



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:** Head of Division: Engineering Studies (PL3)

Ref: VTVET 67/2022

**Salary Notch:** R421 473 – R949 221 per annum

**Centre:** Mavhoi Campus

**Requirements:** Grade 12 certificate and a recognized 3-year Diploma / Bachelor's Degree in the field of Business studies 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. 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.

**Post:** Assistant Director Head of Administration (SL 9) **(Re-advertisement)**

**Ref:** VTVET 68/2022

**Salary Notch:** R382 245 per annum

**Centre:** Tshisimani Campus

**Requirements:** Grade 12 certificate and 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

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:** Senior Lecturer (PL2) x3

Business Studies: **(Makwarela Campus)**

Ref: VTVET 69/2022

Business Studies **(Thengwe Campus)**

Ref: VTVET 70/2022

Fundamental Studies **(Thengwe Campus)**

Ref: VTVET 71/2022

**Salary notch:** R353 979 - R876 609 per annum

**Requirements:** Grade 12 Certificate and a recognised relevant 3-year Diploma / Bachelor's Degree including a professional qualification in education coupled with a minimum of 3 years' actual and appropriate experience. 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. 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 timetable, 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:** Student Support Services (SL7) x2

**Centre:** Shingwedzi Campus

Mashamba Campus

**Salary notch:** R261 372 per annum

Ref: VTVET 72/2022

Ref: VTVET 73/2022

**Requirements:** Grade 12 certificate and a relevant 3-year Diploma / Bachelor's Degree or an equivalent qualification, coupled with a minimum of 2-3 years' actual and appropriate experience. 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 student support framework in a TVET sector. 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. A driver's licence.

**Duties and responsibility:** Provide student support services. Provide student counselling or referral services. Implement student work placement and Work Related Learning (WIL) policies. Provide career guidance. Implement the sports, recreation, arts and culture programmes for students in the campus. Facilitate student governance and student leadership development and exit support programme. 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. And any other related duties to be delegated by the college.

To undertake specific tasks with individuals or groups of students as directed by Campus Manager or other senior staff members, checking and controlling bursary applications received from students, computing NCV and reports 191 bursary forms into means test tool system. Manage any other SSS activities within the College.

**Post:** Senior Provisioning Administrative Officer (SL8)

**Centre:** Central Office

**Salary notch:** R316 791 per annum

Ref: VTVET 74/2022

**Requirements:** Grade 12 certificate and a recognised 3-year Diploma / Bachelor's Degree in Financial Management/ Accounting or Supply Chain Management or a relevant qualification, coupled with a minimum of 3 years in Supply Chain Management. Knowledge of financial systems, 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 point. Knowledge of applicable legislations, policies and procedures including Continuing Education and Training Act 16 of 2006 (As Amended). Ability to work under pressure. Must have a valid driver's licence.

**Duties and responsibility:** Control compilation of database and procurement plan, responsible for market analysis and approach, monitoring the compliance of SCM processes. Responsible for determining the selection methods for the appointment of consultant, responsible for advertisement of Bids and compilation of Bid documents, responsible for processing documents to Bid Committees and ensure that specifications are properly compiled and linked to the budget.

**Post:** Lecturers (PL1) x 7

Electrical Engineering (Mavhoi Campus) x1

Ref: VTVET 75/2022

Business Studies (Mashamba Campus) x2

Ref: VTVET 76/2022

Business Studies (Thengwe Campus)x2

Ref: VTVET 77/2022

**Electrical Engineering** (Makwarela Campus) x1 **re- Advert**

Ref: VTVET 78/2022

Engineering Mathematics ( Makwarela Campus)x1 **re-Advert**

Ref: VTVET 79/2022

**Salary notch:** R214 908 – R631 236 per annum

**Requirements:** Grade 12 certificate and a recognised relevant 3-year Diploma/ Bachelor's degree coupled with a minimum of 1-year appropriate experience. A professional qualification in education. Experience working at a TVET College in 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 NCV and report 191. To manage students and keep administrative records, ensure quality education and training, assess students' performance and support students' development.

Applications must be submitted accompanied by (1) new Z83 (signed with initials) form obtainable from any public service Department or DPSA website (2) Comprehensive CV including at least three contactable references and (3) qualifications , quoting the relevant reference number to the Principal Vhembe TVET College, Private bag X2136, Sibasa, 0970. **Only shortlisted candidates will be required to submit certified copies of original documents.**

Alternatively, applications may be hand delivered to the HR Assistant Director at central office, stand No 203. Unit A, SIBASA. Closing date for applications is **17 October 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.