

TVET COLLEGES VARIOUS VACANCIES CLOSING 6, 9, 10, 15 &17 JUNE 2022

TVET COLLEGES VARIOUS VACANCIES CLOSING 6, 9, 10, 15 &17 JUNE 2022

The following TVET Colleges are looking for suitably qualified applicants to apply for their various vacancies. The Closing Dates for applications are the 6th, 9th, 10th, 15th and the 17th June 2022 respectively.

1. BUFFALO CITY COLLEGE

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

POST 1: ASSISTANT DIRECTOR: CURRICULUM IMPLEMENTATION SERVICES ADMIN CENTRE

REFERENCE: BCC0601/01

PERSAL APPOINTMENT: PERMANENT

SALARY: R477 090 PER ANNUM PLUS BENEFITS

CENTRE: EAST LONDON CAMPUS – EASTERN CAPE

MINIMUM REQUIREMENTS

- Matric or NCV Level 4 with a recognized M+3 years Degree or National Diploma in Education or related qualification;
- Advanced experience in interpretation, development and implementation of policies;
- 5 years' experience in Education / Teaching and Learning Environment or any relevant field, in which 3 years must be supervisory experience in Education / Teaching and Learning Environment or relevant field;
- Experience in managing teaching and learning in a PSET environment;
- A sound and thorough knowledge of TVET College programmes.
- Possession of a valid driver's license.
- Computer Literacy (MS Word, Excel, PowerPoint, Outlook).

KEY PERFORMANCE AREAS

- Oversee Curriculum Management and Administration;
- Oversee Academic Management Services;
- Ensure the provision of guidance for the improvement curriculum content and delivery based on engagement with public and private industry stakeholders;
- Provide Learning Materials;
- Management of all Human , Financial and other resources of the unit.

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COMPETENCIES

- Excellent communication skills (Verbal and written);
- Problem solving and time management;
- Proven report writing and presentation skills;
- Good communication skills;
- Planning and execution, proven computer literacy, including advanced MSWord, MS Excel and MS PowerPoint;
- People management skills;
- Leadership skill.

POST 2: ASSISTANT DIRECTOR: LABOUR RELATIONS ADMIN CENTRE

REFERENCE: BCC0602/02

PERSAL APPOINTMENT: 12 MONTHS FIXED TERM CONTRACT

SALARY: R382 245 PER ANNUM PLUS BENEFITS

CENTRE: EAST LONDON CAMPUS – EASTERN CAPE

MINIMUM REQUIREMENTS

- Matric or NCV Level 4 with a recognized M+3 years Degree or National Diploma in Labour Relations, Employment Relations or Human Resource Management or related qualification ;
- 5 years' in Labour Relations or Human Resource Management environment or related field , in which 3 years must be supervisory experience in relevant field in Labour Relations or Human Resource Management environment or related field;
- Knowledge of policies and governance environment of TVET Colleges including knowledge of the annual reporting requirements;
- Knowledge of Labour Relations Act, Public Services legislation and policies related to Human Resource Management;
- Sound knowledge of Labour Relation statutes;
- Sound knowledge of International Labour Organisation (ILO);
- Knowledge and understanding of the TVET/CET Administration;
- Knowledge of PERSAL;
- Possession of a valid driver's license.

KEY PERFORMANCE AREAS

- Maintain sound Labour Relations: Render advice on labour related matters, Develop and Implement Human Resource policies and manuals;

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- Ensure proper implementation of disciplinary procedures, grievance procedures and code of conduct;
- Conduct investigations and disciplinary hearings;
- Management of strike action;
- Minimize Labour disputes;
- Facilitate and conduct labour relations training and workshops;
- Ensure proper implementation of the collective bargaining council resolution;
- Management of all Human, Financial and other resources of the unit.

COMPETENCIES

- Administrative;
- Planning and organising;
- Financial Management;
- Report writing;
- Communication and interpersonal;
- Problem solving;
- Computer literacy;
- Analytical;
- Client oriented;
- Project management;
- Team leadership;
- People management;
- Conducting investigations;
- Presentation skills.

POST 3: HEAD OF DEPARTMENT: ACADEMIC

REFERENCE: BCC0603/03

PERSAL APPOINTMENT: PERMANENT

SALARY: R421 473 PER ANNUM PLUS BENEFITS

CENTRE: EAST LONDON CAMPUS – EASTERN CAPE

MINIMUM REQUIREMENTS

- Matric or NCV Level 4 with a recognized M+3 Degree or Diploma;
- A professional teachers qualification with a minimum of 5 years teaching experience;
- Registration with SACE;
- Computer literate in MS Office (Word, Excel, PowerPoint, Outlook);
- Assessor and/or moderator training will be an added advantage.

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KEY PERFORMANCE AREAS

- Overall management of NCV and Report 191 curriculum (Business Studies);
- Offer academic and educational leadership;
- Co-ordinate and support in the setting and moderation of assessments;
- Management and administration of assessments;
- Monitoring and evaluation of teaching and learning, and compile improvement plans;
- Monitoring and support of educator attendance, learners attendance and performance;
- Procurement, distribution and retrieval of learning and teaching material;
- Management and administration of internal and external examinations assessments;
- Supervisory and managerial duties;
- Report writing: monthly, quarterly, annually and to the academic board;
- Timetabling ;
- Adhere to college, DHET policy implementation and directives;
- Coordination of work-based placement and exposure for educators and learners;
- Attend workshops and meetings;
- Any other reasonable duties as assigned by the Campus Head or his/her nominee;
- Must be prepared to serve, if and when the need arises, at any of the college campuses/departments.

COMPETENCIES

- A sound knowledge of NCV and Report 191 programmes and policies;
- Excellent management and organisational skills;
- Excellent verbal and written communication skills;
- Sound computer skills;
- Ability to work under pressure;
- An understanding of the NSDIII objectives and Skills Accord

POST 4: HEAD OF DEPARTMENT: ACADEMIC SCHOOL OF ENGINEERING

REFERENCE: BCC0604/04

PERSAL APPOINTMENT: PERMANENT

SALARY: R421 473 PER ANNUM PLUS BENEFITS

CENTRE: JKB CAMPUS – EASTERN CAPE

MINIMUM REQUIREMENTS

- Matric or NCV Level 4 with a recognized M+3 Degree or Diploma;

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- A professional teachers' qualification with a minimum of 5 years teaching experience;
- SACE registration is a prerequisite;
- Computer literate in MS Office (Word, Excel, PowerPoint, Outlook);
- Assessor and/or moderator training will be an added advantage;

KEY PERFORMANCE AREAS

- Overall management of NCV curriculum (Business Studies);
- Offer academic and educational leadership;
- Co-ordinate and support in the setting and moderation of assessments;
- Management and administration of assessments;
- Monitoring and evaluation of teaching and learning, and compile improvement plans;
- Monitoring and support of educator attendance, learners attendance and performance;
- Procurement, distribution and retrieval of learning and teaching material;
- Management and administration of internal and external examinations assessments;
- Supervisory and managerial duties;
- Report writing: monthly, quarterly, annually and to the academic board;
- Timetabling ;
- Adhere to college, DHET policy implementation and directives;
- Co-ordination of work-based placement and exposure for educators and learners;
- Attend workshops and meetings;
- Any other reasonable duties as assigned by the Campus Head or his/her nominee;
- Must be prepared to serve, if and when the need arises, at any of the college campuses/departments.

COMPETENCIES

- A sound knowledge of NCV and Report 191 programmes and policies;
- Excellent management and organisational skills;
- Excellent verbal and written communication skills;
- Sound computer skills;
- Ability to work under pressure;
- An understanding of the NSDIII objectives and Skills Accord

POST 5: HEAD OF PROGRAMME: TOURISM SCHOOL OF BUSINESS

REFERENCE: BCC0605/05

PERSAL APPOINTMENT: PERMANENT

SALARY: R353 979 PER ANNUM PLUS BENEFITS

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CENTRE: EAST LONDON CAMPUS – EASTERN CAPE

MINIMUM REQUIREMENTS

- Matric or NCV L4 Certificate with a recognised 3 year Diploma in Tourism and BA / or B Tech with Tourism ;
- Teachers' qualification; 3-5 years' relevant teaching experience ;
- SACE registration is a prerequisite;
- Computer literate in MS Office (Word, Excel, Outlook and internet);
- Qualified assessor and moderator will be an added advantage

KEY PERFORMANCE AREAS

- Ability to lecture, coordinate, conduct subject meetings, monitor and support lecturers in maintaining PoE and PoA files in NC (V) Level 2-4;
- Monitor absenteeism of lecturers and students in the Department;
- Assist with the time-table and examinations;
- Supervise the setting of quality assessments;
- Conduct class visit for support purposes;
- Plan and monitor students' academic support;
- Teach Tourism NCV L2- L4 subjects;
- Promote quality teaching and learning;
- Monitor and perform students statistical performance;
- Lesson planning and preparation;
- Set assessments;
- Mark and provide feedback to students;
- Capture marks on ITS;
- Provide academic support to students and lecturers;
- Conduct practical & internal training;
- Create an environment that is conducive to learning;
- Perform general and programme related administration;
- Maintain and capture students attendance records and capture them on ITS;
- Keep portfolio of assessment and portfolio of evidence for verification; moderation and monitoring purposes;
- Classroom management and supervision;
- Conduct evaluations, assessments and moderation;
- Perform examination-related duties;
- Maintain discipline and safety of students at all times;
- Assist with additional academic support programmes;
- Attend relevant training workshops and apply acquired skills where necessary;
- Keep up to date with the latest developments in field of study.
- Support work based placement and exposure for educators and students.
- Monitor, support and evaluate staff in the programme.

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COMPETENCIES

- Positive attitude, with the ability and willingness to learn;
- Fluency in written and spoken English;
- Excellent interpersonal and communication skills;
- Good organisational, administration, planning and time management skills;
- Ability to work effectively under pressure and without immediate supervision;
- Willingness to work after hours as required.
- A sound knowledge of NCV programme and policies; excellent management and organisational skills; excellent verbal and written communication skills;
- Sound computer skills;
- Ability to work under pressure;
- An understanding of the NSDIII objectives and Skills Accord.

POST 6: HEAD OF PROGRAMME: MECHANICAL / CIVIL ENGINEERING STUDIES SCHOOL OF ENGINEERING AND BUSINESS

REFERENCE: BCC0606/06

PERSAL APPOINTMENT: PERMANENT

SALARY: R353 979 PER ANNUM PLUS BENEFITS

CENTRE: ST MARKS CAMPUS – EASTERN CAPE

MINIMUM REQUIREMENTS

- Matric or NCV Level 4 with a recognized M+3 Degree or Diploma in Mechanical or Civil Engineering;
- Teacher's Qualification;
- 3-5 years' relevant teaching experience ,
- SACE registration is a prerequisite;
- Computer literate in MS Office(Word, Excel, Outlook and internet);
- Qualified assessor and moderator will be an added advantage.

KEY PERFORMANCE AREAS

- Overall management of Report 191 curriculum and assessments (Engineering Studies);
- Offer academic and educational leadership;
- Monitoring and support in the setting and moderation of assessments;
- Monitoring and evaluation of teaching and learning;
- Monitoring and support of educator and learner performance;
- Distribution and retrieval of learning and teaching material;

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- Monitor staff and student attendance;
- Conduct subject meetings;
- Management and administration of campus-based and crosscampus assessments;
- Management and administration of examinations;
- Teach Mechanical or Civil Engineering subjects N1 to N6;
- Report writing: weekly, monthly quarterly and annually, and for academic board;
- Support timetabling;
- Support policy development and implementation;
- Support work based placement and exposure for educators and learners;
- Must be prepared to serve, if and when the need arises, at any of the college campuses;
- Capture student attendance on ITS.

COMPETENCIES

- Knowledge of Report 191 policies (entrance and ICASS requirements);
- Experience in employing various integrated training methods;
- Excellent management and organisational skills;
- Excellent verbal and written communication skills;
- Must be able to work under pressure and adapt to changes in the sector.

POST 7: HEAD OF PROGRAMME: MECHATRONICS SCHOOL OF BUSINESS

REFERENCE: BCC0607/07

PERSAL APPOINTMENT: PERMANENT

SALARY: R353 979 PER ANNUM PLUS BENEFITS

CENTRE: EAST LONDON CAMPUS – EASTERN CAPE

MINIMUM REQUIREMENTS

- Matric or NCV Level 4 with a recognized M+3 Diploma or Degree in Engineering in Mechatronics or Engineering with combination of Electrical & Mechanical subjects;
- Teacher's Qualification; 3-5 years' relevant teaching experience
- SACE registration is a prerequisite;
- Computer literate in MS Office(Word, Excel, Outlook and internet).
- Qualified assessor and moderator will be an added advantage;
- A trade test as a Millwright, industrial electrician or electrician will be an added advantage.

KEY PERFORMANCE AREAS

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- The successful candidate(s) will be required to lecture Siemens S7 PLC's, Logo PLC's' WinCC, Pneumatics and Hydraulics and various related mechatronics subjects L2-L4,
- Monitor programme performance.
- Ensure that students develop own portfolio of evidence (POE).
- Monitoring of lecturer performance with respect to teaching and learning.
- Ensure that educators develop portfolio of assessment.
- Determine consumable materials and ensure that equipment specifications for is adapted to meet industry needs and current trends teaching and learning to suit the needs, ensure that are staff are trained to meet the demand of the industry.
- Make decisions related to new student registration.
- Attend meetings and give feedback to students and staff.
- Conduct meetings with parents and guardians of students.
- Perform examination related duties and related reporting.
- Ensure that students are guided to register in the programme.
- Ensure that assessments meet the required standards (i.e quality sssessments are set, moderated etc).
- Convene programme meeting with lecturers.
- Ensure that ICASS and ISAT tasks are done timeously;
- Mentor; supervisor and guide lecturers.

COMPETENCIES

- Positive attitude, with the ability and willingness to learn;
- Fluency in written and spoken English;
- Excellent interpersonal and communication skills;
- Good organizational, administration, planning and time management skills;
- Ability to work effectively under pressure and without immediate supervision;
- Willingness to work after hours as required.

POST 8: SENIOR EXAMINATION OFFICER

REFERENCE: BCC0608/08

PERSAL APPOINTMENT: PERMANENT

SALARY: R321 543 PER ANNUM PLUS BENEFITS

CENTRE: EAST LONDON CAMPUS – EASTERN CAPE

MINIMUM REQUIREMENTS

- Matric or NCV Level 4 with a recognized M+3 years Degree or National Diploma in Education /Administration or equivalent qualification;
- 3-5 years in the teaching and learning environment/related field;

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- Knowledge of White Paper on PSET Act;
- Knowledge of Public TVET sector and its regulatory and legislative framework;
- Knowledge and understating of the Higher Education sector;
- Knowledge and understanding of TVETMIS, and ITS;
- Sound knowledge of legislation regulating examinations and assessments;
- Computer literate in MS Office(Word, Excel, Outlook and internet);
- A valid driver's license.

KEY PERFORMANCE AREAS

- Ensure the provision of examination services;
- Conduct training of Invigilators, Markers and Data Capturers;
- Establish the function of Irregularity Committee;
- Ensure the management and control of issuing of the certificates;
- Ensure proper administration of the examination unit;
- Manage all human, financial and other resources in the unit.

COMPETENCIES

- Management;
- Computer skills;
- Communication;
- Client Service;
- Visionary Leadership Abilities;
- An understanding of transformation issues and capacity building processes in the DIET sector;
- Sound knowledge of CET Act, policies and practices and any other relevant legislations.
- Good interpersonal skills;
- Good problem solving and analytical skills;
- Ability to work under pressure and meet deadlines;
- Ability to work independently as well as in a team; planning, organising, leading and control skills; research, report writing and presentation skills.

POST 9: CHIEF PERSONNEL OFFICER

REFERENCE: BCC0609/09

PERSAL APPOINTMENT: PERMANENT

SALARY: R321 543 PER ANNUM PLUS BENEFITS

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MINIMUM REQUIREMENTS

- Matric or NCV Level 4 with a recognized M+3 years Degree or National Diploma in Human Resource Management / Development;
- Relevant Persal Certificate; 3-5 years' relevant experience in Human Resource environment;
- Understanding and utilisation of the PERSAL system;
- Understanding of legislative framework governing the Public Services;
- Storage and retrieval procedures in terms of the working environment;
- Understanding of the work in registry.
- A valid driver's license

KEY PERFORMANCE AREAS

- Administer conditions of service and remuneration of employees;
- Administer Recruitment and Selection;
- Manage Records for the College;
- Manage Records for the College;
- Manage human, financial and other resources in the unit.
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COMPETENCIES

- Planning and organizing;
- Communication (Good verbal and written);
- Computer Literacy;
- Flexibility;
- Customer care services;
- Report writing;
- Flexibility Teamwork.

Candidates who are suitably qualified for the above positions should submit an official application form Z83 Application for Employment Form [CLICK HERE TO DOWNLOAD THE EDITABLE FORM](#) and [EDP01 CLICK HERE TO DOWNLOAD](#) for Educators and must be accompanied by a comprehensive CV and copies of the following: All relevant Qualifications must include transcripts of subjects passed, a Driver's license and ID, such copies need not to be certified when applying for a post. Applicants must also provide, together with the work contact details, including e-mail addresses of at least three work-related references

Applications must be submitted to: Buffalo City Public TVET College, HR Division, Private Bag 9016, East London 5200 or deliver it to the Administration Centre, corner of Lukin Road and King Street, Selborne, East London

CLOSING DATE: 15 JUNE @ 15h00

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Failure to submit the required documents mentioned above or late submission your application will not be considered

For enquiries: Ms N Mhlola-Miza on 043 704 9275

The college reserves the right to verify any information received in applications. Selected candidates will be subjected to a vetting process and personnel suitability check in terms of minimum information security standards. Short-listed candidates will be invited for an interview and may be subjected to a competency assessment as part of the selection process. Submission of fraudulent documentation and canvassing of Council members or College staff will immediately disqualify the candidate. If you have not been contacted within 4 weeks please consider your application as unsuccessful.

Preference will be given, but not limited to, to candidates from designated groups in terms of the Employment Equity Act and the College's Employment Equity Plan. The college reserves the right not to appoint/fill this position.

2. EKURHULENI WEST COLLEGE

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

POST 1: IT TECHNICIAN X1 (SL7)

SALARY: R261 372 - R307 890 PER ANNUM, PLUS 37% (LEVEL 7)

REFERENCE NO: KAT/04/2022

POST TYPE: COLLEGE COUNCIL APPOINTMENT (TEMPORARY)

CENTRE: KATHORUS CAMPUS, GAUTENG

START DATE: 01 JULY 2022

CLOSING DATE: 09 JUNE 2022 @ 12h00

POST DESCRIPTION:

- Investigate and promote better practices in relation to all ICT related management procedures, processes and operations.
- Set up, manage and maintain WAN, E-mail and internet connections at Head Office and campuses.
- Set up and configuration of users on the Ekurhuleni West College domain.
- Monitoring of usage and connectivity.
- Configuration of Ekurhuleni West College print servers.

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- To advise when required on effective repairs and maintenance of all Ekurhuleni West College ICT equipment - computers and peripherals (Campus level)- Printers (Technicians)- Routers- NTU's
- Manage recruitment, general training and networking-specific training related to the ICT Trainee Technicians.
- Ensure the effectiveness of work delivery of the ICT Trainee Technicians by means of on-site training and assessment as required for recruitment and as per contracts.
- Assist with ITS configuration.
- Check and control Microsoft Licensing issues.
- Provide input in terms of the ICT fleet and recommend upgrades.
- Any other related tasks as may be requested by the Institutional Development Management and/or senior management.
- Liaising with service providers in terms of software licensing, upgrading and related procurement.
- Process owner of related processes in terms of the Quality Manual.

MINIMUM REQUIREMENTS FOR THE POST

- National Diploma/Degree in Information Technology;
- 1 – 3 Years' Information Technology related experience.

RECOMMENDATIONS:

- Security +, ITL;
- State any other relevant ICT certification, experience in education environment;
- MSSCE/MICITP;
- Switching and Routing experience
- Wifi configuration, installation and support experience;
- Office 365 support experience.

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

Applications should be hand delivered to Ekurhuleni West TVET College, Cnr Flag & Rose Innes Street, Germiston 1400

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Please mark the application clearly as: **APPLICATION: KAT/04/2022 IT TECHNICIAN**

ENQUIRIES: Mr N Thusini or Ms M Adams (011) 323 1600/366

POST 2: EXPERIENTIAL LEARNING - STUDENT SUPPORT SERVICES

SALARY: R 3 600.00 PER MONTH (STIPEND)

REFERENCE NO: ETL/04/2022

POST TYPE: EXPERIENTIAL TRAINING

CENTRE: GERMISTON CAMPUS, GAUTENG

START DATE: 11 JULY 2022

CLOSING DATE: 06 JUNE 2022

POST DESCRIPTION:

- Handing out of DoE bursary forms and Schedule of Particulars (SoP) to applicant;
- Explain to the applicants the required documents they need to submit with their application;
- Keep record of students who have applied and submitted their applications with the required documents;
- Follow-up on returns from SSS-CC or NSFAS;
- Attend bursary meetings;
- Make copies of required documentation in relation to DoE bursary administration at the campus;
- Work on transport/accommodation claims of the students who have been awarded DoE bursaries for submission to SSS-CC and keep record thereof;
- Check against the checklist if the applicant has completed all the fields and have submitted the necessary documentation;
- Inform the students about the due date for submission of completed forms and SoP.

MINIMUM REQUIREMENTS FOR THE POST

- N6 Financial Management

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

The form must be accompanied by:

- Updated Curriculum Vitae;

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- 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.
- Three contactable references with email addresses.

Applications should be hand delivered to Ekurhuleni West TVET College, Germiston Campus, Cnr Driehoek and Sol Roads, Driehoek, Germiston

Please mark the application clearly as: APPLICATION: EXPERIENTIAL LEARNER (STUDENT SUPPORT) - REFERENCE NO: ETL/04/2022.

ENQUIRIES: Ms T Peter - 011 876 6900

3. LETABA TVET COLLEGE

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

POST 1: ASSISTANT DIRECTOR: PARTNERSHIP AND LINKAGES (SL10)

SALARY: R477 090 PER ANNUM

REF NUMBER: LET 02/10/2021

CENTRE: CENTRAL OFFICE

POST TYPE: PERMANENT (RE-ADVERT)

MINIMUM REQUIREMENTS

- An appropriate Diploma/Bachelor's degree or equivalent qualification in Marketing Management, Business Management, Human Resources, Financial Management or any other relevant qualification majoring in Management.
- A qualification in Project Management will be an added advantage.
- Six years relevant experience with a minimum of three years' experience at supervisory level.
- Compute literacy.
- Ability to analyze, interpret policies and develop proposals and Memorandum of Understanding.
- Ability to analyze, interpret data and convert it to information.
- Ability to be innovative and develop new methods of getting required data into needed formats.
- Sound knowledge of Continuing Education and Training Colleges (CET) Act 16 of 2006 (as amended).

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- Knowledge of DHET & College policies, procedures and processes.
- Knowledge and understanding of White Paper on Post School Education and Training system.
- Knowledge and understanding of the Technical and Vocational Education and Training (TVET) sector.
- Leadership and management of resources.
- Innovation and creativity.
- Good communication skills (verbal and written).
- Report writing and presentation skills.
- Good interpersonal relations. analytical, change management and leadership skills.
- Ability to work as a Team Leader as well as a team member with the ability to work under pressure with little or no supervision.
- A valid drivers' license.

DUTIES AND RESPONSIBILITIES:

- Establish and maintain strategic relationships with the college partners both public and private guided by programmes offering.
- Nurture and grow existing funding relationships of the college.
- Assess new partnership opportunities for the college.
- Conduct need analysis, identify and draft funding proposals to potential funders.
- Facilitate and manage the implementation of occupational programmes.
- Formalize the arrangements for Partnerships on behalf of the College.
- Develop and maintain a database of signed and approved Memorandum of Understanding with various stakeholders.
- Coordinate meetings with various strategic partners and represent the College in different forums as and when delegated to do so.
- Perform any other official duties as instructed by the Supervisor.
- Any other strategic function in line with Partnerships and linkages.

POST 2: SENIOR REGISTRATION OFFICER: TVET- MIS (SL 8)

SALARY: R 321 543 PER ANNUM

REF NUMBER: LET 06/10/2021

CENTRE: CENTRAL OFFICE

POST TYPE: PERMANENT (RE-ADVERT)

MINIMUM REQUIREMENTS

- An appropriate National Diploma/Bachelor's Degree in Information Systems Management / Computer Science / Information Technology / Resource

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Management/ Informatics/ Data Management or equivalent qualification majoring in Information Management.

- At least three years working experience in Data Management/TVET MIS environment or any relevant environment.
- Knowledge of policies and governance environment of TVET Colleges including knowledge of the TVETMIS system, and annual reporting requirements by the Higher Education Institutions.
- Knowledge and understanding of Information Management,
- Knowledge, understating, application, and interpretation of office management, Business Management systems (BMS), SQL, data mining, data warehouse and basic programming.
- Good communication, planning, organizing and Interpersonal skills.
- Ability to function without supervision.
- Work under pressure. Computer Literacy (knowledge of MS packages).
- A valid driver's license.

DUTIES AND RESPONSIBILITIES:

- Ensure the overall supervision and proper management of TVET MIS, capturing and data extraction for the college.
- Ensure the overall supervision, coordination, compilation and submission of MIS reports and statics.
- Ensure the overall supervision and verification of inputs captured on COLTECH system, registration, and other related systems.
- Ensure the overall supervision and administration of all academic and student-related system programmes, courses and qualification.
- Ensure the overall supervision and maintenance of MIS licenses are renewed before expiry dates.
- Supervise human. Physical and financial resources.

POST 3: SENIOR LABOUR RELATIONS OFFICER (SL8)

SALARY: R 321 543 PER ANNUM

REF NUMBER: LET 09/10/2021

CENTRE: CENTRAL OFFICE

POST TYPE: PERMANENT (RE-ADVERT)

MINIMUM REQUIREMENTS

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- An appropriate recognized National Diploma or Degree in Labour Relations/ Labour Law, LLB or any relevant and equivalent qualification majoring in Labour Law or Labour Relations.
- Three years relevant working experience of which two years' experience must be in employee/ labour relations.
- Extensive knowledge of Labour legislation, negotiation dispute resolution, problem solving skills, written and oral communication.
- Valid driver's licence.

DUTIES AND RESPONSIBILITIES:

- Provide conflict management Services.
- Advise management on the promotion of sound labour relations as well as employees.
- Deal with disputes, grievances, complaints and disciplinary cases and ensure compliance with prescribed time frames.
- Give constant feedback to management at all with regard to labour relations.
- Conduct training on labour relations. Facilitate transformation activities and engage with organised labour.
- Coordinate Employment equity of the College.
- Coordinate ethics and integrity.

POST 4: SENIOR ASSET MANAGEMENT AND PROVISIONING OFFICER (SL 8)

SALARY: R 321 543 PER ANNUM

REF NUMBER: LET 10/10/2021

CENTRE: CENTRAL OFFICE

POST TYPE: PERMANENT (RE-ADVERT)

MINIMUM REQUIREMENTS

- An appropriate recognized bachelor's degree or equivalent qualification in Financial Management/ Accounting/ Public Administration or Auditing.
- A Minimum of three years experiences in Supply Chain Management/Asset Management or Auditing.
- Knowledge of relevant legislation applicable to TVET colleges required Computer literacy and a valid driver's licence is a must.
- Experience in the TVET Sector and knowledge of pastel system will be an added advantage but not a requirement.

DUTIES AND RESPONSIBILITIES:

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- Establish and implement sound asset management practices and procedures to ensure an accurate asset and inventory register as per GRAP standards.
- Implement and monitor a supply chain management system which is in line with the college policy and National Treasury guidelines and the CET Act.
- Report SCM information/activities to the college management for processing.
- Prepare monthly reports detailing the financial aspects of PPE assets and inventory activities.
- Prepare an annual capital expenditure budget, monitor, and report on the on-going performance against the budget.
- Assist the CFO in the preparation of the Annual Financial Statements (AFS) in accordance with GRAP.
- Supervise junior supply chain and asset management units staff members.
- Ensure that valid requests for goods / services from user departments and invoices are recorded on to the requisition and invoices registers.
- Monitor long outstanding purchase orders and ensure that they are acted upon.
- Ensure that goods delivered are recorded on the system and prepared for payment.
- Ensure that the capital assets delivered to the college are immediately recorded into the college's accounting records and correctly reconciled.

POST 5: ACCOUNTING CLERK (SL5)

SALARY: R176 310 PER ANNUM

REF NUMBER: LET 05/05/2022

CENTRE: CENTRAL OFFICE

MINIMUM REQUIREMENTS

- Matric or NCV Level 4 in Financial Management or any other relevant qualification in Finance.
- Innovative thinking.
- Ability to work under pressure and sound interpersonal relations.
- Appropriate verbal and written communication skills.
- Must be Computer Literate.
- Knowledge of PFMA, QCTO and understanding of the Seta environment.

DUTIES AND RESPONSIBILITIES:

- Render general financial support service to the college management including managing of records and reconciliation on the projects such as compilation of the project registers and maintain source documents for each project.
- Facilitate the payment of interns' stipend on monthly basis.
- Maintain and monitor (reconciliation) Seta's activities to the general ledger.

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- Ensure that rental agreements with the tenants are signed for all college properties (monthly basis invoicing, rental payment recording on Pastel).
- Communicate with Seta funders and complete the claims on timely basis.

POST 6: GENERAL ADMINISTRATION CLERK (SL5)

SALARY: R176 310 PER ANNUM

REF NUMBER: LET 06/05/2022

CENTRE: MAAKE CAMPUS

POST TYPE: PERMANENT

MINIMUM REQUIREMENTS

- Grade 12 Certificate or NCV level 4 certificate in Office Administration.
- Excellent communication and interpersonal relations skills.
- Client focus and innovative thinking.
- Ability to work under pressure with little or no supervision.
- Adhere to Batho Pele principles.
- Telephone etiquette.
- Must be Computer Literate.

DUTIES AND RESPONSIBILITIES:

- Render general administrative support services to Campus and/or central Management and staff which include but not limited to typing of documents, electronic and manual filling, data capturing including registration of students, responsible for reception, making and receiving calls/faxes, providing clerical support and performing reasonable task allocations at Campus and/or central office.

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: 17 JUNE 2022 @ 16h00

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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. MOPANI TVET COLLEGE

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

POST 1: SENIOR EDUCATION SPECIALIST (PL3): NC(V) VOCATIONAL SUBJECTS X 1

SALARY: R421 473 – R947 221 PER ANNUM

REF NUMBER: PHL1/05/2022

POST TYPE: PERMANENT

MINIMUM REQUIREMENTS

- An appropriate recognized National Diploma or Bachelor's Degree majoring in Business Studies field (Financial/Business/Management Assistant or Hospitality or Tourism with professional teaching qualification.
- Five (5) years teaching experience in Business Studies/Tourism/Hospitality field.
- Three (3) years' supervisory or management experience.
- Knowledge of policies that governs the public TVET sector.
- Knowledge of LMS system will be an added advantage.
- Registered with SACE.
- Computer literacy skills (attach certificate or subject certificate).
- Sound communication skills.
- A valid driver's license.
- Available to work flexi-hours.

DUTIES AND RESPONSIBILITIES:

- Management of students, lecturers and curriculum delivery in the Section.
- Implementation of administrative processes within the division.
- Ensure effective use and control of resources within the Section.
- Responsible for drafting and management of the Sectional budget.
- Plan and implement quality management in the Section in line with policies.

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- Planning of the annual activities in the Section and contribute to the drafting of the time-table.
- Facilitation and assessment of allocated subjects.
- Analyse, interpret and report on student and lecturer performance in the Section to management.
- Provide guidance on the latest developments and approaches in the subject field and ensure that subject committees are functional.
- Provide guidance and support in the implementation and utilisation of the LMS.
- Support and motivate Senior Lecturers and ensure the continuous development of staff in the section.
- Assist with the placement and monitoring of students in Work Based Experience (WBE).
- Be available for Work Integrated Learning (WIL) to enhance own personal development.
- Encourage and sustain academic excellence and improved learner results.

POST 2: SENIOR EDUCATION SPECIALIST: ELECTRICAL ENGINEERING X 1

SALARY: R421 473 – R947 221 PER ANNUM

REF NUMBER: SVD1/05/2022

POST TYPE: PERMANENT

MINIMUM REQUIREMENTS

- An appropriate recognized National Diploma or Bachelor's Degree in Electrical Engineering plus a relevant Teacher's qualification.
- Three (3) years' management experience in engineering field is recommended.
- Trained as an Assessor and Moderator.
- Extensive knowledge of policies governing academic assessment and moderation procedures.
- Sound knowledge of the TVET College sector, DHET policies pertinent to teaching and learning.
- Ability to handle pressure and meet deadlines.
- Strong leadership, communication, monitoring & 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 co-ordinating the implementation of the planned goals and working with a range of professional Colleagues.
- SACE registration.
- Advanced computer skills such as MS Word, MS Excel and Power Point.
- Knowledge and understanding of NCV Programmes.

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- Excellent communication skills, ability to work independently.
- Willing to travel; to attend meetings and trainings.
- A valid driver's license is essential.

DUTIES AND RESPONSIBILITIES:

- Manage registration of students and student induction procedure in co-operation with other line managers.
- Planning of Educators' work allocation, assist Campus Manager with compilation of the timetable in line with teaching and learning plan.
- Co-ordinate the procurement of the programme's training needs.
- Provide guidance on syllabi, curriculum and learning outcomes.
- Implement and monitor all policies that impact on learning delivery including examination and certification of students within the department.
- Create a conducive classroom environment and ensure efficient classroom management and discipline of students.
- Liaise with lecturers, other programme managers and Student Support Officers in providing support interventions programme to students.
- Manage and facilitate students Work Based Experience (WBE) as well as Lecturers Workplace Integrated Learning (WIL).
- Management of Labour relations matters.
- Management of performance appraisal of educators including annual revision of job descriptions.
- Provide the Campus Manager with Sectional reports from time to time.

POST 3: EDUCATION SPECIALIST: EXAMINATION X 1

SALARY: R353 979 - R876 609 PER ANNUM

REF NUMBER: PHL2/05/2022

POST TYPE: PERMANENT

MINIMUM REQUIREMENTS

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

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DUTIES AND RESPONSIBILITIES:

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

POST 4: ASSISTANT DIRECTOR: RISK, FRAUD, ETHICS AND INTEGRITY MANAGEMENT X 1

SALARY: R477 090 – R561 981 PER ANNUM

REF NUMBER: CC1/05/2022

POST TYPE: PERMANENT

MINIMUM REQUIREMENTS

- A minimum of three (3) years National Diploma or Bachelor's Degree in Risk Management/Auditing.
- Five (5) years' relevant administrative experience in a risk management and compliance environment.
- Experience in Business Continuity Management and/or Internal Audit.
- Knowledge of King Reports of Corporate Governance and best practices governing risk management.
- Experience in conducting risk assessment.
- Experience in report writing and analysis.
- Valid Driver's Licence.
- Knowledge of Standard Operating Procedures and Practices.
- Knowledge and understanding of Public Service Regulations, Public Service Act, PFMA, Treasury Regulations and MISS.
- Research, Ethics, Project management, Communication skills (verbal & written), Planning and Organising, Relationships management, Problem Solving & Analytical skills.
- Monitoring and Evaluation skills.
- Policy development and implementation skills.
- Ability to work independently and as part of a team.
- Interpersonal skills.
- Willingness to work irregular hours.

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- Membership with professional body governing Risk Management and/or Compliance will be an added advantage.
- Proficient in MS Office packages.

DUTIES AND RESPONSIBILITIES:

- Risk Assessments: Facilitate the risk assessments for each Division and update risk registers every quarter.
- Obtain evidence for control assessments and progress on action plans on a quarterly basis.
- Obtain and collate feedback from Senior Managers on updates to the risk registers and progress (tracker) of action plans.
- Update project risk register for all projects.
- Obtain information for the compilation of BCPs for the Divisions Co-ordinate all tests for the BCPs as scheduled.
- Provide inputs into the Risk Management Framework.
- Implement the approved Risk Management Framework.
- Risk Training: Facilitate and coordinate all training sessions per the training plan. Facilitate Risk training in Divisions.
- Administration around Financial Disclosures.
- Conduct Fraud Prevention/Ethics training as required by the Divisions in line with the training plan.
- Reporting: Gather all reports, registers and documentation for all Divisional EXCO and management meeting of the Divisions.
- Prepare BCP progress reports on the status of business continuity in Divisions.
- Extract information from risk registers and other forums reports.
- Prepare monthly/quarterly reports to the Office of the Principal.

POST 5: SENIOR RISK- MANAGEMENT OFFICER X 1

SALARY: R321 543 – R378 765 PER ANNUM

REF NUMBER: CC1/05/2022

POST TYPE: PERMANENT

MINIMUM REQUIREMENTS

- Recognised National Diploma (NQF 6) in Risk Management or Internal Audit or Auditing
- Knowledge and understanding of the Risk Fraud, Ethics and Integrity Management environment.
- Minimum of three (3) years' experience in Risk Fraud, Ethics and Integrity Management or related field.

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DUTIES AND RESPONSIBILITIES:

- Ensure overall supervision and facilitate the provision of ethics and integrity management services.
- Facilitate the promotion of the implementation of code of conduct e.g. remunerative work & gift register.
- Facilitate the promotion of financial disclosure system.

POST 6: PROFESSIONAL NURSE

SALARY: R261 372 – R307 890 PER ANNUM

REF NUMBER: PHL3/05/2022

POST TYPE: 2-YEARS CONTRACT (COUNCIL POST)

MINIMUM REQUIREMENTS

- An appropriate recognized National Diploma or Bachelor's Degree in Nursing.
- A valid Registration with the South African Nursing Council as a professional Nurse.
- Two (2) years' experience and valid South African driver's license will be an added advantage.
- Valid South African Nursing Council (SANC) receipt.
- Valid certified copy of South African identity document

DUTIES AND RESPONSIBILITIES:

- Provision of high quality nursing care that is holistic and is patient centred.
- Ensuring that nursing care provided is with the scope of practice for nurses and legal framework.
- Maintain a professional and ethical practice as well as enabling environment.
- Maintain constructive working relationship with other nurses and other stakeholders including clinics or partners.
- Participate in management and utilize material, financial and human resource to fulfil operational and developmental functions in accordance with legislation and policies.
- Provide students and staff training and compliance to patient's rights.
- Compile reports and submit/present to management.

POST 7: CLEANER X 2

SALARY: R102 534 – R120 780 PER ANNUM

REF NUMBER: PHL4/05/2022

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REF NUMBER: SVD2/05/2022

POST TYPE: PERMANENT

MINIMUM REQUIREMENTS

- An appropriate ABET qualification or Standard 6 as minimum requirement.
- Knowledge of cleaning procedures, cleaning equipment, materials and detergents usage.
- Experience in cleaning will be an added advantage.
- Must be able to communicate verbally in English.
- Must be physically healthy.
- Knowledge on how to handle cleaning equipment, when to use different types of cleaning materials
- Previous experience as a Cleaner will be an added advantage.
- Duties: Adhere to strict hygiene protocols (sanitizing of work spaces). Perform cleaning related duties in offices, class rooms or any other facilities as determined by the supervisor.

DUTIES AND RESPONSIBILITIES:

- Adhere to strict hygiene protocols (sanitizing of work spaces).
- Perform cleaning related duties in offices, classrooms or any other facilities as determined by the supervisor.
- Duties include but not limited to sweeping, dusting, washing off floors, walls, polishing furniture and floors, vacuum of carpets and washing of table clothes when needed.
- Cleaning of allusion facilities as per schedule.
- Cleaning the kitchens and washing of dishes
- Report any defects in the workplace, equipment to immediate Supervisor.

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, Mopani TVET College, Private Bag x 01024, Phalaborwa, 1390, or hand deliver the applications to Cnr Combretum and Haarlem Street, Phalaborwa, 1390

TVET COLLEGES VARIOUS VACANCIES CLOSING 6, 9, 10, 15 & 17 JUNE 2022

CLOSING DATE: 10 JUNE 2022 @ 12h00

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

Should you not receive a correspondence from us within two months after closing date, consider your application as unsuccessful. Female applicants with relevant qualifications /requirements will be given preference. The College reserves the right to withdraw any advertised post at any time as well as the right to verify the qualifications of the recommended candidates prior to issuing of the offer of employment. Applicants are discouraged from sending applications through registered mail as the College will not be responsible for the non-collection of the applications sent through registered mail