

DEPARTMENT OF HIGHER EDUCATION AND TRAINING

The department is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity: (race, gender and disability) in the Department through the filling of posts and a candidate whose appointment, transfer or promotion will promote representivity will receive preference.

- CLOSING DATE** : 23 June 2017 at 16h00, applications received after the closing date or faxed applications will not be considered.
- NOTE** : Applications must be submitted on forms Z83 for Support Staff and EDP01 for Lecturers obtainable from any public service department and must be accompanied by a comprehensive CV and certified copies of qualifications. 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.

OTHER POSTS

POST 23/12 : **DEPUTY MANAGER: INFORMATION TECHNOLOGY (ASSISTANT DIRECTOR LEVEL 9)**

SALARY : R334 545 per annum
CENTRE : Central Office (Tzaneen)
REQUIREMENTS : An appropriate National Diploma/Bachelor's Degree in Information Technology or equivalent qualification. Five years relevant working experience in the IT industry or in an IT role of which two years must be on a supervisory level. Knowledge of different types of Information Communication Technology (ICT) systems and processes. Knowledge of Microsoft deployment server and volume licensing. Basic knowledge of project management monitoring and evaluation; ability to make presentation and good interpersonal skills; ability to mentor and coach subordinates. A+, N+ or MCSE certificates will be an added advantage. Must have a valid driver's license and Advanced computer skills.

DUTIES : Formulate ICT policies and procedures. Administer and monitor IT security and electronic access. Establish systems to safeguard hardware and data. Ensure computers are protected against viruses and malicious attacks. Maintain a disaster recovery plan and procedures. Maintain backup plans and test backups. Maintain the WAN and LAN networks. Provide specifications to the SCM Unit for the purchase of software and hardware. Manage the provision of IT training. Ensure that student computers are in compliance with examination regulations before each exam. Monitor the provision of software application support by the Network Controllers. Manage the schedule of computer repairs and maintenance, and installations. Provide IT staff with technical assistance were needed. Deploy Microsoft software and manage the licensing of software. Ensure the college meet the requirements of the Auditor General during annual audits. Manage Unit's budget and cash flow. Compile the annual operational plan. Conduct performance appraisals with Unit staff and arrange and monitor individual development.

ENQUIRIES : Mr P Mokhonazi Tel no: (015) 307 5440/3955
APPLICATIONS : Please forward your application, quoting the reference number to: The Principal, Letaba TVET College, Private Bag x 4017 Tzaneen, 0850 or hand deliver to: 1 Claude Wheatley Street. Correspondence will only be entered into with short-listed applicants. Applications received after the closing date or faxed and emailed applications will not be considered.

POST 23/13 : **LECTURER: TOURISM (REPORT 191) PL1 REF NO: KHC 2017/ 05-01**

SALARY : R185 769 per annum
CENTRE : King Hintsa TVET College – Centane Campus
REQUIREMENTS : Grade 12 or NC(V) Level 4 plus a relevant 3-year Degree/Diploma in Tourism; a Teacher's qualification; Teaching experience in a TVET College will be an added

advantage; Be able to teach Tourism N4, Accreditation as an Assessor and Moderator plus industrial experience would be a strong recommendation; ITS system knowledge will be added advantage; Advanced computer skills in MS Office (Word, Excel, PowerPoint, Outlook and internet); must be registered with SACE. Competencies: Computer skills in MS Word, MS Excel and PowerPoint. Ability to handle pressure and meet deadlines. Strong leadership, communication, monitoring and evaluation, problem solving and innovation skills. Good planning, organising, monitoring and evaluation skills.

DUTIES : Assist with enrolment, registration and induction of students. Facilitate general academic and career development of students. Prepare lesson plans and programme plan, compile PoA and PoE. Co-ordinate the procurement of the Programme's training needs. Provide guidance on syllabus, curriculum and learning outcomes. Implement and monitor all policies that have impact on teaching and learning within the department. Create a conducive classroom environment and ensure efficient classroom management and discipline of students. Liaise with Lecturers, Head of Departments and Student Support Officers in providing support interventions to students. Assess students, capture marks and maintain the necessary documents. Manage and monitor students' attendance. Moderate POEs' and POAs'.

ENQUIRIES APPLICATIONS : Mr MM Ndzame Tel no: (047) 401 6400
: Please Forward Your Application, Quoting The Reference Number to: The Principal, King Hintsa TVET College, Private Bag X3018, Butterworth, 4960 Or Hand Deliver to: 218 Mthatha Road Ibika Township, Butterworth.

POST 23/14 : **LECTURER HOSPITALITY (REPORT 191) PL1 REF NO: 2017/ 05-02**

SALARY CENTRE REQUIREMENTS : R185 769 per annum
: King Hintsa TVET College – Centane Campus
: Grade 12 or NC(V) Level 4 plus a relevant 3-year Degree/Diploma in Utility Studies/ Hospitality; a Teacher's qualification; Teaching experience in a TVET College will be an added advantage; Be able to teach Hospitality N4, Accreditation as an Assessor and Moderator plus industrial experience would be a strong recommendation; Advanced computer skills in MS Office (Word, Excel, PowerPoint, Outlook and internet); must be registered with SACE. Competencies: Computer skills in MS Word, MS Excel and PowerPoint. Ability to handle pressure and meet deadlines. Strong leadership, communication, monitoring and evaluation, problem solving and innovation skills. Good planning, organising, monitoring and evaluation skills.

DUTIES : Assist with enrolment, registration and induction of students. Facilitate general academic and career development of students. Prepare lesson plans and programme plan, compile PoA and PoE Co-ordinate the procurement of the Programme's training needs. Provide guidance on syllabus, curriculum and learning outcomes. Implement and monitor all policies that have impact on teaching and learning within the department. Create a conducive classroom environment and ensure efficient classroom management and discipline of students. Liaise with Lecturers, Head of Departments and Student Support Officers in providing support interventions to students. Assess students, capture marks and maintain the necessary documents. Manage and monitor students' attendance. Moderate POEs' and POAs'.

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POST 23/15 : **LECTURER: TOURISM (REPORT 191) 2 POSTS PL1 REF NO: KHC 2017/ 05-03**
Part Time (6 months' contract)

SALARY CENTRE REQUIREMENTS : R185 769 per annum
: King Hintsa TVET College – Kobonqaba Satellite Campus
: Grade 12 or NC(V) Level 4 plus a relevant 3-year Degree/Diploma in Tourism; a Teacher's qualification; Teaching experience in a TVET College will be an added

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| | | advantage; Be able to teach Tourism N4, Accreditation as an Assessor and Moderator plus industrial experience would be a strong recommendation; ITS system knowledge will be added advantage; Advanced computer skills in MS Office (Word, Excel, PowerPoint, Outlook and internet); must be registered with SACE. Competencies: Computer skills in MS Word, MS Excel and PowerPoint. Ability to handle pressure and meet deadlines. Strong leadership, communication, monitoring and evaluation, problem solving and innovation skills. Good planning, organising, monitoring and evaluation skills. |
| <u>DUTIES</u> | : | Assist with enrolment, registration and induction of students. Facilitate general academic and career development of students. Prepare lesson plans and programme plan, compile PoA and PoE. Co-ordinate the procurement of the Programme's training needs. Provide guidance on syllabus, curriculum and learning outcomes. Implement and monitor all policies that have impact on teaching and learning within the department. Create a conducive classroom environment and ensure efficient classroom management and discipline of students. Liaise with Lecturers, Head of Departments and Student Support Officers in providing support interventions to students. Assess students, capture marks and maintain the necessary documents. Manage and monitor students' attendance. Moderate POEs' and POAs'. |
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| <u>POST 23/16</u> | : | <u>LECTURER HOSPITALITY (REPORT 191) 2 POSTS PL1 REF NO: 2017/ 05-04</u> Part Time (06 months' contract) |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R185 769 per annum |
| | : | King Hintsa TVET College – Centane Campus |
| | : | Grade 12 or NC(V) Level 4 plus a relevant 3-year Degree/Diploma in Utility Studies/ Hospitality; a Teacher's qualification; Teaching experience in a TVET College, will be an added advantage; Be able to teach Hospitality N4, Accreditation as an Assessor and Moderator plus industrial experience would be a strong recommendation; Advanced computer skills in MS Office (Word, Excel, PowerPoint, Outlook and internet); must be registered with SACE. Competencies: Computer skills in MS Word, MS Excel and PowerPoint. Ability to handle pressure and meet deadlines. Strong leadership, communication, monitoring and evaluation, problem solving and innovation skills. Good planning, organising, monitoring and evaluation skills. |
| <u>DUTIES</u> | : | Assist with enrolment, registration and induction of students. Facilitate general academic and career development of students. Prepare lesson plans and programme plan, compile PoA and PoE. Co-ordinate the procurement of the Programme's training needs. Provide guidance on syllabi, curriculum and learning outcomes. Implement and monitor all policies that have impact on teaching and learning within the department. Create a conducive classroom environment and ensure efficient classroom management and discipline of students. Liaise with Lecturers, Head of Departments and Student Support Officers in providing support interventions to students. Assess students, capture marks and maintain the necessary documents. Manage and monitor students' attendance. Moderate POEs' and POAs'. |
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| <u>POST 23/17</u> | : | <u>LECTURER LIFE ORIENTATION AND ENGLISH PL1 REF NO: 2017/ 05-05</u> 06 months' contract. |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R185 769 per annum |
| | : | King Hintsa TVET College – Teko Campus |
| | : | Grade 12 or NC(V) Level 4 plus a relevant 3-year Degree/Diploma specialising in Life Orientation and English; a Teacher's qualification; Teaching experience in a |

- TVET College, Assessor and Moderator will be added advantages; Be able to teach Life Orientation and English in Levels 2-4. Advanced computer skills in MS Office (Word, Excel, PowerPoint, Outlook and internet); must be registered with SACE. Competencies: Computer skills in MS Word, MS Excel and PowerPoint. Ability to handle pressure and meet deadlines. Strong leadership, communication, monitoring and evaluation, problem solving and innovation skills. Good planning, organising, monitoring and evaluation skills.
- DUTIES** : Assist with enrolment, registration and induction of students. Facilitate general academic and career development of students. Prepare lesson plans and programme plan, compile PoA and PoE. Co-ordinate the procurement of the programme's training needs. Provide guidance on syllabi, curriculum and learning outcomes. Implement and monitor all policies that have impact on teaching and learning within the department. Create a conducive classroom environment and ensure efficient classroom management and discipline of students. Liaise with Lecturers, Head of Departments and Student Support Officers in providing support interventions to students. Assess students, capture marks and maintain the necessary documents. Manage and monitor students' attendance. Moderate POEs' and POAs'.
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- POST 23/18** : **GENERAL ASSISTANT CLEANER REF NO: 2017/ 05-06**
06 months' contract
- SALARY CENTRE REQUIREMENTS** : R107 886 per annum
: King Hintsa TVET College – Kobonqaba Satellite Campus
: Standard 7 - 10 qualification is essential. Proven experience as General Assistant Cleaner (a minimum of 2 years cleaning experience). Competencies: Good communicate skills. Must be able to communicate English (read, write) Ability to prioritize workload and work under pressure without supervision. Willingness to undergo further training. Recommendations: Trustworthy, Hardworking and team player.
- DUTIES** : Undertake activities associate with maintaining cleanliness of designated areas and providing support during the relocation of office furniture/equipment with laid down instructions. Receive verbal instructions from the immediate supervisor on the work program and/or priorities related to specific departments and/or communication specific cleaning material requirement. Clean ablutions facilities, mopping floors and wiping ceramic surfaces, replacing toilet rolls, hand towels, etc. and checking and reporting defective items to the immediate supervisor for attention. Ensure that areas that are services are kept neat and tidy.
- ENQUIRIES APPLICATIONS** : Mr MM Ndzame Tel no: (047) 401 6400
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