



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
Stand no.: 203, Unit A, SIBASA

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

Post: Project Manager SL 9

Salary notch: R311 784

Centre: Central Office:

Ref: VTVET: 110/2016

Benefits: 37%

Nature of appointment: 3 years fixed contract

Requirements: A recognised 3-years national Diploma or Bachelor's degree in Project Management (NQF level 7) or relevant qualification with project management as major subject/s coupled with five (5) year actual and appropriate experience. Knowledge of administration/ skills development Management systems and procedures including applicable regulations and skills applicable to administration/ projects, Computer literacy skills with specific reference to MS Word, Excel and PowerPoint and an ability to work under pressure. Drivers licence

Duties: Management of short skills and Learnerships, the successful candidate will be responsible for mentoring short skills and Learnerships, provide report to management and external strategic stake holders, manage community engagements and need analysis, keep the management abreast of all aspects of skills management and community liaison. Prepare, manage plans, and report on all activities relating to the short skill and learnerships.

NB: 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 **14 December 2016 at 15:00**. 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. The college reserve the rights to withdraw any position. All enquiries should be directed to Ms Makungo F at 015 963 3156.

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

Post: Project Administrator (SL 6) x 3

Salary notch: R171 069 pa

Benefits: 37%

Nature of appointment: 3 years fixed contract

Centre: Thengwe

Ref: VTVET 111/2016

Centre: Mashamba

Ref: VTVET 112/2016

Centre: Musina

Ref: VTVET 113/2016

Requirements: A recognised 3-years national Diploma or Bachelor's degree in Administration or relevant qualification with an administration as a major subject with 2 years' actual and appropriate experience. Knowledge of either administration or financial systems and procedures including applicable regulations and skills applicable to administration, /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 power point. Experience in TVET College will serve as an added advantage.

Duties: provide administrative support to the skills and learnership office. Perform office activities and including typing and filling of documents. Arrange meetings. Facilitate basic financial management, perform all other office duties as may be required from time to time

NB: 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 **14 December 2016 at 15:00**. 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. The college reserve the rights to withdraw any position. All enquiries should be directed to Ms Makungo F at 015 963 3156.

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

Post: Lecturer PL 1 x 13

Salary notch: R160 902

Nature of appointment: permanent

Centre: Mashamba (Tourism)

Ref: VTVET 114/2016

Centre: Mashamba (Life Orientation)

Ref: VTVET 115/2016

Centre: Thengwe (Civil Engineering) x 2

Ref: VTVET 116/2016

Centre: Thengwe (mathematic & maths Literacy)

Ref: VTVET 117/2016

Centre: Thengwe (Applied accounting/new venture)

Ref: VTVET 118/2016

Centre: Thengwe (Financial management farming)

Ref: VTVET 119/2016

Centre: Thengwe (Office data processing)

Ref: VTVET 120/2016

Centre: Thengwe (data management farming)

Ref: VTVET 121/2016

Centre: Thengwe (English)

Ref: VTVET 122/2016

Centre: Thengwe (Clothing production) x 2

Ref: VTVET 123/2016

Centre: Thengwe (Office practice/business practice)

Ref: VTVET 124/2016

Centre: Makwarela (Hospitality & Tourism) x2

Ref: VTVET125/2016

Requirements: A recognised 3-year Diploma / Bachelor's Degree, including a 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 responsibility: 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.

NB: 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 **14 December 2016 at 15:00**. 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. The college reserve the rights to withdraw any position. All enquiries should be directed to Ms Makungo F at 015 963 3156.

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

Post: Senior Lecturer(x 02 posts) PL 2

Salary notch: R 287 862

Nature of appointment: permanent

Centre: Thengwe

Senior lecturer (Fundamentals)

Ref: VTVET 126/2016

Senior lecturer (Business Studies)

Ref: VTVET 127/2016

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. A driver's licence and 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.

NB: 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 **14 December 2016 at 15:00**. 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. The college reserve the rights to withdraw any position. All enquiries should be directed to Ms Makungo F at 015 963 3156.

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

Post: Senior Personnel Officer (SL 6)

Salary Notch: R171 069

Centre: Central Office

Ref: VTNET: 128/2016

Requirements: Diploma/ Degree in Human Resource Management coupled with at least 3 years' experience in Human Resource Management. Must have Knowledge of Computer system as well as MS Word, MS Excel and MS Power Point. Functional Knowledge of Persal. 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 .

Duties: Processing Recruitment and selection. Administering for all service conditions (Leave, pension, and termination of service, long service, and housing allowance, Verification of qualification, and. capturing of documents on persal.

NB: 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 **14 December 2016 at 15:00**. 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. The college reserve the rights to withdraw any position. All enquiries should be directed to Ms Makungo F at 015 963 3156.

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

Post: Personnel Officer (SL5)

Salary Notch: R142 461

Centre: Central Office

Ref: VTVET 129/2016

Requirements: Diploma/ Degree in Human Resource Management coupled with at least 1 year experience in Human Resource Management. Must have Knowledge of Computer system as well as MS Word, MS Excel and MS Power Point. 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 .

Duties: Processing Recruitment and selection. Administering for all service conditions (Leave, pension, and termination of service, long service, and housing allowance, Verification of qualification, and. capturing of documents on persal.

NB: 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 **14 December 2016 at 15:00**. 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. The college reserve the rights to withdraw any position. All enquiries should be directed to Ms Makungo F at 015 963 3156.

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

Post: Network Controller SL 6 (**12 months contract**)

Salary Notch: R171 069 – R201 507

Centre: Shingwedzi

Ref: VTVET 130 /2016

An appropriate three years Bachelor Degree/ Diploma Information Technology coupled with two 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

NB: 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 **14 December 2016 at 15:00**. 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. The college reserve the rights to withdraw any position. All enquiries should be directed to Ms Makungo F at 015 963 3156.

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

Post: General Workers SL 3(x3)

Salary Notch: R100 545 – R118 440

Centre: Mashamba

Ref: VTVET 131/2016

Requirements: must be able to read and write. Abet level 4 or equivalent qualification, testimonial and cleaning certificate will serve as an added advantage. 2 years' experience working as a cleaner.

Duties: cleaning of offices and campus buildings including toilets. Cleaning campus premises and performing any other duties that will be delegated by the supervisor.

NB: 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 **14 December 2016 at 15:00**. 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. The college reserve the rights to withdraw any position. All enquiries should be directed to Ms Makungo F at 015 963 3156.

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

Post: Tractor Driver SL 4

Salary Notch: R119 154

Centre: Mashamba

Ref: VTVET132/2016

Requirements: must be able to read and write. Abet level 4 or equivalent qualification, valid driver's licence. Tractor driving experience in the farm will serve as an added advantage.

Duties: the successful candidate will be responsible for removing of rubbish, cutting of grass, driving of tractors, harvesting, ploughing and maintenance of tractors. NB: 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 **14 December 2016 at 15:00**. 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. The college reserve the rights to withdraw any position. All enquiries should be directed to Ms Makungo F at 015 963 3156.

Erratum

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

Post: Administration Clerk x 15 (Data Capturer) SL 5 (**temporal during registration**)

Salary notch: R142 461

Centre: Makwarela

Ref: VTVET 96 /2016

Requirements: An appropriate 3-year National Diploma or Bachelor's degree with information processing as a passed subject coupled with One year Experience in Data Capturing.

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

NB: 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 **14 December 2016 at 15:00**. 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. The college reserve the rights to withdraw any position. All enquiries should be directed to Ms Makungo F at 015 963 3156.

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

Post: Secretary to the Campus Manager (SL 6)

Salary notch: R171 069 pa

Centre: Thengwe Campus

Ref: VTVET 90/2016

Requirements: A recognised 3-years national Diploma or Bachelor's degree in management assistant or secretarial with 1 year experience as personal assistant or secretary. Computer literacy skills with specific reference to MS Word, Excel and power point. Experience in TVET College will serve as an added advantage. Must be willing to work on weekends and extra hours

Duties: provide secretarial and administrative support to the office of campus manager. Perform office activities and secretarial assignments including typing and filling of documents. Arrange meetings. Keeping the diary up to date. Perform all other office duties as may be required from time to time.

NB: 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 **14 December 2016 at 15:00**. 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. The college reserve the rights to withdraw any position. All enquiries should be directed to Ms Makungo F at 015 963 3156.