



VHEMBE TVET COLLEGE

PRIVATE BAG X 2136
SIBASA
0970
LIMPOPO

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Stand no.: 203, Unit A, SIBASA

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

Post: Sign language interpreters (Lecturer) PL 1 x 2

VTVET 85/2018

Salary notch: R198 774

Nature of appointment: Contract

Centre: Makwarela Campus

Requirements: A recognised 3-year National Diploma / Bachelor's Degree, in inclusive education or relevant qualification coupled with a minimum of 1-year experience in South African sign language in a related environment, fluent sign language and Teaching experience will be an added advantage.

Duties and responsibility: The successful candidate's responsibilities will be required to interpret different subjects content in the classrooms of deaf students. Assist in preparations and teaching N4-N6 part time classes. To manage students and keep administrative records, student's performance and support student's development.

Post: Senior State Accountant SL 8

Salary notch: R243 747 pa

Centre: Makwarela campus

Ref: VTVET92/2018

Requirements: An appropriate Bachelor's Degree or National Diploma in Financial Management, accounting and Cost management & Accounting coupled with at least 3 years' experience in financial management. Ability in understanding, interpreting and correctly applying of financial policy and prescripts. Sound reasoning, mathematical and problem solving abilities. Knowledge of Computer system as well as MS Word, MS Excel and MS Power Point.

Duties: Manage the campus finance section and subordinates. Supervise 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. Supervise 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. Supervise 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: Head of Department PL 3

Salary notch: R391 677 pa

Centre: Makwarela Campus (Hospitality and/ or Tourism)

ref: VTVET 86/2018

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: Lecturer PL 1 x 04

Salary notch: R198 774 – R414 432

Clothing production (Thengwe Campus) x2

English (Mavhoi Campus) x2

ref: VTVET 87/2018

ref: VTVET88/2018

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: Senior provisioning Administration Officer (Assets) SL 8

Salary Notch: R299 709

Centre: Central Office

Ref: VTVET 89/2018

Requirements: Three-year National Diploma in Financial Management/Accounting/ cost management & accounting coupled with at least three years' experience in asset management. Ability in understanding, interpreting and correctly applying of financial policy and prescripts. A valid Driver's licence.

Duties: Control all aspects of fixed assets i.e. recording, reconciliation and control in accordance with GRAP, supervise, control & update assets register of the college. Bar -coding of all college assets. Receiving of all college assets. Ensuring that there is no unlawful movement of assets. Ensure that

there are inventory lists and they are maintained all the time. Supervise asset verification. update & Assist during audit. Sound knowledge of PFMA and treasury Regulations. recording the cost of newly-acquired fixed assets (both tangible and intangible), tracking existing fixed assets and accounting for the disposition of fixed assets

Post: Bursary Financial Aid Officer SL 7

Salary notch: R242 475

Centre: Central office

ref: VTVET 90/2018

Requirements: national three-year Diploma/ Bachelor degree in financial management, accounting and cost management accounting coupled with at least 3-year experience in administration of bursaries payments. Ability in understanding, interpreting and correctly applying of financial and bursary policies and prescripts. Planning and organising and interpersonal relation skill. Knowledge of Computer system as well as MS Word, MS Excel and MS Power Point and ITS. Working in TVET/ Higher Education institutions will serve as an added advantage

Duties and responsibilities: liaise with the college finance office regarding college bursary payments. Manage all campuses bursary payments. Create payments on spreadsheet, sort them and ensure payments of subsistence to bursary beneficiaries. Liaise with financial AID officers to create correct and verify spreadsheet. Make follow-ups to fast tracking payments to bursary beneficiaries. Communicate with NSFAS office to follow-up on the claims payments. Process all college bursary scheme (DHET, TVET, GCRA and private bursaries) from beneficiaries. Liaise with all campuses with regard to banking details of students. Receive and sort banking details, proper filling system and safeguard beneficiary's details. Attend all queries relating to bursary payments. Perform any other related duties that may be delegated by supervisor.

Post: Administration Clerk (Bursary) SL5

Salary notch: R163 563

Centre: Central office

ref: VTVET 91/2018

Requirements: An appropriate three-year Diploma coupled with at least 1-year experience in administration of bursaries/ grade 12 coupled with 3 years' administration of bursaries. Knowledge of Computer system as well as MS Word, MS Excel and MS Power Point and ITS. Experience in bursary administration will serve as an added advantage.

Duties and responsibilities: assist college students' bursaries and administration. 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 relevant offices. Attend to all college queries regarding bursary. To act as the first point of contact for all visitors to the bursary (parents, staff, pupils and visitors). To undertake administration work to support the bursary team, as directed by the supervisor. To perform any other duties required for the smooth running of college bursary

DATA BASE POSITIONS

Post: Lecturer PL 1 x 31

Salary notch: R185 769 – R414 432

Maths & Mathematics Literacy

ref: DVTVET01/2019

Financial Accounting	ref: DVTVET02/2019
Entrepreneurship & Business Management	ref: DVTVET03/2019
Cost management & Accounting	ref: DVTVET04/2019
Management Communication	ref: DVTVET05/2019
Computer Practice	ref: DVTVET06/2019
Computerised Financial System	ref: DVTVET07/2019
Information Processing	ref: DVTVET08/2019
Office Practice	ref: DVTVET09/2019
Communication	ref: DVTVET10/2019
Income tax	ref: DVTVET11/2019
English	ref: DVTVET12/2019
Office data processing	ref: DVTVET13/2018
Electrical Engineering	ref: DVTVET14/2018
Civil Engineering	ref: DVTVET15/2019
Chemical engineering	ref: DVTVET16/2019
Mechanical engineering	ref: DVTVET17/2019
Tourism	ref: DVTVET18/2019
Hospitality & Catering	ref: DVTVET19/2019
Office Admin	ref: DVTVET20/2019
Financial, Economic& Management	ref: DVTVET21/2019
Clothing production	ref: DVTVET22/2019
Management Assistant	ref: VDTVET23/2019
Public Relations	ref: DVTVET24/2019
Human Resource Management	ref: DVTVET25/2019
Farming Management	ref: DVTVET26/2019
Agricultural Management	ref: DVTVET27/2019
Applied Accounting	ref: DVTVET28/2019
Public Management	ref: DVTVET29/2019
Life Orientation	ref: DVTVET30/2019
Marketing management	ref: DVTVET31/2019

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 **28 December 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 7043/3156.