

## HIGHER EDUCATION AND TRAINING (GOLDFIELDS TVET COLLEGE)

- APPLICATIONS** : Applications must be forwarded: The Principal, Goldfields TVET College, Private Bag X95, Welkom, 9459 or be hand delivered at Goldfields TVET College (Central Office), 36 Buren street, Flamingo Park, Welkom
- FOR ATTENTION** : Mr FS Mahlangu
- CLOSING DATE** : 28 February 2018 at 16:00
- NOTE** : A completed Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details), Original certified copies (not older than three months) of all qualifications with academic transcripts/record, ID document and drivers licence. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date as well as faxed or emailed applications will not be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks [where applicable], qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. The College/DHET reserves the right not to make appointments and correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application as unsuccessful. Note: All costs incurred due to your application and interviews will be at your own expense. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. Goldfields TVET College invites suitable candidates to apply for the following permanent posts:

## OTHER POSTS

- POST 06/24** : **SENIOR EDUCATION SPECIALIST (1 POST). REF NO: GTVETC 09/01/2018**  
(Persal Appointment)
- SALARY** : R342 753. per annum (Level 3)
- CENTRE** : Welkom Campus
- REQUIREMENTS** : A National Senior Certificate/ Grade 12 or National Certificate Vocational Level 4. A recognised and an appropriate recognised 3 years Bachelor's Degree/ Diploma (REQV13) plus 3 years management experience in a field of Business Studies. Trained as assessor and moderator. Teaching experience in the TVET College will serve as recommendation. Extensive knowledge of policies governing academic assessment and moderation procedures. Sound knowledge of the TVET Colleges landscape DHET policies pertinent to teaching and learning. Ability to handle pressure and meet deadlines. Strong leadership, communication, monitoring and evaluation, negotiation, networking, reporting, conflict resolution and problem solving skills. Strong events and project management skills. Ability to manage performance and provide critical feedback in an objective manner. Proven track record of successfully managing and coordinating the implementation of planned goals and working with a range of professional colleagues. SACE registration. Advanced computer skills (MS Word, MS Excel and PowerPoint). Registration with SACE. Knowledge and understanding of Report 191 and NCV Programmes. Excellent communication skills, ability to work independently. Willing to travel to attend meetings and trainings. A valid driver's licence is essential as traveling and extended working hours will be required.
- DUTIES** : Manage registration of students and student induction procedure in co-operation with other line managers. Planning of educator work allocation, Assisting Campus Manager with compilation of the time table in line with College Teaching and Learning plan. Co-ordinate the procurement of the programme's training needs. Provide guidance on syllabi, curriculum and learning outcomes. Implement and monitor all policies that impact on learning delivery including examination and certification of students within the department. Create a conducive classroom environment and ensure efficient classroom management and discipline of students. Liaise with the Lectures,

		other programme managers and Student Support Officers in providing support interventions programme to students. Manage and facilitate of Students Work Based Experience (WBE) as well as Lectures Workplace Integrated Learning (WIL). Management of Labour relations Matters. Management of performance appraisal of educators including annual revision of job descriptions.
<b><u>ENQUIRIES</u></b>	:	DR RS Radile Tel No: (057) 910 6031
<b><u>POST 06/25</u></b>	:	<b><u>SENIOR EDUCATION SPECIALIST (1 POST). REF NO: GTVETC 10/01/2018</u></b> (Persal Appointment)
<b><u>SALARY</u></b>	:	R342 753. per annum (Level 3)
<b><u>CENTRE</u></b>	:	Tosa Campus
<b><u>REQUIREMENTS</u></b>	:	A National Senior Certificate/ Grade 12 or National Certificate Vocational Level 4. A recognised and an appropriate recognised 3 years Bachelor's Degree or Diploma (REQV13) plus 3 years management experience in a field of Business Studies. Trade certificate will serve as an advantage). Trained as assessor and moderator. Teaching experience in the TVET College will serve as recommendation. Extensive knowledge of policies governing academic assessment and moderation procedures. Sound knowledge of the TVET Colleges landscape DHET policies pertinent to teaching and learning. Ability to handle pressure and meet deadlines. Strong leadership, communication, monitoring and evaluation, negotiation, networking, reporting, conflict resolution and problem solving skills. Strong events and project management skills. Ability to manage performance and provide critical feedback in an objective manner. Proven track record of successfully managing and coordinating the implementation of planned goals and working with a range of professional colleagues. SACE registration. Advanced computer skills (MS Word, MS Excel and PowerPoint). Registration with SACE. Knowledge and understanding of Report 191 and NCV Programmes. Excellent communication skills, ability to work independently. Willing to travel to attend meetings and trainings. A valid driver's licence is essential as traveling and extended working hours will be required.
<b><u>DUTIES</u></b>	:	Manage registration of students and student induction procedure in co-operation with other line managers. Planning of educator work allocation, Assisting Campus Manager with compilation of the time table in line with College Teaching and Learning plan. Co-ordinate the procurement of the programme's training needs. Provide guidance on syllabi, curriculum and learning outcomes. Implement and monitor all policies that impact on learning delivery including examination and certification of students within the department. Create a conducive classroom environment and ensure efficient classroom management and discipline of students. Liaise with the Lectures, other programme managers and Student Support Officers in providing support interventions programme to students. Manage and facilitate of Students Work Based Experience (WBE) as well as Lectures Workplace Integrated Learning (WIL). Management of Labour relations Matters. Management of performance appraisal of educators including annual revision of job descriptions.
<b><u>ENQUIRIES</u></b>	:	DR RS Radile Tel no: (057) 910 6031
<b><u>POST 06/26</u></b>	:	<b><u>HEAD OF DEPARTMENT – OCCUPATIONAL PROGRAMMES (2 POSTS). REF NO.GTVETC 13/01/2018</u></b> (Council Appointment)
<b><u>SALARY</u></b>	:	R334 545. per annum (Level 9)
<b><u>CENTRE</u></b>	:	Tosa Campus
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate/ Grade 12 or National Certificate Vocational Level 4 plus. A recognized Bachelor's Degree or National Diploma in Education & Training or equivalent qualification. Be client and customer Focused, Financial Management is required, Business Proposal Writing skills, Planning and Organizing, Presentation Skills, Project Management skills, Strong Analytical Skills and Networking, Communication Skills (written, verbal and non-verbal), Good organisational, administration and planning skills. Ability to work effectively under pressure and without immediate supervision. Computer Literacy (Word, Excel and Power-point). Willingness to work after hours as and when required. Registered as an Assessor and Moderator. (TVET Experience

- will serve as a recommendation), A valid driver's licence is essential as traveling and extended working hours may be required.
- DUTIES** : Manage and implement, co-ordinate monitor and report on multi-disciplinary projects and skills development programme of the College. Quality assure all occupational projects assigned to the department. Compile monthly reports and manage project implementation plans. Lead in the initiation and management of sustainable relations and partnership with public and private entities. Ensure procurement of goods and services for projects Ensure timely payment of creditors and learner stipends. Facilitate administrative management of projects (including requisite registration of learners with respective authorities) development and verification and certification of programmes on offer in the projects. Assist in the sourcing of programme accreditation, registration of project Facilitators, Assessors, RPL practitioners and Moderators with the respective authorities including QCTO, SETA's, DHET, host employers. Plan, arrange and manage stakeholders' engagements, meetings and functions as and when required. Ensure compliance requirements, especially with respect to internal and external audits.
- ENQUIRIES** : Mr MP Pinkoane Tel: (057) 910 6032
- POST 06/27** : **EDUCATION SPECIALISTS (3 POSTS). REF NO: GTVETC 07/01/2018**  
(Persal Appointment)
- SALARY** : R308 877 per annum (Level 2)  
**CENTRE** : Tosa Campus  
**REQUIREMENTS** : A National Senior Certificate/ Grade 12 or National Certificate Vocational Level 4. A recognised 3-year Degree/Diploma in Engineering Studies, which must include a Teachers qualification (Trade certificate will serve as an advantage). At least 2-3 years lecturing experience, preferably in a TVET College. Trained as Assessor and (Moderation will serve as recommendation). Extensive knowledge of policies governing academic assessment and moderation procedures. Sound knowledge of the TVET Colleges landscape DHET policies pertinent to teaching and learning. Ability to handle pressure and meet deadlines. Strong leadership, communication, monitoring and evaluation, negotiation, networking, reporting, conflict resolution and problem solving skills. Strong events and project management skills. Ability to manage performance and provide critical feedback in an objective manner. Proven track record of successfully managing and coordinating the implementation of planned goals and working with a range of professional colleagues. SACE registration. Advanced computer skills (MS Word, MS Excel and PowerPoint). A valid driver's licence is essential as traveling and extended working hours may be required.
- DUTIES** : Assist with recruitment, registration and induction of students. Facilitate general academic and career development of students. Prepare and present lessons in compliance with the College Teaching and Learning plan, the Campus time-table and the College's Quality Management system. Co-ordinate the procurement of the programme's training needs. Provide guidance on syllabi, curriculum and learning outcomes. Implement and monitor all policies that impact on learning delivery including examination and certification of students within the department. Create a conducive classroom environment and ensure efficient classroom management and discipline of students. Liaise with the Lectures, Head of Department and Student Support Officers in providing support interventions programmes to students. Assess students, capture marks, analyse, interpret, effect appropriate remedial action and maintain the necessary ICASS and ISAT records. Facilitate the distribution of textbooks and student packs. Manage and monitor staff and student attendance. Manage and facilitate Students Work Based Experience as well as Lectures work place integrated learning. Ensure the smooth running of the department and submit regular reports to the Head of Department. Chair subject meetings within the department.
- ENQUIRIES** : Mr MP Pinkoane Tel: (057) 910 6032
- POST 06/28** : **EDUCATION SPECIALISTS (3 POSTS).REF NO: GTVETC 08/01/2018**  
(Persal Appointment)
- SALARY** : R308 877 per annum (Post Level 2)

<b><u>CENTRE REQUIREMENTS</u></b>	:	Welkom Campus
	:	A National Senior Certificate/ Grade 12 or National Certificate Vocational Level 4. A recognised 3-year Degree/Diploma in Business Studies, which must include teaching qualification. At least 3 years lecturing experience, preferably in a TVET College. Trained as Assessor and (Moderation will serve as recommendation). Extensive knowledge of policies governing academic assessment and moderation procedures. Sound knowledge of the TVET Colleges landscape DHET policies pertinent to teaching and learning. Ability to handle pressure and meet deadlines. Strong leadership, communication, monitoring and evaluation, negotiation, networking, reporting, conflict resolution and problem solving skills. Strong events and project management skills. Ability to manage performance and provide critical feedback in an objective manner. Proven track record of successfully managing and coordinating the implementation of planned goals and working with a range of professional colleagues. SACE registration. Advanced computer skills (MS Word, MS Excel and PowerPoint). A valid driver's licence is essential as traveling and extended working hours may be required.
<b><u>DUTIES</u></b>	:	Assist with recruitment, registration and induction of students. Facilitate general academic and career development of students. Prepare and present lessons in compliance with the College Teaching and Learning plan, the Campus time-table and the College's Quality Management system. Assess students, capture marks, analyse, interpret, effect appropriate remedial action and maintain the necessary ICASS and ISAT records. Facilitate the distribution of textbooks and student packs. Manage and monitor staff and student attendance. Prepare and deliver lecturers to student as per departmental plan. Manage own class attendance records, assessments, tests, year marks and all related duties. Prepare and manage the POA'S and POE'S. Assist in the management and facilitation of Students Work Based Experience (WBE) as well as Lectures Workplace Integrated Learning (WIL). Ensure the smooth running of the department and submit regular reports to the Head of Department. Chair subject meetings within the department.
<b><u>ENQUIRIES</u></b>	:	DR RS Radile Tel No: (057) 910 6031
<b><u>POST 06/29</u></b>	:	<b><u>COORDINATOR – OCCUPATIONAL PROGRAMMES (4 POSTS). REFNO: GTVETC 12/01/2018</u></b> (Council Appointment)
<b><u>SALARY</u></b>	:	R281 418 per annum (Salary Level 8)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Tosa Campus
	:	Senior Certificate/ Grade 12 or National Certificate Vocational Level 4. A recognized Bachelor's Degree or National Diploma in Education & Training or equivalent qualification. Planning and Organizing, Presentation Skills, Project Management skills, Communication Skills (written, verbal and non-verbal). Good organisational, administration and planning skills. Ability to work effectively under pressure and without immediate supervision. Problem solving skills. Willingness to work after hours as and when required. Self-motivated and computer skills. Computer literacy (Word, Excel and Powerpoint), Registered as Assessor & Moderator. (TVET Experience will serve as a recommendation), a valid driver's licence is essential as traveling and extended working hours may be required.
<b><u>DUTIES</u></b>	:	Assist in the management, implementation, monitoring and reporting on occupational projects and skills development programme of the College. Manage registration of learners and induction procedure in co-operation with other line managers. Planning of facilitators work allocation. Assist in the compilation of roll-out plans of various projects to be implemented in the department. Prepare and facilitate lectures to learners as per roll-out plan. Prepare learners for assessments as well as internal and external moderation. Provide coaching and mentoring to learners across programmes. Prepare monthly reports and keep records in line with college and SETA requirements. Assist in planning and arranging stakeholder's engagements, meetings and functions as and when required. Assist in the sourcing of programme accreditation ,registration of project Facilitators, Assessors, RPL practitioner and moderators with the respective authorities including QCTO,SETA's, DHET, host employers.
<b><u>ENQUIRIES</u></b>	:	Mr MP Pinkoane Tel: (057) 910 6032

**POST 06/30** : **STUDENT LIAISON OFFICER (ACADEMIC SUPPORT AND DEVELOPMENT PROGRAMMES) REF NO: GTVETC 06/01/2018**  
(Persal Appointment)

**SALARY** : R226 680. (Level 7)  
**CENTRE** : Welkom Campus  
**REQUIREMENTS** : A Senior Certificate/Grade 12 or National Certificate Vocational Level 4 certificate. An appropriate recognised Bachelor's degree or National diploma, backed by professional qualification in Education/Psychology equivalent to REQV 13. Excellent verbal and communication skills. Ability to prioritise, work independently and meet deadlines. Excellent project management skills. Excellent planning and organizing skills, interpersonal and decision-making skills. Good written and verbal communication skills. Good computer literacy (MS Word and Excel). Willingness to travel and work extra hours. A valid drivers' licence will be an advantage.

**DUTIES** : Manage the fundamentals support programmes in the Student Support Services. Facilitate Maths, Maths Literacy and English Computerized programmes like PLATO and Learn-Scapes. Facilitate Workshops on study methods and Examinations preparedness. Analyse student performance from Academic Support Programmes and submit reports to the Manager: Student Support Services and College Management. Develop and Coordinate the placement test Schedule at Campuses. Liaise with Lecturers at Campus to integrate lesson plans with his/her plans. Liaise with HOD's to schedule the tutorial sessions in the Student Support Centre. Assist the HODs with the implementation of structured revision programmes. Communicate with lecturers about the performance of the students. Conduct surveys at the College support centres to measure the effective of academic support programmes. Manage all activities of PLATO interns and Peer Tutors. Organise extra remedial Classes at the Campuses. Manage the Student Resource Centre at the Campus. A valid driver's licence is essential as traveling and extended working hours may be required. To manage the College Student Representative Council in line with College policies and procedures. To work closely with the Student Representative Council and support all elected Student Representatives in providing a range of activities and opportunities suited to the needs of the students of the college. To be responsible for organising, promoting and supervising a calendar of social and extra-curricular activities for students including clubs, societies and external and internal events. To co-ordinate the election of Student Representatives Council and nominate Student Representatives for positions within the College's relevant structures. To train Student Representatives Council in their role and provide on-going support and mentoring. To organise and facilitate Students Representative Council meetings with college structures.

**ENQUIRIES** : Mr MP Pinkoane Tel: (057) 910 6032

**POST 06/31** : **COLLEGE COUNCIL ADMINISTRATOR (PERSAL APPOINTMENT) REF NO: GTVETC 02/01/2018**

**SALARY** : R226 611 per annum (Salary Level 7)  
**CENTRE** : Central Office  
**REQUIREMENTS** : A National Senior Certificate/ Grade 12 or National Certificate (NCV). An appropriate three year tertiary Degree/Diploma in Public Management, Assistant Management and/or Administration. A minimum of 3 years relevant experience in the relevant field is required. Excellent planning and organizing skills, interpersonal and decision-making skills. Good written and verbal communication skills. A sound knowledge and understanding of legislative framework, policies and procedures and other relevant legislations governing the Public institutions. Good computer literacy (MS Word and Excel). Good organisational, administration and planning skills Good organisational, administration and planning skills Good organisational, administration and planning skills. He or She must be a peoples person, must be a good and meticulous organiser. Good communication skills. Ability to communicate at high level. Capacity for innovative thinking. Must be prepared to work after hours when necessary. Must be prepared to travel.

**DUTIES** : Prepare and package documentation for College Council, EXCO and Sub-Committees. Update and maintain a database of EXCO decisions. Ensure timeouts delivery of the meeting documentation. Make and oversee any

		logistical arrangements venues and other logistics for council members. Communicate council resolutions to the relevant Departments/Stakeholders. Ensure proper filling of council documentation received and produced Ensure that the confidentiality of the decisions, documents and any typed recordings at the proceedings are at all times protected Perform any reasonable task/directive given by the EXCO and the Principal
<b><u>ENQUIRIES</u></b>	:	Mr MP Pinkoane Tel: (057) 910 6032
<b><u>NOTE</u></b>	:	The successful candidate will provide secretarial administrative and procedural support to College Council and its sub-committees
<b><u>POST 06/32</u></b>	:	<b><u>PERSONNEL PRACTITIONER: RECRUITMENT AND SELECTION REF NO: GTVETC 04/01/2018</u></b> (Persal Appointment)
<b><u>SALARY</u></b>	:	R183 558 per annum (Level 06)
<b><u>CENTRE</u></b>	:	Central Office
<b><u>REQUIREMENTS</u></b>	:	A Senior Certificate/Grade 12 or National Certificate Vocational certificate level 4. An appropriate Bachelor's Degree/ National Diploma in Human Resources Management will be an added advantage, plus three years relevant experience in Recruitment and Selection processes (TVET experience will serve as recommendation). Knowledge and understanding of applicable HR legislation and procedures. Excellent planning and organizing skills, interpersonal and decision-making skills. Good written and verbal communication skills. Good computer literacy (MS Word, Excel and Powerpoint). Willingness to travel and work extra hours. A valid driver's licence is essential as traveling and extended working hours may be required.
<b><u>DUTIES</u></b>	:	Handle the administrative process with regard to Recruitment and Selection, which includes advertising of vacancies, drafting of selection committee submissions and conduct competency assessment for SMS members. Facilitate personnel suitability checks on recommended candidates. Response handling of applications, shortlisting and interviews, prepare documentation to obtain approval for nominee's appointment and prepare the offer of employment. Advise line managers and staff on matters regarding recruitment and selection. Provide support in the development and implementation of HR policies. Mentoring of interns.
<b><u>ENQUIRIES</u></b>	:	Mr MP Pinkoane Tel: (057) 910 6032
<b><u>POST 06/33</u></b>	:	<b><u>MARKETING AND ADMIN OFFICER (CENTRE FOR ENTREPRENEURSHIP) REF NO: GTVETC11/01/2018</u></b> (Council appointment) Two years fixed term contract.
<b><u>SALARY</u></b>	:	R183 558 per annum (Level 6)
<b><u>CENTRE</u></b>	:	Tosa Campus (Centre for Entrepreneurship)
<b><u>REQUIREMENTS</u></b>	:	A National Senior Certificate/Grade 12 or National Certificate Vocational (NCV) Level 4 certificate. A recognised Bachelor's Degree/National Diploma in Marketing and Communication Management/ Sales Management or equivalent qualification in a relevant field will be an added advantage. Advanced Computer Literacy Skills (MS Word, MS Excel and PowerPoint). A minimum of 3 years' experience in sales or business development. A candidate must be well versed in English Language with excellent writing skills. Excellent interpersonal, communication and presentation skills. Good facilitation and presentation skills. Proven experience in the use of social media and website in an organisation context. Self-motivated, ability to work under pressure and deal with crisis. Proven experience in planning and coordinating corporate events. Ability to interact and liaise with diverse audience range. A valid driver's licence is essential as traveling and extended working hours will be required.
<b><u>DUTIES</u></b>	:	Work with SMME/ incubates to develop and implement strategic sales plans for their business. Identify and evaluate specific new profitable business opportunities. Plan and implement SMME's information sessions to ignite culture of entrepreneurship amongst targeted market/ audience. Plan and implement business plan competitions to excite target market interest in self-employment through entrepreneurship. Engage local media networks when needed to publicise Centre for Entrepreneurship events, initiatives and success stories. Conduct regular client satisfaction surveys. Provide required admin support to the centre for Entrepreneurship and/or the Incubator.

Compile gathered information according to the reporting template. Plan and deliver two entrepreneurship day annually that offers platform to promote supported and local entrepreneurs. Assist SMMEs/Incubator with development of website and other social media platforms.

**ENQUIRIES** :

Mr MP Pinkoane Tel: (057) 910 6032

**POST 06/34** :

**NETWORK CONTROLLER (PERSAL APPOINTMENT) REF NO: GTVETC 03/01/2018**

**SALARY** :

R152 862 per annum (Level 05)

**CENTRE** :

Tosa Campus

**REQUIREMENTS** :

A National Senior Certificate/Grade 12 or National Certificate Vocational (NCV) Level 4. An appropriate Degree/National diploma in Information Technology/Computer Sciences or equivalent qualification in a relevant field will be an added advantage, coupled which at least 3 years' Information Technology experience. Self-motivated, ability to work under pressure and deal with crisis. Ability to interact and liaise with diverse audience range. A valid driver's licence is essential as traveling and extended working hours will be required. A valid driver's licence is essential as traveling and extended working hours may be required.

**DUTIES** :

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. Basic understanding of networking, experience in desktop support, diagnose and resolve unique, nonrecurring problems associated with application software and operating systems; determine the source of problems and classify their level, priority and nature. Configure, deploy, maintain, troubleshoot and support computer workstations, laptops, printers, mobile devices, phones and other computer and telecommunications equipment. Install and support PC, laptop, tablet and mobile hardware and software. Create alternative methods of completing tasks, correcting user errors and system inconsistencies to improve the desktop team function. Maintain inventory of installed software, manage software licensing and create policies and procedures for upgrades. Analyse and make recommendations for hardware and software standardization. Ensure desktop computers interconnect seamlessly with diverse systems including associated validation systems, file servers, email servers, computer conferencing systems, application servers and administrative systems. Document procedures, standards, best practices configurations, settings, installation sequences and back-out instruction.

**ENQUIRIES** :

Mr MP Pinkoane Tel: (057) 910 6032

**POST 06/35** :

**SENIOR ADMINISTRATION CLERK – MARKETING (PERSAL APPOINTMENT) REFNO: GTVETC 01/01/2018**

**SALARY** :

R152 862 per annum (Level 5)

**CENTRE** :

Central Office

**REQUIREMENTS** :

A National Senior Certificate/Grade 12 or National Certificate Vocational (NCV) Level 4 certificate. An appropriate Degree/National Diploma in Marketing or equivalent qualification in a relevant field will be an added advantage, Computer Literacy (ICDL or MS Office). A minimum of 3 years relevant experience in the relevant field is required. A candidate must be well versed in English Language with excellent writing skills. Energetic and focused on reaching targets. Proven experience with regard to student recruitment skills. Ability to manage time effectively and problem-solving skills. Report writing skills.

**DUTIES** :

Communication with external markets across the College's catchment area through Public Relations functions, career exhibitions, school visits, Campus visits and more. Network with relevant role-players and stakeholders by attending functions, workshops, exhibitions and Imbizos. Student and internal market research. Facilitate external market research and generate new opportunities for recruitment. Gather relevant news and compile articles with photographs for internal and external publications. Co-ordinate and facilitate door-to-door campaigns, recruitment roadshows and various other recruitment methods to reach targets. Maintain the corporate image across all College sites. Organise 28 and participate in internal and external functions and events. Co-ordinate effective marketing for Forster's Manor Guest House as

an establishment of the College. Must be prepared to work after hours when necessary. Must be prepared to travel.

**ENQUIRIES** : Mr MP Pinkoane Tel: (057) 910 6032

**POST 06/36** : **SENIOR ADMINISTRATION CLERK – EXAMINATIONS REF NO. GTVETC 05/01/2018**  
(Persal appointment)

**SALARY** : R152 862 per annum (Level 5)  
**CENTRE** : Tosa and Welkom Campus  
**REQUIREMENTS** : National Senior Certificate/ Grade 12 or National Certificate Vocational Level 4. A recognized Bachelor's degree or National Diploma in Management Assistant or Office Management or equivalent qualification. A minimum of three years of relevant experience is required. A sound knowledge and understanding of Examination and Assessment policies and procedures and other relevant legislative framework governing the Public Service. Good communication skills (verbal and written). Ability to work under pressure and meet tight deadlines. Problem solving, interpersonal relationship, planning and organizing skills.

**DUTIES** : Administer the Archiving of examination material and development of Auditing Instruments for the sections activities. Administer Printing, production and dispatch of question papers. Quality assure printing work and assessment tools. Oversee storage facilities and ensure proper security of all assessment and examination material. Attend the training of examination administration and ensure that confidentiality agreements are signed and filed. Ensure proper strong room management for the safekeeping of question papers and scripts. Arrange for Braille format question papers. Liaise with respective College and National role-players on Examinations and Assessment related matters.

**ENQUIRIES** : Mr MP Pinkoane Tel: (057) 910 6032