

DEPARTMENT OF HIGHER EDUCATION AND TRAINING (CAPRICORN COLLEGE FOR TVET)
Capricorn College for Technical and Vocational Education and Training (TVET) is inviting applications from suitably qualified candidates to fill the following vacancies:

- APPLICATIONS** : Please forward all applications to: The CEO/Principal, Capricorn College for TVET, Private Bag X 9674, Polokwane, 0700 or hand deliver to Central Office at 16 Market Street, Polokwane, Registry Office
- CLOSING DATE** : 07 February 2017, applications received after the closing date or faxed applications will not be considered.
- NOTE** : Applications must be submitted on form Z83 obtainable from any public service department and must be accompanied by recently updated CV; certified copies of qualifications, academic records/transcripts and certified copy of ID (certification must be within three months). The successful candidate will be subjected to a security clearance and verification of qualifications. Interviewed candidates will be subjected to a competency assessment where necessary. Correspondence will only be entered into with short-listed applicants. The College /department reserves the right to withdraw any of the advertised posts at any time depending on the need. If you did not receive feedback from the college within 90 days of the closing date consider your application unsuccessful

OTHER POSTS

- POST 02/12** : **DEPUTY MANAGER: INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) - COLLEGE PERMANENT APPOINTMENT REF NO: CCTVET 30/01/2017**

- SALARY** : R 389 145.00-458 385.00 per annum Salary Level: 10
- CENTRE** : Central Office
- REQUIREMENTS** : M+3 years Degree or National Diploma in Computer Science/Information Technology/equivalent qualification plus five (5) years relevant work experience of which three (3) must be at supervisory level. Work experience at TVET sector will be an added advantage. Good communication skill (written and verbal), planning, organizing, problem solving and report writing skills.
- DUTIES** : Key responsibility areas: Not Limited To: to lead, manage and supervise operations in the ICT department. Manage WAN and LAN of the College. Manage and maintain all servers. Provide technical and management support on the College's ICT governance and operations matters. Manage the ICT budget. Oversee the management of day-to-day backups of the system. Install and maintain system and applications software. Manage all ICT related service contracts. Provide IT support to curriculum delivery.
- ENQUIRIES** : Maphutha OM 015 230 1828/1800 and Nyambi KS at 015 230 1801/1800

- POST 02/13** : **HEAD OF DEPARTMENT (SES): (BUSINESS STUDIES) REF NO: CCTVET 01/01/2017**

- SALARY** : R342 753.00 – R779 253.00 per annum Post Level: 3
- CENTRE** : Senwabarwana Campus
- REQUIREMENTS** : M+ 3 Degree or National Diploma in Business Studies plus a teaching qualification. Sound knowledge and experience of TVET Sector in NC (V) and Report 191 Business Studies programmes). Five years teaching experience (Theory and practical offerings) of which 3 years must be at supervisory level or at Education Specialist Level in the TVET sector. Qualified Assessor and Moderator will be an added advantage. Computer literacy. SACE registration certificate. Valid driver's license.
- DUTIES** : Key Performance Areas: Not limited to - to lead, manage and supervise teaching and learning in the department. Responsible for management of the department's budget. Assist and deputising the Campus Manager as a senior member of the campus management team in the overall running of the campus. Manage the Business Studies department. Compile time-tables for lecturers. Conduct subject meetings and Senior Lecturer meetings. Provide subject advisory services.

		Supervise Senior Lecturers and Lecturers. Oversee and manage examinations, assessments and certification. Participate in campus management issues. Supervise registration of students.
<u>ENQUIRIES</u>	:	Maphutha OM 015 230 1828/1800 and Nyambi KS at 015 230 1801/1800
<u>POST 02/14</u>	:	<u>HEAD OF DEPARTMENT (SES): (UTILITY STUDIES-HOSPITALITY, TOURISM AND SAFETY IN SOCIETY) REF NO: CCTVET 02/01/2017</u>
<u>SALARY</u>	:	R342 753.00 – R779 253.00 per annum Post Level: 3
<u>CENTRE</u>	:	Polokwane Campus
<u>REQUIREMENTS</u>	:	M+ 3 degree or National Diploma in Utility Studies plus a teaching qualification. Sound knowledge and experience of TVET Sector in NC (V) and Report 191 Utility Studies programmes. Five years teaching experience (Theory and practical offerings) of which 3 years must be at supervisory level or at Education Specialist Level in the TVET sector. Qualified Assessor and Moderator will be an added advantage. Computer literacy. SACE registration certificate. Valid driver's license.
<u>DUTIES</u>	:	Key Performance Areas: Not limited to - to lead, manage and supervise teaching and learning in the department. Responsible for management of the department's budget. Assist and deputising the Campus Manager as a senior member of the campus management team in the overall running of the campus. Manage the Utility Studies-Hospitality, Tourism and Safety in Society department. Compile time-tables for lecturers. Conduct subject meetings and Senior Lecturer meetings. Provide subject advisory services. Supervise Senior Lecturers and Lecturers. Oversee and manage examinations, assessments and certification. Participate in campus management issues. Supervise registration of students.
<u>ENQUIRIES</u>	:	Maphutha OM 015 230 1828/1800 and Nyambi KS at 015 230 1801/1800
<u>POST 02/15</u>	:	<u>EDUCATION SPECIALIST (MECHANICAL ENGINEERING STUDIES) REF NO: CCTVET 03/01/2017</u>
<u>SALARY</u>	:	R287 856.00 – R719 643.00 per annum Post Level: 2
<u>CENTRE</u>	:	Seshego Campus
<u>REQUIREMENTS</u>	:	M+3 years Degree or National Diploma in Mechanical Engineering Studies plus a teaching qualification. Minimum of three years teaching experience in the TVET Sector. Assessor & Moderator and/or Trade test certificates will be a strong recommendation. Valid driver's licence. Computer literacy. SACE registration certificate.
<u>DUTIES</u>	:	Key Performance areas: Not limited to: Supervise and manage teaching and learning in the department. Act as custodian of the Mechanical Engineering workshop. Must be able to teach at least four subjects in Mechanical Engineering Studies. Manage and supervise enrolments, examinations and assessments in the department. Plan, manage, facilitate and coordinate teaching and learning in the department. Perform administrative duties for the department.
<u>ENQUIRIES</u>	:	Maphutha OM 015 230 1828/1800 and Nyambi KS at 015 230 1801/1800
<u>POST 02/16</u>	:	<u>EDUCATION SPECIALIST (ELECTRICAL ENGINEERING STUDIES) REF NO: CCTVET 04/01/2017</u>
<u>SALARY</u>	:	R287 856.00 – R719 643.00 per annum Post Level: 2
<u>CENTRE</u>	:	Seshego Campus
<u>REQUIREMENTS</u>	:	M+3 years Degree or National Diploma in Electrical Engineering Studies plus a teaching qualification. Minimum of three years teaching experience in the TVET Sector. Assessor & Moderator and/or Trade test certificates will be a strong recommendation. Valid driver's licence. Computer literacy. SACE registration certificate.
<u>DUTIES</u>	:	Key Performance areas: Not limited to: Supervise and manage teaching and learning in the department. Act as custodian of the Electrical Engineering workshop. Must be able to teach at least four subjects in Electrical Engineering Studies. Manage and supervise enrolments, examinations and assessments in the department. Plan, manage, facilitate and coordinate teaching and learning in the department. Perform administrative duties for the department
<u>ENQUIRIES</u>	:	Maphutha OM 015 230 1828/1800 and Nyambi KS at 015 230 1801/1800

POST 02/17 : **EDUCATION SPECIALIST (ENGINEERING STUDIES) REF NO: CCTVET 05/01/2017**

SALARY : R287 856.00 – R719 643.00 per annum Post Level: 2
CENTRE : Ramokgopa Campus
REQUIREMENTS : M+3 years Degree or National Diploma in (any) Engineering Studies plus a teaching qualification. Minimum of three years teaching experience in the TVET Sector. Assessor & Moderator and/or Trade test certificates will be a strong recommendation. Valid driver's licence. Computer literacy. SACE registration certificate.

DUTIES : Key Performance areas: Not limited to: Supervise and manage teaching and learning in the department. Act as custodian of the Mechanical workshop. Must be able to teach at least four subjects in Engineering Studies. Manage and supervise enrolments, examinations and assessments in the department. Plan, manage, facilitate and coordinate teaching and learning in the department. Perform administrative duties for the department.

ENQUIRIES : Maphutha OM 015 230 1828/1800 and Nyambi KS at 015 230 1801/1800

POST 02/18 : **EDUCATION SPECIALIST (EXAMINATION OFFICER) REF NO: CCTVET 06/01/2017**

SALARY : R287 856.00 – R719 643.00 per annum Post Level: 2
CENTRE : Ramokgopa Campus
REQUIREMENTS : M+3 years Degree or National Diploma which includes education as a qualification. Three years teaching experience in the TVET sector. Sound knowledge of legislation regulating examinations and assessments. Computer literacy. Knowledge of students' data system (COLTECH/DB2000/ITS). A valid driver's license. Sound knowledge of time-tabling, moderator and assessor certificates will be added advantage. Registered with SACE

DUTIES : Key Performance areas: Not limited to: Ensure proper registration of students as per predetermined time frames. Ensure proper processing and capturing of students attendance, examination entries, tests and term marks. Manage uploading of results, processing of reports on analysis of performance and the issuing of individual results, certificates and reports for students. Exercise control over all functions and personnel under his/her supervision. Facilitation of EMIS within the campus.

ENQUIRIES : Maphutha OM 015 230 1828/1800 and Nyambi KS at 015 230 1801/1800

POST 02/19 : **ENVIRONMENTAL HEALTH AND SAFETY OFFICER- HYGIENIST (PERMANENT COLLEGE APPOINTMENT) REF NO: CCTVET 07/01/2017**
Name of Component: Finance: Infrastructure

SALARY : R 262 272.00-R308 942.00 per annum Salary Level: 8
CENTRE : Central Office
REQUIREMENTS : Matric +3 year Degree or National Diploma in Environmental Management/ Science or relevant qualification. A minimum of five (5) years' experience in the field of Occupational Safety, Health and Environment. Knowledge of prescripts and general legislation relating to Health and Safety. Good interpersonal and communication skills (verbal and written), high level investigative skills, report writing skills and planning ability, computer literacy (including Excel, Word, Access and PowerPoint) .Ability to liaise with internal and external bodies. A valid driver's license. Registration with HPCSA.

DUTIES : Key performance Areas: Not limited to; Manage and administer Health and Safety compliance issues at the College. Ensuring adherence to safety and health standards in accordance with OHSACT and COIDA. Carry out the following: health surveillance of premises, surveillance and prevention of communicable diseases, environments pollution control, food safety management. Conduct Hazard Identification and Risk Assessment (HIRA) across the college, conduct incident investigation and generate reports, conduct Health and Safety workshops for college staff, compile weekly, monthly, quarterly and annual health and safety statistics and reports.

ENQUIRIES : Maphutha OM 015 230 1828/1800 and Nyambi KS at 015 230 1801/1800

POST 02/20 : **SENIOR ADMIN OFFICER (CAMPUS ADMINISTRATION HEAD) 2 POSTS**
Name of Component: Campus Administration

SALARY : R262 272.00 – R308 942.00 per annum Salary Level: 8
CENTRE : Ref No: CCTVET 08/01/2017Senwabarwana and Ref No: CCTVET 09/01/2017
Ramokgopa

REQUIREMENTS : M+3 years Degree or National Diploma in Administration/Office Administration or relevant qualification in general management. At least five years working experience in the TVET Sector of which three years must be at the supervisory level. A valid driver's license. Knowledge and experience in working with students' database system will be a recommendation (Coltech/DB200/ITS or any related students data software). Good communication, problem solving and report writing skills. Sound knowledge of CET Act 16 of 2006, as amended.

DUTIES : Key Performance Areas: NOT LIMITED TO: to lead, manage and supervise all administration functions at the campus. Supervise Support Staff at the campus. Participate in the campus budgeting, planning and administration processes. Ensure that all financial administration policies are adhered to. Ensure that campus buildings and grounds are maintained. Liaise with suppliers on procured services. Assists with the management of campus budget and update the commitment register.

ENQUIRIES : Maphutha OM 015 230 1828/1800 and Nyambi KS at 015 230 1801/1800

POST 02/21 : **SENIOR STATE ACCOUNTANT (STORES) REF NO: CCTVET 10/01/2017**
Name of Component: Corporate Services

SALARY : R262 272.00 – R308 942.00 per annum Salary Level: 8
CENTRE : Central Office

REQUIREMENTS : M+3 years Degree or National Diploma in Logistics/ Business Administration or Supply Chain Management or relevant qualification in stores management. At least five years working experience in a public institution of which three years should be at supervisory level. A valid driver's license. Good communication, problem solving and writing skills. Software knowledge in logistics and transport management will be an added advantage. Sound knowledge of relevant legislature environment (Including PFMA, Treasury Regulations, DORA, etc.)

DUTIES : Key Performance Areas: Not limited to: to lead, manage and supervise all logistics and distribution functions of college. Keep track of quality, quantity, stock levels and deliveries. Directing, optimizing and coordination full order cycle. Liaise and negotiate with end users and suppliers. Conduct stock taking. Organize the storage and distribution of goods. Manage staff. Implement health and safety procedures.

ENQUIRIES : Maphutha OM 015 230 1828/1800 and Nyambi KS at 015 230 1801/1800

POST 02/22 : **SENIOR PROVISIONING ADMIN OFFICER (AUXILIARY SERVICES) REF NO: CCTVET 11/01/2017**
Component: Corporate Services

SALARY : R262 272.00 – R308 942.00 per annum Salary Level: 8
CENTRE : Central Office

REQUIREMENTS : M+3 years Degree or National Diploma in Records Management and/or Administration and/or Transport and Logistics/Business Management or equivalent qualification. At least five years working experience of which three years must be at supervisory level. A valid driver's license. A qualification and knowledge of software in fleet management will be added advantage. Computer literacy. Good communication, problem solving and writing skills.

DUTIES : Key Performance Areas: Not limited to: to lead, manage and supervise all functions in Auxiliary services (Fleet, Registry, Reception and cleaning services etc.). Supervise Staff. Implement health and safety procedures.

ENQUIRIES : Maphutha OM 015 230 1828/1800 and Nyambi KS at 015 230 1801/1800

POST 02/23 : **SENIOR STATE ACCOUNTANT (INCOME AND BUDGET) REF NO: CCTVET 12/01/2017**

Component: Financial Management

SALARY CENTRE REQUIREMENTS : R262 272.00 – R308 942.00 per annum Salary Level: 8
: Central Office
: M+3 years Degree or National Diploma in Accounting/Financial Management. Five (5) years' experience in income and budget management of which three years must be at supervisory level. Sound knowledge of relevant legislation which includes PFMA, Treasury Regulations, DORA, etc. Good communication, organization and supervisory skills. Ability to develop strategic plans. Ability to work independently and in a team under extreme pressure in a demanding environment. Ability to resolve problems, have a sense of responsibility, initiative, and creativity, be objective and demonstrate good work ethics as well as be service orientated towards Batho-Pele principals. A valid driver's license. Proven computer literacy, including advanced MS word, Excel and Power Point. Knowledge of management of institutional budgets.

DUTIES : Key Performance Areas: NOT LIMITED TO: Develop, review and ensure proper implementation of appropriate policies and procedures. Monitor income to ensure alignment with approved budget and cash flow projections. Compile annual budget. Compile monthly income reports. Monitor and ensuring that bank reconciliations are done monthly. Manage investments. Coordinate collection of student fees and other revenues. Manage debtors. Apply budget control measures. Supervise staff.
ENQUIRIES : Maphutha OM 015 230 1828/1800 and Nyambi KS at 015 230 1801/1800

POST 02/24 : **NETWORK CONTROLLER 3 POSTS**

SALARY CENTRE REQUIREMENTS : R 211 194.00-248 781.00 per annum Salary Level: 7
: Reference No: CCTVET 23/01/2017 Senwabarwana Campus, CCTVET 24/01/2017 Central Office and 25/01/2017 Ramokgopa Campus
: M+3 years Degree or National Diploma in Computer Science/Information Technology/equivalent qualification plus three (3) years relevant work experience. Good communication skill (written and verbal), planning, organizing, problem solving and report writing skills.

DUTIES : Key responsibility areas: NOT LIMITED TO: manage WAN and LAN at the campus. Manage and maintain servers. Provide user support. Solve end-user problems. Manage day-to-day backups of the system. Install and maintain system and applications software.
ENQUIRIES : Maphutha OM 015 230 1828/1800 and Nyambi KS at 015 230 1801/1800

POST 02/25 : **CHIEF PROVISIONING ADMIN CLERK (INFRASTRUCTURE DEVELOPMENT AND MAINTENANCE SERVICES) REF NO: CCTVET 26/01/2017**
re-advert

SALARY CENTRE REQUIREMENTS : R 211 194.00-R248 781.00 per annum Salary Level: 7
: Central Office
: M+3 years Degree or National Diploma in Public Management / Business Management/ Finance and/or Project Management. Certificate in Environmental Health or Environmental Science will be an added advantage. Computer literacy. Valid driver's license. Minimum of three (3) years' experience in maintenance and security. Strong planning, organising and effective communication skills, report writing skill, time management skill, conflict management, ability to work as a team with other stakeholders. Knowledge of policies related to infrastructure development and maintenance management.

DUTIES : Key responsibility areas: Not limited to: Ensure that the workplace meets the various safety requirements and ISO standards. Maintain college facilities (have sound knowledge of procurement process and procedures). Promote conducive working environment within the organization and conduct maintenance audits. Provide and maintain adequate facilities. Control and eliminate risk to the health and safety of employees. Assist in conducting safety risk assessments and making

recommendations. Supervise maintenance team and facilitate minor college maintenance.

ENQUIRIES : Maphutha OM 015 230 1828/1800 and Nyambi KS at 015 230 1801/1800

POST 02/26 : **PERMANENT LECTURER (OFFICE ADMINISTRATION) 2 POSTS**

SALARY CENTRE : R173 130.00 – R386 232.00 per annum Post Level: 1
: Ref No: CCTVET 13/01/2017 Senwabarwana Campus and Ref No: CCTVET 14/01/2017 Polokwane Campus

REQUIREMENTS : M+3 years Degree or National Diploma in Business Studies or Equivalent qualification which includes teaching as a qualification. Information processing and/or Office Data Processing are a requirement. Registration with SACE.

DUTIES : Key Performance areas: NOT LIMITED TO – Undertake all teaching and learning functions relating to Office Data Processing, Office Practice, Personal Assistant, Business Practice and New Venture Creation L2-L4 in National Certificate Vocational (NC(V) and relevant subjects in Report 191(NATED) programmes. Perform relevant administrative duties and assist with extra-curricular activities.

ENQUIRIES : Maphutha OM 015 230 1828/1800 and Nyambi KS at 015 230 1801/1800

POST 02/27 : **PERMANENT LECTURER (CIVIL ENGINEERING) REF NO: CCTVET 15/01/2017**

SALARY CENTRE : R173 130.00 – R386 232.00 per annum Post Level: 1
: Ramokgopa Campus

REQUIREMENTS : M+3 years Degree or National Diploma in Civil Engineering (Carpentry) which includes teaching as a qualification. Trade certificate in Carpentry will be an added advantage. Registration with SACE.

DUTIES : Key Performance areas: NOT LIMITED TO - Undertake all teaching and learning functions relating to Building Drawing N1-N3, Building & Structural Construction N4-N6 and Carpentry Theory N1-N3 subject in Report 191/NATED programmes. Perform relevant administrative duties and assist with extra-curricular activities.

ENQUIRIES : Maphutha OM 015 230 1828/1800 and Nyambi KS at 015 230 1801/1800

POST 02/28 : **PERMANENT LECTURER (CIVIL ENGINEERING) REF NO: CCTVET 16/01/2017**

SALARY CENTRE : R173 130.00 – R386 232.00 per annum Post Level: 1
: Ramokgopa Campus

REQUIREMENTS : M+3 years Degree or National Diploma in Civil Engineering (Bricklaying) which includes teaching as a qualification. Trade certificate in Bricklaying will be an added advantage. Registration with SACE.

DUTIES : Key Performance areas: NOT LIMITED TO - Undertake all teaching and learning functions relating to Building Drawing N1-N3, Building & Structural Survey N4-N6 and Bricklaying Theory N1-N3 subject in Report 191/ NATED programmes. Perform relevant administrative duties and assist with extra-curricular activities.

ENQUIRIES : Maphutha OM 015 230 1828/1800 and Nyambi KS at 015 230 1801/1800

POST 02/29 : **PERMANENT LECTURER (MECHATRONICS) REF NO: CCTVET 17/01/2017**
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SALARY CENTRE : R173 130.00 – R386 232.00 per annum Post Level: 1
: Polokwane Campus

REQUIREMENTS : M+3 years Degree or National Diploma as Mechatronic Mechanician/Technician /Technologist, as or in least two of the following sub-fields; Electrician, Electronics (signals), Millwright or IT specialist. Teaching qualification will be an added advantage. Must be able to teach the following subjects: Mechatronics system, Stored programme system, Machine Manufacturing/Computer Integrated manufacturing and Electro technology. Assessor & Moderator will be an added advantage Registration with SACE will be an added advantage.

DUTIES : Key Performance areas: Not limited to: Undertake all teaching and learning functions relating to Mechatronics subjects in National Certificate Vocational (NC

(V) programmes L 2- L4. Perform relevant administrative duties and assist with extra-curricular activities.

ENQUIRIES : Maphutha OM 015 230 1828/1800 and Nyambi KS at 015 230 1801/1800

POST 02/30 : **PERMANENT LECTURER (ITC) 2 POSTS REF NO: CCTVET 18/01/2017**

SALARY : R173 130.00 – R386 232.00 per annum
CENTRE : Polokwane Campus
REQUIREMENTS : M+3 years Degree or National Diploma qualification in IT, software development or equivalent. Teaching qualification, NCV training, qualified Assessor and moderator will be an added advantage. Registration with SACE.

DUTIES : Key performance areas: Not limited to: Undertake all teaching and learning functions relating to Information Systems, System Development, Computer Hardware and Software, System Analysis, Data Communication and Networking, Computer programming (VB-Net) and Multimedia Basic at level 2 to 4. Perform relevant administrative duties and assist with extra-curricular activities.

ENQUIRIES : Maphutha OM 015 230 1828/1800 and Nyambi KS at 015 230 1801/1800

POST 02/31 : **PERMANENT LECTURER (LIFE ORIENTATION) 4 POSTS**

SALARY : R173 130.00 – R386 232.00 per annum Post Level: 1
CENTRE : Seshego Campus x2 Posts Reference No: CCTVET 19/01/2017and Polokwane Campus x2 Posts Ref No: CCTVET 20/01/2017
REQUIREMENTS : M+3 years Degree or National Diploma in the relevant field which includes teaching as a qualification. ICDL qualification will be an added advantage. Registration with SACE.

DUTIES : Key Performance areas: Not limited to - Undertake all teaching and learning functions relating to Life Orientation curriculum components in the National Certificate Vocational (NC (V) L2-L4 programme (MS Word, MS PowerPoint, Microsoft Access and Microsoft Excel). Microsoft Office version 2010. Perform relevant administrative duties and assist with extra-curricular activities.

ENQUIRIES : Maphutha OM 015 230 1828/1800 and Nyambi KS at 015 230 1801/1800

POST 02/32 : **PERMANENT LECTURER (EDUCATION AND DEVELOPMENT) REFERENCE NO: CCTVET 21/01/2017**

SALARY : R173 130.00 – R386 232.00 per annum Post Level: 1
CENTRE : Seshego Campus
REQUIREMENTS : M+3 Years Degree or National Diploma in Early Childhood Development (ECD) which includes teaching as a qualification. Registration with SACE.

DUTIES : Key Performance areas: NOT LIMITED TO: Undertake all teaching and learning functions relating to Art and Science of Teaching L2 – L4; Human and Social Development L2 – L4; Learning Psychology L2 – L4 Early Childhood Development L2 – L4 in Report 191(NATED) programme. Perform relevant administrative duties and assist with extra-curricular activities.

ENQUIRIES : Maphutha OM 015 230 1828/1800 and Nyambi KS at 015 230 1801/1800

POST 02/33 : **PERMANENT LECTURER (MATHEMATICS) 3 POSTS REF NO: CCTVET 22/01/2017**

SALARY : R173 130.00 – R386 232.00 per annum Post Level: 1
CENTRE : Seshego Campus.
Requirements : M+3 years Degree or National Diploma which includes teaching as a qualification with Mathematics as a major subject. Registration with SACE.

DUTIES : Key Performance areas: NOT LIMITED TO: Undertake all teaching and learning functions relating to Mathematics in National Certificate Vocational (NC (V) L 2- L4 and Report 191(NATED) programmes. Perform relevant administrative duties and assist with extra-curricular activities.

ENQUIRIES : Maphutha OM 015 230 1828/1800 and Nyambi KS at 015 230 1801/1800

POST 02/34 : **PERMANENT LECTURER (MECHANICAL ENGINEERING) REF NO: CCTVET 31/01/2017**

SALARY : R173 130.00 – R386 232.00 per annum Post Level: 1
CENTRE : Seshego Campus
REQUIREMENTS : M+3 years Degree or National Diploma in Mechanical Engineering (Fitting and Turning) which includes teaching as a qualification. Trade certificate in Motor Mechanics will be an added advantage. Registration with SACE.

DUTIES : Key Performance areas: NOT LIMITED TO - Undertake all teaching and learning functions relating to Engineering Drawing N1-N3, Mechanotechnics N4-N6, Mathematics N1- N6, Mechanical Design N5 – N6 and Fitting and Turning Theory N1-N3 subjects in Report 191/ NATED programmes and related subjects in NC (V) programs. Perform relevant administrative duties and assist with extra-curricular activities.

ENQUIRIES : Maphutha OM 015 230 1828/1800 and Nyambi KS at 015 230 1801/1800

POST 02/35 : **PERMANENT LECTURER (ELECTRICAL ENGINEERING) REF NO: CCTVET 32/01/2017**

SALARY : R173 130.00 – R386 232.00 per annum Post Level: 1
CENTRE : Seshego Campus
REQUIREMENTS : M+3 years Degree or National Diploma in Civil Engineering (Bricklaying) which includes teaching as a qualification. Trade certificate in Electrical Engineering will be an added advantage. Registration with SACE.

DUTIES : Key Performance areas: Not limited to - Undertake all teaching and learning functions relating to Engineering Drawing N1-N3, Industrial Electronics N4-N6, Electrotechnics N4-N6, Mathematics N1- N6 and Electrical Theory N1-N3 subject in Report 191/ NATED programmes and related subjects in NC(V) programs. Perform relevant administrative duties and assist with extra-curricular activities.

ENQUIRIES : Maphutha OM 015 230 1828/1800 and Nyambi KS at 015 230 1801/1800

POST 02/36 : **LIBRARY ASSISTANT REF NO: CCTVET 27/01/2017**

SALARY : R 142 461.00-167 814.00 per annum Salary Level: 5
CENTRE : Senwabarwana Campus
REQUIREMENTS : M+3 years Degree or National Diploma in Library and Information Services or equivalent qualification. Relevant experience, Computer literacy (MS office application).

DUTIES : Key responsibility areas: Not limited to: Perform circulation desk procedures, such as checking in and out materials processes, withdraws, repairs, or reconditions library materials. Shelves library materials and reads shelves, sorts and routes mail. Assists with library programs such as partaking in induction program of the college and displays. Assists patrons with ready-reference questions and reader advisory, data searching. Performs other related work as required. Participate in textbook recovering program. .

ENQUIRIES : Maphutha OM 015 230 1828/1800 and Nyambi KS at 015 230 1801/1800

POST 02/37 : **ACCOUNTING CLERK 2 POSTS**

SALARY : R 142 461.00-167 814.00 per annum Salary Level: 5
CENTRE : Polokwane Ref No CCTVET 33/01/2017and Senwabarwana Campuses Ref No: CCTVET 34/01/2017
REQUIREMENTS : M+3 year Diploma in Accounting / B Com Accounting Degree. Relevant experience in finance environment will be an added advantage. Knowledge of PFMA and Treasury regulations. Good communication (verbal and written), planning, organising and interpersonal skills. Ability to function accurately and methodically under pressure .Computer literacy is a prerequisite. Valid driver's licence.

DUTIES : Key Performance areas: Verify project related claims such as stipend and suppliers before capturing a payment. Capture all project related claims for payment. Calculate stipends before capturing a payment. Post all project transactions on accounting system. Attend to all project related queries. Ensure compliance with

College and project policies, procedures and guidelines. Attend to any other duties requested by the supervisor.

ENQUIRIES : Maphutha OM 015 230 1828/1800 and Nyambi KS at 015 230 1801/1800

POST 02/38 : **GENERAL WORKER X 8 POSTS**

SALARY CENTRE : R100 545.00 –R118 440.00 per annum Salary Level: 3
 : Polokwane Campus (3 posts) and Central Office (5 Posts)
 Reference No: CCTVET 28/01/2017 Polokwane Campus and CCTVET 29/01/2017 Central Office

REQUIREMENTS : At least Grade 10/ABET level 2. Preference will be given to local residents within Polokwane Municipality (proof of residence to be attached).

DUTIES : Key responsibility areas: Not limited to: Must be able to read and write .Sound knowledge of gardening and cleaning services. This includes the following actions: Sweep entrance and surrounding areas. Ensure that building, grounds and gardening are well maintained. Cleaning of offices, classrooms and windows.

ENQUIRIES : Maphutha OM 015 230 1828/1800 and Nyambi KS at 015 230 1801/1800