THE EDITABLE FORM](#). The form must be accompanied by an updated comprehensive CV and copies of qualifications (a matric certificate, post-matric qualification(s)), a South African green barcoded ID or ID card and driver's license (only shortlisted candidates will be required to submit certified copies). Non-South African citizens must attach a copy of their permanent resident permit. Should one be in possession of a foreign qualification, an evaluation certificate must accompany it from the South African Qualification Authority (SAQA).

Failure to submit all the requested documents will result in the application not being considered.

Forward or hand deliver your applications to: The HR Manager, King Hintsa TVET College, 218 Mthatha Road, Ibika, Butterworth, 4960.

CLOSING DATE: 27 MAY 2022 @ 13h00

Faxed or emailed applications will not be considered. Correspondence will only be made to successful candidates.

For enquiries: Mr O. Kalimashe and Ms. P Soyizwapi at 047 401 6400

Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to the following checks: Personal suitability; Criminal record; Citizenship verification; Financial/asset record; Qualification/study verification; and Previous employment verification. The college reserves the right not to make appointment(s) to the advertised post(s).

4. SOUTH WEST GAUTENG TVET COLLEGE

APPLICATIONS ARE INVITED FROM SUITABLY QUALIFIED AND EXPERIENCED CANDIDATES TO APPLY THE FOLLOWING VACANT POSITIONS:

POST 1: PUBLIC MANAGEMENT NATED (TEMPORARY)

REFERENCE: DOBS/TPM/2021

TVET COLLEGES VARIOUS VACANCIES CLOSING 25, 27 AND 31 MAY 2022

PERSAL APPOINTMENT: TEMPORARY

CENTRE: DOBSONVILLE CAMPUS – GAUTENG

Minimum Requirements for the Post

- A recognized 3-year Degree/Diploma (Attach academic transcript) or Teacher's qualification with majors in the particular field of study, In-depth knowledge of the subject.
- Registration with South African Council of Educators (SACE) will be an added advantage.
- Excellent communication in English (written and verbal), organizing, planning and administration skills.
- Ability to monitor students' performance and provide critical feedback in an objective and professional manner.

Duties and responsibilities:

- Facilitate general academic and career development of students.
- Prepare lesson plans and lecturer students in compliance with the College Annual Academic Plan, the Campus timetable and the College Quality Management System.
- Assess students, maintain assessment records and capture marks electronically in compliance with the College's policies and procedures.
- Create a conducive classroom environment and ensure efficient classroom management and discipline of student's.
- Report to the Senior Lecturer and liaise with the Student Support Officers in providing support interventions to students.
- Distribute textbooks and student packs to students and maintain the necessary records.
- Manage and monitor student attendance, and organize job placement and excursions for students.

APPLICATIONS MUST BE SUBMITTED ON FORM Z83 [CLICK HERE TO DOWNLOAD THE EDITABLE FORM](#) and must be accompanied by a recently updated comprehensive cv (with three contactable references) and certified copies of all qualifications, id document (id) and drivers licence. All copies must be originally certified

Applications for the above positions should be hand delivered to the address below:

The Human Resources Unit | South West Gauteng TVET College | 1822a Molele Street, cnr Koma Road | Molapo | Soweto | 1818

CLOSING DATE: 25 MAY 2022 @ 13H00

TVET COLLEGES VARIOUS VACANCIES CLOSING 25, 27 AND 31 MAY 2022

Any applications received after the above mentioned date will not be considered.

Enquiries: Mr. Tebogo Mophaleng, Ms. Mmatshapo Santho or Ms. Nqobile Zondi on 010 141 1067/1035/1037

FEMALES AND PEOPLE WITH DISABILITIES ARE PARTICULARLY ENCOURAGED TO APPLY. The College is an equal opportunity and affirmative action employer. It is our intention to promote representivity (race, gender, disability) through the filling of these positions. The College reserves the right not to fill the advertised posts.

5. VHEMBE TVET COLLEGE

APPLICATIONS ARE INVITED FROM SUITABLY QUALIFIED AND EXPERIENCED CANDIDATES TO APPLY THE FOLLOWING VACANT POSITIONS:

POST 1: APPRENTICESHIP X10

PERIOD: 24 MONTHS

CENTRE: VHEMBE TVET COLLEGE – LIMPOPO

Minimum Requirements for the Post

- Grade 12 with Mathematics and Science
- N2 Electrical Engineering Certificate

Applications should be sent to: Vhembe TVET College, Stand No. 203, Unit A, Sibasa, Limpopo

CLOSING DATE: 31 MAY 2022 @ 12H30

Any applications received after the above mentioned date will not be considered. If you are not contacted within 3 weeks of the closing date, please accept that your application was unsuccessful.

Enquiries: Mugwena MJ 015 963 7031/71 or 071 685 8407