

DEPARTMENT OF HIGHER EDUCATION AND TRAINING
LETABA TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING (TVET) COLLEGE
The College is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity: (race, gender and disability) in the College through the filling of posts and a candidate whose appointment, transfer or promotion will promote representivity will receive preference.

- APPLICATIONS** : Please forward your application, quoting the reference number to: The Principal, Letaba TVET College, Private Bag X4017 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.
- CLOSING DATE** : 08 September 2017 at 16h00
- NOTE** : interviewed candidates will be subjected to a competency assessment where necessary. The successful candidate will be required to sign an annual performance agreement and employment contract on appointment, disclose his/her financial interest and be subjected to security clearance. Applications must be submitted on z83 form obtainable from any public service department or on the internet at www.gov.za/documents and must be accompanied by a comprehensive cv as well as certified copies of all qualifications, identity document (id) and drivers licence (where it is required). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the requested documents will result in your application not being considered. Candidates whose appointment will promote representatively in terms of race, gender and disability will receive preference. As of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (GEMS) in order to qualify for a government medical subsidy.

OTHER POSTS

- POST 34/12** : **EDUCATION SPECIALIST (SENIOR LECTURER): ENGINEERING AND RELATED DESIGN REF NO: LET 006/08/2017**
- SALARY** : R308 877 per annum
- CENTRE** : Giyani Campus
- REQUIREMENTS** : An appropriate National Diploma/Bachelor's degree in Electrical or Trade Diploma including a professional qualification in education coupled with a minimum of 5 years actual and appropriate lecturing/teaching experience. Knowledge of national examination and assessment policies. Sound knowledge of Continuing Education and Training Colleges Act 16 of 2006 (as amended) and other legislative framework in education. A thorough understanding of outcome based assessment and development of guideline to support teaching and learning. Good verbal, communication, interpersonal relations, Planning, problem solving, negotiating and organizing skills. Computer literacy with specific reference to MS Excel, Word and PowerPoint. Valid Driver's license.
- DUTIES** : Coordination of students, Lecturers, administrative processes within the Electrical Section and classroom facilitation. Ensure implementation of the Campus curriculum as required by legislation. Ensure effective and efficient utilization of resources. Coordinate teaching and learning. Coordinate all academic activities within the section including the management of the time tables, attendance, monitoring and evaluation. Provide professional support to lecturing staff and students. Keep the management abreast of all aspects of academic services and administration 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 of scripts, setting of question papers, and preparation of all ISAT and ICASS activities. Ensure adherence to policy on the attendance of classes.
- ENQUIRIES** : Mr P Mokhonazi Tel no: (015) 307 5440/3955)
- POST 34/13** : **NETWORK CONTROLLER REF NO: LET 007/08/2017**
- SALARY** : R152 862 per annum
- CENTRE** : Giyani Campus
- REQUIREMENTS** : A Senior Certificate and at least three (3) year National Diploma or Degree in IT. One year relevant Information Technology first-line support experience will be an added advantage. Knowledge of the latest Microsoft operating system and

application. Knowledge of A+ and N+ will be an added advantage. Hardware and software support skills. Experience with computer peripherals, for example data projectors, printers, modems, scanners, and other communication devices. Good interpersonal skills and ability to interact at all level in the organization. Must be client service and support oriented. A valid driver's license.

DUTIES

: The successful candidate will be responsible for the following: Support users with all computers and LAN problems, attend and respond to calls at helpdesk, maintain records regarding the daily operations, users and computer equipment location and software media. Perform first line support. Assist with telephone and videoconference systems. Ensure that hardware installations comply with standards. Ensure virus infections on IT site is minimal. Perform data backup. Monitor IT users. Be proactive in identification of potential IT problems.

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