



VHEMBE TVET COLLEGE

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Stand no.: 203, Unit A, SIBASA

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

Post: Quality Assurance (SL 9) re-**Advertisement**

Salary notch: R356 289 – R419 679

Centre: Central Office

ref: VTVET 53/2018

Requirements: A recognised 3-year Diploma or Bachelor's degree in Quality assurance or relevant qualification. Five years actual and appropriate experience of which two years must be on a supervisory level. Knowledge of procedures including applicable regulations and skills applicable to administration. Knowledge of systems in the public service together administration experience will serve as an added advantage. Computer literacy skills with specific reference to MS Word, Excel and PowerPoint and an ability to work under pressure. Must have a valid Driver's licence.

Duties and responsibilities: To develop and implement safety, health, environment and quality (SHEQ) system at all College sites. To provide direction and advice to managers and staff regarding compliance requirement and college safety, health, environment and quality objectives. To develop QA and general SHEQ policies and procedures for the college. Implement appropriate standard in accordance with best practice to effectively manage quality matters in an integrated manner.

Post: Assistant Director Finance (SL 9) (re-**Advertisement**)

Salary notch: R356 289 – R419 679

Centre: Makwarela Campus

ref: VTVET 52/2018

Requirements: A recognised Diploma / Bachelor's degree in financial management or relevant qualification with financial accounting as major subjects coupled with five years actual and appropriate experience in financial / assets management of which two years must be on a supervisory level. Knowledge of financial systems/prescripts and procedures, treasury regulations and skills in the applicable management systems. Management of accounting in the public service and/or experience in TVET will serve as an added advantage. Must have a valid Driver's licence

Duties and responsibilities: Manage the campus finance, assets, inventory and procurements of goods. Manage campus bank reconciliation; control the accounting of state monies. Ensure proper administration and utilisation of petty cash and execution of College financial management policy. Ensure that all data is captured in the correct accounts. Manage the collection of revenue from debtors. Compile financial reports and submit to the Central Office Finance Section. Compile and control the

campus budget. Ensure that all bursaries are credited to the student's accounts as soon as they are approved by NSFAS. Manage all aspects of fixed assets i.e. Recording, reconciliation and controls in accordance to GRAP. Manage barcoding of assets & updating of assets register. Manage store room & stock level, perform monthly inventory reconciliation

Post: PL 2 Snr Lecturer
Salary notch: R328 953

Finance, Economics & Accounting (Makwarela Campus)
Office Admin & Tourism (Mashamba Campus)

ref: VTVET 51/2018
ref: VTVET 50/2018

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 and responsibilities: 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: Student Support Services PL 2
Centre: Shingwedzi Campus
Salary notch: R328 953

ref: VTVET 49/2018

Requirements: A recognised 3-year Diploma / Bachelor's Degree or an equivalent qualification, including a relevant 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 and responsibilities: 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: Lecturer PL 1 x 10

Salary notch: R185 769 – R414 432

English First Additional Language & Life Orientation (Thengwe Campus)	ref: VTVET 48/2018
Office Data processing & Computer Practice (Thengwe Campus)	ref: VTVET 47/2018
Business practice & Entrepreneurship (Thengwe Campus)	ref: VTVET 46/2018
Clothing production (Makwarela Campus)	ref: VTVET 45/2018
Electrical heavy current (Tshisimani Campus)	ref: VTVET 43/2018
Mathematics (Tshisimani Campus) x2	ref: VTVET 42/2018
Civil Engineering (Tshisimani Campus)	ref: VTVET 41/2018
Tourism (Tshisimani campus)	ref: VTVET 40/2018
Electrical Engineering (Mavhoi Campus) contract until December 2018	ref: VTVET 39/2018
Life orientation (Makwarela Campus)	ref: VTVET 61/2018

Requirements: A recognised 3-year relevant National Diploma / Bachelor's Degree, including a relevant professional qualification in education coupled with a minimum of 1-year appropriate experience. Experience working at a TVET College in the teaching and learning discipline will be an added advantage. Registration with SACE.

Duties and responsibilities: The successful candidate's responsibilities will be required to teach N4-N6 and NCV. To manage students and keep administrative records, ensure quality education and training, assess students' performance and support student's development.

Post: Administration Officer (Inventory) SL 8 **Re-advertisement**

Salary notch: R299 709pa

Centre: Central Office

ref: VTVET 38/2018

Requirements: A recognised 3-years Diploma or Bachelor's degree in Financial Management / accounting coupled with at least three years' actual and appropriate experience. Ability in understanding, interpreting and correctly applying of financial policy and prescripts. Knowledge of FIFO method. A Drivers licence. Knowledge of financial systems and procedures including applicable regulations and skills applicable financial systems, procedures and skills applicable to assets. Computer literacy skills with specific reference to MS Word, Excel and PowerPoint and an ability to work under pressure.

Duties and responsibilities: Perform and co-ordinate periodic inventory count for all campus and central office. Perform monthly inventory reconciliation. Update inventory register. Identify obsolete stock item, managing stock level. Supervision of college storerooms and any other duties assigned by the supervisor.

Post: Senior Administration Officer (Examination & registrations) SL 8

Salary notch: R299 709pa

Centre: Shingwedzi Campus

Centre: Thengwe Campus

ref: VTVET 37/2018

ref: VTVET 36/2018

Requirements: An appropriate 3-year Diploma or Bachelor's degree in administration or relevant qualification coupled with at least 3 years' experience in examination related duties. Experience working in examination related duties at a TVET College will be an added advantage.

Duties and responsibilities: Manage registrations of students. Manage examination venues and results for students; manage mark sheets and examination time table, Co-ordinate the preparations and submission of examination entries to the department. Co-ordinate and manage invigilation of examinations. Ensure that all stationery and materials are provided for during examinations. Receive examination results and certificates, and ensure that they are appropriately distributed. Keep up to date with all the relevant policies and procedures that govern the smooth running of examination as laid down by the Department and other examination bodies.

Post: Senior Provisioning Administration Officer SL 8

Salary notch: R 299 709pa

Centre: Central Office

ref: VTVET 60/2018

Diploma/Degree in Financial Management/ Accounting or Supply Chain Management/ coupled with at least 3 years' experience in Supply Chain Management. Knowledge of financial systems and procedures, treasury regulations and skills in the applicable management systems. Knowledge of SCM system in the public service. Must have Knowledge of Computer system as well as MS Word, MS Excel and MS Power. Knowledge of applicable legislations, policies and procedures including continuing Education and training Colleges act 16 of 2006. (as Amended) ability to work independently and under pressure . Must have a valid Driver's licence.

Duties and responsibility: control compilation of Database, compilation of procurement plan, responsible for market analysis and approach, monitoring and compliance of SCM processes, Responsible for determining the selection methods for the appointment of consultant, responsible for advertisement of Bids and compiling of Bid documents, responsible for processing documents to Bid Committees, and ensure that specification are properly compiled and linked to the budget

Post: Administration Officer (Bursary) SL 7

Salary notch: R242 475

Centre: Shingwedzi Campus :

ref: VTVET 35/2018

Requirements: An appropriate three-years Diploma coupled with at least 3-year experience in administration of bursaries. Knowledge of Computer system as well as MS Word, MS Excel and MS Power Point. Experience in bursary administration will serve as an added advantage.

Duties and responsibilities: Manage students' bursaries and administration of student's affairs. Issue forms to students, assess bursary forms and compile list in order of merit, asses' forms ensuring all documentary evidence is provided and correct, process claim forms for students. Capture student's information in the means test. Assist the students to complete the Schedule of Particulars (SOP) properly and ensure that the same are submitted to the Central Office in time. Attend to all student queries regarding bursary.

Post: Network Controller SL 6

Salary Notch: R196 407

Centre: Mashamba

Centre: Shingwedzi

ref: VTVET 34 /2018

ref: VTVET 33/2018

An appropriate three years Bachelor Degree/ National Diploma Information Technology coupled with three years' relevant experience in local and wide area networks administration including system configuration, setups, trouble shooting, planning, designing, implementation, and user support especially in server technologies, telecommunication equipment including Microsoft office package. A valid driver's licence

Duties and responsibilities: Ensure day to day operation of campus computer network including hardware/software support, training, plans, design and implements data connectivity for local area network (LAN) and wide area networks(WAN) systems, wiring plans, installation, backup, maintenance, and problem solving, configuring, and maintenance system hardware and software, analyses and trouble shoots the network logs and tracks the nature and resolution of problems, monitors usage to ensure security of data and access privileges, install , supports and maintains both physical and virtual network servers and appliances, installs, maintenance and other technology staff as requested including performing scheduled networks-task, updating anti-virus definition-files, monitoring network servers, and providing internet and intranet user support and specialized training. Assist with the functioning of the database management system

Post: Secretary to the Campus Manager SL 5 x 2

Salary Notch: R163 563pa

Centre: Tshisimani Campus (re- Advertisement)

Centre: Shingwedzi Campus

ref: VTVET 32/2018

ref: VTVET 31/2018

Requirements: A recognised 3-years National Diploma or Bachelor's degree or equivalent qualification in Management Assistant / Office Management / Public Management/Secretary/ or administration with one (1) year experience as Personal Assistant / Secretariat, Grade 12 with 3 years actual and relevant experience. TVET College experience will be an added advantage. Proficiency in MS Office (Ms Word, Ms Excel, Ms PowerPoint, and Internet and Email). Excellent written and verbal communication skills, Ability to work independently and under pressure and must be willing to work extra hours. Good Minute taking and typing skills.

Duties and responsibilities: Provide administrative and secretariat support to the Campus Manager, including drafting correspondences, organize meetings and take minutes during meetings. Administrates internal and external correspondences. Manage the Campus Manager's diary on a daily basis. Taking custody of confidential and important documents.

Post: Accounting Clerk (Assets) SL 5

Salary notch: R163 563pa

Centre: Mavhoi Campus

ref: VTVET 30/2018

Requirements: three-year National Diploma in Financial Management/ Logistics computer literacy, and at least 1-year experience in asset management. Ability in understanding, interpreting and correctly applying of financial policy and prescripts.

Duties and responsibilities: Control all aspects of fixed asset i.e. recording, reconciliation and control in accordance with GRAP. Bar coding of all assets. Receiving of all assets. Updating of assets register, monthly depreciation runs and monthly reconciliation of assets register and GL account. Ensuring 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 x 2

Salary Notch: R163 563pa

Centre: Thengwe Campus

Centre: Shingwedzi Campus

ref: VTVET 29/2018

ref: VTVET 28/2018

Requirements: three-year National Diploma/ Degree in Financial Management/ accounting/ coupled with at least 1-year experience in financial management/ Grade 12 with 3 years actual and relevant experience. Ability in understanding, interpreting and correctly applying of financial policy and prescripts.

Duties and responsibilities: 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. Debts collections

Post: Administration Clerk (SL 5) Student Support Services

Salary notch: R163 563pa

Centre: Thengwe Campus

ref: VTVET 27/2018

Requirements: A recognised 3-years Diploma or Bachelor's degree in public Administration/ Management/ office Admin or relevant qualification with administration as major subject/s coupled with 1 year actual and appropriate experience/ Grade 12 with 3 years actual and relevant experience. Knowledge of administration and procedures including applicable regulations and skills applicable to administration, procedures and skills applicable to administration. Knowledge of systems in the public service together with administration experience will serve as an added advantage. Computer literacy skills with specific reference to MS Word, Excel and PowerPoint and an ability to work under pressure.

Duties and responsibilities: Provide administrative and professional support to students. Assist in administration of reports for all students' activities. Administration of SRC activities, administration of bursary, administration of 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 campus manager.

Post: Administration Clerk (SL 5)

Salary notch: R163 563pa

Centre: Shingwedzi

ref: VTVET 26/2018

Requirements: A recognised 3-years Diploma or Bachelor's degree in public Administration/ Management/ Human Resource Management/Financial Management or relevant qualification with administration as major subject/s coupled with 1 year actual and appropriate experience. Knowledge of either administration or human resources or financial systems and procedures including applicable regulations and skills applicable to administration, human resources or financial systems, procedures and skills applicable to administration. Knowledge of systems in the public service together with administration experience will serve as an added advantage. Computer literacy skills with specific reference to MS Word, Excel and PowerPoint and an ability to work under pressure.

Duties: administration of human resources, financial systems and processes at the campus. Assist campus management in the administration of logistics, photocopying and mail administration, Arrangement of campus events and campus functions, ensure compliance in the procurement of goods and services. Execute all other tasks as may be delegated from time to time.

Post: Data Capturer x 3 (SL 5)

Salary notch: R163 563pa

Centre: Makwarela Campus

Centre: Shingwedzi x 2

ref: VTVET 25/2018

ref: VTVET 24/2018

Requirements: An appropriate 3-year National Diploma or Bachelor's degree in Information Technology or relevant qualification with Computer Science or information processing as a major subject coupled with one-year experience in Data Capturing. Grade 12 with 3 years actual and relevant experience

Duties and responsibilities: Store completed documents in an appropriate location, compile, sort and verify the accuracy of data before it is entered. Compare data with source documents. Ensure the security of the stored data

Post: Messenger Driver x 3 (SL 4)

Salary notch: R136 800pa

Centre: Makwarela Campus

Centre: Shingwedzi

Centre: Central Office

ref: VTVET 23/2018

ref: VTVET 22/2018

ref: VTVET 21/2018

Requirements: Applicants must be in possession of at least a Grade 12 certificate and valid driver's licence as well as valid Professional Driving Permit. At least 2 years' practical experience as a driver.

Duties: Carry all colleges transport duties, drive and maintain college vehicles. To ensure delivery of mail between sites is done speedily and efficiently, to drive students and staff according to the schedule produced by the supervisor.

Post: General Workers x 25 (SL 2)

Salary notch: R96 549pa

Centre Makwarela Campus x 16

Centre: Shingwedzi x 05

Centre: Central Office x 1

Centre: Mavhoi Campus x 3

ref: VTVET20/2018

ref VTVET 19/2018

ref: VTVET 18/2018

ref: VTVET 17/2018

Requirements: must be able to read and write. Abet level 4/grade 12, testimonial and cleaning training certificate will serve as an added advantage. 2 years' experience working as a cleaner. **N.B** Preference will be given to local residence within the Municipality (**proof of residence to be attached**)

Duties: cleaning of offices and campus buildings including toilets, classrooms, cleaning campus premises, performing any other duties that will be delegated by the supervisor and cleaning during college activities in other college site.

Post: Grounds Man x 08 (SL 2)

Salary notch: R96 549pa

Centre: Shingwedzi Campus x 05

Centre: Mavhoi x 03

ref: VTVET 16/2018

ref: VTVET 15/2018

Requirements: must be able to read and write. Abet level 4 or equivalent qualification, testimonial and cleaning/ Gardening training certificate will serve as an added advantage. 2 years' experience working as a grounds man or gardener. **N.B** Preference will be given to local residence within the Municipality (**proof of residence to be attached**)

Duties: cleaning of surroundings. Cleaning campus premises, planting, cutting, watering, digging, loading and offloading, performing any other duties that will be delegated by the supervisor and cleaning during college activities in other college site.

Post: Farm worker's x 5(SL 2)

Salary notch: R96 549pa

Centre: Mashamba

Ref: VTVET 14/2018

Requirements: must be able to read and write. 2 years' experience working in the farm. A testimonial will serve as an added advantage.

Duties: report information about crops. Dig and plant seeds or transplant seedling by hand. Apply chemical crop protection. Clear and maintain irrigation ditches. Taking care of sick livestock. Count livestock daily. Cleaning of facilities and disposal of waste material. Performing any other duties that may be instructed by supervisor.

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 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 **10 August 2018 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. The College reserve the rights to withdraw any position at any time. All enquiries should be directed to Ms Makungo F at 015 963 3156.