



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

**Post:** Head of Division PL3 x 1

**Ref:** VTVET 01/2022

**Salary notch:** R 421 473 pa

Engineering Studies (Mavhoi Campus)

**Requirements:** Grade 12 certificate or equivalent 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 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. 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:** Lecturer: PL1 x 3

**Salary notch:** R214 908 pa

Mathematics (Mavhoi Campus)

Operations Management (Makwarela Campus)

Electrical Engineering (Tshisimani Campus)

**Ref:** VTVET02/2022

**Ref:** VTVET03/2022

**Ref:** VTVET45/2022

**Requirements:** Grade 12 certificate or equivalent and a recognised relevant 3-year Diploma/ Bachelor's degree coupled with a minimum of 1-year appropriate experience. A professional qualification in education and experience working at a TVET College in teaching and learning discipline will be an added advantage. Registration with SACE.

**Duties:** The successful candidate's responsibilities will be required to teach NCV and report 191. To manage students and keep administrative records, ensure quality education and training, assess students' performance and support students' development.

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

**Salary notch:** R261 372

**Centre:** Central Office

**Ref:** VTVET 06/2022

**Requirements:** Grade 12 certificate or equivalent 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

**Post:** Campus Administrator SL 7 x1

**Ref:** VTVET07/2022

**Salary notch:** R261 372

**Centre:** Mavhoi Campus

**Requirements:** Grade 12 certificate or equivalent and a 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

Applications must be submitted accompanied by (1) signed new Z83 form obtainable from any public service Department or DPSA website (2) Comprehensive CV including at least three contactable references, (3) originally 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, 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 **18 February 2022 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 encouraged to apply. All enquiries should be directed to Ms Makungo F/ Netshikhudini MA/ Chauke T at 015 963 70 66/91/95.