



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

Post: Assistant Director Artisan & Skills Development Centre SL 10

Notch: R470 040– R553 677

Centre: Central Office

ref: VTVET 02/2020

Requirements: Grade 12/level4 certificate and appropriate National Diploma / Bachelor Degree in engineering or equivalent qualification. An artisan trade qualification and experience as an artisan facilitator, assessor and moderator is a prerequisite. A qualification in Business Management including project management an added advantage. five years' work experience in the skills development sector, with a minimum of three years' experience at management level. Demonstration of an understanding of and experience in the implementation of all learning programmes, particularly to trades and artisan development in a SETA environment is required. Knowledge and understanding of SETAs, NSDS and legislation governing the implementation of artisan development programmes. Knowledge of the Skills Development Act, 1998. Knowledge of Skills Development Levies Act (SDLA), Knowledge of The South African Qualifications Authority (SAQA) Act, 1995. Knowledge of Occupational Health and Safety Act (OHS). Computer literacy. Leadership and management skills, project management skills and communication inclusive of presentation skills. Ability to work independently as well as in a team. Planning, organizing, leading and control skills. Research, report writing and presentation and A valid driver's license.

Duties and Responsibilities: Ensure growth by providing skills, learnerships, and apprenticeships. Establish partnerships with industries. Ensure placement of students with industries. Manage and facilitate registration of learning programmes. Facilitate the implementation of artisan development programmes. Represent the College in all artisan development forums. Develop and review procedures and templates for the implementation of the learning programmes. Ensure implementation of learning programmes policies. Conduct site visits to monitor the implementation of artisan development programmes. Facilitate the certification process for competent learners in accordance with relevant legislation and QCTO requirements. Ensure that the quality assurance functions are performed in accordance with the set regulations. Drive the growth of the Centre by generating new business opportunities for the College. Comply with DHET and College policies and procedures. Ensure accreditation of all programmes offered and workshops through the relevant accreditation institutions.

Email to: assistdirectapplications@vhembecollege.edu.za

Post: Assistant Director Occupational Health & Safety (SL 9)

Salary notch: R376 596 – R443 601

Centre: Central Office

ref: VTVET 03/2020

Requirements: Grade 12/level 4 certificate and a recognized 3-year Diploma or Bachelor in Social Science/ occupational health and safety (**OHS**) or relevant qualification coupled with five years actual and appropriate experience of which two years must be on a supervisory level. Knowledge of the Basic Conditions of Employment Act. Substantial knowledge of the Occupational Health and Safety Act and Regulation 85 of 1993(OHS) Substantial knowledge in Compensation for Occupational Injuries and Diseases Act 130 of 1993(**COIDA**) Knowledge of OHS surveys. Ability to interpret and apply relevant legislation and regulations. Knowledge of Health, Safety and Environmental legislation. Good working knowledge of Workman’s Compensation/COID systems in the public service 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 license.

Duties and Responsibilities: the successful candidate will be providing and maintain a safe, healthy working environment. Ensure workers' health and safety by providing Information, instructions, training. Inform health and safety of incidents, inspections, investigations, and inquiries. Conduct research analysis to identify determinants of ill-health, injury on duty and occupational diseases. Assist with the development of monitoring and evaluation tools for the implementation of a Monitoring and Evaluation framework. Train employees and OHS committees in the on the OHS Act to ensure compliance to OHS Act. Conduct Safety Audits. Risk assessments and hazardous task identification analysis for current, new or changed equipment, risks, processes and tasks to ensure that all employees, visitors and contractors are safe when entering the College. Advise/Inform Managers and facilities with reference to OHS Act. Establishment of OHS committees/training of OHS committee members and conducting of safety audits. Investigating workplace accidents and safety-related complaints. Compliance

Email to: assistdirectapplications@vhembecollege.edu.za

Post: Head of Departments PL3

Salary notch: R 414 003

Primary Agriculture (Mashamba campus)

Engineering (Tshisimani campus)

Business Studies (Thengwe campus)

Business Studies (Shingwedzi campus)

ref: VTVET 04/2020

ref: VTVET 05/2020

ref: VTVET 06/2020

ref: VTVET 07/2020

Requirements: Grade 12/ level 4 and A recognized 3-year Diploma / Bachelor's Degree in the field of agriculture and engineering 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 license and registration with SACE.

Duties and responsibilities: Manage and control activities of the Department 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. Organize student support activities and registration. Supervision of all lecturers within the faculty.

Email to: headofdeptapplication@vhembecollege.edu.za

Post: Snr Lecturer PL 2 x 4

Salary notch: R347 703

Engineering (Musina campus)

Business Studies (Shingwedzi campus)

Engineering (Shingwedzi campus)

Life Orientation (Makwarela campus)

Hospitality & catering (Makwarela Campus)

ref: VTVET01/2020

ref: VTVET08/2020

ref: VTVET 09/2020

ref: VTVET 10/2020

ref: VTVET 11/2020

Requirements: Grade 12/ level 4 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.

Email to: snrlecturepostapplication@vhembecollege.edu.za

Post: Senior Administration Officer Examination SL 8

Salary notch: R316 791

Centre: Mavhoi Campus

ref: VTVET 12/2020

Requirements: Grade 12/ level 4 certificate and an appropriate 3-year Diploma or Bachelor's degree in administration or relevant qualification coupled with at least three 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 registrations of students. 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.

Email to: adminpostapplication@vhembecollege.edu.za

Post: Employees Health and Wellness Practitioner (EHP) SL7 (**re-advertisement**)

Salary notch: R257 508

Centre: Central Office

ref: VTVET 14/2020

Requirements: Grade 12/level 4 certificate and Three years Degree in psychology or BA social science, Social work, BA psych, BA behavior with psychology as a major subject, with three-year experience working in EHP environment, Knowledge of computer system as well as MS Word,

MS Excel and MS Power Point. Valid driver's license. Knowledge on Employee Health and Wellness Integrated Strategic Framework in the Public Service. Sound knowledge of all four EHW Pillars, an in-depth knowledge in conducting counselling, psycho-education, and trauma-debriefing. Understanding of all Pillar processes and COID Act. Interpersonal relations skills, Communication skills (written, presentation, verbal and listening). Analytical thinking, problem solving and decision making skills, Innovative and creative, Project management skills, presentation skills, Strategic capability, Client orientation, Change management skills, report writing skills, confidentiality and code of ethics. Understanding of Public Service legislation, regulations and policies. Computer literacy in MS Word, Excel, PowerPoint and Outlook, Good coordination and report writing skills and a driver's license will be an added advantage.

Duties and responsibilities: Administer the Employee Health and Wellness Programme, Assist with the planning, coordination and implementation of all Health and Wellness interventions, Assist with the evaluation of the impact of employee health and wellness programmes, Provide education and awareness on health and wellness related issues, Provide advice and guidance to management and staff on EHW related matters, Ensure the monitoring and evaluation of the EHW, Benchmark EHW practices to ensure best practice in all EHW programmes for College staff, Promote health awareness and the facilitation of health-related events, activities and interventions (Wellness Day, HIV/AIDS, etc). Conduct counselling, psycho-education, and trauma-debriefing. Facilitate and monitor the implementation of any required recommendations made by the service providers. Ability to unpack and analyse the implementation of incapacity leaves and the management of sick leave trends, compiling submission on ill-health Retirement for the employees. Managing wellness centre, providing First-Aid to employees and management administration of Injury on duty. Active case management. Effective record management, Compiling and writing EHW reports

Email to: hr.applications@vhembecollege.edu.za

Post: Administration Officer (Bursary) SL 7 x2

Salary notch: R257 508pa

Centre: Mavhoi Campus

Centre: Mashamba Campus

ref: VTVET 15/2020

ref: VTVET 16/2020

Requirements: Grade 12/ level 4 certificate and appropriate three-years Diploma/ Degree coupled with at least 3-year experience in administration of bursaries or Grade 12/ level 4 with 3 years actual and relevant experience in bursary. 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 and responsibilities: Manage students' bursaries and administration of student's affairs. 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 Central Office in time. Attend to all student queries regarding bursary.

Email to: adminpostapplication@vhembecollege.edu.za

Post: Pay Roll Officer SL 7

Salary notch: R257 508

Centre: Central Office

ref: VTVET 17/2020

Requirements: Grade 12/level 4 certificate and National Diploma/ Degree in Accounting/Financial Management/cost management and accounting. Minimum of three years' experience in pay roll environment. Knowledge of Remuneration Policies and Payroll Administration. Knowledge of ITS system will serve as an added advantage.

Duties and responsibilities. Processing of payments on ITS system, Manual Salary calculations update personnel data on the system, processing of claim forms, Submission of EMP201, Submission of EMP501 in midyear and annually, Generating IRP5, Generating PAYE statement for finance, Application for tax clearance, administration of payroll and salary advises, reconciliation between BAS and persal payment transactions, supervising subordinates

Email to: hr.applications@vhembecollege.edu.za

Post: Personnel Practitioner Human Resource Development (IQMS & PMDS) SL 08

Salary Notch: R316 791

Centre: Central Office

Ref: VTVET 18/2020

Requirements: Grade 12/level 4 certificate and appropriate three years National Diploma/Degree in Human Resource Training & Development or relevant qualifications with HRD as a major subject coupled with three years' experience in Human Resource PMDS and IQMS environment

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 organize trainings, 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. Supervise subordinates

Email to : hr.applications@vhembecollege.edu.za

Post: Personnel Practitioner (Skills Development Facilitator) SL 08

Salary Notch: R316 791

Centre: Central Office

Ref: VTVET 19/2020

Requirements: Grade 12/ level 4 certificate and appropriate three years National Diploma/Degree or qualifications coupled with three years' experience as Skills development facilitator, candidate must be registered with the relevant services education and training Authority (SETA). SDF certificate will serve as an added advantage.

Duties and responsibilities: Develop the training and development plan. Conduct an analysis to determine outcomes of learning for skills development and other purposes. Provide information and advice regarding skills development and related issues. Conduct skills development administration in the College. Coordinate planned skills development interventions in the college. Identification of skills gaps and development in the college. Conducting skills audit. Drafting and implementing training plan. Developing training needs analysis. Liaise with training provider on approved and accredited training. Develop, Complete and submit College WSP to SETA, supervise subordinates

Email to: hr.applications@vhembecollege.edu.za

Post: Human Resource Development Clerk (IQMS & PMDS) SL 05

Salary Notch: R173 703pa

Centre: Central Office

Ref: VTVET 20/2020

Requirements: Grade 12/ level 4 certificate and appropriate three years National Diploma/Degree/ level 4 in Human Resource Training & Development or relevant qualifications with Human Resource Training and Development as a major subject coupled with one-year experience in Human Resource PMDS and IQMS environment

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 organize trainings, 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.

Email to: hr.applications@vhembecollege.edu.za

Post: Lecturer PL 1 x 5

Salary notch: R211 731

Life Orientation (Makwarela Campus)

ref: VTVET 21/2020

Computer Practice (Shingwedzi Campus)

ref: VTVET 22/2020

Office data processing (Tshisimani Campus)

ref: VTVET 23/2020

English x2 (Makwarela Campus)

ref: VTVET 57/2020

Requirements: Grade 12/ level 4 certificate and 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, asses' students' performance and support student's development.

Email to: lecturerpostapplications@vhembecollege.edu.za

Post: Administration Clerk (Bursary) SL 5

ref: VTVET 24/2020

Salary notch: R173 703pa

Centre: Mavhoi Campus

Nature of appointment: permanent

Requirements: Grade 12/ level 4 certificate and appropriate three-years Diploma/ Degree coupled with at least 3-year experience in administration of bursaries or Grade 12/ level 4 with 3 years actual and relevant experience in bursary. 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 and responsibilities: Manage students' bursaries and administration of student's affairs. 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 Central Office in time. Attend to all student queries regarding bursary.

Email to: adminpostapplication@vhembecollege.edu.za

Post: Project Administration Clerk (SL 5)
Salary notch: R173 703pa
Centre: Central Office
Nature of appointment: 12 months' contract

ref: VTVET 25/2020

Requirements: Grade 12/level 4 certificate and a recognised 3-years Diploma or Bachelor's degree in public Administration/ Management/ office Admin/ Management assistant / Public relation or relevant qualification with administration as major subject/s coupled with 1 year actual and appropriate experience/ Grade 12/ level 4 with 3 years actual and relevant experience. Knowledge of administration and procedures including applicable regulations and skills applicable to administration, 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.

Job description: checking the quality and assess applications to ensure compliance. Checking the maintenance applications that comes through emails using check list. Assist in drawing site plans. assist in compiling maintenance plan application in order to get approval of funding. Compile circular, memorandums and report on maintenance progress. Taking minutes and queries during maintenance workshops. Attending and responding to client queries. Sending acknowledgement letters of receipts. recording and filling of documents electronically. Manage documents control. Organise and arrange meetings. Handling incoming and outgoing emails and telecommunication with stake holders

Email to: adminpostapplication@vhembecollege.edu.za

Post: Messenger Driver SL4 (re-advertisement)
Salary notch: R145 281-
Centre: Shingwedzi

Ref: VTVET 26/2020

Requirements: Grade 12/level 4 certificate and valid driver's licence as well as valid Professional Driving Permit. 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.

Email to: adminpostapplication@vhembecollege.edu.za

DATA BASE POSITIONS FOR PARTIME LECTURERS

Post: Lecturer PL 1 x 30

Salary notch: rate per hour for partime lecturer

Entrepreneurship & Business Management	ref: DDTVET27/2020
Cost management & Accounting	ref: DDTVET28/2020
Management Communication	ref: DDTVET29/2020
Computer Practice	ref: DDTVET30/2020
Computerized Financial System	ref: DDTVET31/2020
Information Processing	ref: DDTVET32/2020
Office Practice	ref: DDTVET33/2020
Communication	ref: DDTVET34/2020
Income tax	ref: DDTVET35/2020
English	ref: DDTVET36/2020
Office data processing	ref: DDTVET37/2020
Electrical Engineering	ref: DDTVET38/2020
Civil Engineering	ref: DDTVET39/2020
Chemical engineering	ref: DDTVET40/2020
Mechanical engineering	ref: DDTVET41/2020
Tourism	ref: DDTVET42/2020
Hospitality & Catering	ref: DDTVET43/2020
Office Admin	ref: DDTVET44/2020
Finance, economic& management	ref: DDTVET45/2020
Clothing production	ref: DDTVET46/2020
Management Assistant	ref: VDTVET47/2020
Public relations	ref: DDTVET48/2020
Human Resource Management	ref: DDTVET49/2020
Farming Management	ref: DDTVET50/2020
Agricultural Management	ref: DDTVET51/2020
Applied Accounting	ref: DDTVET52/2020
Public Management	ref: DDTVET53/2020
Life Orientation	ref: DDTVET54/2020
Maths & Mathematics Literacy	ref: DDTVET55/2020
Financial Accounting	ref: DDTVET56/2020

Requirements: A recognized 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: candidates will be captured on the College Data base for urgent full time and parttime appointments. 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, asses' students' performance and support student's development.

Email to databasepostapplication@vhembecollege.edu.za

Email to databasepostapplication1@vhembecollege.edu.za

Email to databasepostapplication2@vhembecollege.edu.za

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. Applications must be emailed to relevant addresses. All shortlisted candidates will be subjected to background screening checks, verifications of **13 November 2020 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. 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. Travel expenses will be borne by applicant All enquiries should be directed to Ms Makungo F/Netshikhudini MA/ Chauke T at 015 963 3156/7091/7066.

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