



# VHEMBE TVET COLLEGE

PRIVATE BAG X 2136  
SIBASA  
0970  
LIMPOPO

Tel. (015) 963 3156  
Fax (015) 963 3150/4  
E-mail: [fetcol@mweb.co.za](mailto:fetcol@mweb.co.za)  
Stand no.: 203, Unit A, SIBASA

Applications are hereby invited from suitably qualified and knowledgeable Candidates to be appointed in permanent posts created in terms of the Continuing Education and Training Act 16 of 2006 (As Amended)

**Post:** Student Support Services (x 6)

**Post Level:** 02

**Salary notch:** R308 877

**Centre:** Thengwe (**Re- Advertisement**)

**Centre:** Mavhoi x 2

**Centre:** Mashamba

**Centre:** Tshisimani

**Centre:** Makwarela (**Academic Support**)

**Ref:** VTVET 20/2017

Ref: VTVET21/2017

Ref: VTVET 22/2017

Ref: VTVET 23/2017

Ref: VTVET 24/2017

**Requirements:** A recognised 3-year Diploma / Bachelor's Degree or an equivalent qualification, including a professional qualification in education coupled with a minimum of 5 years' actual and appropriate experience. SSS experience working at a TVET College will be an added advantage. Ability to analyse, interpret policies and develop guidelines to support students on the campus. A sound knowledge of Continuing Education and Training Act 16 of 2006 (As Amended). Knowledge of national examination and assessment policies. Good communication and writing skills. Computer literacy skills with specific reference to MS Word, Excel and PowerPoint. An ability to work in teams and under pressure. Strategic, project, financial and time management skills. **A driver's licence and registration with SACE.**

**Duties:** manage all students' activities including sports, arts and culture, be part of student's academics, disability as well as mentoring and coaching. Provide administrative and professional support to students. Prepare reports for all students' activities. Co-ordinate SRC activities, administration of bursary, establishment of campus SRC and liaison with students and SRC, co-ordinate with students' activities in terms of student affairs and academic support. Additional duties to be delegated by the college.

**Post:** Senior Lecturer English (PL 2)

**Salary notch:** R287 862

**Centre:** Mavhoi

**Ref:** VTVET 25/2017

**Requirements:** A recognised 3-year Diploma / Bachelor's Degree or an equivalent qualification, including a professional qualification in education coupled with a minimum of 3 years' actual and

appropriate experience. Experience working at a TVET College in the teaching and learning discipline will be an added advantage. Ability to analyse, interpret policies and develop guidelines to support students on the campus. A sound knowledge of Continuing Education and Training Act 16 of 2006 (As Amended). Knowledge of national examination and assessment policies. Good communication and writing skills. Computer literacy skills with specific reference to MS Word, Excel and PowerPoint. Ability to work in a team and under pressure. Strategic, project, financial and time management skills. Registration with SACE.

**Duties:** Ensure implementation of the campus curriculum in the specific section. Coordinate teaching and learning in the section. Manage all the academic activities within the section including the management of the time table, attendance, monitoring and evaluation. Ensure effective and efficient utilization of resources within the section. Provide professional support to lecturing staff and students. Keep the management abreast of all aspects of administration and academic services in the section. Prepare and manage plans and report on all activities in the section. Manage and supervise assessment and examination processes in the section including timeous marking and moderation of question papers, preparation of all ICASS and ISAT activities. Ensure adherence to policy on the attendance of classes and all other applicable policies.

**Post:** Trades Man SL 6 (x3)

**Salary Notch:** R183 558

**Mavhoi Campus (re-Advertisement)**

VTVET 26/2017

**Mashamba Campus**

VTVET 27/2017

**Central Office**

VTVET 28/2017

**Requirements:** trade test diploma or National Diploma in civil engineering with one year experience in maintenance Management, knowledge of heavy and light current, plumbing, building & construction and carpentry. Basic knowledge of hand tools and power tools. Valid driver's licence.

**Duties and responsibilities:** the incumbent will assist in maintenance and repairs technical faults related to mechanical, building, carpentry, painting, scaffolding, ventilation, plumbing, welding, electrical, boiler operating, and cleaning equipment's, evaluate problematic systems or facilitate and determine what installation or service need to performed. The successful candidate will be required to work at various campuses and work extended hours when required.

**Post:** Senior Administration Officer (Public Relation) SL8

**Salary notch: R281 418**

**Centre:** Central Office

**Ref:** VTVET 29/2017

**Requirements:** three year National Diploma in Public Relation/ Media Studies/ Journalism coupled with at least three year experience in media and stakeholder management. Knowledge of Computer system as well as MS Word, MS Excel and MS Power Point. Drivers licence.

**Duties and responsibilities:** Planning Publicity Strategies and Campaigns, Writing and Producing presentations and press releases, Dealing with enquiries from public, the press and related organizations, Organizing promotional Events such as press conferences, open days, exhibitions, tours

and visits, Speaking Publicly at interviews, press conferences and presentations, Providing clients with information about new promotional opportunities and current PR Campaign progress, Analysing Media Coverage, Commissioning or Undertaking relevant Market Research, Designing, Writing, and/or producing presentations, press releases, articles, brochures, Newsletters, reports, publicity and information for the web

**Post:** Senior Administration Officer (Marketing & Branding) SL8

**Salary notch:** R281 418

**Centre:** Central Office

**Ref:** VTVET 30/2017

**Requirements:** three year National Diploma/ Bachelor Degree in Marketing Management coupled with at least three year experience in marketing and branding. Knowledge of Computer system as well as MS Word, MS Excel and MS Power Point. Drivers licence.

**Duties and responsibilities:** Coordinate and all aspects of (online) communication including print, video, publications, website maintenance and social media activities. Devise and implement creative and impactful marketing strategies for raising the colleges for visibility, profile and branding. Create specific campaigns for projects, targets and audience objective development

**Post:** Administration Officer (Event Coordinator) SL 07

**Salary Notch:** R226 611

**Centre:** Central Office

**Ref:** VTVET 31/2017

**Requirements:** three years National Diploma/Degree in Marketing / Public Relation/ Media Studies coupled with three years' relevant experience. Knowledge of Computer system as well as MS Word, MS Excel and MS Power Point. Drivers licence.

**Duties and responsibilities:** Manage the relationship between TVET College and the media. The incumbent will speak on behalf of the college, arrange speeches, media interviews and press conference for the college. Develop publications that communicate the organisations activities and products.to liaise with the stakeholders such as the community, businesses and other departments. Formulate, direct and coordinate marketing activities and policies of the college. Participate in promotional activities to market the image of the college. Work closely with stakeholders to support campaigns and brand priorities, including strategizing and executing marketing automation campaigns.

Coordinate and all aspects of (Online) communication including print, video, publications, website maintenance and social media activities in order to support effectively the strategic objectives of the college and convey its key messages, devise and Implement creative and impactful marketing strategies for raising the college's visibility, profile and brand, create specific campaigns for long-term projects to meet agreed strategic priorities, income generation targets, and audience objectives developments, develop wider networks to pursue joint communication initiatives and develop effective PR campaigns

**Post:** Chief Accounting (Assets) SL 7  
**Salary Notch:** 226 611  
**Centre:** Central Office  
**Ref:** VTVET 32/2017

**Requirements:** Three year National Diploma in Financial Management/ logistics or relevant qualification with an accounting as a major subject, computer literacy, and at least three years' experience in asset management. Ability in understanding, interpreting and correctly applying of financial policy and prescripts. A Drivers licence.

**Duties:** Control all aspects of fixed asset i.e. recording, reconciliation and control in accordance with GRAP supervise and control on the campuses. Bar -coding of all campus assets. Receiving of all campus assets. Ensuring that that there is no unlawful movement of assets. Ensure that there are inventory lists and they are maintained all the time. Assist with asset verification. Assist during audit. Sound knowledge of PFMA and treasury Regulations.

**Post:** Accounting Clerk (Finance) SL 5  
**Salary Notch:** 152 862  
**Centre:** Central Office  
**Ref:** VTVET 33/2017

**Requirements:** three year National Diploma in Financial Management/ relevant qualification with accounting as major subject, at least 1 year experience in financial management. Ability in understanding, interpreting and correctly applying of financial policy and prescripts.

**Duties:** Control debtors in accordance with GRAP. Manage all financial administration in accordance with GRAP. Perform Bank reconciliations timeously. Capture all key data of financial transactions into the database. Assist with annual audits by providing information as requested by auditors. Proper filing of all financial documents

Applications must be submitted accompanied by (1) Z83 form obtainable from any public service Departments (2) Comprehensive CV, including at least three contactable references. (3) Certified copies of qualifications, ID document with original certification stamp. Forward applications, quoting the relevant reference number to the Chief Executive Officer, Vhembe TVET College, Private bag X2136, SBASA, 0970. Alternatively applications may be hand delivered to the HR Manager at central office, stand No 203. Unit A, SIBASA.

Closing date for applications is **08 September 2017 at 12:00**. Applications received after closing date will not be considered. If no contact is made within three months after closing date of this advertisement, please accept that it was unsuccessful. **Take note that all travel expenses shall be borne by applicant.** Communications will be done only with the successful candidates. All enquiries should be directed to Ms Makungo F at 015 963 3156.

