



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: Assistant Director Supply Chain Management (SL 9)

Salary Notch: R376 596- R443 601

Centre: Central Office

Ref: VTVET 47/2019

Requirements: Grade 12 certificate Diploma/Degree in Financial Management/ Supply Chain Management or Accounting 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 and responsibilities: 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: Assistant Director Business Studies

Salary Notch R470 040 – R553677 (SL10)

Centre: Central Office

Ref: VTVET 48/2019

Requirements: Grade 12 certificate and a recognised 3-year Diploma / Bachelor's Degree or an equivalent qualification, including a professional qualification in education coupled with a minimum of five (5) years' actual and appropriate experience. Management experience working at a TVET College in the academic discipline will be an added advantage. Ability to analyse, interpret policies and develop guidelines to support the campuses. 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 curriculum development and support services and library services in all sites of the college. Ensure the delivery of academic programmes and manage student academic support. Monitor the implementation of the campus curriculum including teaching and learning in all centres. Provide professional support to lecturing staff, students and management. Keep the DP academic abreast of all aspects of academic section in relation to curriculum. Prepare, manage plans, report on all activities relating to enrolments, curriculum delivery, assessment, examination and resulting process including adherence to policies and procedures. Execute academic tasks as may be delegated to you by the supervisor

Post: Assistant Director Internal Audit and Risk Management (SL 9)

Salary Notch: R376 596- R443 601

Centre: Central Office

Ref: VTVET 49/2019

Requirements: Grade 12 certificate and appropriate three (3) years degree or National Diploma in internal auditing/ Risk Management and financial accounting with internal audit as major subject at least five (5) years' experience in internal auditing or risk management environment. Knowledge of the public finance management Act, IIA standards, national treasury regulations. Skills and competencies: communication (written and verbal) interpersonal skills, financial management, computer skills, abilities to work in a team, independently, under pressure, client orientation, customer focus and research skills. The individual must be vibrant and dynamic person, the successful candidate must possess a valid driver's license

Duties and responsibilities: planning, reporting, scoping, and conduct audits assignments, Gather adequate, competent and useful audit evidence. manage administration of the internal audit activities. perform an ad-hock request from management. Conducting special audits and investigations where fraud, maladministration or other form of irregularity involving the college or property is known or suspected to have occurred; Prepare and review draft reports prepared, manage full audit cycle including risk management and control management over operations' effectiveness, financial reliability and administrative processes and systems. compliance with all applicable directives and regulations, determining internal audit scope and developing annual plans. Examine validity and reliability of financial, accounting and other data and report any deviations. Perform, facilitate administrative functions during external audit

Post: Student Support Services PL 2 (re- advertisement)

Centre: Shingwedzi Campus

Salary notch: R328 953

ref: VTVET 50/2019

Requirements: grade 12 certificate and 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: Senior Lecturer (engineering)

Salary notch: R347 703

Centre: Musina Campus

ref: VTVET 51/2019

Requirements: grade 12 certificate and 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: Lecturer PL 1 x 10
Salary notch: R R211 098
Centre: Makwarela Campus

Mathematics x 2
Chemical Engineering x 2
Mechanical engineering x 2
Electrical Engineering x 2
Life Orientation
Computerised Financial System

Ref: VTVET52/2019
Ref: VTVET53/2019
Ref: VTVET54/2019
Ref: VTVET55/2019
Ref: VTVET56/2019
Ref: VTVET57/2019

Requirements: A recognised 3-year relevant National Diploma / Bachelor's Degree coupled with a minimum of 1-year appropriate experience, relevant professional qualification in education, 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 report 191 and NCV program. To manage students and keep administrative records, ensure quality education and training, asses' students' performance and support student's development.

Post: State Accountant SL 7
Salary notch: R257 508
Centre: Central Office

Ref: VTVET58/2019

Requirements: Grade 12 certificate. Bachelor's Degree or National Diploma in Financial management/ accounting/ Cost management & accounting. computer literacy, at least 3 years' experience in financial management. Ability in understanding, interpreting and correctly applying all 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: Supervise and verify that expenditure is in line with budget and item provisioning. Responsible for timeously bank and creditors reconciliation. Review general ledger. prepare of audit files on a monthly basis. Assist with preparations of AFS. 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 into the data base. Ensure that all debtors are issued with statements timeously. Make follow ups with debtors regarding payments of outstanding funds. Ensure that all financial documents are properly filed for future reference.

Post: Accounting Clerk (Finance) SL 5 x 2

Salary Notch: 173 703

Centre: Central Office

Ref: VTVET 59/2019

Requirements: Grade 12 certificate with three years' diploma/ degree/level 4 in Cost management & accounting. at least 1-year experience in financial management. Ability in understanding, interpreting and correctly applying of financial policy and prescripts.

Duties: Control debtors in accordance with GRAP. Manage all financial administration in accordance with GRAP. Perform Bank reconciliations and reporting 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

Post: Data Capturer (SL 5)

Salary notch: R173 703pa

Centre: Mashamba Campus

ref: VTVET 60/2019

Requirements: Grade 12 certificate with 3 years actual and relevant experience, an appropriate 3-year National Diploma or Bachelor's degree qualification with Computer Science or information processing as a major 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

Posts: Administration Clerk (WBE & WIL) SL5 x2

Salary notch: R173 703pa

Centre: Central office

ref: VTVET 61/2019

Nature of appointment: three years' contract

Requirements: Grade 12 certificate and appropriate three-year administration Diploma/ degree / level 4 coupled with at least 1-year experience in administration / grade 12 coupled with 3 years' administration environment. Knowledge of Computer system as well as MS Word, MS Excel and MS Power Point and ITS. Experience in working at Student Support environment will serve as an added advantage

Duties and responsibilities: assist placement of students. Administration of placements stipend/ payments. Recruitment of SETA's funded and other donors. Uploading of student on SETA; s website. To perform any other duties required by the college. General administration of office. Compilation of reports and financial analysis, communicating with strategic stakeholders.

Post: Messenger Driver (SL 4)
Salary notch: R145 281pa
Centre: Musina Campus
Nature of appointment: Temporal

ref: VTVET 62/2019

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 (PDP). 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: Technical Officer (grade 8)
Salary: R316 791–R373 167
Centre: Rapid incubation center for entrepreneurship
Nature of appointment: three years' contract

ref: VTVET 63/2019

Requirements: Grade 12 certificate an appropriate 3-year National Diploma or Bachelor's degree qualification in technical field coupled with 3 to 5 years' experience in training and development, technical implementation and use of latest technologies and equipment in the technical centre. The incumbent must have Knowledge of enterprise development, new venture creation, project management system design and facilitation.

Duties and responsibilities: to provide technical guidance and assistance to the beneficiaries of CFE RI in the production of products and services. Coordinate and manage technical skills development and practical work through coaching and mentorship. Design learning material, facilitate education and training, conduct assessments to ensure quality learning and to maintain high efficiency and SMME development. Coordinate recruitment and assessment of CFE RI participants. Provide supervisory and coordinate role within the production facilities of the CFE RI's mini-factories

Post: Business Development Officer (grade 8)
Salary: R316 791–R373 167
Centre: Rapid incubation center for entrepreneurship
Nature of appointment: three years' contract

ref: VTVET 64/2019

Requirements: Grade 12 an appropriate 3-year National Diploma or Bachelor's degree qualification in Enterprise Development/ Business Management or Administration/ New Venture Creation coupled with 3 to 5 years' experience in business incubation, enterprise development, project management, innovation and technology-driven industries and facilitation.

Duties and responsibilities: ensure successful delivery of incubation service at CFE RI. Effective operation and use of CFE RI facilities and achievements of enterprise development goals and objectives. Establish and manage relationships with both public and private sector stakeholders, public sectors entities, colleges, university and research institutions for the benefits of SMME's and CFE RI. To work intimately with entrepreneurs and start-up companies of CFE RI incubation programme with the goal of ensuring effective incubation of innovative technology based ideas and growth of sustainability businesses.

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 **01 November 2019 at 12:30**. 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.