



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 Marketing and Communication (SL 9)

Salary Notch: R376 596- R443 601

Centre: Central office

Ref: VTVET 08/2021

Requirements: Grade 12 certificate Diploma/Degree in Marketing/ Communication coupled with at least five years' experience in Marketing of which two years must be in a supervisory level. Excellent communication and organizational skills. Knowledge of Electronic Communication Act, Promotion of Access to information act. Client orientation and stakeholder engagement skills. Knowledge of Information Act, Public Service Act, ability to work independently and under pressure. 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) able to meet deadlines. Must have a valid Driver's licence. Experience in a TVET sector will be an added advantage.

Duties and responsibilities to manage Marketing and Communication services. Provision of internal and external communications services. Provision of marketing services. Provision of content management and media liaising services. Provision of language management services in terms of the Language Act. Develop internal communications strategy. Provide internal and external communication support. Coordination and operational tasks to maintain and improve online, internal and social media operations and ensure that they integrate with the college strategies and plans. Manage internal communication publication. Develop an internal staff newsletter. Source content and liaise with different stakeholders for internal news. Develop a long-term news diary of events to support internal publications. Manage college branding and provide communication support to college campaigns.

Post: Assistant Director Head of Administration (SL 9)

Salary Notch: R376 596- R443 601

Centre: Tshisimani Campus

Ref: VTVET 09/2021

Requirements: Grade 12 certificate Diploma/Degree in Administration coupled with at least five years' experience in Administration environment of which two years must be in a supervisory level. Excellent communication and organizational skills. Knowledge of public regulations, labour relations act, basic conditions of employment act applicable legislations, policies and procedures including continuing Education and training Colleges act 16 of 2006. (As Amended) ability to

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work independently and under pressure. 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, able to meet deadlines. Must have a valid Driver's licence. Experience in a TVET sector will be an added advantage.

Duties and responsibilities: Manage Campus Administration. Provision of general administration support services. Provision of academic and student administration support services guidelines and standard operating procedures. 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: Head of Departments PL 3 x 5

Salary notch: R 414 003

Engineering/Business Studies (Musina Campus)

Ref: VTVET 10/2021

Engineering Studies (Tshisimani Campus)

Ref: VTVET 11/2021

Engineering Studies (Shingwedzi Campus)

Ref: VTVET 12/2021

Business Studies (Shingwedzi Campus)

Ref: VTVET13/2021

Business Studies (Thengwe Campus)

Ref: VTVET14/2021

Requirements: Grade 12 and a relevant 3-year Diploma / Bachelor's Degree including a relevant professional qualification in education coupled with a minimum of 5 years' actual and appropriate experience. 2 years Management experience working at a TVET College in the teaching and learning discipline will be an added advantage. Ability to analyses, 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. Must have 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 of Engineering and Business studies. 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. Being able to manage and supervise online using LMS.

Post: Snr Lecturer (PL 2) x 5

Salary notch: R347 703

Engineering (Shingwedzi Campus)

Engineering (Musina Campus)

Business Studies (Tshisimani Campus)

Business Studies (Shingwedzi Campus) x 2

Ref: VTVET15/2021

Ref: VTVET 16/2021

Ref: VTVET 17/2021

Ref: VTVET 18/2021

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. 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: VTVET19/2021

Ref: VTVET20/2021

Ref: VTVET21/2021

Ref: VTVET22/2021

Ref: VTVET23/2021

Ref: VTVET24/2021

Post: Campus Administrator SL 7 x2

Salary notch: R257 508

Centre: Shingwedzi Campus

Centre: Musina Campus

Ref: VTVET25/2021

Ref: VTVET26/2021

Requirements: Grade 12 certificate. Bachelor's Degree or National Diploma in Administration/ Human resource/ Public Management coupled with at least 3 years' experience in administration management. Ability in understanding, and problem solving abilities. Knowledge of Computer system as well as MS Word, MS Excel and MS Power Point. 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.

Duties: provide all campus administration. provision of general administration support services., financial systems and processes at the campus. Assist campus management in the administration and management of stores, supply chain and logistics, supervising facility management (Cleaning services, maintenance of infrastructure and fleet management). Administration of the human source management (leave matters), financial transactions at the campus and ensure that monthly reconciliations are properly executed. Execute all other administration tasks as may be delegated from time to time

Post: Employees Health and Wellness Practitioner (EHP) SL7

Salary notch: R257 508

Centre: Central Office

Ref: VTVET 27/2021

Requirements: A Senior Certificate/Grade 12. 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

Post: Secretary to the Campus Manager

Ref: VTVET28/2021

Salary level: 5

Salary Notch: R173 703

Centre: Mavhoi Campus

Requirements: Grade 12 or NCV level 4 coupled with one-year experience as secretary or three years' diploma/ bachelor degree qualification in Management Assistant / Office Administration / Public Management/administration. Proficiency in MS Office (Ms Word, Ms Excel, Ms PowerPoint, and Internet and Email). Excellent written and verbal communication skills, Ability to work independently and under pressure and must be willing to work extra hours. Good Minute taking and typing skills.

Duties: Provide administrative and secretariat support to the Campus Manager, including drafting correspondence and making travel arrangements. Organize meetings and take minutes during meetings. Administrates internal and external correspondences. Manage the campus manager's diary on a daily basis. Taking custody of confidential and important documents.

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) signed New 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, SIBASA, 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 **19 November 2021 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. people with disability are encourage to apply. All enquiries should be directed to Ms Makungo F/ Netshikhudini MA/ Chauke T at 015 963 70 66/91/95.