

## DEPARTMENT OF HIGHER EDUCATION AND TRAINING

*The College is committed to providing equal opportunities and practicing affirmative action employment.*

## OTHER POSTS

- POST 11/31** : **CAMPUS MANAGER (2 POSTS) (MNAMBITHI TVET COLLEGE)**  
 Nature of Post: Permanent  
 The post of Campus Manager: Ladysmith Campus is being re-advertised, candidates who had previously applied are most welcome to re-apply.
- SALARY CENTRE** : R417 552 (Level 10) per annum. plus applicable service benefits  
 : Ladysmith Campus (Ref No: MTVET 12/2018)  
 : Estcourt Campus (Ref No: MTVET 13/2018)
- REQUIREMENTS** : A recognized Bachelor's Degree or equivalent qualification which must include a recognized qualification in education. A minimum of 7 years' relevant experience within the TVET College Sector, 2 years of which must be at supervisory or managerial level. A valid driver's license unendorsed and Computer literacy. Good communication (verbal and written), interpersonal, decision-making and problem-solving skills. A sound knowledge of transformational issues within the TVET College Sector. Experience in managing people, projects, finance, Labour relations, and good governance practices relevant to the TVET Sector. Sound knowledge and insight into the relevant legislation, policies and procedures governing the TVET Sector. Extensive management, administrative and organizational skills.
- DUTIES** : Provide strategic leadership and management within the campus; Ensure co-ordination and alignment of the campus with the vision of the college and monitor the performance of the campus against college targets; Oversee the campus administration, HR functions, Finance including budget, supply chain management, maintain a regular updated asset register of the campus and manage NSFAS at the campus level; Ensure that a labour friendly environment exists; Manage leave as well as performance of the staff at the campus by guiding, supporting and developing the staff; Manage curriculum and programmes offered at the campus including where possible learnerships, partnership projects and skills programme; Assets with financial planning and control of the campus programmes to support students who are under performing; and perform all other relevant functions for the improvement of the College directed by Senior Management.
- ENQUIRIES APPLICATIONS** : Mr SR Gabela at (036) 631 0360  
 : Mnambithi TVET College, HR Unit, Private Bag X9903, Ladysmith, 3370. Alternatively, applications can be hand-delivered to Central Office, 77 Murchison Street, Ladysmith
- NOTE** : Candidates who wish to apply must forward certified copies of qualifications, ID copy, driver's license, comprehensive CV and fully completed Z83 forms (obtainable from all Government Departments), clearly indicating the post being applied for, quoting the relevant reference number on the Z83. It is the responsibility of the applicant to ensure that his/her foreign qualifications have been verified by South African Qualifications Authority and DHET. Due to a large number of applications anticipated, correspondence will be limited to shortlisted candidates. The applicants who have not been contacted within 3 months after the closing date should regard their applications as unsuccessful. The College reserves the right not to fill posts. Mnambithi TVET College is an equal opportunity affirmative action employer.
- CLOSING DATE** : 29 March 2018 at 12:00
- POST 11/32** : **HEALTH AND SAFETY OFFICER REF NO: MTVET 15/2018**  
 Nature of Post: Permanent
- SALARY CENTRE** : R226 611 (Level 7) per annum plus applicable service benefits  
 : Central Office (Mnambithi TVET College)
- REQUIREMENTS** : Grade 12/Senior Certificate or NC(V) Level 4 or equivalent qualification; Appropriate Bachelor's Degree/National Diploma in H&S Management or equivalent qualification; Minimum of 3 years relevant experience; Candidates with Grade 12 plus industry qualifications and 5 years of relevant experience

may be considered for this position; Good verbal and written communication and presentation skills; Above average computer skills in Ms Office Suites; Must possess personal attributes such as excellent interpersonal skills, attention to detail, flexibility, team work, organising and planning skills; Be able to work under complex situations and be reliable; Extensive knowledge of OHS Act, COID Act, FCD Act, FET Act and other relevant legislations, policies and procedures applicable in the Health and Safety environment. Valid driver's licence unendorsed.

**DUTIES** : Induction of staff, students and contractors on H&S matters; Development of OHS policies and procedures; Plan and conduct OHSAS 18001:2007 internal audits; Conduct and coordinate Health and Safety trainings; Investigate incidents and implement corrective measures; Identify hazards and conduct risk assessment; Develop and maintain a good relationship with all stakeholders regarding OHS.

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**NOTE** : Candidates who wish to apply must forward certified copies of qualifications, ID copy, driver's license, comprehensive CV and fully completed Z83 forms (obtainable from all Government Departments), clearly indicating the post being applied for, quoting the relevant reference number on the Z83. It is the responsibility of the applicant to ensure that his/her foreign qualifications have been verified by South African Qualifications Authority and DHET. Due to a large number of applications anticipated, correspondence will be limited to shortlisted candidates. The applicants who have not been contacted within 3 months after the closing date should regard their applications as unsuccessful. The College reserves the right not to fill posts. Mnambithi TVET College is an equal opportunity affirmative action employer.

**CLOSING DATE** : 29 March 2018 at 12:00

**POST 11/33** : **LECTURER REF: MTVET 14/2018 (ENGLISH AND LIFE ORIENTATION NCV)**  
Nature of Post: Permanent

**SALARY CENTRE REQUIREMENTS** : R185 768 /245 700 (Level 1) per .annum. plus applicable service benefits  
: Estcourt Campus (Mnambithi TVET College)  
: Grade 12/Senior Certificate or NC(V) Level 4 or equivalent qualification; Appropriate Bachelor's Degree/National Diploma plus a professional qualification in education or equivalent qualification; Good verbal and written communication skills; and Competency test for Life Orientation may be conducted.

**DUTIES** : Teaching and learning delivery; Responsible for classroom administration, assessment, and subject development; Provide guidance and support to students; Maintain discipline and safety of students at all times; and participate in all other related teaching and learning activities.

**ENQUIRIES APPLICATIONS** : Mr SR Gabela at (036) 631 0360  
: Mnambithi TVET College, HR Unit, Private Bag X9903, Ladysmith, 3370. Alternatively, applications can be hand-delivered to Central Office, 77 Murchison Street, Ladysmith

**NOTE** : Candidates who wish to apply must forward certified copies of qualifications, ID copy, driver's license, comprehensive CV and fully completed Z83 forms (obtainable from all Government Departments), clearly indicating the post being applied for, quoting the relevant reference number on the Z83. It is the responsibility of the applicant to ensure that his/her foreign qualifications have been verified by South African Qualifications Authority and DHET. Due to a large number of applications anticipated, correspondence will be limited to shortlisted candidates. The applicants who have not been contacted within 3 months after the closing date should regard their applications as unsuccessful. The College reserves the right not to fill posts. Mnambithi TVET College is an equal opportunity affirmative action employer.

**CLOSING DATE** : 29 March 2018 at 12:00

**POST 11/34** : **LECTURER: ELECTRONIC CONTROL AND DIGITAL ELECTRONICS (REF NO: LET 02/03/2018)**

Re-advert: people who previously apply are encouraged to re-apply

**SALARY** : R183 942 per annum (Level 1)  
**CENTRE** : Giyani Campus (Letaba TVET College)  
**REQUIREMENTS** : A recognised relevant 3-year Diploma / Bachelor's Degree including a professional qualification in education. One year working experience in Education and Training. A trade test in Electronic Control and Digital Electronics. Knowledge of theory and practice in Electronic Control and Digital Electronics. Sound communication and Computer literacy skills. Practical experience in Electronic Control and Digital Electronics as well as the ability to do practical training.

**DUTIES** : The successful candidate's responsibilities include but not limited to: lecture National Certificate and Vocational (NCV) and Report 191 (Nated). Management of students and administration of records. Classroom/ workshop facilitation. Facilitate specified subjects on the levels required. Report to management. Ensure provisioning of quality education and training in line with the College/DHET requirements. Assess student's performance. Liaise with students, parents and other relevant stakeholders. Support student development and performance.

**ENQUIRIES** : Mr P Mokhonazi (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.

**NOTE** : 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](http://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 1<sup>st</sup> 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.

**CLOSING DATE** : 03 April 2018 at 13h00

**POST 11/35** : **LECTURER: CIVIL ENGINEERING PLUMBING AND SHEET METAL WORK (REF NO: LET 03/03/2018)**

Re-advert: people who previously apply are encouraged to re-apply

**SALARY** : R183 942 per annum (Level 1)  
**CENTRE** : Maake Campus (Letaba TVET College)  
**REQUIREMENTS** : A recognised relevant 3-year Diploma / Bachelor's Degree in Civil Engineering Plumbing and Sheet Metal work. One year working experience in Education and Training sector. A trade test in Civil Engineering (Plumbing and Sheet metal work). Knowledge of theory and practice in Plumbing and Sheet metal work. Sound communication and Computer literacy skills. Practical experience in Plumbing and Sheet metal. An ability to do drain laying will be an added advantage.

**DUTIES** : The successful candidate's responsibilities include but not limited to: lecture National Certificate and Vocational (NCV) and Report 191 (Nated). Management of students and administration of records. Classroom/workshop facilitation. Facilitate specified subjects on the levels required. Report to management. Ensure provisioning of quality education and training in line with the College/DHET requirements. Assess student's performance. Liaise with students, parents and other relevant stakeholders. Support student development and performance.

**ENQUIRIES** : Mr P Mokhonazi (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.
- NOTE** : 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](http://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 1<sup>st</sup> 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.
- CLOSING DATE** : 03 April 2018 at 13h00
- POST 11/36** : **LECTURER: ENGINEERING AND RELATED DESIGN (WELDING) (REF NO: LET 04/03/2018)**  
Re-advert: people who previously apply are encouraged to re-apply
- SALARY** : R183 942 per annum (Level 1)  
**CENTRE** : Maake Campus (Letaba TVET College)  
**REQUIREMENTS** : A recognised relevant 3-year Diploma / Bachelor's Degree including a professional qualification in education. One year working experience in an Education and Training sector. A trade test in Welding. Knowledge of theory and practice in Welding. Sound communication and Computer literacy skills. Practical experience in Welding as well as the ability to do practical training.
- DUTIES** : The successful candidate's responsibilities include but not limited to: lecture National Certificate and Vocational (NCV) and Report 191 (Nated). Management of students and administration of records. Classroom/ workshop facilitation. Facilitate specified subjects on the levels required. Report to management. Ensure provisioning of quality education and training in line with the College/DHET requirements. Assess student's performance. Liaise with students, parents and other relevant stakeholders. Support student development and performance.
- ENQUIRIES** : Mr P Mokhonazi (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.
- NOTE** : 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](http://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 1<sup>st</sup> 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.
- CLOSING DATE** : 03 April 2018 at 13h00