

## ANNEXURE H

### DEPARTMENT OF HIGHER EDUCATION AND TRAINING (KING HINTSA (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, King Hintsa TVET College, Private Bag X3018, Butterworth, 4960 Or Hand Deliver to: 218 Mthatha Road Ibika Township, Butterworth.
- CLOSING DATE** : 30 April 2018, applications received after the closing date or faxed applications will not be considered.
- NOTE** : Applications must be submitted on form 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 15/23** : **HEAD OF DEPARTMENT: ENGINEERING PL3 REF NO: KHC 2018/ 04-01**
- SALARY** : R367 500 per annum
- CENTRE** : King Hintsa TVET College (Teko Campus)
- REQUIREMENTS** : An appropriate M+3 degree or diploma; An artisan qualification will be an added advantage; a professional teacher's qualification with a minimum of 5 years teaching experience; experience in management will be an added advantage; It is a requirement that all educators be registered with SACE; Must be computer literate in MS Office (Word, Excel, PowerPoint and Outlook). Must possess a driver's license; Assessor and / or moderator training will be an added advantage. Competencies: An understanding of the TVET College curriculum and assessments; Excellent management and organizational skills; Excellent verbal and written communication skills; Must be prepared to work, if and the need arises, at any of the college campuses; must be prepared to take and implement instructions delegated by supervisors/managers; Must be able to work under pressure and adopt to changes in the TVET sector.
- DUTIES** : The successful incumbent will be responsible for the monitoring and support of the following functions: Oversee curriculum and assessments; Offer academic and educational leadership for the campus; Monitor, evaluate and support the setting and moderation of assessments; Monitor, Evaluate and support the delivery of teaching and learning; Continuously monitor, evaluate and support educator and learner performance; Procurement, distribution and retrieval of learning and teaching material; Monitor campus-based and cross-campus assessments; Management of general administration including enrolments, examinations; class attendance; Report writing: weekly, monthly, quarterly, annually and for academic board; Responsible for timetabling; policy development and implementation; Responsible for the work based placement and exposure for educators and learners; Manage absenteeism of lecturers and students; Lecture minimum hours as per the educator workload in ELRC Collective Agreement 1 of 2013.
- ENQUIRIES** : Mr MM Ndzame at 047 401 6400
- POST 15/24** : **STATE ACCOUNTANT SL 8 REF NO: KHC 2018/ 04-02**
- SALARY** : R281 418 per annum
- CENTRE** : King Hintsa TVET College
- REQUIREMENTS** : Grade 12 or NC(V) Level 4 plus a relevant 3-year Degree/Diploma in Accounting or relevant field with 3 years working experience as a junior accountant/Accounting clerk, Computer skills Ms Word, Ms excel and Power point. Knowledge of TVET

		Sector would be an added advantage and valid driver's licence. Competencies: A motivated, optimistic and results driven individual who is able to work under pressure and meet deadlines. Good communication skills analytical and critical thinking as well as problem solving.
<b><u>DUTIES</u></b>	:	manage the financial function of the College (Debtors, Creditors, Payroll, Expenses and cash management) Ensure the daily Reconciliation of the College bank accounts. Ensure the monthly reconciliation of Central Office and Campus petty cash. Prepare annual financial statements in accordance to GRAP requirements. Develop Finance Management Report on Monthly basis. Assist in internal and external Auditors during Audit. Perform any other work related duties and responsibilities that may be assigned from time to time by the line manager.
<b><u>ENQUIRIES</u></b>	:	Mr MM Ndzame at 047 401 6400
<b><u>POST 15/25</u></b>	:	<b><u>LECTURER: TOURISM (REPORT 191) 2 POSTS PL1 REF NO KHC 2018/ 04-03</u></b>
<b><u>SALARY</u></b>	:	R185 769 per annum
<b><u>CENTRE</u></b>	:	King Hintsa TVET College (Kobonqaba Satellite Campus)
<b><u>REQUIREMENTS</u></b>	:	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.
<b><u>DUTIES</u></b>	:	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'.
<b><u>ENQUIRIES</u></b>	:	Mr MM Ndzame at 047 401 6400
<b><u>POST 15/26</u></b>	:	<b><u>LECTURER HOSPITALITY (REPORT 191) 2 POSTS PL1 REF NO: 2018/ 04-04</u></b>
<b><u>SALARY</u></b>	:	R185 769 per annum
<b><u>CENTRE</u></b>	:	King Hintsa TVET College (Centane Campus)
<b><u>REQUIREMENTS</u></b>	:	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.
<b><u>DUTIES</u></b>	:	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'.

**ENQUIRIES** : Mr MM Ndzame at 047 401 6400

**POST 15/27** : **LECTURER LIFE ORIENTATION PL1 REF NO: 2018/ 04-05**

**SALARY** : R185 769 per annum  
**CENTRE** : King Hintsa TVET College (Teko Campus)  
**REQUIREMENTS** : 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'.

**ENQUIRIES** : Mr MM Ndzame at 047 401 6400

**POST 15/28** : **FACILITATORS: CIVIL ENGINEERING (PLUMBING) REF NO: KHC 2018/0401/OP (4 MONTHS CONTRACT) X4 POSTS**  
Facilitator: Occupational Programmes

**SALARY** : R185 769 per annum (Post Level 1)  
**CENTRE** : King Hintsa TVET College  
**REQUIREMENTS** : National Diploma or Degree – Civil Engineering (Plumbing), N3 – N6 plus Trade Test, or any relevant qualification. Must be registered as an Assessor and Moderator with EW SETA. 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 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 Admin Clerk, Project Coordinator, Placement Officer, Manager Occupational Programmes 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** : Max Ndzame at 047 401 6400

**APPLICATIONS** : All applications must be hand delivered and directed to the Manager: Human Resources Department; using the following address: Physical Address 218 Mthatha Road, Ibika Location, Butterworth, 4960.

**NOTE** : Please submit your application letters, certified copies of qualifications, certified ID copy and a detailed CV. Faxed or emailed applications will not be considered. Correspondence will only be made to successful candidates. King Hintsa TVET

College is urgently looking for Facilitators to offer their services in Learnerships for a short term period of 04 months.

- POST 15/29** : **FACILITATOR: LEARNERSHIP PROGRAMMES (4 MONTHS CONTRACT) REF NO: KHC 2018/0402/OP (X1 POST)**  
Facilitator: Occupational Programmes
- SALARY** : R185 769 per annum (Post Level 1)
- REQUIREMENTS** : National Diploma or Degree in Business Management or any M<sup>+3</sup> relevant qualifications. Must be a registered Assessor and Moderator with W&R SETA. 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 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 Admin Clerk, Project Coordinator, Placement Officer, Manager Occupational Programmes 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** : Max Ndzame at 047 401 6400
- APPLICATIONS** : All applications must be hand delivered and directed to the Manager: Human Resources Department; using the following address: Physical Address 218 Mthatha Road, Ibika Location, Butterworth, 4960.
- NOTE** : Please submit your application letters, certified copies of qualifications, certified ID copy and a detailed CV. Faxed or emailed applications will not be considered. Correspondence will only be made to successful candidates. King Hints TVET College is urgently looking for Facilitators to offer their services in Learnerships for a short term period of 04 months.