



higher education
& training

Department
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

VHEMBE TVET COLLEGE

Central Office
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SIBASA
LIMPOPO,0970

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Site 203, Unit A, SIBASA, 0970



VHEMBE TVET COLLEGE

Applications are hereby invited from suitably qualified and knowledgeable individuals to be appointed in permanent posts created in terms of the Continuing Education and Training Act 16 of 2006 (As Amended).

Post: Provisioning Administration Clerk (Stores) SL 5

Centre: Tshisimani Campus

Salary notch: R176 310

Ref: VTVET 80/2022

Requirements: Grade 12 Certificate and appropriate National Diploma with 1-year experience in stores Management, Knowledge of logistic administration, sound knowledge of PFMA and store management. Knowledge of computer system as well as MS Word, MS Excel and MS Power Point.

Duties: Managing stores, issuing and receiving goods. Perform stock count timeously. Issuing of goods to campus staff and text books to students. Update of bin cards and tally cards timeously. Assist with stock taking. Assist with drawing up of specifications for stores items. Liaison with the Central Supply Chain section and make follow ups on submitted requisitions

Post: Data Capturer SL 4

Centre: Tshisimani Campus

Salary notch: R147 459

Ref: VTVET 81/2022

Requirements: Grade 12 certificate and appropriate 3-year National Diploma or Bachelor's degree qualification with information processing or data capture/ analysis as a passed subject coupled with One Year Experience in Data Capturing.

Duties and responsibilities: capture and 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. Validate, review and Provide report where necessary.

Post: Senior Lecturer (Electrical engineering) (PL2)

Centre: Mavhoi Campus

Salary notch: R353 979 - R876 609 per annum

Ref: VTVET 82/2022

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.

Geared for Excellence

Makwarela Campus Mavhoi Campus Mashamba Campus Tshisimani Campus Thengwe Campus Makhado Campus
info@vhembecollege.edu.za

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.

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.**

ERRATUM OF CLOSING DATE

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 **02 NOVEMBER 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 9637095/7066/7091

