



VHEMBE TVET COLLEGE

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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: Head of Departments (x 1) PL 3
Salary notch: R 342 753 – R779 253

Makwarela (IT & Electrical Re- Advertisement)

Ref: VTVET 38/2016

Requirements: A recognised 3-year Diploma / Bachelor's Degree or an equivalent qualification, including a professional qualification in education coupled with a minimum of 5 years' actual and appropriate experience. Management 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. 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: Ensure implementation of the campus curriculum in the specific faculty. Coordinate teaching and learning in the faculty. Manage all academic activities within the faculty including the management of time table, attendance, monitoring and evaluation. Ensure effective utilization of resources within the faculty. Provide professional support to lecturing staff and students. Keep the campus manager abreast of all aspects of administration and academic services in the faculty. Prepare and manage plans and report on all activities in the faculty. Manage and supervise assessment and examination process in the faculty including the timeous processing of all ISAT and ICASS activities and marks. Organise student support activities and registration. Supervision of all lecturers within the faculty.

Post: Senior Lecturer(x 12 posts) PL 2
Salary notch: R 287 862 – R719 643

Mashamba Campus (English)

Ref: VTVET39/2016

Mashamba Campus (Life Orientation)

Ref: VTVET 40/2016

Makwarela Campus (Civil Engineering)

Ref: VTVET 41/2016

Tshisimani Campus (Civil Engineering)

Ref: VTVET42/2016

Makwarela Campus (Life Orientation)

Ref: VTVET43/2016

Mavhoi campus (Civil Engineering)

Ref: VTVET 44/2016

Mavhoi Campus (Electrical & Chemical Engineering)

Ref: VTVET45/2016

Tshisimani campus (Information technology) **Re-Advertisement**

Ref: VTVET46/2016

Makwarela Campus (Information technology)
Makwarela Campus (Finance, Economics & Management)
Makwarela Campus (Marketing)
Makwarela Campus (Tourism)

Ref: VTVET47/2016
Ref: VTVET48/2016
Ref: VTVET49/2016
Ref: VTVET 50 /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.

Post: Lecturer (x15 posts) PL 1

Salary notch: R173 130 – R386 238

Mavhoi Campus (Electrical Engineering) x 3
Mashamba Campus (Office Administration)
Mashamba Campus (Mathematics)
Makwarela Campus (Chemical Engineering) x2
Tshisimani Campus (Electrical Engineering) x3
Tshisimani campus (Civil Engineering)
Makwarela Campus (Life Orientation)
Makwarela Campus (New Venture)
Makwarela Campus (Client service & human relation)
Makwarela Campus (Advertising & promotion)
Makwarela Campus (Mathematics)
Makwarela Campus (Office practice)
Makwarela Campus (Tourism operation)
Mashamba Campus (Data Management Farming)
Mashamba Campus (Farming Management)

Ref: VTVET51/2016
Ref: VTVET52/2016
Ref: VTVET53/2016
Ref: VTVET 54/2016
Ref: VTVET55/2016
Ref: VTVET 56/2016
Ref: VTVET 57/2016
Ref: VTVET58/2016
Ref: VTVET 59/2016
Ref: VTVET 60/2016
Ref: VTVET 61/2016
Ref: VTVET 62/2016
Ref: VTVET 63/2016
Ref: VTVET 64/2016
Ref: VTVET 65/2016

Requirements: A recognised relevant 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 and registration with SACE will be an added advantage.

Duties and responsibility: The successful candidate's responsibilities will be required to teach NCV and report 191. To manage students and keep administrative records, ensure quality education and training, assess students' performance and support student's development.

Post: Deputy Manager - Campus Administration (SL 9)

Salary notch: R311 784 – R367 254

Centre: Mashamba

Ref: VTVET 66/2016

Requirements: A recognised 3-year Diploma or Bachelor's degree in Administration or relevant qualification with public administration as major subject/s coupled with five years actual and appropriate experience of which two years must be on a supervisory level. Knowledge of either administration or human resources or financial systems and 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 responsibility: Management and administration of human resources, financial systems and processes at the campus. Assist campus management in the administration and management of stores, supply chain and logistics. Arrangement of marketing events and campus functions, ensure compliance in the procurement of goods and services. Supervise the financial transactions at the campus and ensure that monthly reconciliations are properly executed. Execute all other tasks as may be delegated from time to time.

Post: Quality Assurance (SL 9)

Salary notch: R311 784 - R367 254

Centre: Central Office

Ref: VTVET 67/2016

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 responsibility: 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)

Salary notch: R311 784 - R367 254

Centre: Makwarela Campus

Ref: VTVET 68/2016

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 management of which two years must be on a supervisory level. Knowledge of financial systems and procedures, treasury regulations and skills in the applicable management systems. Must have a valid Driver's licence. Knowledge of financial system in the public service and/or management accounting experience, experience in TVET will serve as an added advantage.

Duties: Manage the campus finance section and subordinates. Manage campus bank reconciliation; control the accounting of state monies at campus level. Ensure proper administration and utilisation of petty cash and execution of College financial management policy. Manage the capturing of all financial data in the database. Ensure that all data is captured in the correct accounts. Ensure the correctness of data captured in the database. 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.

Post: Assistant Director: Human Resource Management (SL 9)

Salary Notch: R311 784 - R367 254

Centre: Central Office

Ref: VTVET: 69/2016

Requirements: Diploma/ Degree in Human Resource Management coupled with at least five years' experience in Human Resource Management of which two years must be in a supervisory level. Must have Knowledge of Computer system as well as ITS, 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 . Must have a valid Driver's licence. Experience in a TVET sector will be an added advantage

Duties: Manage and responsible for all service conditions e.g. Leave, pension and termination of service. Manage Recruitment and selection. Manage Verification of qualifications. Compiling reports to College Council, HR committee and management, review and implement all HR policies, maintain approved staff establishment on persal system. Supervision of staff. Manage persal activities. Manage all HR records. Comply with all applicable legislation, procedures and practices applicable to the public Service. Capturing of documents on persal. Ability to demonstrate good interpersonal relations.

Post: Assistant Director Supply Chain Management (SL 9)

Salary Notch: R311 784 - R367 254

Centre: Central Office

Ref: VTVET 70/2016

Diploma/Degree in Financial Management/ Supply Chain Management or Logistics coupled with at least five years' experience in Supply Chain Management of which two years must be in a supervisory level. Knowledge of Supply Chain 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. Experience in a TVET sector will be an added advantage.

Duties: Manage and 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: Student Support Services PL 2

Salary notch: R267 531

Centre: Thengwe

Ref: VTVET 71/2016

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 student support framework in a TVET sector. 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 and responsibility: 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 provisioning Administration Officer (Assets) SL 8

Salary Notch: R262 272- R308 943

Centre: Central Office

Ref: VTVET 72/2016

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 there is no unlawful movement of assets. Ensure that there are inventory lists and they are maintained all the time. Supervise with asset verification. Assist during audit. Sound knowledge of PFMA and treasury Regulations.

Post: Senior Network Controller SL 8

Salary Notch: R262 272

Centre: Central Office

Ref: TVET 73/2016

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 central office and 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: Senior Provisioning Administration Officer SL 8

Salary notch: R262 272

Centre: Makwarela

Ref: VTVET 74/2016

Requirements: Three years National Diploma in Financial management/ logistics with three year experience in assets or store Management, Knowledge of logistic administration, sound knowledge of

PFMA and store management. Knowledge of computer system as well as MS Word, MS Excel and MS Power Point.

Duties: supervise and Control all aspects of fixed asset i.e. recording, reconciliation and control in accordance with GRAP for the campus. Supervise campus stores and fixed assets, bar coding of all campus assets. Receiving of all campus assets. Ensuring that there is no unlawful movement of assets. Ensure that there are inventory lists and they are maintained all the time. Managing stores, recording and registering the applications of the supplier on the data base, issuing and receiving goods. Perform stock count timeously. Supervising issuing of text books to students. Update of bin cards and tally cards timeously. Assist with asset management. Assist in bar-coding all assets in the campus. Assist with drawing up of specifications. Liaison with the Central Supply Chain section and make follow ups on submitted requisitions.

Post: Trades Man SL 6

Salary Notch: R171 069 – R201 507

Centre: Mavhoi Campus

Ref: VTVET 75/2016

Requirements: Three years relevant National Diploma with three 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: the incumbent will assist in maintenance and repairs technical faults related to mechanical, building, carpentry, painting, scaffolding, plumbing, welding, electrical, boiler operating, and cleaning equipment's. The successful candidate will be required to work at various campuses and work extended hours when required.

Post: Administration Officer x 2 (Bursary) SL 7

Salary notch: R211 194 – R248 781

Centre: Tshisimani

Centre: Thengwe

Ref: VTVET 76/2016

Ref: VTVET 77/2016

Requirements: An appropriate three year Diploma coupled with at least 3 year experience in administration. 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: Manage students' bursaries and administration of student's affairs. Issue forms to students, assess bursary forms and compile list in order of merit, assess 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: Principal Personnel Officer HRD (IQMS & PMDS) SL 07 (Re- Advertisement)

Salary Notch: R211 194 – R248 781

Centre: Central Office

Ref: VTVET 78/2016

Requirements: an appropriate three years National Diploma/Degree in HRD coupled with three years' experience in Human Resource PMDS and IQMS.

Duties and responsibilities: Implement human resource administrative practices, performance management (PMDS) and (IQMS), administering and monitoring PMDS & IQMS instruments. Ensure the compliance of the instruments. Conduct and organise trainings, recruit and placement of interns, arrange training courses with relevant personnel including inviting attendees, ensuring rooms setup is complete and obtaining feedback from participants. Provide induction training to all new starters. On annual manager, put together a training plan.

Post: Administration Officer (fleet management) SL 7

Salary notch: R211 194 – 248 781

Centre: Central office

Ref: VTVET 79/2016

Requirements: An appropriate 3-year Diploma or Bachelor's degree in administration/ transport management relevant qualification coupled with at least 3 years' experience in Transport/ fleet Management related duties. Experience working in fleet related duties at a TVET College will be an added advantage. A valid driver's licence.

Duties: daily issuing and allocating of college vehicle giving trip authorisation to the driver, ensure to manage fleet management, ensure to implement the transport policy to user of the college vehicles, compile monthly report for utilization of kilometres, number of days and accidents, consolidate all monthly kilometres for college cars

Post: Provisioning Administration Clerk (Stores) SL 6 x 3

Salary notch: R171 069 – R201 507

Centre: Makwarela Campus x 2

Centre: Thengwe Campus

Ref: VTVET 80/2016

Ref: VTVET 81/2016

Requirements: An appropriate National Diploma with 1 year experience in stores Management, Knowledge of logistic administration, sound knowledge of PFMA and store management. Knowledge of computer system as well as MS Word, MS Excel and MS Power Point.

Duties: Managing stores, issuing and receiving goods. Perform stock count timeously. Issuing of goods to campus staff and text books to students. Update of bin cards and tally cards timeously. Assist with stock taking. Assist with drawing up of specifications for stores items. Liaison with the Central Supply Chain section and make follow ups on submitted requisitions.

Post: Network Controller SL 6

Salary Notch: R171 069 – R201 507

Centre: Thengwe

Ref: VTVET 82 /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

Post: Senior Administration Clerk (Examination) SL 6(**Re-Advertised**)

Salary notch: R171 069 – R201 507

Centre: Makwarela

Ref: VTVET 83/2016

Requirements: An appropriate 3-year Diploma or Bachelor's degree in administration or equivalent 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 responsibility: 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: Assistant Librarian SL 6(**Re- Advertisement**)

Salary notch: R171 069 – R201 507

Centre: Tshisimani

Ref: VTVET 90/2016

Requirements: An appropriate Diploma in Information Management, two year experience in library services, knowledge of information management systems. A driver's licence.

Duties: Coordinate and manage library services, provide professional support to students and staff, develop and manage cost-effective library and information services, technology and media, ensure an accurate inventory of resources, ensure efficient retrieval by users, distribute material for cataloguing, determine type of cataloguing required.

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 College Council. Perform office activities and secretarial assignments including typing and filling of documents. Arrange meetings. Processing claim forms for council members. Compiling and packaging council documents from sub committees. Perform all other office duties as may be required from time to time.

Post: Administration Clerk (Bursary) SL 5(**Re-Advertisement**)

Salary notch: R142 461 – R167 814

Centre: Tshisimani

Ref: VTVET 91/2016

Requirements: An appropriate three year administration Diploma coupled with at least 1 year experience in administration. Knowledge of Computer system as well as MS Word, MS Excel and MS Power Point.

Duties: Manage students' bursaries and administration of student's affairs. Issue forms to students, assess bursary forms and compile list in order of merit, assess 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: Accounting Clerk (Assets) SL 5 x 2

Salary notch: R142 461 – R167 814

Makwarela:
Central Office:

Ref: VTVET 92/2016

Ref: VTVET 93/2016

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: 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: Admin Clerk(x2) SL 5

Salary Notch: R142 461 - R167 814

Centre: Central office

Ref: VTVET 94/2016

Requirements: A recognised 3-years Diploma or Bachelor's degree in Administration/ Human Resource Management/ Public 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: Office Administration to Curriculum Managers, administration of human resources, financial systems and processes at central office. Assist Curriculum section in the administration of correspondences, human resources, financial management, supply chain, logistics, photocopying, and mail administration, Arrangement of meetings and execute all other tasks as may be delegated from time to time.

Post: Grounds man x 02 (SL 3)
Salary notch: R100 545
Centre: Thengwe Campus
Ref: VTVET 95/2016

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 grounds man or gardener.

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

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 in Information Technology or Computer Science as a passed subject coupled with One year Experience in Data Capturing.

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: Secretary to the College Council (SL 7)
Salary notch: R211 194 – 248 781
Centre: Central Office
Ref: VTVET 97/2016

Requirements: A recognised 3-years national Diploma or Bachelor's degree in management assistant or secretarial with 3 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, knowledge of TVET governance policies will also be an added advantage.

Duties: provide secretarial and administrative support to the College Council. Perform office activities and secretarial assignments including typing and filling of documents. Arrange meetings. Processing claim forms for council members. Compiling and packaging council documents from sub committees. Perform all other office duties as may be required from time to time.

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. All shortlisted candidates will be subjected to background screening checks. 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 **02 December 2016 at 14:30**. 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. Failure to submit the requested documents will result in your application not being considered. The College reserves the right to withdraw any position at any time. All enquiries should be directed to Ms Makungo F at 015 963 3156.