

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING**  
**(KING HINTSA TVET COLLEGE; LETABA TVET COLLEGE AND THEKWINI TVET COLLEGE)**  
*The Department and 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 Department through the filling of posts and a candidate whose appointment, transfer or promotion will promote representativity will receive preference.*

- APPLICATIONS** : Deliver or post to Thekwini TVET College, Human Resource Management & Development Department, Central Office, 262 D'Aintree Avenue, Asherville or P//Bag X06, Dormerton, Durban
- FOR ATTENTION** : Mr Thabani Xaba Tel No: 031 250 8228
- CLOSING DATE** : 27 July 2018 at 13H00
- NOTE** : Applications must be submitted on the prescribed Z83 (obtainable from any Public Service Department or on the internet at ([www.gov.za/document](http://www.gov.za/document)), which must be completed in full, originally signed and dated by the applicant. NB: All parts of the Z83 form must be filled in full, including sections where the form states that "please ignore if you have attached a CV with these details". Applications must be accompanied by a covering letter, a comprehensive Curriculum Vitae and Certified Copies of Qualifications, Identity Document, and Drivers Licence (where applicable). NB: All document certification dates must be within three months of the application date. The specific reference number of the post applied for must be quoted. A separate application must be submitted for each post applying for. For foreign applications; a certified copy of SAQA Evaluation of Qualifications Certificate, Work Permit and Passport must be included. NB: All applications to include ALL required documentation as listed above. Incomplete applications WILL NOT be considered. Thekwini TVET College is an equal opportunity employer. The College reserves the right not to make an appointment in these positions. Correspondence will be limited to short-listed candidates only. All successful candidates will be subjected to qualifications verification before appointment. Applicants who have not been contacted within eight weeks of the closing date of advertisement should accept that their applications were unsuccessful.
- ERRATUM: KING HINTSA TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING (TVET) COLLEGE:** kindly note that the post of Examination Manager with Ref No: KHC03-07/2018 advertised in vacancy circular 27 dated 06 July, the post has been changed from permanent to College Council. Kindly note that the post of Management Information Systems Officer with Ref No: KHC04-07/2018 advertised in vacancy circular 27 dated 06 July, the salary level has been changed from Salary Level 08 to Salary Level 07 (R242 475 per annum) and also the post of General Assistant / Cleaner with Ref No: KHC10-07/2018 advertised in vacancy circular 27 dated 06 July, the following requirements have been added to the post: (Technical Skills will be highly recommended).

#### **OTHER POSTS**

- POST 28/06** : **CAMPUS MANAGER X4 POSTS**
- SALARY CENTRE** : R482 706 per annum (PL5)  
 Cato Manor Campus Ref No: AS 01/07/2018  
 Asherville Campus Ref No: AS 02/07/2018  
 Centec Campus Ref No: AS 03/07/2018  
 Springfield Campus Ref No: AS 04/07/2018
- REQUIREMENTS** : Matric certificate or equivalent. Recognised and relevant tertiary qualification (REQV13) plus an appropriate teaching qualification. Seven years' teaching or lecturing experience plus two years management experience at a school or college. Leadership and management skills;

good communication and interpersonal skills. An expert understanding of effective learning delivery. Proven record of management and student support management in a TVET Institution. Experience in design of internal administration system to ensure sound general administration. Good computer skills (incl. Word; Excel and PowerPoint). Sound report writing & presentation skills. Extensive knowledge of FETC Act 16 of 2006, as amended. Knowledge of GENFETQA 58/2001 and related TVET sector policy and legislation. Valid and unendorsed Code EB Driver's Licence. Working knowledge of Coltech administration system is recommended. Registration with SACE is recommended.

**DUTIES** : Assist senior management in the effective management and administration of the College in keeping with all relevant legislation, policy and procedures. Manage a campus effectively and efficiently, making sure that it complies with all applicable legislation, regulations and personnel administration measures as prescribed. Implement quality management systems, policies and processes for monitoring classroom practices, assessment, moderation and performance records. Oversee the teaching and learning on campus, ensuring that it takes place in proper manner in accordance with approved prescripts Report to the Principal and Deputy Principals at Central Office. Serve on College committees. Maintain effective communication and relations with management, staff, students and parents. Liaise with College structures regarding TVET curricular and curriculum development. Stakeholders Liaison/Interface. Responsible for student wellbeing on campus. Asset management on campus.

**ENQUIRIES** : Mr Thabani Xaba Tel No: 031 250 8228

**POST 28/07** : **SENIOR EDUCATION SPECIALIST (HOD) PL3: BUSINESS STUDIES (NATED AND NCV) REF NO: LET 21/07/2018**

**SALARY** : R391 677 per annum  
**CENTRE** : Letaba TVET College (Giyani Campus)  
**REQUIREMENTS** : An appropriate Bachelor Degree or equivalent qualification at REQV13 in Education. A qualification in educational management or management will be an added advantage. At least five (05) years teaching/lecturing experience of which at least three years must be on supervisory or management level Post Level two (PL2). In- depth knowledge of legislative framework governing post school education and curriculum delivery in the TVET Sector. A sound knowledge of management, leadership and administration. Good technical, conceptual and human skills. Registration with SACE is compulsory. Must be Computer Literate and have a valid Driver's license.

**DUTIES** : Management of Students, Lecturers and Curriculum delivery. Implementation of the administration processes within the Business section. Ensure implementation of the campus curriculum as required. Ensure effective and efficient utilization of resources. Coordinate all academic activities within the section that will include teaching and learning, time tables, attendance registers, Student Support Services, extra and co-curriculum activities. Monitoring and evaluation of teaching and learning. Develop and implement intervention strategies that will improve academic performance. 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 which also include Work Integrated Learning (WIL) for both the students and lecturers. Manage and supervise assessment and examination processes in the section including timeous marking of scripts and submission of marks, development of question papers, preparation of all ISAT and ICASS activities. Ensure adherence to policy on the attendance of classes. Liaise with Campus Management on academic activities.

**ENQUIRIES** : Mr P Mokhonazi 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.
- 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 comprehensive CV as well as certified copies of all qualifications including academic record, 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. 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. 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. 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 August 2018 at 16h00
- POST 28/08** : **DEPUTY MANAGER (SL9): INFRASTRUCTURE AND FACILITIES MANAGEMENT REF NO: LET 22/07/2018**  
Three Years Contract
- SALARY** : R356 289 plus 37% in lieu of benefits per annum  
**CENTRE** : Central Office (Tzaneen)  
**REQUIREMENTS** : An appropriate Bachelor Degree in Civil Engineering/ Building Science or equivalent qualification in the relevant construction field. Five years relevant working experience in Construction or civil of which three years must be on supervisory level. (Registration with a relevant professional body would be an added advantage – proof should be attached). An understanding of the Public Finance Management Act, 1999 (PFMA), Civil Engineering, Project Management. Skills and attributes: Conceptual, Technical and Human skills. Must be computer literate and have a valid driver's license.
- DUTIES** : Monitor and report on infrastructure development and maintenance as well as performance in accordance with the relevant Laws and Regulations; Manage the contractors and service providers' functions by ensuring that all deliverables are met within the reasonable and agreed timelines; Prepare monthly, quarterly and annual reports for Management and Council; Prepare and monitor the Budget for the unit; Manage the staff and resources within the unit; Strengthen internal controls on project and contract management; Prepare the project file to all relevant stakeholders and assist to resolve audit queries.
- ENQUIRIES** : Mr P Mokhonazi Tel No: 015 307 5440  
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annual performance agreement and employment contract on appointment, disclose his/her financial interest and be subjected to security clearance. 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.  
03 August 2018 at 16h00

**CLOSING DATE**

**POST 28/09**

**ASSISTANT DIRECTOR: CURRICULUM SERVICES REF NO: AS 05/07/2018**

**SALARY**

R356 289 per annum (SL 9)

**CENTRE**

Central Office

**REQUIREMENTS**

Matric certificate or equivalent. Recognised and relevant tertiary qualification (REQV 13) plus an appropriate teaching qualification. Five years' experience in a teaching and learning environment, of which three years should be at managerial (supervisory) level. Good computer skills (including Word; Excel and PowerPoint). Leadership and management skills; good communication and interpersonal skills. An expert understanding of effective programme development and delivery management at an academic institution. Ability to design and implement internal administration systems and controls to ensure sound programme development and delivery support. Extensive knowledge of: the FETC Act, 2006 as amended, the GENFETQA 58/2001. Extensive knowledge of the sector regulatory and legislative framework. Extensive knowledge of the Academic Assessment and Moderation Procedures. Extensive knowledge of the learnership and Skills Programme Protocols and Procedures (ETQA, QCTO, NAMB and SETA related). Sound report writing & presentation skills. Good administration skills. Valid and unendorsed Code EB Drivers' Licence. Working knowledge of Coltech administration system is recommended. Registration with SACE is recommended.

**DUTIES**

Manage a proactive national curriculum framework in line with the College Strategy. Develop a responsive, flexible curriculum based on local needs. Facilitate new programme decisions and manage the planning process. Provide a curriculum support service in terms of Recognition of Prior Learning (RPL), eLearning technologies, Learner materials and lecturer teaching and assessment instruments. Manage Report 191 and NC (V) programme offerings in line with national curriculum guidelines. Identify and manage appropriate occupational programmes and learnerships including the appointment of contract project staff as required. Conduct programme gap analyses, conduct feasibility assessments and introduce new, responsive programmes. Implement and maintain programme quality systems and process (incl. assessment, moderation and performance records. Identify learner materials, equipment and other resource requirements. Develop and manage programme and project budgets and report on programme performance. Ensure programme compliance with the relevant quality assurance bodies (UMALUSI and SETA accreditation).

**ENQUIRIES**

Mr Thabani Xaba Tel No: 031 250 8228

**APPLICATIONS**

Deliver or post to Thekwini TVET College, Human Resource Management & Development Department, Central Office, 262 D'Aintree Avenue, Asherville or P//Bag X06, Dormerton, Durban

**FOR ATTENTION**

Mr Thabani Xaba Tel No: 031 250 8228

**NOTE**

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- CLOSING DATE** : 27 July 2018 at 13H00
- POST 28/10** : **LECTURER: FINANCIAL ACCOUNT AND PASTEL REF NO: KHC 11-06/2018**
- SALARY** : R198 774 per annum PL1
- CENTRE** : King Hintsa TVET College-Willowvale Campus
- REQUIREMENTS** : Grade 12 / Standard 10. Recognised three-year Diploma/Degree with Financial Accounting as a major subject, must possess Pastel Accounting Certificate, Teacher qualification and must be Register with SACE. Two years' experience in teaching. Assessor, moderator, and a valid driver's licence will be added advantage. Very good knowledge of subject area and work-related applications. Good record keeping and classroom management skills.
- DUTIES** : Teaching Financial Accounting N4-N6, Computerised Financial Systems N4-N6 and Applied Accounting L2-L4. Teaching and Learning Delivery: Teach students in classrooms or workshops providing theory and practical training through lectures, discussions, practical demonstrations 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 and report on student engagement and responsiveness to teaching activities. Student Assessment and Evaluation: Assess students by setting and marking exams and assignments, and evaluating completed projects; Ensure that work is set and assessed consistently, in line with ICASS principles and College Assessment policy and complete all related administrative records or reports; Participate in subject 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 term 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. Maintain up-to-date knowledge of industry trends in subject area.
- ENQUIRIES** : Mr MM Ndzame or Ms P Soyizwapi at 047 401 6400
- 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.
- NOTE** : Applications must be submitted on form DPO1 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 or communication 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.

**CLOSING DATE** : 27 July 2018, applications received after the closing date, emailed or faxed applications will not be considered.

**POST 28/11** : **LECTURER: MOTOR MECHANIC (PL1): REF NO: LET 23/07/2018**

**SALARY** : R198 774 - R262 899 per annum  
**CENTRE** : Letaba TVET College (Maake Campus)  
**REQUIREMENTS** : A Bachelor's Degree or equivalent qualification in Mechanical Engineering or Trade Diploma. A qualification in education will be an added advantage. One-year relevant working experience in Education and Training sector or industry. A trade test in Motor Mechanic will serve as a prerequisite. Knowledge of theory and practice in Mechanical Engineering (Automotive). Sound communication and Computer literacy skills.

**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 which also include students' attendance. 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, performance and all academic activities.

**ENQUIRIES** : Mr P Mokhonazi 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.

**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 comprehensive CV as well as certified copies of all qualifications including academic record, 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. 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. 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. 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 August 2018 at 16h00

**POST 28/12** : **LECTURER: ENGINEERING AND RELATED DESIGN (WELDING)**  
**REF NO: LET 04/03/2018**

Re-advert: all people who applied before are encouraged to re-apply

**SALARY** : R198 774 - R262 899 per annum (PL1)  
**CENTRE** : Letaba TVET College (Maake Campus)  
**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. Facilitates 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, performance and all academic activities.
- ENQUIRIES** : Mr P Mokhonazi 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.
- 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 comprehensive CV as well as certified copies of all qualifications including academic record, 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. 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. 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. 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.
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