



# 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 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:** Campus Manager x 3

**Post level:** 05

**Salary notch:** R453 246

**Centre:** Vhembe TVET College **Ref:** VTVET 57/2018, **Ref:** VTVET 58/2018, **Ref:** VTVET 59/2018.

**The positions are at Makwarela Campus, Thengwe Campus and Shingwedzi Campus, however, one may be required to work at any of the Campuses as may reasonably be required by the College.**

**N.B Vhembe TVET College Campuses are situated around Vhembe District municipality**

**Requirements:** A recognised 3-year Diploma / Bachelor's Degree or an equivalent qualification, including a professional qualification in education coupled with a minimum of 7 years' actual and appropriate experience of which 3 years must be a managerial 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 and responsibilities:** Responsible for general and administration of the campus academic curriculum development. Manage the overall operations of the campus and ensure the smooth that the campus teaching and learning take place. Manage students' academic performance and that of the lecturers and the administrative staff at the campus. Responsible for managing the Human Resource, Finance and Infrastructure activities of the campus. Responsible for effective implementation of DHET policies of plans ETC to realize the objective TVET. Provide support, guidance and mentorship to all manages of staff under their span control. To coordinate and oversee student activities as well as organize events. To provide superlative customer care and service catering to customer needs. To create positive and enthusiastic team spirit and maintain motivation and staff rapport effectively. To coordinate cordial and transparent communication between the campus, client, service providers and Central Office. To liaise with divisions daily, both informally and at scheduled meeting and communicate courteously to divisional heads and understanding their needs and expectations and cooperating with them at all times. To control the expenses budget, deal with petty cash according to Central Office procedures and maintain accurate accounting record and receipts

**Post:** Head of Department PL 3 X 2

**Salary notch:** R367 773 pa

**Centre:** Mavhoi Campus (Engineering report 191)

**Centre:** Makwarela (Life Orientation & English)

ref: VTVET 56/2018

ref: VTVET 55/2018

**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. 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 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 process in the section including timeous marking of question papers. Ensure adherence to policy on the attendance of classes and all other applicable policies.

**Post:** Head of Departments Primary Agriculture (PL 3) **Re-advertisement**

**Salary notch:** R 367 773

**Centre:** Mashamba

Ref: VTVET 54/2018

**Requirements:** A recognised 3-year Diploma / Bachelor's Degree in the field of agriculture including a relevant 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 and responsibilities:** Manage and control activities of the Department of primary agriculture. 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 timetable, 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:** Project Manager (SL 9)

**ref:** VTVET 81/2018

**Notch:** R367 773 pa

**Centre:** Central office

**Nature of appointment:** College Council 3 years fixed term contract

**Requirements:** an appropriate Bachelor's degree/ national Diploma (NQF level 6/7) or equivalent qualification specializing in construction. At least 3 years' experience in managing construction projects. A post graduate qualification will serve as an added advantage. Drivers licence is a prerequisite. Position requires individual with conceptual understanding of the rules and standards governing project administration and management and to ensure that the requirements of each project are spelt out by the job packaging/ statutory requirements. Risk management experience in project management. Good communication, written, spoken skills. Proficiency in analysing and solving problems related to projects. Outstanding human relation skills evident in the ability to work with the team and excellence in gathering help needed in developing a working project management plan. Strong ability to give attention to details as well as tested organisational skills. Strong knowledge and expertise in using modern information and communication technologies to project. Adhere to project specification, as well as to the regulatory body guidelines for the project (NIAMMS etc.). knowledge of procurement processes.

**Duties and responsibilities:** the incumbent will be responsible to supervise different task in completing construction or repairs and maintenance projects. Responsible for the flow of information from the college level project supervisor (the organisational point where the service/ project is requested) to the team regarding the project in the Department of Higher Education and Training(Department). Make arrangement for projects documentation on the recommendation and specification of the department and ensure that appropriate specifications are met. Meet the project owner, ensure that appropriate specifications are set, or meet a higher standard. Update information on the project management tools. Make arrangement of the project completion based on specifications of the project owner. Put a proficient team together to achieve the purpose of work in a changing circumstances and fixed circumstance, and in a responsive circumstance using leadership management expertise. Plan, commence, execute, supervise, and roundup assigned projects

**Post:** Lecturer PL 1 x 20

**Salary notch:** R185 769 – R414 432

Maths & Mathematics Literacy (Mashamba Campus)

**ref:** VTVET63/2018

Maths & Mathematics Literacy (Tshisimani Campus) **Contract**

**ref:** VTVET64/2018

Financial Accounting (Shingwedzi Campus) x 2

ref: VTVET65/2018

Entrepreneurship & Business Management (Shingwedzi Campus) x 2

ref: VTVET66/2018

Cost management & Accounting (Shingwedzi Campus)

ref: VTVET 67/2018

Management Communication (Shingwedzi Campus)

ref: VTVET 68/2018

Computer Practice (Shingwedzi Campus) x2

ref: VTVET69/2018

Computerised Financial System (Shingwedzi Campus)

ref: VTVET70/2018

Information Processing (Shingwedzi Campus) x2

ref: VTVET71/2018

Office Practice (Shingwedzi Campus) x2

ref: VTVET72/2018

Communication (Shingwedzi Campus)

ref: VTVET73/2018

Income tax (Makwarela Campus)

ref: VTVET74/2018

English (Tshisimani Campus)

ref: VTVET80/2018

Office data processing (Makwarela Campus)

ref: VTVET75/2018

Electrical Engineering (Tshisimani Campus) **Contract**

**ref:** VTVET76/2018

**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(Examination)SL 7

**ref:** VTVET 77/2018

**Salary notch:** R R242 475pa

**Centre:** Tshisimani

**Requirements:** A relevant 3-year Diploma or Bachelor degree 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 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:** Administration Clerk x 2 (Examination)SL5

**ref:** VTVET 78/2018

**Salary notch:** R 163 563

**Centre:** Tshisimani

**Requirements:** A relevant 3-year Diploma or Bachelor degree qualification coupled with at least one-year experience in examination / Grade 12 with 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:** administration of examination venues, administration of students results, mark sheets and examination time table, assist in Co-ordination, preparations and submission of examination entries to the department. Assist in Co-ordination of 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:** Administration Clerk x2 (Marketing & Branding) SL5

**ref:** VTVET79/2018

**Salary notch:** R163 563

**Centre:** Central office

**Requirements:** An appropriate 3-year Diploma or Bachelor's degree in Marketing Management coupled with at least one years' experience in marketing/ Grade 12 coupled with three years marketing experiences. Computer literacy skills with specific reference to MS Word, Excel, office and PowerPoint and an ability to work under pressure. Communication skills, well organised with customer-oriented approach.

**Duties and responsibility:** undertake daily administration task to ensure functionality and coordination of marketing section activities, assist in organising various projects, employ marketing analytics techniques to gather important data (social media, web analytics, rankings,) update spread sheet, database and inventories with statistical, financial and non-financial information. Assist in organising promotional events. Prepare and deliver promotional presentations, communicate directly with clients and encourage trusting relationship

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 **21 September 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.