

DEPARTMENT OF HIGHER EDUCATION AND TRAINING (UMFOLOZI TVET COLLEGE)

<u>APPLICATIONS</u>	:	uMfolozi TVET College, HRM&D Unit, Private Bag X5023, Richards Bay 3900 or alternatively, applications can be handed-delivered to the Central Office, Naboomnek, Arboretum, Richards Bay 3900
<u>CLOSING DATE</u>	:	24 May 2018 at 13:00
<u>NOTE</u>	:	Applications must be submitted on form Z83 (available at www.umfolozicollege.co.za , from schools, colleges and government departments) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z83 and covering letter. A recent, comprehensive Curriculum Vitae. Certified copies of all original qualifications (Matric Certificate must also be attached) and academic records, your ID Document and valid driver's licence (certification must be within the last 3 months). Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). A separate application must be submitted for each post that you are applying for. Late (received after closing date and time), incomplete, emailed and faxed applications will not be considered. The employer is an equal opportunity affirmative, action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) in the Department through the filling of this post(s) with a candidate whose appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan. The Employer reserves the right not to make an appointment. Where applicable, candidates will be subjected to a skills test. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and citizen verification; criminal record and financial/asset record checks. Applicants who have not been invited for an interview within 60 days of the closing date should consider their application unsuccessful.

OTHER POSTS

<u>POST 18/05</u>	:	<u>TECHNICAL TRAINING CENTRE TRAINING OFFICER: ELECTRICIAN REF NO: 2018/028</u> (College appointment)
<u>SALARY</u>	:	R185 796 – R414 432 per annum (PL1) plus benefits as applicable in the Public Sector
<u>CENTRE</u>	:	Mandeni Campus
<u>REQUIREMENTS</u>	:	A relevant recognised artisan qualification. Minimum of 5 years' related industry experience post trade test. A skills test form part of the selection process. Very good knowledge of subject area and work-related applications. Good planning and organising skills. Good record keeping and administrative skills. Good verbal and written communication skills. Good problem solving and supervisory skills. Sound people skills. Computer proficiency in MS Office Suite. Ongoing interest and upskilling in new developments and innovations, Knowledge of QTCA related programmes and processes of artisan qualifications. Advantageous: Assessor/Moderator qualifications. Relevant teaching/training related experience. A recognised teaching qualification. National N diploma or equivalent recognised qualification in the relevant field, valid driver's licence.
<u>DUTIES</u>	:	KRA: Teaching and Learning Delivery: Train students in classrooms or workshops providing theory and practical training through lectures, discussions, practical demonstrations, practical simulations and supervision. Prepare lessons (lesson plans) and produce materials such as typed notes, diagrams, patterns and any consumables for use in teaching. Maintain student attendance registers and produce student progress reports. Monitor the provision of resources to engineering stores, libraries and/or access to IT facilities appropriate to the subject requirements and advise on these requirements. Monitor and report on student

engagement and responsiveness to teaching activities. Monitor and prepare relevant training materials and consumables for each course. Comply with new decisions and planning processes of occupational programmes. Comply with programme quality systems and processes including assessment, moderation and performance records. KRA: Student Assessment and Evaluation: Assess students by setting and marking assessment tasks and assignments, and evaluating completed projects. Perform pre-and post-assessment moderations of assessments/ assessment tools. Ensure that work is set and assessed consistently, in line with different teaching principles and College Assessment policy. Complete all related assessment and moderation administrative records or reports. Participate in occupational programme related assessment and moderation committees. Maintain all assessment records of student progress and performance. KRA: Teaching Administration: Maintain registers of all textbook/tool allocations and check returned textbooks/tools (ensuring charges for loss or damage). Submit annual and programme estimates of material needs (including consumables). Report or facilitate the maintenance of equipment and/or workshops. Comply with all registration, assessment and other data entry requirements. Participate in regular study unit meetings, informing colleagues of all matters pertaining to student performance. Provide input towards the compilation of Technical Training Centre annual budget. Perform regular Health and Safety inspections according to college policies and procedures of the training facilities and equipment. Prepare and monitor the availability training manuals and consumable item for assigned training programmes and manage the distribution thereof. Participate in the college performance appraisal programme; KRA, Subject Development and Marketing of Programmes: Maintain up-to-date knowledge of industry trends in subject area; Participate in occupational courses and contribute subject specific teaching enhancements. Maintain and/or revise instructional material and assessment tools based on current industry trends. Represent the occupational programme area at “open days” and other promotional events. Provide guidance and work related insights to students, parents and the general community. KRA: Student Guidance and Support: Provide advice on occupational related career and qualification options and typical working scenarios. Support students on an individual basis through academic or personal difficulties and liaise with other professionals within the Student Support function as needed. Mentor students during their training programme, Manage student behaviour in the training venue or other campus premises, applying appropriate measures in cases of misbehaviour or learning disruption.

- ENQUIRIES** : Ms NNF Mdladla at (035) 902 9532
- POST 18/06** : **TECHNICAL TRAINING CENTRE TRAINING OFFICER: FITTER & TURNER**
REF NO: 2018/29
(College appointment)
- SALARY** : R185 796 – R414 432 per annum (PL1) plus benefits as applicable in the Public Sector
- CENTRE** : Mandeni Campus
- REQUIREMENTS** : A relevant recognised artisan qualification. Minimum of 5 years’ related industry experience post trade test. A skills test form part of the selection process. Very good knowledge of subject area and work-related applications. Good planning and organising skills. Good record keeping and administrative skills. Good verbal and written communication skills. Good problem solving and supervisory skills. Sound people skills. Computer proficiency in MS Office Suite. Ongoing interest and upskilling in new developments and innovations, Knowledge of QTCA related programmes and processes of artisan qualifications. Advantageous: Assessor/Moderator qualifications. Relevant teaching/training related experience. A recognised teaching qualification. National N diploma or equivalent recognised qualification in the relevant field, valid driver’s licence.
- DUTIES** : KRA: Teaching and Learning Delivery: Train students in classrooms or workshops providing theory and practical training through lectures, discussions, practical demonstrations, practical simulations and supervision. Prepare lessons (lesson plans) and produce materials such as typed notes, diagrams, patterns and any consumables for use in teaching. Maintain student attendance registers and

produce student progress reports. Monitor the provision of resources to engineering stores, libraries and/or access to IT facilities appropriate to the subject requirements and advise on these requirements. Monitor and report on student engagement and responsiveness to teaching activities. Monitor and prepare relevant training materials and consumables for each course. Comply with new decisions and planning processes of occupational programmes. Comply with programme quality systems and processes including assessment, moderation and performance records. KRA: Student Assessment and Evaluation: Assess students by setting and marking assessment tasks and assignments, and evaluating completed projects. Perform pre-and post-assessment moderations of assessments/ assessment tools. Ensure that work is set and assessed consistently, in line with different teaching principles and College Assessment policy. Complete all related assessment and moderation administrative records or reports. Participate in occupational programme related assessment and moderation committees. Maintain all assessment records of student progress and performance. KRA: Teaching Administration: Maintain registers of all textbook/tool allocations and check returned textbooks/tools (ensuring charges for loss or damage). Submit annual and programme estimates of material needs (including consumables). Report or facilitate the maintenance of equipment and/or workshops. Comply with all registration, assessment and other data entry requirements. Participate in regular study unit meetings, informing colleagues of all matters pertaining to student performance. Provide input towards the compilation of Technical Training Centre annual budget. Perform regular Health and Safety inspections according to college policies and procedures of the training facilities and equipment. Prepare and monitor the availability training manuals and consumable item for assigned training programmes and manage the distribution thereof. Participate in the college performance appraisal programme; KRA, Subject Development and Marketing of Programmes: Maintain up-to-date knowledge of industry trends in subject area; Participate in occupational courses and contribute subject specific teaching enhancements. Maintain and/or revise instructional material and assessment tools based on current industry trends. Represent the occupational programme area at “open days” and other promotional events. Provide guidance and work related insights to students, parents and the general community. KRA: Student Guidance and Support: Provide advice on occupational related career and qualification options and typical working scenarios. Support students on an individual basis through academic or personal difficulties and liaise with other professionals within the Student Support function as needed. Mentor students during their training programme. Manage student behaviour in the training venue or other campus premises, applying appropriate measures in cases of misbehaviour or learning disruption.

- ENQUIRIES** : Ms NNF Mdladla at (035) 902 9532
- POST 18/07** : **SENIOR ADMINISTRATION CLERK: TVETMIS REF NO: 2018/030**
- SALARY** : R152 862 per annum (Level 05) plus benefits as applicable in the Public Sector
- CENTRE** : Richtek Campus
- REQUIREMENTS** : Grade 12 certificate or equivalent and 2 years related and complimentary experience in either the public or the private sector. Proven computer literacy. Proven statistical analysis. Knowledge of the Coltech system. Ability to operate database systems. Good record keeping.
- DUTIES** : KRA: Campus Data Capturing: Capture data related to the relevant campus. KRA: Campus Data Capturing: Compare source data with information to be capture to identify anomalies. KRA: Information Reporting: Analyse data and generate reports for management. KRA: Information Storage: Store information systematically in hard copy as well as electronically. Retrieve information on request.
- ENQUIRIES** : Ms NNF Mdladla at (035) 902 9532