

## DEPARTMENT OF HIGHER EDUCATION AND TRAINING

- APPLICATIONS** : Please forward your application, quoting the reference number to: The Director-General, Department of Higher Education and Training, Private Bag X 174, Pretoria, 0001 or hand deliver to: 123 Francis Baard Street (former Schoeman Str.) Pretoria.
- CLOSING DATE** : 29 June 2018 Time 16H00
- NOTE** : 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 recently updated comprehensive cv (with three contactable references and certified copies of all qualifications, identity document (id) not older than three months, including drivers licence (where it is required). It is the applicant's responsibility to have foreign qualifications evaluated by the South African qualification authority (SAQA) and the evaluation certificate from SAQA must be attached. Failure to sign z83 and submit the requested documents will result in your application not being considered. Candidates whose appointments will promote representativity 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. Correspondence will only be entered into with short-listed applicants. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate will be required to sign an annual performance agreement, disclose his/her financial interests and be subjected to security clearance. Applications received after the closing date or faxed and emailed applications will not be considered.

## MANAGEMENT ECHELON

- POST 24/14** : **DEPUTY DIRECTOR-GENERAL (REF NO: DHET 01/06/2018)**  
(This post is being re-advertised and candidates who had previously applied may re-apply)  
Branch: Planning, Policy and Strategy
- SALARY CENTRE REQUIREMENTS** : R1 370 973 per annum (All-Inclusive Remuneration Package) (Level 15)  
: Pretoria  
: An appropriate Bachelor's degree/advanced National Diploma (NQF 7) and postgraduate qualification with a strong policy or development planning focus at NQF 8 level as recognized by the South African Qualifications Authority. A Master's or Doctorate Degree (NQF 9 or 10) and verifiable publishing track record will be an added advantage. Minimum 8 to 10 years proven experience at senior management level in the education sector. Demonstrable public sector leadership and management acumen. Extensive experience in the areas of education planning (short, medium and long-term); implementation, monitoring and supporting programmes, and priorities across all spheres of the Department; and evaluation of policies is a strong recommendation. Good understanding of the functioning of the Department and its entities, as well as its stakeholders and partners. Well-developed strategic management and leadership capabilities. A thorough understanding of policy and administrative processes within government. Sound innovation and organisational abilities. A good understanding of policy and governance issues. Knowledge of key education and skills development legislation, Public Service Act, Public Finance Management Act and Treasury Regulations. Willingness to travel locally and internationally. A valid driver's licence. Competencies & Skills: Management skills including people management and empowerment, and experience in managing multi-disciplinary teams. Ability to

provide strategic direction and leadership. The ability to create an environment for a high-performance culture and staff development. Deep understanding of key policy imperatives of the higher education sector, including relevant public sector governance prescripts. Research and policy analysis skills. Financial management and project/programme management skills with credible experience in managing complex systems, policy and multi-sector processes. Ability to build trust amongst relevant stakeholders at macro level. Ability to manage multiple projects/programmes. Excellent interpersonal and communication skills (written and verbal), and the ability to communicate with diverse audiences. Highly developed negotiation and conflict management skills. Good computer literacy skills. Personal Attributes: The incumbent must be assertive and self-driven, innovative and creative, client orientated, customer focused, and solution orientated and able to work under stressful situations.

**DUTIES** : The successful candidate will report to the Director-General and be responsible to provide strategic leadership support, including supervising staff and directing the Department in the delivery of its core mandate and priorities as set out by the Director-General and Minister. Perform the following key functions: Manage transversal sector research and resource planning and ensure effective knowledge management services for information access and dissemination. Ensure sound strategic management, financial/budget and operational planning, and the judicious application of funds approved for the Branch. Manage a central database system for registered private institutions. Plan and manage the post-school system for infrastructure and physical facilities planning. Manage the Department's strategic planning process, compilation of the strategic plan, develop and implement systems for performance monitoring and evaluation. Monitor the implementation of these plans. Ensure the development and maintenance of planning systems, tools and long-term plans; monitor the performance of the Departmental branches, other institutions and entities. Monitor service delivery, carry out evaluations and promote good planning, monitoring and evaluation practices in the Department. Build competent, committed and high performing teams within the Department. Execute effective monitoring and support of the National Qualifications Framework policy and processes in collaboration with the South African Qualification Authority. Plan and manage effective international coordination and relations, and external development support to meet Departmental strategic objectives. Monitor and manage the national system for the Recognition of Prior Learning.

**ENQUIRIES** : Mr T Mhlanga Tel No: 012 312 5768 / Mr R Kgare Tel No: 012 312 5442  
**NOTE** : All short-listed candidates will be required to undertake writing/presentation exercises. The successful candidate will be required to write a competency assessment, sign an annual performance agreement, disclose his/her financial interest and be subjected to a security clearance.

**CLOSING DATE** : 29 June 2018 Time 16H00

**POST 24/15** : **DEPUTY DIRECTOR-GENERAL (REF NO: DHET 02/06/2018)**  
 Branch: Technical and Vocational Education and Training (TVET)

**SALARY** : R1 370 973 per annum (All-Inclusive Remuneration Package) (Level 15)  
**CENTRE** : Pretoria

**REQUIREMENTS** : An appropriate Bachelor's degree/advanced National Diploma (NQF 7) and postgraduate qualification with a strong policy or development planning focus at NQF 8 level as recognized by the South African Qualifications Authority. A Master's or Doctorate Degree (NQF 9 or 10) and verifiable publishing track record will be an added advantage. Minimum of 8 to 10 years proven experience at senior management level in the post-school education and training system. Demonstrate public sector leadership acumen. Experience in TVET planning (short, medium and long-term); implementation, monitoring and supporting of TVET programmes in the country. Good understanding of the functioning of the post-school education and training system, and the ability to engage with stakeholders. Well-developed strategic management and leadership capabilities. A thorough understanding of the policy and administrative processes within the public service. Sound innovation, networking and organisational abilities. A good understanding of political and governance issues. Knowledge of key education legislation and skills

development legislation, Public Service Act, Public Finance Management Act and Treasury Regulations. Willingness to travel locally and internationally. A valid driver's licence. Competencies & Skills: Management skills including people management and empowerment, and experience in managing multi-disciplinary teams. Ability to provide strategic direction and leadership. The ability to create an environment for a high-performance culture and staff development. Deep understanding of key policy imperatives of the higher education sector, including relevant public sector governance prescripts. Research and policy analysis skills. Financial management and project/programme management skills with credible experience in managing complex systems, policy and multi-sector processes. Ability to build trust amongst relevant stakeholders at a macro level. Ability to manage multiple projects/programmes. Excellent interpersonal and communication skills (written and verbal), and the ability to communicate with diverse audiences. Highly developed negotiation and conflict management skills. Good computer literacy skills. Personal Attributes: The incumbent must be assertive and self-driven, innovative and creative, client orientated, customer focused, and solution orientated and able to work under stressful situations.

- DUTIES** : The successful candidate will report to the Director-General and be responsible to provide strategic leadership support, including supervising staff and directing the Department in the delivery its core mandate and priorities as set out by the Director-General and Minister. Perform the following key functions: Provide strategic leadership to TVET colleges. Management of the TVET system planning and institutional support. Provisioning of TVET lecturer development and support. Management of TVET national examinations and assessments, provisioning of TVET student development and support. Development and maintenance of policies and systems for TVET College institutional funding. Planning, management and monitoring of the equitable distribution of budget for TVET colleges. Provide strategic leadership in forging partnerships with local government, provincial government, industry, universities, TVET colleges and levy-funded public entities (Sector Education and Training Authorities, and the National Skills Fund). Management of the development and distribution of quality learning and teaching material to TVET colleges. Ensure the capacity-building and support to the management, Councils and student leadership in TVET colleges; leading quality improvements and innovations in teaching and learning, including the lecturer development and support; managing financial as well as human resources of the Branch.
- ENQUIRIES** : Mr T Mhlanga Tel No: 012 312 5768 / Mr R Kgare Tel No: 012 312 5442
- NOTE** : All short-listed candidates will be required to undertake writing/presentation exercises. The successful candidate will be required to write a competency assessment, sign an annual performance agreement, disclose his/her financial interest and be subjected to a security clearance.
- CLOSING DATE** : 29 June 2018 Time 16H00

#### **OTHER POSTS**

- POST 24/16** : **CAMPUS MANAGER: PERMANENT (REF NO: LET 07/06/2018)**
- SALARY** : R453 246 per annum (PL 05)
- CENTRE** : Maake Campus
- REQUIREMENTS** : An appropriate Bachelor Degree or equivalent qualification at REQV13 and a professional qualification in Education. A qualification in educational management or management will be an added advantage. Five years' working experience in the institutional management or departmental management. A sound understanding in curriculum management, administration and management of programmes delivery. Sound understanding of prescripts governing the TVET sector, finance management, human and labour Relations. A proven knowledge of Computer Literacy. Good communication, negotiation and problem solving skills. A valid driver's license.
- DUTIES** : Ensure implementation of the TVET College's curriculum and skills programmes. Manage teaching and learning. Manage all operational activities within the campus. Ensure effective and efficient utilization of resources. Manage curriculum delivery, interventions and examinations. Provide leadership at campus level.

Manage the implementation of student support framework. Manage students' fees, debts and bursaries. Establish partnerships and linkages with internal and external stakeholders.

**ENQUIRIES** : Mr P Mokhonazi/Mr D Sebela Tel No: (015) 307 5440  
**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. Tzaneen, Limpopo Province.

**NOTE** : Z83 Form indicating correct reference number, detailed CV, certified copies of qualifications including academic record/transcript and ID document. NB: Foreign applicants should attach the following documents: SAQA evaluation certificate, SACE and quota work permit and police clearance. People with disability are encouraged to apply. 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. 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. 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.

**CLOSING DATE** : 06 July 2018 at 16h00

**POST 24/17** : **DEPUTY MANAGER: FINANCE (ASSISTANT DIRECTOR) (REF NO: LET 08/06/2018)**  
Permanent

**SALARY** : R334 545 per annum (SL 09)  
**CENTRE** : Central Office (Tzaneen)

**REQUIREMENTS** : An appropriate National Diploma/Bachelor Degree or equivalent qualification majoring in Financial Management / Accounting. Five years relevant working experience in Finance of which two years must be at supervisory level. Completed SAICA/SAIPA articles with an Audit firm would be an added advantage – proof should be attached. An understanding of the Public Finance Management Act, 1999 (PFMA), Generally Recognised Accounting Principles (GRAP), Supply Chain Management, Preferential Procurement Policy Framework and Treasury Regulations; Knowledge of accounting, payroll systems and experience in drawing financial statements. Experience SAGE evolution will be an added advantage. Skills and attributes: Communication and interpersonal, Conceptual, analytical, presentation, report writing, leadership, computer literacy, problem solving and negotiation skills.

**DUTIES** : Monitor and report on expenditure and income as well as financial performance in accordance with the PFMA and treasury regulations; Manage the creditors payments function by ensuring that all transactions are supported by authentic and verifiable source documents; Investigate and clear suspense account; Perform month end closure and compilation of monthly, quarterly reports and annual financial statements for Management and Council; assist with the preparation of the Budget, Initiate monthly accrual journals; Asset management; Supply Chain Management and Contract management; Manage the staff and resources within the unit; Strengthen internal controls on financial management; Prepare the audit file for auditors and assist with resolving of audit queries. Develop the action plan to address the audit findings.

**ENQUIRIES** : Mr P Mokhonazi/Mr D Sebela Tel No: (015) 307 5440  
**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. Tzaneen, Limpopo Province.

**NOTE** : Z83 Form indicating correct reference number, detailed CV, certified copies of qualifications including academic record/transcript and ID document. NB: Foreign applicants should attach the following documents: SAQA evaluation certificate, SACE and quota work permit and police clearance. People with disability are encouraged to apply. 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. 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. 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.

- CLOSING DATE** : 06 July 2018 at 16h00
- POST 24/18** : **SENIOR LECTURER (EDUCATION SPECIALIST): ELECTRICAL ENGINEERING**  
Permanent
- SALARY** : R308 877 per annum (PL 02)  
**CENTRE** : Maake Campus  
**REQUIREMENTS** : An appropriate National Diploma/Bachelor's degree in Electrical Engineering or Trade Diploma and a professional qualification in education. Three years lecturing/teaching experience. Knowledge of national examination and assessment policies. A thorough understanding of outcome based assessment and development of guideline to support teaching and learning. Good communication, interpersonal, planning, problem solving, negotiating and organizing skills. Must be Computer literate and have a valid driver's license.
- DUTIES** : Coordinate students, lecturers and administrative process within the Electrical Section. 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, staff allocation and ordering of textbooks. Monitoring and evaluation of curriculum delivery. 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 script, development of question papers, and preparation of all ISAT and ICASS activities including the verification of marks. Ensure adherence to policies on the attendance and sub-minimum.
- ENQUIRIES** : Mr P Mokhonazi/Mr D Sebela Tel No: (015) 307 5440  
**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. Tzaneen, Limpopo Province.
- NOTE** : Z83 Form indicating correct reference number, detailed CV, certified copies of qualifications including academic record/transcript and ID document. NB: Foreign applicants should attach the following documents: SAQA evaluation certificate, SACE and quota work permit and police clearance. People with disability are encouraged to apply. 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. 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. 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.
- CLOSING DATE** : 06 July 2018 at 16h00
- POST 24/19** : **SENIOR STATE ACCOUNTANT: ASSETS AND SUPPLY CHAIN MANAGEMENT (REF NO: LET 10/06/2018)**  
Three Years' Contract
- SALARY** : R281 418 per annum (SL 08)  
**CENTRE** : Central Office (Tzaneen)  
**REQUIREMENTS** : An appropriate National Diploma/Bachelor Degree or equivalent qualification majoring in Financial Management/Accounting. Four years relevant working experience in Assets and Inventory management and/ or Supply chain

management. Knowledge of PFMA, GRAP and treasury regulations. Good communication, numerical, analytical and problem solving skills. Must have the ability to work under pressure with little or no supervision. Must be computer literate and have a valid driver's license.

**DUTIES** : Management of Assets in the College. Preparation of annual Capital Expenditure Budget. Monitoring and reporting of ongoing performance against capital budget. Support to Supply Chain Management (SCM) to ensure that asset and inventory ordering procedures are in compliance. Support to management in assessing, monitoring and implementing SCM procedures in the Contract Management of service providers where this impacts items of assets whether owned or leased. Preparation of a Monthly Report detailing the operational and financial aspects of Asset and Inventory activities. Supervise and manage the performance of the staff working with Assets, inventory and supply chain management.

**ENQUIRIES** : Mr P Mokhonazi/Mr D Sebela Tel No: (015) 307 5440  
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**NOTE** : Z83 Form indicating correct reference number, detailed CV, certified copies of qualifications including academic record/transcript and ID document. NB: Foreign applicants should attach the following documents: SAQA evaluation certificate, SACE and quota work permit and police clearance. People with disability are encouraged to apply. 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. 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. 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.

**CLOSING DATE** : 06 July 2018 at 16h00

**POST 24/20** : **STATE ACCOUNTANT: INCOME AND STUDENT FINANCIAL AID REF NO: LET 11/06/2018)**  
Permanent

**SALARY** : R226 611 per annum (SL 07)  
**CENTRE** : Central Office (Tzaneen)

**REQUIREMENTS** : An appropriate National Diploma/Bachelor Degree or equivalent qualification majoring in Financial Management/Accounting. Three years relevant working experience in Finance/ Student Financial Aid. Good Communication and Interpersonal skills. Knowledge of the PFMA, Treasury Regulations and Bursary rules and guidelines. Excellent Analytical/Numeracy skills. High level of initiative and commitment. Ability to work within strict and agreed deadlines. Must be Computer Literate and have a valid Driver's License.

**DUTIES** : Prepare and update quarterly and yearly budgets and forecasts. Ensure effective debtor management. Ensure that all income is collected from various stakeholders. Responsible for accurate recording and reporting of all income into the college books. Assist with the reconciliation and compilation of the income statement. Assist in preparation of audit and handle audit queries. Receiving bursary forms from the Campus Bursary Administrators/Student Support Service. Capturing Bursary forms on the Means Test Bursary administration software. Verification of supporting documents and dispatching of applications to NSFAS. Managing the claims process of Students Bursaries from NSFAS and SETAs. Serve as secretariat for Bursary Committee Meetings. Compiling and submission of bursary reporting.

**ENQUIRIES** : Mr P Mokhonazi/Mr D Sebela Tel No: (015) 307 5440  
**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. Tzaneen, Limpopo Province.

**NOTE** : Z83 Form indicating correct reference number, detailed CV, certified copies of qualifications including academic record/transcript and ID document. NB: Foreign

applicants should attach the following documents: SAQA evaluation certificate, SACE and quota work permit and police clearance. People with disability are encouraged to apply. 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. 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. 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.

- CLOSING DATE** : 06 July 2018 at 16h00
- POST 24/21** : **LECTURER: ELECTRONIC CONTROL AND DIGITAL ELECTRONICS: (REF NO: LET 02/03/2018)**  
Permanent
- SALARY** : R185 796 per annum (PL 01)  
**CENTRE** : Giyani Campus  
**REQUIREMENTS** : An appropriate National Diploma/Bachelor's Degree or equivalent qualification in Electronics or Electrical Engineering (light current) or Trade Diploma. One-year relevant working experience in Education and Training sector or industry. 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. Monitor the students in the workplace.
- ENQUIRIES** : Mr P Mokhonazi/Mr D Sebela Tel No: (015) 307 5440  
**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. Tzaneen, Limpopo Province.
- NOTE** : Z83 Form indicating correct reference number, detailed CV, certified copies of qualifications including academic record/transcript and ID document. NB: Foreign applicants should attach the following documents: SAQA evaluation certificate, SACE and quota work permit and police clearance. People with disability are encouraged to apply. 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. 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. 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. All people who applied before are encouraged to reapply.
- CLOSING DATE** : 06 July 2018 at 16h00
- POST 24/22** : **LECTURER: INFORMATION PROCESSING (REF NO: LET 15/06/2018)**  
Permanent
- SALARY** : R185 796 per annum (PL 01)  
**CENTRE** : Giyani Campus  
**REQUIREMENTS** : An appropriate National Diploma/Bachelor's Degree or equivalent qualification in Education or any relevant field majoring in typing or information processing. One-year relevant working experience. An experience in the TVET Sector will be an

		added advantage. Knowledge of theory and practice in the relevant field. Sound communication skills. Computer literacy is highly recommended.
<b><u>DUTIES</u></b>	:	The successful candidate(s) will be required to lecture NCV and report 191. Management of students and administrative records. Classroom/ workshop facilitation. Facilitate specified subjects on the levels required. Report to management from time to time. Ensure provisioning of quality education and training in line with the College/DHET requirements. Assess students' performance. Liaise with students, parents and other relevant stakeholders. Support student development. Monitor the students in the workplace. Report to management from time to time.
<b><u>ENQUIRIES</u></b>	:	Mr P Mokhonazi/Mr D Sebela Tel No: (015) 307 5440
<b><u>APPLICATIONS</u></b>	:	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. Tzaneen, Limpopo Province.
<b><u>NOTE</u></b>	:	Z83 Form indicating correct reference number, detailed CV, certified copies of qualifications including academic record/transcript and ID document. NB: Foreign applicants should attach the following documents: SAQA evaluation certificate, SACE and quota work permit and police clearance. People with disability are encouraged to apply. 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. 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. 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.
<b><u>CLOSING DATE</u></b>	:	06 July 2018 at 16h00
<b><u>POST 24/23</u></b>	:	<b><u>LECTURER ELECTRICAL HEAVY CURRENT X2 POSTS</u></b> Permanent
<b><u>SALARY</u></b>	:	R185 796 per annum (PL 01)
<b><u>CENTRE</u></b>	:	Giyani Campus – Ref No: LET 16/06/2018 Maake Campus – Ref No: LET 17/06/2018
<b><u>REQUIREMENTS</u></b>	:	An appropriate National Diploma/Bachelor's Degree in Electrical Engineering or any equivalent qualification in the relevant field. One- year relevant working experience in Education and Training sector or industry. An experience in the TVET Sector will be an added advantage. Knowledge of theory and practice in the relevant field. Sound communication skills. Must be Computer literate.
<b><u>DUTIES</u></b>	:	The successful candidate(s) will be required to lecture NCV and report 191. Management of students and administrative records. Classroom/ workshop facilitation. Facilitate specified subjects on the levels required. Report to management from time to time. Ensure provisioning of quality education and training in line with the College/DHET requirements. Assess students' performance. Liaise with students, parents and other relevant stakeholders. Support student development. Monitor the students in the workplace. Report to management from time to time.
<b><u>ENQUIRIES</u></b>	:	Mr P Mokhonazi/Mr D Sebela Tel No: (015) 307 5440
<b><u>APPLICATIONS</u></b>	:	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. Tzaneen, Limpopo Province.
<b><u>NOTE</u></b>	:	Z83 Form indicating correct reference number, detailed CV, certified copies of qualifications including academic record/transcript and ID document. NB: Foreign applicants should attach the following documents: SAQA evaluation certificate, SACE and quota work permit and police clearance. People with disability are encouraged to apply. 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. 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. 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.

<b><u>CLOSING DATE</u></b>	:	06 July 2018 at 16h00
<b><u>POST 24/24</u></b>	:	<b><u>LECTURER: CIVIL ENGINEERING PLUMBING AND SHEET METAL WORK (REF NO: LET 03/03/2018)</u></b> Permanent Re-advert: all people who applied before are encouraged to reapply.
<b><u>SALARY</u></b>	:	R185 796 per annum (PL 01)
<b><u>CENTRE</u></b>	:	Maake Campus
<b><u>REQUIREMENTS</u></b>	:	An appropriate National 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.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	Mr P Mokhonazi/Mr D Sebela Tel No: (015) 307 5440
<b><u>APPLICATIONS</u></b>	:	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. Tzaneen, Limpopo Province.
<b><u>NOTE</u></b>	:	Z83 Form indicating correct reference number, detailed CV, certified copies of qualifications including academic record/transcript and ID document. NB: Foreign applicants should attach the following documents: SAQA evaluation certificate, SACE and quota work permit and police clearance. People with disability are encouraged to apply. 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. 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. 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.
<b><u>CLOSING DATE</u></b>	:	06 July 2018 at 16h00
<b><u>POST 24/25</u></b>	:	<b><u>LECTURER MATHEMATICS (REF NO: LET 18/06/2018)</u></b> Permanent
<b><u>SALARY</u></b>	:	R185 796 per annum (PL 01)
<b><u>CENTRE</u></b>	:	Maake Campus
<b><u>REQUIREMENTS</u></b>	:	An appropriate National Diploma/Bachelor's Degree or equivalent qualification in Education or any relevant field majoring in Mathematics or Statistics. One-year relevant working experience in Education and Training sector. An experience in the TVET Sector will be an added advantage. Knowledge of theory and practice in the relevant field. Sound communication skills. Computer literacy is highly recommended.
<b><u>DUTIES</u></b>	:	The successful candidate(s) will be required to lecture NCV and report 191. Management of students and administrative records. Classroom/ workshop facilitation. Facilitate specified subjects on the levels required. Report to management from time to time. Ensure provisioning of quality education and training in line with the College/DHET requirements. Assess students' performance. Liaise with students, parents and other relevant stakeholders.

		Support student development. Monitor the students in the workplace. Report to management from time to time.
<b><u>ENQUIRIES</u></b>	:	Mr P Mokhonazi/Mr D Sebela Tel No: (015) 307 5440
<b><u>APPLICATIONS</u></b>	:	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. Tzaneen, Limpopo Province.
<b><u>NOTE</u></b>	:	Z83 Form indicating correct reference number, detailed CV, certified copies of qualifications including academic record/transcript and ID document. NB: Foreign applicants should attach the following documents: SAQA evaluation certificate, SACE and quota work permit and police clearance. People with disability are encouraged to apply. 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. 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. 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.
<b><u>CLOSING DATE</u></b>	:	06 July 2018 at 16h00
<b><u>POST 24/26</u></b>	:	<b><u>LECTURER ENGLISH (REF NO: LET 19/06/2018)</u></b> Temporary
<b><u>SALARY</u></b>	:	R185 796 per annum (PL 01)
<b><u>CENTRE</u></b>	:	Maake Campus
<b><u>REQUIREMENTS</u></b>	:	An appropriate National Diploma/Bachelor's Degree or equivalent qualification in Education or any relevant field majoring in English or Communication. One-year relevant working experience in Education and Training sector. An experience in the TVET Sector will be an added advantage. Knowledge of theory and practice in the relevant field. Sound communication skills. Computer literacy is highly recommended.
<b><u>DUTIES</u></b>	:	The successful candidate(s) will be required to lecture NCV and report 191. Management of students and administrative records. Classroom/ workshop facilitation. Facilitate specified subjects on the levels required. Report to management from time to time. Ensure provisioning of quality education and training in line with the College/DHET requirements. Assess students' performance. Liaise with students, parents and other relevant stakeholders. Support student development. Monitor the students in the workplace. Report to management from time to time.
<b><u>ENQUIRIES</u></b>	:	Mr P Mokhonazi/Mr D Sebela Tel No (015) 307 5440
<b><u>APPLICATIONS</u></b>	:	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. Tzaneen, Limpopo Province.
<b><u>NOTE</u></b>	:	Z83 Form indicating correct reference number, detailed CV, certified copies of qualifications including academic record/transcript and ID document. NB: Foreign applicants should attach the following documents: SAQA evaluation certificate, SACE and quota work permit and police clearance. People with disability are encouraged to apply. 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. 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. 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.
<b><u>CLOSING DATE</u></b>	:	06 July 2018 at 16h00

<b><u>POST 24/27</u></b>	:	<b><u>LECTURER OFFICE DATA PROCESSING (REF NO: LET 20/06/2018)</u></b> Permanent
<b><u>SALARY</u></b>	:	R185 796 per annum (PL 01)
<b><u>CENTRE</u></b>	:	Tzaneen Campus
<b><u>REQUIREMENTS</u></b>	:	An appropriate National Diploma/Bachelor's Degree or equivalent qualification in Education or any relevant field majoring in office data processing, Computer Practice, information processing. One- year relevant working experience in Education and Training sector. An experience in the TVET Sector will be an added advantage. Knowledge of theory and practice in the relevant field. Sound communication skills. Must have advanced computer skills. Practical experience in specific aspects of the subject field as well as the ability to do practical training will be a recommendation.
<b><u>DUTIES</u></b>	:	The successful candidate(s) will be required to lecture NCV and report 191. Management of students and administrative records. Classroom/ workshop facilitation. Facilitate specified subjects on the levels required. Report to management from time to time. Ensure provisioning of quality education and training in line with the College/DHET requirements. Assess students' performance. Liaise with students, parents and other relevant stakeholders. Support student development. Monitor the students in the workplace. Report to management from time to time.
<b><u>ENQUIRIES</u></b>	:	Mr P Mokhonazi/Mr D Sebela Tel No: (015) 307 5440
<b><u>APPLICATIONS</u></b>	:	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. Tzaneen, Limpopo Province.
<b><u>NOTE</u></b>	:	Z83 Form indicating correct reference number, detailed CV, certified copies of qualifications including academic record/transcript and ID document. NB: Foreign applicants should attach the following documents: SAQA evaluation certificate, SACE and quota work permit and police clearance. People with disability are encouraged to apply. 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. 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. 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.
<b><u>CLOSING DATE</u></b>	:	06 July 2018 at 16h00
<b><u>POST 24/28</u></b>	:	<b><u>LECTURER COMPUTER PRACTICE AND INFORMATION PROCESSING:</u></b> <b><u>(REF NO: LET 21/06/2018)</u></b> Permanent
<b><u>SALARY</u></b>	:	R185 796 per annum (PL 01)
<b><u>CENTRE</u></b>	:	Tzaneen Campus
<b><u>REQUIREMENTS</u></b>	:	An appropriate National Diploma/Bachelor's Degree or equivalent qualification in Education or any relevant field majoring in office data processing, Computer Practice, information processing. One- year relevant working experience in Education and Training sector. An experience in the TVET Sector will be an added advantage. Knowledge of theory and practice in the relevant field. Sound communication skills. Must have advanced computer skills. Practical experience in specific aspects of the subject field as well as the ability to do practical training will be a recommendation.
<b><u>DUTIES</u></b>	:	The successful candidate(s) will be required to lecture NCV and report 191. Management of students and administrative records. Classroom/ workshop facilitation. Facilitate specified subjects on the levels required. Report to management from time to time. Ensure provisioning of quality education and training in line with the College/DHET requirements. Assess students' performance. Liaise with students, parents and other relevant stakeholders. Support student development. Monitor the students in the workplace. Report to management from time to time.

- ENQUIRIES** : Mr P Mokhonazi/Mr D Sebela Tel No: (015) 307 5440
- 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. Tzaneen, Limpopo Province.
- NOTE** : Z83 Form indicating correct reference number, detailed CV, certified copies of qualifications including academic record/transcript and ID document. NB: Foreign applicants should attach the following documents: SAQA evaluation certificate, SACE and quota work permit and police clearance. People with disability are encouraged to apply. 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. 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. 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.
- CLOSING DATE** : 06 July 2018 at 16h00
- POST 24/29** : **TRAINING OFFICER: ELECTRICIAN, REF NO: 2018/039**  
(College appointment, fixed term contract for 6 months)
- SALARY** : R185 769 – R414 432 per annum
- CENTRE** : Richtek Technical Training Centre
- REQUIREMENTS** : A relevant recognised electrician artisan qualification. N3 qualification inclusive of two languages or matric/Grade 12 or relevant NQF L4 qualification. 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 skills. Good supervisory skills. Sound people skills. Knowledge of QCTO related programmes and processes of artisan qualifications. Computer proficiency in MS Office Suite. Candidates may be subjected to a skills test, where applicable. Advantageous: Assessor/Moderator qualifications. Five years relevant teaching/training-related experience. A recognised teaching qualification. National N Diploma or equivalent recognised qualification in the electrical field. Valid driver's licence.
- DUTIES** : 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. 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. 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 budgets. 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. 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. 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** : Mr BT Shabangu, Tel No: (035) 902 9630
- APPLICATIONS** : uMfolozi TVET College, HRM&D Unit, Private Bag X5023, Richards Bay 3900 or alternatively, applications can be hand-delivered to the Central Office, Naboomnek, Arboretum, Richards Bay 3900
- NOTE** : Applications must be submitted on form Z83 (available at [www.umfolozicollege.co.za](http://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.
- CLOSING DATE** : 03 July 2018 at 16:00
- POST 24/30** : **PROJECT ADMINISTRATOR CURRICULUM SERVICES, REF NO: 2018/039**  
(College appointment, fixed term contract for 1 year)
- SALARY** : R152 862 per annum (Level 05)
- CENTRE** : Central Office, Curriculum Services
- REQUIREMENTS** : NCV Level 4 Office Administration/Senior Certificate or equivalent qualification. Human Resource Management N4 to N6 certificates. Eighteen months' administration experience with human resource duties. Proven interpersonal skills and good verbal and written communication in English. Proven office administration skills relating to client relations and liaison, function organisation, equipment management, logistical scheduling, telephone etiquette, minute taking, filing and recordkeeping. Proven computer literacy in MSWord, MSEXcel and

		MSPowerPoint. Advantageous: 3-year National Diploma Human Resource Management
<b><u>DUTIES</u></b>	:	Office Administration: Type reports/plans/letters/ presentations and other correspondence. Schedule meetings and arrange venues, invitations, refreshments. Take minutes at meetings, when requested. Answer interpersonal communication and queries. Administer the requisition and utilisation of office equipment, consumables and furniture. Maintain filing and records. Assist at reception, when necessary. Data capturing: Capture data. HRM Administration: Conduct sifting, shortlisting and interview meetings of appointments. Execute personnel suitability checks. Consolidate and submit new appointment documentation and check correctness of remuneration according to approved salary scales. Capture appointments, terminations and other transactions on the VIP system. Submit allowance and deduction documentation. Administer the performance management and appraisal process. Consolidate and submit all human resource information and documentation to the Central Office. Follow-up and resolve all human resource administration queries and issues emanating from project staff. Check all leave forms for correctness. Capture leave forms on VIP. Issue and follow-up letters to staff members in connection with non-compliance of leave processes. Capture TVETMIS annual survey at Central Office HRM&D Unit. Collect College payslips with Salary Reports at Central Office to distribute payslips to staff members. Return signed Salary reports within five working days to Payroll. Type and draft letters, memoranda and submissions. Render professional advice to line function on the effective and efficient interpretation and implementation of the college policies and other related prescripts. Compile statistics, update databases and provide requisite reports. Termination Administration: Administer the termination process. Complete and issue certificates of service.
<b><u>ENQUIRIES</u></b>	:	Miss SR Zulu, Tel No: (035) 902 9577
<b><u>APPLICATIONS</u></b>	:	uMfolozi TVET College, HRM&D Unit, Private Bag X5023, Richards Bay 3900 or alternatively, applications can be hand-delivered to the Central Office, Naboomnek, Arboretum, Richards Bay 3900
<b><u>NOTE</u></b>	:	Applications must be submitted on form Z83 (available at <a href="http://www.umfolozicollege.co.za">www.umfolozicollege.co.za</a> , 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.
<b><u>CLOSING DATE</u></b>	:	03 July 2018 at 16:00
<b><u>POST 24/31</u></b>	:	<b><u>SWITCHBOARD OPERATOR (RECEPTIONIST) (REF NO: LET 12/06/2018)</u></b> Permanent
<b><u>SALARY</u></b>	:	R127 851 per annum (SL 04)
<b><u>CENTRE</u></b>	:	Central Office (Tzaneen)

<b><u>REQUIREMENTS</u></b>	:	Grade 12 Certificate or NCV level 4 certificate in Office Administration. One-year relevant work experience as a switchboard operator or as a Receptionist. Excellent communication skills, interpersonal relations, client focus and innovative thinking. Ability to work under pressure with little or no supervision. Adhere to Batho Pele principles, Telephone etiquette adequate, good interpersonal relations. Computer Literacy (knowledge of MS packages) and driver license.
<b><u>DUTIES</u></b>	:	Render general administrative support service to Central Office Management and staff including typing of documents, electronic and manual filing, data capturing, responsible for reception, making and receiving calls/faxes, provide clerical support, perform reasonable task allocation.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr P Mokhonazi/Mr D Sebela Tel No: (015) 307 5440 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. Tzaneen, Limpopo Province.
<b><u>NOTE</u></b>	:	Z83 Form indicating correct reference number, detailed CV, certified copies of qualifications including academic record/transcript and ID document. NB: Foreign applicants should attach the following documents: SAQA evaluation certificate, SACE and quota work permit and police clearance. People with disability are encouraged to apply. 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. 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. 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.
<b><u>CLOSING DATE</u></b>	:	06 July 2018 at 16h00
<b><u>POST 24/32</u></b>	:	<b><u>PHOTOCOPIER OPERATOR (REF NO: LET 13/06/2018)</u></b> Permanent
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R90 234 per annum (SL 02) Tzaneen Campus A Grade 12 certificate or NCV level 4 certificate in Office Administration or Generic Management. One-year relevant work experience. Good Communication, planning, organizing and Interpersonal skills. Ability to function accurately, and methodically under pressure. Be able to operate multifunction photocopy machine and Electronic Document Management System. Computer Literacy (knowledge of MS packages) and driver license.
<b><u>DUTIES</u></b>	:	Make photocopies for staff; Report any malfunctioning of photocopier machines; Keep records of photocopier machine activities; Scanning of documents; Arrange for the servicing of and repair to the machines; Undertake the general maintenance and cleaning of the machines; Ensure that photocopying materials and equipment's are stored away securely; Arrange for the re-ordering of copy papers, staples and toners; Receive the request form and documents; Contact clients when documents are ready; Update the index; Attend to counter queries Binding and laminating of documents.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr P Mokhonazi/Mr D Sebela Tel No: (015) 307 5440 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. Tzaneen, Limpopo Province.
<b><u>NOTE</u></b>	:	Z83 Form indicating correct reference number, detailed CV, certified copies of qualifications including academic record/transcript and ID document. NB: Foreign applicants should attach the following documents: SAQA evaluation certificate, SACE and quota work permit and police clearance. People with disability are encouraged to apply. 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. 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. 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.

**CLOSING DATE**

:

06 July 2018 at 16h00