

TVET COLLEGES VARIOUS VACANCIES CLOSING 01 AND 04 JULY 2022

The following TVET Colleges are looking for suitably qualified applicants to apply for their various vacancies. The Closing Dates for applications are the 01st and the 04th July 2022 respectively.

1. VUSELELA TVET COLLEGE

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

POST 1: SENIOR LECTURERS (PL2) - NCV VOCATIONAL

REFERENCE: SL/P/9/3/2022

PERSAL APPOINTMENT: PERMANENT

SALARY: R 353 979.00 PER ANNUM PLUS BENEFITS

CENTRE: POTCHEFSTROOM CAMPUS – NORTH WEST PROVINCE

MINIMUM REQUIREMENTS

- Grade 12/ Matric certificate.
- A recognized three year preferably four years teaching qualification (REQV 13/REQV 14).
- Must have 3 years teaching Experience.
- A valid SACE Certificate

EXPERIENCE AND SKILLS

- Ability to motivate and/or work with students and staff.
- Emotional resilience.
- Good verbal and written communication skills.
- Must be willing to handle pressure and work extended hours.
- Good general office administration – computer literacy in Ms Word, Filing, etc.
- Ability to supervise a team of lecturers.
- Ability to priorities and manage own work.

DUTIES AND RESPONSIBILITIES

- Report to the HOD regularly with regards to Teaching and Learning, Assessments, Subject Development, Teaching Administration and Student Guidance support.
- Teach students in classrooms or workshops providing theory and practical training through lectures, discussions, practical demonstrations and supervision.

TVET COLLEGES VARIOUS VACANCIES CLOSING 01 AND 04 JULY 2022

- Prepare lessons (Lesson plans) and produce materials such as typed notes, diagrams, patterns and any consumables for use in teaching.
- Assess students by setting and marking exams and evaluating completed projects.
- Maintain all assessment records of students' progress and performance.
- Set subject related standards and maintain up to date knowledge of industry trends in subject area.
- Revise instructional material and advise on new content based on current industry trends. Mentor colleagues in new content requirements.
- Maintain registers of all textbook/ tool allocations.
- Participate in regular departmental meetings, informing colleagues of matters pertaining to student performance in own subjects.
- Support students on an individual basis through academic or personal difficulties and liaise with other professionals within the student support as needed.
- Devise academic support programs for subject area if needed.
- Lead and/or co-ordinate subject related assessment and moderation committees.
- Participate in INSET courses and contribute subject specific teaching enhancements.

POST 2: SENIOR LECTURERS (PL2) - REPORT 191 – BUSINESS AND UTILITIES

REFERENCE: SL/P/10/3/2022

PERSAL APPOINTMENT: PERMANENT

SALARY: R 353 979.00 PER ANNUM PLUS BENEFITS

CENTRE: POTCHEFSTROOM CAMPUS – NORTH WEST PROVINCE

MINIMUM REQUIREMENTS

- Grade 12/ Matric certificate.
- A recognized three year preferably four years teaching qualification (REQV 13/REQV 14).
- Must have 3 years teaching Experience.
- A valid SACE Certificate

EXPERIENCE AND SKILLS

- Ability to motivate and/or work with students and staff.
- Emotional resilience.
- Good verbal and written communication skills.
- Must be willing to handle pressure and work extended hours.
- Good general office administration – computer literacy in Ms Word, Filing, etc.
- Ability to supervise a team of lecturers.
- Ability to priorities and manage own work.

TVET COLLEGES VARIOUS VACANCIES CLOSING 01 AND 04 JULY 2022

DUTIES AND RESPONSIBILITIES

- Report to the HOD regularly with regards to Teaching and Learning, Assessments, Subject Development, Teaching Administration and Student Guidance support.
- Teach students in classrooms or workshops providing theory and practical training through lectures, discussions, practical demonstrations and supervision.
- Prepare lessons (Lesson plans) and produce materials such as typed notes, diagrams, patterns and any consumables for use in teaching.
- Assess students by setting and marking exams and evaluating completed projects.
- Maintain all assessment records of students' progress and performance.
- Set subject related standards and maintain up to date knowledge of industry trends in subject area.
- Revise instructional material and advise on new content based on current industry trends. Mentor colleagues in new content requirements.
- Maintain registers of all textbook/ tool allocations.
- Participate in regular departmental meetings, informing colleagues of matters pertaining to student performance in own subjects.
- Support students on an individual basis through academic or personal difficulties and liaise with other professionals within the student support as needed.
- Devise academic support programs for subject area if needed.
- Lead and/or co-ordinate subject related assessment and moderation committees.
- Participate in INSET courses and contribute subject specific teaching enhancements.

ENQUIRIES: Mr K Sechoaro 018 406 7800 (during office hours)

POST 3: SENIOR ADMINISTRATIVE OFFICER (AUDIT) (SL8)

REFERENCE: SAO/1/3/2022

PERSAL APPOINTMENT: PERMANENT

SALARY: R321 543 – R378 765 PER ANNUM PLUS BENEFITS

CENTRE: CORPORATE CENTRE– NORTH WEST PROVINCE

MINIMUM REQUIREMENTS

- Grade 12/Matric Certificate
- Bachelor's Degree (NQF 7)/National Diploma in Accounting or Auditing.
- 3 – 5 years experience in Accounting or Auditing environment.

DUTIES

TVET COLLEGES VARIOUS VACANCIES CLOSING 01 AND 04 JULY 2022

- Ensure overall supervision, develop, review and monitor the implementation of internal audit policies.
- Ensure overall supervision, plan, execute and report on audits.
- Ensure overall supervision and evaluate internal audit controls, governance and risk management process.
- Ensure overall supervision and coordinate audit and risk committee meetings.
- Ensure overall supervision, review, collect information and compile reports to council subcommittee/audit and risk committee on issues of risk and internal audit.
- Manage and control Governance (College Council and committees)
- Manage and control Governance budget planning and expenditure.
- Manage and coordinate college policy review summit and processes.

ENQUIRIES: Mrs LL Tladi 018 406 7800/21 (during office hours)

POST 4: CAMPUS MANAGER (PL5)

REFERENCE: CMT/1/4/2022

PERSAL APPOINTMENT: PERMANENT

SALARY: R519 429.00 PER ANNUM PLUS BENEFITS

CENTRE: TAUNG CAMPUS – NORTH WEST PROVINCE

MINIMUM REQUIREMENTS

- A recognised 3-year Degree (REQV 14) related to KPAs including an appropriate
- Teacher/Educator qualification. Seven years' experience in an Educational Institution of which three must have been at a management level.
- Must be currently on PL3/HOD level.
- SACE registration.
- A valid driver's licence.

KNOWLEDGE AND SKILLS

- Knowledge/experience of supervision, timetables, staff utilisation and examinations/assessments.
- Thorough knowledge and understanding of relevant legislation and the TVET College landscape.
- Sound knowledge of Financial Management, HR Management, Project Management, QMS, Diversity Management, Conflict Management and negotiations.
- Advanced computer skills. Advanced oral and written communication skills in English and ability to communicate in English on a high level.
- Ability to work under pressure.

TVET COLLEGES VARIOUS VACANCIES CLOSING 01 AND 04 JULY 2022

- Leadership and strategic thinking skills.
- Good analytical skills and the ability to liaise at highest level.
- Managerial, supervisory, problem solving, motivational, negotiation and good interpersonal skills.
- Project and Resource Management skills.

DUTIES AND RESPONSIBILITIES

- Reports to the Principal on general governance and management issues, to the Deputy Principal Academic Programmes and Student Support Services on Academic Programmes and Student Affairs and to the Deputy Principal Corporate Services on HR, IT, Administration and Communication and the Deputy Principal Finance on Financial and Supply Chain Management.
- Implement and monitor policy compliance.
- Initiate new innovations that are congruent to the strategic plan of the College.
- Ensure quality assurance of learning delivery, academic excellence and student retention and success.
- Promote an environment conducive to effective teaching and learning.
- Oversee and monitor staff capacity building activities in collaboration with the Human Resources Manager.
- Maintain staff and students discipline.
- Ensure an equitable workload distribution for staff.
- Ensure proper utilisation, maintenance and security of resources, facilities and grounds.
- Oversee and monitor enrolment and registration as well as assessment and examinations activities.
- Establish and maintain partnerships with business firms and government departments.
- Ensure students and lecturers obtain work based experience/exposure and work integrated learning.
- Guide, supervise and offer professional advice to staff.
- Responsible for the smooth running of the Campus in general, as well as ensuring that all requests from the Central Office and the Department of Higher Education and Training are adhered to within the stipulated time frames.
- Oversee and monitor all administrative and financial.

ENQUIRIES: Mrs LL Tladi 018 406 7800/21 (during office hours)

POST 5: HUMAN RESOURCES DEVELOPMENT: EMPLOYEE HEALTH AND WELLNESS PRACTITIONER (AUDIT) (SL7)

REFERENCE: EWP/12/3/2022

PERSAL APPOINTMENT: PERMANENT

TVET COLLEGES VARIOUS VACANCIES CLOSING 01 AND 04 JULY 2022

SALARY: R261 372 – R307 890 PER ANNUM PLUS BENEFITS

CENTRE: CORPORATE CENTRE– NORTH WEST PROVINCE

MINIMUM REQUIREMENTS

- An appropriate Bachelor’s Degree (NQF 7) in Psychology or BA Social Work (Major in Psychology).
- Advanced experience in interpretation, development and implementation of policies.
- 2 – 3 years in Employee Health and Wellness environment or related field.
- Valid Drivers Licence.

KNOWLEDGE AND SKILLS

KNOWLEDGE

- Knowledge of intergrated Employee Health and Wellness strategic framework.
- Understanding of Wellness Management including psychosocial, physical, financial and organisational wellness.
- Understanding of HIV/AIDS and TB Management.
- Understanding Health and Productivity, including PILLIR.
- Understanding Safety Health Environment Risk Quality Management including processes of COIDA.
- In-depth knowledge in conducting counselling.
- Understanding of special programmes such as Gender and Disability.
- Knowledge and understanding of research methods
- Knowledge of PERSAL
- Knowledge and understating of the application of Public Service legislative framework (PSA, PFMA, LRA, PSR etc.)
- Knowledge and understanding of bargaining process and dispute resolutions.
- Basic knowledge of Health and Wellness policies, processes and systems.

SKILLS

- Human Resource Administration and Development.
- Investigations and negotiations
- Administrative
- Planning and organising
- Financial Management
- Report writing
- Communication and interpersonal
- Problem solving
- Computer literacy

TVET COLLEGES VARIOUS VACANCIES CLOSING 01 AND 04 JULY 2022

- Analytical
- Client Orientated
- Project Management
- Team leadership
- People management
- Presentation

DUTIES

- Provide effective and efficient administrative support in the implementation of Employee Health and Wellness strategic framework.
- Provide support in the implementation of Employee Wellness programme services.
- Provide effective and efficient administrative support in the mitigation of the impact on HIV/AIDS, TB and STI epidemic in the college.
- Provide logistical support in commemoration of HIV/AIDS, STI and TB events in accordance with the nation strategic plan.
- Provide effective and efficient administrative support.

ENQUIRIES: Ms NE Matlakala 018 406 7800 (during office hours)

POST 6: HUMAN RESOURCES MANAGEMENT: SENIOR LABOUR RELATIONS OFFICER (SL8)

REFERENCE: SLRO/2/3/2022

PERSAL APPOINTMENT: PERMANENT

SALARY: R321 543 – R373 167 PER ANNUM PLUS BENEFITS

CENTRE: CORPORATE CENTRE– NORTH WEST PROVINCE

MINIMUM REQUIREMENTS

- Grade 12/Matric Certificate
- An appropriate three (3) year tertiary qualification in Human Resource Management/Labour Relations or equivalent qualification, coupled with a minimum of three to five (3-5) years' experience in Labour Relations.
- Valid Drivers Licence.

KNOWLEDGE AND SKILLS

- Good understanding of Public Service legislation and prescripts applicable to government, including systems and procedures.
- Knowledge of Persal system.
- Good communication skills (written and verbal).

TVET COLLEGES VARIOUS VACANCIES CLOSING 01 AND 04 JULY 2022

- Knowledge of project management, planning and organizational skills.
- Critical analysis and research skills. Presentation and facilitation skills.
- Computer Literacy (MS Word, Excel, PowerPoint, etc).

DUTIES

- To ensure sound labour relations and advise management on the promotion of sound labour relations.
- Manage the administration of collective bargaining, misconduct and disciplinary matters, grievances, disputes and industrial action.
- Represent the Department at various labour relations proceedings.
- Provide advice and coordinate workshops to be conducted to employees on procedural matters relating to labour relations.
- Facilitate the formulation and co-ordinate the implementation of policies/strategies.
- Capture grievances; disputes and misconduct cases on Persal. Maintain records and submit reports on all labour relations matters.

ENQUIRIES: Mrs LL Tladi 018 406 7800/21 (during office hours)

POST 7: SENIOR LECTURERS - ENGINEERING STUDIES (PL2)

REFERENCE: SL/T/5/3/2022

PERSAL APPOINTMENT: PERMANENT

SALARY: R 353 979.00 PER ANNUM PLUS BENEFITS

CENTRE: TAUNG CAMPUS –NORTH WEST PROVINCE

MINIMUM REQUIREMENTS

- Grade 12/ Matric certificate.
- A recognised three year teaching qualification/preferably (REQV 13/REQV 14)
- Must have 3 years teaching Experience.
- A valid SACE Certificate.

EXPERIENCE AND SKILLS

- Ability to motivate and/or work with students and staff.
- Emotional resilience.
- Good verbal and written communication skills.
- Must be willing to handle pressure and work extended hours.
- Good general office administration – computer literacy in Ms Word, Filing, etc.
- Ability to supervise a team of lecturers.

TVET COLLEGES VARIOUS VACANCIES CLOSING 01 AND 04 JULY 2022

- Ability to priorities and manage own work.

DUTIES AND RESPONSIBILITIES

- Report to the HOD regularly with regards to Teaching and Learning, Assessments, Subject Development, Teaching Administration and Student Guidance support.
- Teach students in classrooms or workshops providing theory and practical training through lectures, discussions, practical demonstrations and supervision.
- Prepare lessons (Lesson plans) and produce materials such as typed notes, diagrams, patterns and any consumables for use in teaching.
- Assess students by setting and marking exams and evaluating completed projects.
- Maintain all assessment records of students' progress and performance.
- Set subject related standards and maintain up to date knowledge of industry trends in subject area.
- Revise instructional material and advise on new content based on current industry trends. Mentor colleagues in new content requirements.
- Maintain registers of all textbook/ tool allocations.
- Participate in regular departmental meetings, informing colleagues of matters pertaining to student performance in own subjects.
- Support students on an individual basis through academic or personal difficulties and liaise with other professionals within the student support as needed.
- Devise academic support programs for subject area if needed.
- Lead and/or co-ordinate subject related assessment and moderation committees.
- Participate in INSET courses and contribute subject specific teaching enhancements.

ENQUIRIES: Mr K Sechoaro 018 406 7800 (during office hours)

POST 8: SENIOR LECTURERS - BUSINESS AND UTILITY STUDIES (PL2)

REFERENCE: SL/T/6/3/2022

PERSAL APPOINTMENT: PERMANENT

SALARY: R 353 979.00 PER ANNUM PLUS BENEFITS

CENTRE: TAUNG CAMPUS –NORTH WEST PROVINCE

MINIMUM REQUIREMENTS

- Grade 12/ Matric certificate.
- A recognised three year teaching qualification/preferably (REQV 13/REQV 14)
- Must have 3 years teaching Experience.
- A valid SACE Certificate.

TVET COLLEGES VARIOUS VACANCIES CLOSING 01 AND 04 JULY 2022

EXPERIENCE AND SKILLS

- Ability to motivate and/or work with students and staff.
- Emotional resilience.
- Good verbal and written communication skills.
- Must be willing to handle pressure and work extended hours.
- Good general office administration – computer literacy in Ms Word, Filing, etc.
- Ability to supervise a team of lecturers.
- Ability to priorities and manage own work.

DUTIES AND RESPONSIBILITIES

- Report to the HOD regularly with regards to Teaching and Learning, Assessments, Subject Development, Teaching Administration and Student Guidance support.
- Teach students in classrooms or workshops providing theory and practical training through lectures, discussions, practical demonstrations and supervision.
- Prepare lessons (Lesson plans) and produce materials such as typed notes, diagrams, patterns and any consumables for use in teaching.
- Assess students by setting and marking exams and evaluating completed projects.
- Maintain all assessment records of students' progress and performance.
- Set subject related standards and maintain up to date knowledge of industry trends in subject area.
- Revise instructional material and advise on new content based on current industry trends. Mentor colleagues in new content requirements.
- Maintain registers of all textbook/ tool allocations.
- Participate in regular departmental meetings, informing colleagues of matters pertaining to student performance in own subjects.
- Support students on an individual basis through academic or personal difficulties and liaise with other professionals within the student support as needed.
- Devise academic support programs for subject area if needed.
- Lead and/or co-ordinate subject related assessment and moderation committees.
- Participate in INSET courses and contribute subject specific teaching enhancements.

ENQUIRIES: Mr K Sechoaro 018 406 7800 (during office hours)

POST 9: SENIOR LECTURERS - EDUCATION AND DEVELOPMENT AND MARKETING (PL2)

REFERENCE: SL/K/7/3/2022

PERSAL APPOINTMENT: PERMANENT

SALARY: R 353 979.00 PER ANNUM PLUS BENEFITS

CENTRE: KLERKSDORP CAMPUS – NORTH WEST PROVINCE

TVET COLLEGES VARIOUS VACANCIES CLOSING 01 AND 04 JULY 2022

MINIMUM REQUIREMENTS

- Grade 12/ Matric certificate.
- A recognised three year teaching qualification/preferably (REQV 13/REQV 14)
- Must have 3 years teaching Experience.
- A valid SACE Certificate.

EXPERIENCE AND SKILLS

- Ability to motivate and/or work with students and staff.
- Emotional resilience.
- Good verbal and written communication skills.
- Must be willing to handle pressure and work extended hours.
- Good general office administration – computer literacy in Ms Word, Filing, etc.
- Ability to supervise a team of lecturers.
- Ability to priorities and manage own work.

DUTIES AND RESPONSIBILITIES

- Report to the HOD regularly with regards to Teaching and Learning, Assessments, Subject Development, Teaching Administration and Student Guidance support.
- Teach students in classrooms or workshops providing theory and practical training through lectures, discussions, practical demonstrations and supervision.
- Prepare lessons (Lesson plans) and produce materials such as typed notes, diagrams, patterns and any consumables for use in teaching.
- Assess students by setting and marking exams and evaluating completed projects.
- Maintain all assessment records of students' progress and performance.
- Set subject related standards and maintain up to date knowledge of industry trends in subject area.
- Revise instructional material and advise on new content based on current industry trends. Mentor colleagues in new content requirements.
- Maintain registers of all textbook/ tool allocations.
- Participate in regular departmental meetings, informing colleagues of matters pertaining to student performance in own subjects.
- Support students on an individual basis through academic or personal difficulties and liaise with other professionals within the student support as needed.
- Devise academic support programs for subject area if needed.
- Lead and/or co-ordinate subject related assessment and moderation committees.
- Participate in INSET courses and contribute subject specific teaching enhancements.

ENQUIRIES: Mr K Sechoaro 018 406 7800 (during office hours)

POST 10: SENIOR LECTURERS - COMPUTER RELATED SUBJECTS AND FUNDAMENTALS (PL2)

TVET COLLEGES VARIOUS VACANCIES CLOSING 01 AND 04 JULY 2022

REFERENCE: SL/K/8/3/2022

PERSAL APPOINTMENT: PERMANENT

SALARY: R 353 979.00 PER ANNUM PLUS BENEFITS

CENTRE: KLERKSDORP CAMPUS – NORTH WEST PROVINCE

MINIMUM REQUIREMENTS

- Grade 12/ Matric certificate.
- A recognised three year teaching qualification/preferably (REQV 13/REQV 14)
- Must have 3 years teaching Experience.
- A valid SACE Certificate.

EXPERIENCE AND SKILLS

- Ability to motivate and/or work with students and staff.
- Emotional resilience.
- Good verbal and written communication skills.
- Must be willing to handle pressure and work extended hours.
- Good general office administration – computer literacy in Ms Word, Filing, etc.
- Ability to supervise a team of lecturers.
- Ability to priorities and manage own work.

DUTIES AND RESPONSIBILITIES

- Report to the HOD regularly with regards to Teaching and Learning, Assessments, Subject Development, Teaching Administration and Student Guidance support.
- Teach students in classrooms or workshops providing theory and practical training through lectures, discussions, practical demonstrations and supervision.
- Prepare lessons (Lesson plans) and produce materials such as typed notes, diagrams, patterns and any consumables for use in teaching.
- Assess students by setting and marking exams and evaluating completed projects.
- Maintain all assessment records of students' progress and performance.
- Set subject related standards and maintain up to date knowledge of industry trends in subject area.
- Revise instructional material and advise on new content based on current industry trends. Mentor colleagues in new content requirements.
- Maintain registers of all textbook/ tool allocations.
- Participate in regular departmental meetings, informing colleagues of matters pertaining to student performance in own subjects.
- Support students on an individual basis through academic or personal difficulties and liaise with other professionals within the student support as needed.

TVET COLLEGES VARIOUS VACANCIES CLOSING 01 AND 04 JULY 2022

- Devise academic support programs for subject area if needed.
- Lead and/or co-ordinate subject related assessment and moderation committees.
- Participate in INSET courses and contribute subject specific teaching enhancements.

ENQUIRIES: Mr K Sechoaro 018 406 7800 (during office hours)

POST 11: SENIOR LECTURERS - NCV VOCATIONAL (PL2)

REFERENCE: SL/J/3/3/2022

PERSAL APPOINTMENT: PERMANENT

SALARY: R 353 979.00 PER ANNUM PLUS BENEFITS

CENTRE: JOUBERTON CAMPUS – NORTH WEST PROVINCE

MINIMUM REQUIREMENTS

- Grade 12/ Matric certificate.
- A recognised three year teaching qualification/preferably (REQV 13/REQV 14)
- Must have 3 years teaching Experience.
- A valid SACE Certificate.

EXPERIENCE AND SKILLS

- Ability to motivate and/or work with students and staff.
- Emotional resilience.
- Good verbal and written communication skills.
- Must be willing to handle pressure and work extended hours.
- Good general office administration – computer literacy in Ms Word, Filing, etc.
- Ability to supervise a team of lecturers.
- Ability to priorities and manage own work.

DUTIES AND RESPONSIBILITIES

- Report to the HOD regularly with regards to Teaching and Learning, Assessments, Subject Development, Teaching Administration and Student Guidance support.
- Teach students in classrooms or workshops providing theory and practical training through lectures, discussions, practical demonstrations and supervision.
- Prepare lessons (Lesson plans) and produce materials such as typed notes, diagrams, patterns and any consumables for use in teaching.
- Assess students by setting and marking exams and evaluating completed projects.
- Maintain all assessment records of students' progress and performance.

TVET COLLEGES VARIOUS VACANCIES CLOSING 01 AND 04 JULY 2022

- Set subject related standards and maintain up to date knowledge of industry trends in subject area.
- Revise instructional material and advise on new content based on current industry trends. Mentor colleagues in new content requirements.
- Maintain registers of all textbook/ tool allocations.
- Participate in regular departmental meetings, informing colleagues of matters pertaining to student performance in own subjects.
- Support students on an individual basis through academic or personal difficulties and liaise with other professionals within the student support as needed.
- Devise academic support programs for subject area if needed.
- Lead and/or co-ordinate subject related assessment and moderation committees.
- Participate in INSET courses and contribute subject specific teaching enhancements.

ENQUIRIES: Mrs MJ Lebone 018 406 7800 (during office hours)

POST 12: SENIOR LECTURERS - NCV & PLP- MATHS AND SCIENCE (PL2)

REFERENCE: SL/J/4/3/2022

PERSAL APPOINTMENT: PERMANENT

SALARY: R 353 979.00 PER ANNUM PLUS BENEFITS

CENTRE: JOUBERTON CAMPUS – NORTH WEST PROVINCE

MINIMUM REQUIREMENTS

- Grade 12/ Matric certificate.
- A recognised three year teaching qualification/preferably (REQV 13/REQV 14)
- Must have 3 years teaching Experience.
- A valid SACE Certificate.

EXPERIENCE AND SKILLS

- Ability to motivate and/or work with students and staff.
- Emotional resilience.
- Good verbal and written communication skills.
- Must be willing to handle pressure and work extended hours.
- Good general office administration – computer literacy in Ms Word, Filing, etc.
- Ability to supervise a team of lecturers.
- Ability to priorities and manage own work.

DUTIES AND RESPONSIBILITIES

TVET COLLEGES VARIOUS VACANCIES CLOSING 01 AND 04 JULY 2022

- Report to the HOD regularly with regards to Teaching and Learning, Assessments, Subject Development, Teaching Administration and Student Guidance support.
- Teach students in classrooms or workshops providing theory and practical training through lectures, discussions, practical demonstrations and supervision.
- Prepare lessons (Lesson plans) and produce materials such as typed notes, diagrams, patterns and any consumables for use in teaching.
- Assess students by setting and marking exams and evaluating completed projects.
- Maintain all assessment records of students' progress and performance.
- Set subject related standards and maintain up to date knowledge of industry trends in subject area.
- Revise instructional material and advise on new content based on current industry trends. Mentor colleagues in new content requirements.
- Maintain registers of all textbook/ tool allocations.
- Participate in regular departmental meetings, informing colleagues of matters pertaining to student performance in own subjects.
- Support students on an individual basis through academic or personal difficulties and liaise with other professionals within the student support as needed.
- Devise academic support programs for subject area if needed.
- Lead and/or co-ordinate subject related assessment and moderation committees.
- Participate in INSET courses and contribute subject specific teaching enhancements.

ENQUIRIES: Mrs MJ Lebone 018 406 7800 (during office hours)

POST 13: SENIOR LECTURERS - SECRETARY TO DEPUTY PRINCIPAL INNOVATION (SL2)

REFERENCE: STDPI/13/3/2022

PERSAL APPOINTMENT: PERMANENT

SALARY: R176 310 – R207 681 PER ANNUM PLUS BENEFITS

CENTRE: CORPORATE CENTRE – NORTH WEST PROVINCE

MINIMUM REQUIREMENTS

- Grade 12/ Matric certificate
- Recognized National Diploma in Public Administration/Business Management/Office Management (NQF Level 6) or equivalent qualification.
- Knowledge and Understanding of the TVET/CET Administration.
- Basic knowledge of Financial Administration and Projects.
- Proven computer literacy, including advanced Microsoft Office suite (Word, Excel, Power-Point and Outlook).

COMPETENCIES AND PERSONAL ATTRIBUTES

TVET COLLEGES VARIOUS VACANCIES CLOSING 01 AND 04 JULY 2022

- Report writing skills
- Proven minutes taking skills
- Planning and Organizing
- Communication and Interpersonal skills
- Client Service focus
- Integrity
- Committed
- Proactive
- Loyal

DUTIES AND RESPONSIBILITIES

- Draft all letters, submissions and memorandums.
- Preparing supporting documents for meetings, receive and distribution of stationery to the relevant officials.
- Assisting in the establishment and implementation of effective records and document management systems in the office of the Deputy Principal Innovationg.
- Ensuring meetings are effectively organised and liaising with the Chair to plan meetings.
- Coordinate all logistical arrangements for travelling and meetings etc.
- Processing of claims for travelling and meetings etc
- Arrange all meetings, proceedings and activities of the above structures.
- Compile agenda, minutes, reports and other records of the above structures.
- Distributions of relevant documents for meetings of the above structures.

ENQUIRIES: Ms NE Matlakala 018 406 7800 (during office hours)

POST 14: EXAMINATION OFFICER (SL7)

REFERENCE: EO/11/3/2022

PERSAL APPOINTMENT: PERMANENT

SALARY: R 261 372 – R307 890 PER ANNUM PLUS BENEFITS

CENTRE: JOUBERTON CAMPUS – NORTH WEST PROVINCE

MINIMUM REQUIREMENTS

- Grade 12/ Matric certificate.
- Recognized National Diploma (NQF 6) in Education/ Administration or equivalent qualification.
- 2-3 years experience in the examination services / Teaching and Learning environment/ related field.

TVET COLLEGES VARIOUS VACANCIES CLOSING 01 AND 04 JULY 2022

EXPERIENCE, KNOWLEDGE AND SKILLS

- Knowledge of examination instructions and management policy.
- Knowledge of White Paper on PSET Act,
- Knowledge of the Public TVET sector and its regulatory and legislative framework.
- Knowledge and understanding of the Higher Education sector
- Knowledge and understanding of TVETMIS and ITS.
- Knowledge of practice notes, national, provincial policy frameworks relevant to Education, Training and Development.
- Administrative
- Planning and organizing
- Report writing
- Communication
- Problem solving
- Computer literacy
- Client oriented
- People management

DUTIES AND RESPONSIBILITIES

- Coordinate external examination assessment services.
- Day to day running of an examination centre.
- Manage and oversee distribution points and associated services.
- Record keeping of all exam materials.
- Contribute to monitoring visits.
- Attend to student enquiries and all result-related communication.
- Coordinate and conduct training of Invigilators, Markers and Data Capturers
- Facilitate examination and Irregularity Committee for the campus and serve as a Secretariat.
- Process application and issuing of certificates services.
- Provide administration support for the examination unit.
- Supervise staff including interns and invigilators assisting with the examinations.

ENQUIRIES: Ms RP Molisalife 018 406 7800 (during office hours)

An application letter accompanied by a duly completed Z83 form [CLICK HERE TO DOWNLOAD THE EDITABLE FORM](#), an updated CV as well as certified copies of all qualifications, identity document and any other relevant documents.

**Applications – quoting reference number, should be forwarded in a sealed envelope to:
Vuselela TVET College, PO Box 10107, Klerksdorp, 2570 OR Hand delivered at the
Corporate Centre, 8 Bram Fischer Street, Klerksdorp**

CLOSING DATE: 01 JULY 2022 AT 12:00

TVET COLLEGES VARIOUS VACANCIES CLOSING 01 AND 04 JULY 2022

GENERAL NOTES

- Successful candidate will be subjected to vetting and security clearance.
- Applications must be submitted on the new Z83 form which must be completed properly and fully. The Z83 is obtainable from any Public Services Department and must be accompanied by copies of qualifications, driver's license, identity document and a CV and such copies need not be certified when applying for the post.
- The requirements for certified documents will only be limited to shortlisted candidates who will be required to submit them on the day of the interview.
- It is the applicant's responsibility to have foreign qualifications evaluated by South African Qualifications Authority (SAQA).
- Correspondence will be entered into only with shortlisted candidates.
- No faxed or e-mailed applications will be considered.
- Applications received after the closing date will not be considered.
- The College reserves the right not to make appointments.

2. EKURHULENI WEST COLLEGE

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

POST 1: BUSINESS DEVELOPMENT OFFICER (SL7)

SALARY: R261 372.00 - R307 890.00 PER ANNUM, PLUS 37% IN LIEU OF BENEFITS

REFERENCE NO: EWC 75/2022

POST TYPE: 3 YEAR FIXED TERM CONTRACT

CENTRE: CORPORATE CENTRE, GAUTENG

CLOSING DATE: 04 JULY 2022 @ 13h00

REQUIREMENTS:

- 3 Year Tertiary Qualification in Enterprise Development or Business Management or New Venture Creation or Business Administration;
- Valid driver's licence;
- Minimum of 1 to 2 year's experience.

DUTIES:

- Ensure successful delivery of incubation services;
- Effective operation and use of CfE RI facilities and achievement of enterprise development goals and objectives;

TVET COLLEGES VARIOUS VACANCIES CLOSING 01 AND 04 JULY 2022

- Establish and manage relationships with both public and private sector stakeholders, for the benefit of SMMEs;
- Works intimately with entrepreneurs to ensure incubation of innovative technology based ideas and growth;
- Maintain an excellent stakeholder relationship with existing and potential stakeholders;
- Promote relations with relevant stakeholders;
- Liaise with different sector stakeholders and broader business community;
- Provide management, stakeholders and SMMEs with information;
- Collect data and audit business key performance areas and key performance indicators;
- Work with SMMEs to identify and evaluate new market, new target clients;
- Identify and evaluate specific new profitable business opportunities;
- Encourage an environment of innovative thinking and commercialization of innovative ideas;
- Encourage the SMMEs to incorporate innovative methods to their enterprises;
- Determine the thrust / drive of the proposed or existing business idea / innovation;
- Assist in achieving sales target of the SMMEs;
- Plan, implement and manage the enterprise development projects, programs, products and services aimed at SMMEs;
- Provide coaching and mentoring to SMMEs;
- Coordinate training and capacity development for SMMEs;
- Facilitate training of SMMEs;
- Compile reports;
- Assist to, and create and train all exit level students at campuses on Entrepreneurship;
- Create an Entrepreneurship culture in the College.

POST 2: TECHNICAL OFFICER CFERI (SL5)

SALARY: R176 310.00 - R207 681.00 PER ANNUM, PLUS 37% IN LIEU OF BENEFITS

REFERENCE NO: EWC 76/2022

POST TYPE: 3 YEAR FIXED TERM CONTRACT

CENTRE: CORPORATE CENTRE, GAUTENG

CLOSING DATE: 04 JULY 2022 @ 13h00

REQUIREMENTS:

- National N Diploma in Fitting and Turning or CNC Turner Trade or Business Management or Business Administration;

TVET COLLEGES VARIOUS VACANCIES CLOSING 01 AND 04 JULY 2022

- Valid driver's licence;
- Minimum of 0 to 1 year's experience.

DUTIES:

- To provide technical guidance and assistance to the beneficiaries of the CfERI in the production of products /services;
- Lessor cutter, setter programmer and operator;
- To coordinate and manage technical skills development and practical work through coaching and mentorship;
- To design learning material, facilitate education and training, conduct assessments to ensure quality learning and to maintain high efficiency and SMME development;
- Coordinate the recruitment and assessment of CfERI participants;
- To provide a supervisory and co-ordination role within the production facilities of the CfERI's mini-factories;
- Give advice of a specialized technical nature to colleagues and clients;
- Provide technical information related to specific field / sector which is direct but requires in-depth analysis;
- Providing or obtaining information requiring difficult;
- Training and Development: Curriculum and training programs development;
- Facilitate technical training of SMMEs to improve / enhance their skills;
- Technical Business Support: Inspect and test equipment produced or used by SMMEs;
- Manage and ensure compliance (to relevant legislation and requirements) of goods and services produced by SMMEs;
- Manage / co-ordinate manufacturing processes and resources in the CfERI;
- Administrative: Provide management, stakeholders and SMMEs with information;
- Collect data and audit business key performance areas and key performance indicators;
- Contribute to strategic planning;
- Compile reports: CfERI Job Evaluation Report.

CANDIDATES ARE TO COMPLETE AND SUBMIT: Z83 Application for Employment Form [CLICK HERE TO DOWNLOAD THE EDITABLE FORM](#)

The form must be accompanied by:

- A recently updated, comprehensive CV;
- Original certified copies of Academic Record/Transcript, not older than 3 months;
- Original certified copies of qualifications, not older than 3 months;
- Original certified copy of Identity Document, not older than 3 months;
- Certified copy of a valid driver's license
- Five contactable references with e-mail addresses

TVET COLLEGES VARIOUS VACANCIES CLOSING 01 AND 04 JULY 2022

Applications should be hand delivered to Ekurhuleni West TVET College, Cnr Flag & Rose Innes Street, Germiston 1400 for the attention of the Assistant Director: HR. Please mark the application with the post title and reference number. No fax or emailed documents will be accepted.

ENQUIRIES: Mr TR Mandiwana (Assistant Director: HR Corporate Services) - Tel: 011 323 1600.

3. LETABA TVET COLLEGE

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

POST 1: STATE ACCOUNTANT: EXPENDITURE (SL7)

SALARY: R261 372 PER ANNUM

REF NUMBER: LET 07/01/2020

CENTRE: CENTRAL OFFICE. TZANEEN

MINIMUM REQUIREMENTS

- An appropriate Diploma/Bachelor's degree or equivalent qualification in Accounting or any other relevant qualification.
- At least 3 years working experience in Finance
- Knowledge of PASTEL
- Filing of expenditure documents
- Good communication skills, interpersonal and presentation skills
- Compute literacy.
- A valid drivers' license.

DUTIES AND RESPONSIBILITIES:

- The successful candidate will be expected to handle documents and information with strict confidentiality
- The responsibility of the appointee will entail journalizing of incorrect allocations on the PASTEL system, investigating accounts for correctness, managing commitments on the PASTEL system
- Preparation of payment documentation for suppliers and direct payments using standard requisition form
- Maintain a payment register of all payments and ensure that 30 day settlement is achieved
- Supplier reconciliations

TVET COLLEGES VARIOUS VACANCIES CLOSING 01 AND 04 JULY 2022

- Maintain a transaction register to log all payments made to students, whether singly or in a batch
- Sell Tender documents, record applications and prepare cash for immediate banking
- Prepare monthly written expenditure reports which will inform the monthly finance department reporting to Management, Council and Department
- Update the commitment register and contracts register
- Ensure safe-keeping of documents and easy retrieval
- Assist with preparation of financial statements and reporting
- Assist with Audit documentation and responses

REQUIRED DOCUMENTS: Z83 Application for Employment Form [CLICK HERE TO DOWNLOAD THE EDITABLE FORM](#) indicating correct reference number, comprehensive Curriculum Vitae, certified copies of qualifications including academic records/transcripts and ID document (not older than six months), valid SACE certificate for lecturing posts.

NB: Foreign applicants should attach the following documents: SAQA EVALUATION CERTIFICATE, SACE and QUOTA WORK PERMIT AND POLICE CLEARANCE. PEOPLE WITH DISABILITY ARE ENCOURAGED TO APPLY

SUBMIT APPLICATIONS TO: The Principal, Letaba TVET College, Private Bag x 4017 Tzaneen, 0850 or hand deliver to: No 1 Claude Wheatley Street, Tzaneen, Limpopo Province.

CLOSING DATE: 01 JULY 2022 @ 16h00

ENQUIRIES: MR SD SEBELA / MR P MOKHONAZI on 015 307 5440

Interviewed candidates will be subjected to a competency assessment where necessary. The successful candidate will be required to participate in the integrated quality management system or to sign annual performance agreement whichever is applicable and to sign an employment contract on appointment, disclose his/her financial interests and be subjected to security clearance. Should you not receive a correspondence from us within three months after closing date, consider your application as unsuccessful.

4. WATERBERG TVET COLLEGE

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

POST 1: CAMPUS MANAGER (PL5)

REFERENCE NO: WTVET 2022/22

SALARY: R519 429.00 PER ANNUM PLUS BENEFITS

TVET COLLEGES VARIOUS VACANCIES CLOSING 01 AND 04 JULY 2022

CENTRE: ENGINEERING AND SKILLS TRAINING CENTRE (LEBOWAKGOMO), LIMPOPO

MINIMUM REQUIREMENTS

- M+3 years recognized Degree or National Diploma which includes education as a qualification plus 7 years teaching experience of which 3 years should be on PL3 in the TVET Sector
- Sound knowledge and experience of financial management, project management, HR management and development strategies
- Strong interpersonal, communication and presentation skills (both verbal and written)
- Negotiation and problem-solving skills
- Well-developed management skills
- Registered with SACE
- Must be Computer literate (MS Word, Excel and PowerPoint)
- Valid driver's license

KEY PERFORMANCE AREAS:

- Provide strategic leadership and management at the campus
- Ensure co-ordination and alignment of the campus with the vision of the college and frequently monitor the performance of the campus against college targets
- Oversee the entire administration, HR functions, Finance including the budget, supply chain management and maintain a regular updated asset register of the campus
- Ensure that a labour-friendly environment exists
- Manage leave as well as the performance of staff at the campus by guiding, supporting and developing the staff
- Manage curriculum and programmes offered at the campus including where possible, projects and skills programmes
- Assist with financial planning and control of the campus programmes to support students who are under-performing and perform all other relevant functions for the improvement of the College as directed by executive Management

POST 2: CAMPUS MANAGER (PL5)

REFERENCE NO: WTVET 2022/23

SALARY: R519 429.00 PER ANNUM PLUS BENEFITS

CENTRE: THABAZIMBI CAMPUS (REGOROGILE), LIMPOPO

MINIMUM REQUIREMENTS

TVET COLLEGES VARIOUS VACANCIES CLOSING 01 AND 04 JULY 2022

- M+3 years recognized Degree or National Diploma which includes education as a qualification plus 7 years teaching experience of which 3 years should be on PL3 in the TVET Sector
- Sound knowledge and experience of financial management, project management, HR management and development strategies
- Strong interpersonal, communication and presentation skills (both verbal and written)
- Negotiation and problem-solving skills
- Well-developed management skills
- Registered with SACE
- Must be Computer literate (MS Word, Excel and PowerPoint)
- Valid driver's license

KEY PERFORMANCE AREAS:

- Provide strategic leadership and management at the campus
- Ensure co-ordination and alignment of the campus with the vision of the college and frequently monitor the performance of the campus against college targets
- Oversee the entire administration, HR functions, Finance including the budget, supply chain management and maintain a regular updated asset register of the campus
- Ensure that a labour-friendly environment exists
- Manage leave as well as the performance of staff at the campus by guiding, supporting and developing the staff
- Manage curriculum and programmes offered at the campus including where possible, projects and skills programmes
- Assist with financial planning and control of the campus programmes to support students who are under-performing and perform all other relevant functions for the improvement of the College as directed by executive Management

POST 3: SENIOR EDUCATION SPECIALIST (SES): FUNDAMENTAL (PL3)

REFERENCE NO: WTVET 2022/24

SALARY: R415 743.00 PER ANNUM PLUS BENEFITS

CENTRE: BUSINESS STUDIES CENTRE (MAHWELERENG), LIMPOPO

MINIMUM REQUIREMENTS

- An appropriate Degree or National Diploma or equivalent qualification in Education
- A professional Teachers Qualification is a requirement
- A minimum of five-years' experience with at least two-years in curriculum supervision

TVET COLLEGES VARIOUS VACANCIES CLOSING 01 AND 04 JULY 2022

- Experience in a TVET sector will be an added advantage
- Must be qualified as an Assessor and Moderator
- Registered with SACE
- Knowledge of Report 191 and NCV Programmes
- Must be Computer literate (MS Word, Excel and PowerPoint)
- Excellent communication and presentation skills. Report writing skills and ability to work independently
- Must be willing to travel and able to work under pressure
- Valid driver's license

KEY PERFORMANCE AREAS:

- Oversee the campus Curriculum Section
- Liaise with the Campus Managers and Education Specialists on all curriculum matters
- Communicate all curriculum issues to the Campus Manager
- Oversee all teaching and learning activities including ICASS and ISAT administration processes
- Provide relevant academic, statistics and information on campus academic matters
- See to it that all teaching and learning and materials/equipment are ordered for the campus academic programme
- Compile, administer and manage the curriculum budget at campus level
- Coordinate and manage NATED programme
- Manage and control National Examinations and assessment
- Manage and control lecturer and student attendance records
- Communicate circulars. Assist the Campus Manager with management of IQMS
- Support professional development of academic staff
- Encourage and sustain academic excellence to improve learner performance.

POST 4: SENIOR EDUCATION SPECIALIST (SES): BUSINESS STUDIES (VOCATIONAL: OFFICE ADMINISTRATION/ FINANCE ECONOMICS & ACCOUNTING/SAFETY IN SOCIETY/PRIMARY HEALTH) (PL3)

REFERENCE NO: WTVET 2022/25

SALARY: R415 743.00 PER ANNUM PLUS BENEFITS

CENTRE: BUSINESS STUDIES CENTRE (MAHWELERENG), LIMPOPO

MINIMUM REQUIREMENTS

- An appropriate Degree or National Diploma or equivalent qualification in Education
- A professional Teachers Qualification is a requirement
- A minimum of five-years' experience with at least two-years in curriculum supervision

TVET COLLEGES VARIOUS VACANCIES CLOSING 01 AND 04 JULY 2022

- Experience in a TVET sector will be an added advantage
- Must be qualified as an Assessor and Moderator
- Registered with SACE
- Knowledge of Report 191 and NCV Programmes
- Must be Computer literate (MS Word, Excel and PowerPoint)
- Excellent communication and presentation skills. Report writing skills and ability to work independently
- Must be willing to travel and able to work under pressure
- Valid driver's license

KEY PERFORMANCE AREAS:

- Oversee the campus Curriculum Section
- Liaise with the Campus Managers and Education Specialists on all curriculum matters
- Communicate all curriculum issues to the Campus Manager
- Oversee all teaching and learning activities including ICASS and ISAT administration processes
- Provide relevant academic, statistics and information on campus academic matters
- See to it that all teaching and learning and materials/equipment are ordered for the campus academic programme
- Compile, administer and manage the curriculum budget at campus level
- Coordinate and manage NATED programme
- Manage and control National Examinations and assessment
- Manage and control lecturer and student attendance records
- Communicate circulars. Assist the Campus Manager with management of IQMS
- Support professional development of academic staff
- Encourage and sustain academic excellence to improve learner performance.

POST 5: SENIOR EDUCATION SPECIALIST (SES): ENGINEERING STUDIES (VOCATIONAL AND FUNDAMENTAL) (PL3)

REFERENCE NO: WTVET 2022/26

SALARY: R415 743.00 PER ANNUM PLUS BENEFITS

CENTRE: ENGINEERING AND SKILLS TRAINING CENTRE (LEBOWAKGOMO), LIMPOPO

MINIMUM REQUIREMENTS

- An appropriate Degree or National Diploma or equivalent qualification in Education
- A professional Teachers Qualification is a requirement
- A minimum of five-years' experience with at least two-years in curriculum supervision
- Experience in a TVET sector will be an added advantage

TVET COLLEGES VARIOUS VACANCIES CLOSING 01 AND 04 JULY 2022

- Must be qualified as an Assessor and Moderator
- Registered with SACE
- Knowledge of Report 191 and NCV Programmes
- Must be Computer literate (MS Word, Excel and PowerPoint)
- Excellent communication and presentation skills. Report writing skills and ability to work independently
- Must be willing to travel and able to work under pressure
- Valid driver's license

KEY PERFORMANCE AREAS:

- Oversee the campus Curriculum Section
- Liaise with the Campus Managers and Education Specialists on all curriculum matters
- Communicate all curriculum issues to the Campus Manager
- Oversee all teaching and learning activities including ICASS and ISAT administration processes
- Provide relevant academic, statistics and information on campus academic matters
- See to it that all teaching and learning and materials/equipment are ordered for the campus academic programme
- Compile, administer and manage the curriculum budget at campus level
- Coordinate and manage NATED programme
- Manage and control National Examinations and assessment
- Manage and control lecturer and student attendance records
- Communicate circulars. Assist the Campus Manager with management of IQMS
- Support professional development of academic staff
- Encourage and sustain academic excellence to improve learner performance.

POST 6: SENIOR EDUCATION SPECIALIST (SES): VOCATIONAL - IT/ PRIMARY AGRICULTURE/ TOURISM/ HOSPITALITY PROGRAMMES (PL3)

REFERENCE NO: WTVET 2022/27

SALARY: R415 743.00 PER ANNUM PLUS BENEFITS

CENTRE: IT AND COMPUTER SCIENCE CENTRE (MAHWELERENG), LIMPOPO

MINIMUM REQUIREMENTS

- An appropriate Degree or National Diploma or equivalent qualification in Education
- A professional Teachers Qualification is a requirement
- A minimum of five-years' experience with at least two-years in curriculum supervision
- Experience in a TVET sector will be an added advantage
- Must be qualified as an Assessor and Moderator

TVET COLLEGES VARIOUS VACANCIES CLOSING 01 AND 04 JULY 2022

- Registered with SACE
- Knowledge of Report 191 and NCV Programmes
- Must be Computer literate (MS Word, Excel and PowerPoint)
- Excellent communication and presentation skills. Report writing skills and ability to work independently
- Must be willing to travel and able to work under pressure
- Valid driver's license

KEY PERFORMANCE AREAS:

- Oversee the campus Curriculum Section
- Liaise with the Campus Managers and Education Specialists on all curriculum matters
- Communicate all curriculum issues to the Campus Manager
- Oversee all teaching and learning activities including ICASS and ISAT administration processes
- Provide relevant academic, statistics and information on campus academic matters
- See to it that all teaching and learning and materials/equipment are ordered for the campus academic programme
- Compile, administer and manage the curriculum budget at campus level
- Coordinate and manage NATED programme
- Manage and control National Examinations and assessment
- Manage and control lecturer and student attendance records
- Communicate circulars. Assist the Campus Manager with management of IQMS
- Support professional development of academic staff
- Encourage and sustain academic excellence to improve learner performance.

POST 7: SENIOR EDUCATION SPECIALIST (SES): BUSINESS/ENGINEERING STUDIES (VOCATIONAL AND FUNDAMENTAL) (PL3)

REFERENCE NO: WTVET 2022/28

SALARY: R415 743.00 PER ANNUM PLUS BENEFITS

CENTRE: THABAZIMBI CAMPUS (REGOROGILE), LIMPOPO

MINIMUM REQUIREMENTS

- An appropriate Degree or National Diploma or equivalent qualification in Education
- A professional Teachers Qualification is a requirement
- A minimum of five-years' experience with at least two-years in curriculum supervision
- Experience in a TVET sector will be an added advantage
- Must be qualified as an Assessor and Moderator
- Registered with SACE

TVET COLLEGES VARIOUS VACANCIES CLOSING 01 AND 04 JULY 2022

- Knowledge of Report 191 and NCV Programmes
- Must be Computer literate (MS Word, Excel and PowerPoint)
- Excellent communication and presentation skills. Report writing skills and ability to work independently
- Must be willing to travel and able to work under pressure
- Valid driver's license

KEY PERFORMANCE AREAS:

- Oversee the campus Curriculum Section
- Liaise with the Campus Managers and Education Specialists on all curriculum matters
- Communicate all curriculum issues to the Campus Manager
- Oversee all teaching and learning activities including ICASS and ISAT administration processes
- Provide relevant academic, statistics and information on campus academic matters
- See to it that all teaching and learning and materials/equipment are ordered for the campus academic programme
- Compile, administer and manage the curriculum budget at campus level
- Coordinate and manage NATED programme
- Manage and control National Examinations and assessment
- Manage and control lecturer and student attendance records
- Communicate circulars. Assist the Campus Manager with management of IQMS
- Support professional development of academic staff
- Encourage and sustain academic excellence to improve learner performance.

POST 8: EDUCATION SPECIALIST (ES): VOCATIONAL – IT PROGRAMME (PL2)

REFERENCE NO: WTVET 2022/29

SALARY: R353 979.00 PER ANNUM PLUS BENEFITS

CENTRE: IT AND COMPUTER SCIENCE CENTRE (MAHWELERENG), LIMPOPO

MINIMUM REQUIREMENTS

- An appropriate Degree or National Diploma (BSc/BSc Computer Science/Information Technology) and/or equivalent qualification (Attach Academic record)
- A professional Teachers Qualification is a requirement
- A minimum of three-years' experience of teaching in Science/IT related fields
- Experience in a TVET sector will be an added advantage
- Must be qualified as an Assessor and Moderator
- Registered with SACE
- Knowledge of Report 191 and NCV Programmes
- Must be Computer literate (MS Word, Excel and PowerPoint)

TVET COLLEGES VARIOUS VACANCIES CLOSING 01 AND 04 JULY 2022

- Excellent communication and presentation skills. Report writing skills and ability to work independently
- Must be willing to travel and able to work under pressure
- Valid driver's license

KEY PERFORMANCE AREAS:

- Teach NCV Level 2 – Level 4/Report 191 programmes
- Oversee the curriculum unit at centre level
- Liaise with curriculum coordinator and Centre Manager on all curriculum matters
- Supervise ICASS and ISAT processes. Establish subject committees
- Attend all workshops and training on curriculum issues
- Provide all relevant academic statistics and information to curriculum coordinator and Centre Managers
- See to it that all teaching and learning materials and equipment are ordered for academic programmes
- Manage the curriculum budget in your input

POST 9: EDUCATION SPECIALIST (ES): FUNDAMENTAL – ENGLISH AND LIFE ORIENTATION (PL2)

REFERENCE NO: WTVET 2022/30

SALARY: R353 979.00 PER ANNUM PLUS BENEFITS

CENTRE: ENGINEERING AND SKILLS TRAINING CENTRE (LEBOWAKGOMO), LIMPOPO

MINIMUM REQUIREMENTS

- An appropriate Degree or National Diploma
- A professional Teachers Qualification is a requirement
- A minimum of three-years' experience of teaching English/Communication and/or Life Orientation
- Experience in a TVET sector will be an added advantage
- Must be qualified as an Assessor and Moderator
- Registered with SACE
- Knowledge of Report 191 and NCV Programmes
- Must be Computer literate (MS Word, Excel and PowerPoint)
- Excellent communication and presentation skills. Report writing skills and ability to work independently
- Must be willing to travel and able to work under pressure
- Valid driver's license

KEY PERFORMANCE AREAS:

TVET COLLEGES VARIOUS VACANCIES CLOSING 01 AND 04 JULY 2022

- Teach NCV Level 2 – Level 4/Report 191 programmes
- Oversee the curriculum unit at centre level
- Liaise with curriculum coordinator and Centre Manager on all curriculum matters
- Supervise ICASS and ISAT processes. Establish subject committees
- Attend all workshops and training on curriculum issues
- Provide all relevant academic statistics and information to curriculum coordinator and Centre Managers
- See to it that all teaching and learning materials and equipment are ordered for academic programmes
- Manage the curriculum budget in your input

POST 10: SENIOR STATE ACCOUNT ANT: MANAGEMENT ACCOUNTING (SL8)

REFERENCE NO: WTVET 2022/32

SALARY: R321 543.00 PER ANNUM PLUS BENEFITS

CENTRE: CENTRAL OFFICE (MOKOPANE), LIMPOPO

MINIMUM REQUIREMENTS

- M+3 years recognized National Diploma in Accounting/Financial Management or equivalent qualification plus 3-5 years' experience in the financial management environment
- Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics
- Basic knowledge of the Public Service financial legislation, procedures and Treasury Regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual)
- Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc.)

KEY PERFORMANCE AREAS:

- To ensure overall supervision, coordination and provision of management accounting.
- Ensure overall supervision and coordination of annual budgeting process
- Ensure overall supervision and perform monthly budgetary and expenditure analysis;
- Ensure overall supervision, analyse and interpret the requirements for the monthly cash flow and adjusted cash flow as prescribed by Treasury and recommend corrective action where required
- Ensure overall supervision and coordination of budget adjustment process;
- Ensure overall supervision and monitor expenditure trends and reconciliation against budget and cash flow projections;
- Ensure overall supervision, coordinate, review, analyse and quality assure the management accounting reporting processes;

TVET COLLEGES VARIOUS VACANCIES CLOSING 01 AND 04 JULY 2022

- Supervise human, physical and financial resources

POST 11: SENIOR LABOUR RELATIONS OFFICER (SL8)

REFERENCE NO: WTVET 2022/33

SALARY: R321 543.00 PER ANNUM PLUS BENEFITS

CENTRE: CENTRAL OFFICE (MOKOPANE), LIMPOPO

MINIMUM REQUIREMENTS

- An appropriate National Diploma/Degree in Labour Relations/Labour Law/Human Resource Management with specialisation in Labour/Industrial Relations
- Three (3) years working experience in employee relations environment
- Extensive knowledge of Labour legislation, negotiations, grievance procedures and dispute resolution
- Problem solving, written and oral communication skills.
- Computer Literacy (MS Office package)
- Valid driver's license.

KEY PERFORMANCE AREAS:

- Provide conflict management services, advise management and employees on the promotion of sound labour relations
- Deal with disputes, grievances, complaints and disciplinary cases and ensure compliance with prescribed time frames.
- Give constant feedback to management at all levels with regard to labour relations
- Conduct training of staff on labour relations
- Facilitate transformation activities and engage with organized labour
- Provide conflict management services.

POST 12: STUDENT SUPPORT OFFICER (SL7)

REFERENCE NO: WTVET 2022/34

SALARY: R261 372.00 PER ANNUM PLUS BENEFITS

CENTRE: ENGINEERING AND SKILLS TRAINING CENTRE (LEBOWAKGOMO), LIMPOPO

MINIMUM REQUIREMENTS

- An appropriate National Diploma/Degree in Social Science/Psychology/ Education or equivalent qualification

TVET COLLEGES VARIOUS VACANCIES CLOSING 01 AND 04 JULY 2022

- 3-5 years in the Student Support Administration /Teaching and Learning environment/related field * Knowledge of PSET and CET Act
- Knowledge and understanding of Student Support Services framework
- Knowledge and understating of electoral processes for student governance
- Knowledge of career guidance and extra-curricular activities
- Knowledge of Skills Development Act, Public Service Act, Public Service Regulations and Labour Relations Act
- Knowledge of the National Student Financial Aid Scheme and related legislation.
- Knowledge of Public TVET sector and its regulation and legislative framework
- Knowledge of Ethical Regulatory and legislative framework
- Knowledge and understating of the Higher Education Sector
- Knowledge of Education Act
- Good communication and interpersonal skills
- Computer Literacy (Ms Office package)
- Valid driver's license

KEY PERFORMANCE AREAS:

- Provide student support services
- Provide student counselling or referral services
- Implement student work placement and Work Integrated Learning (WIL) policies
- Provide career guidance, counselling and academic support for students
- Implement the sport, recreation, arts and cultural programs for student at the campus
- Facilitate student governance, student leadership development and exit support programme
- Supervise sub-odinites in the campus SSS Unit

CANDIDATES ARE TO COMPLETE AND SUBMIT: Z83 Application for Employment Form [CLICK HERE TO DOWNLOAD THE EDITABLE FORM](#) stating the relevant reference number

The form must be accompanied by:

- A comprehensive CV
- Certified copies of all qualifications including academic record / transcripts
- ID document and driver's license.
- A valid SACE certificate

NB: Foreign applicants should attach the following documents: SAQA evaluation certificate, SACE and quota work permit.

SUBMIT APPLICATIONS TO: The Principal, Waterberg TVET College, Postnet Suite #59, Private Bag X 2449, MOKOPANE, 0600 OR to Central Office, Cnr Totius & Hooge Streets, Mokopane

TVET COLLEGES VARIOUS VACANCIES CLOSING 01 AND 04 JULY 2022

CLOSING DATE: 01 JULY 2022 @ 14h00

ENQUIRIES: Mr LF Mpebe on 015 492 9021/071 420 4319

Should you not receive correspondence from the College within three months after closing date, consider your application as unsuccessful.