

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(UMFOLOZI TVET COLLEGE AND MNAMBITHI TVET COLLEGE)**

OTHER POSTS

- POST 32/18** : **CAMPUS MANAGER REF NO: MTVET 20/2018**
(Permanent)
This post is being re-advertised, candidates who had previously applied are welcome to re-apply.
- SALARY** : R482 706 (Post Level 05) per annum plus applicable service benefits
CENTRE : Estcourt Campus
REQUIREMENTS : A recognized Bachelor's Degree or equivalent qualification which must include a recognized qualification in education. A minimum of 7 years' relevant experience within the TVET College Sector, 2 years of which must be at supervisory or managerial level. A valid driver's license unendorsed and Computer literacy. Good communication (verbal and written), interpersonal, decision-making and problem-solving skills. A sound knowledge of transformational issues within the TVET College Sector. Experience in managing people, projects, finance, Labour relations, and good governance practices relevant to the TVET Sector. Sound knowledge and insight into the relevant legislation, policies and procedures governing the TVET Sector. Extensive management, administrative and organizational skills.
- DUTIES** : Provide strategic leadership and management within the campus; Ensure co-ordination and alignment of the campus activities with the vision of the college and monitor the performance of the campus against college targets; Oversee the campus administration, HR functions, Finance including budget, supply chain management, maintain a regular updated asset register of the campus and manage NSFAS at the campus level; Ensure that a labour friendly environment exists; Manage leave as well as performance of the staff at the campus by guiding, supporting and developing the staff; Manage curriculum and programmes offered at the campus including where possible learnerships , partnership projects and skills programme; Assist with financial planning and control of the campus programmes to support students who are under performing; and perform all other relevant functions for the improvement of the College as directed by Senior Management.
- ENQUIRIES** : HR Unit at (036) 631 0360
APPLICATIONS : Mnambithi TVET College, HR Unit, Private Bag X9903, Ladysmith, 3370. Alternatively, applications can be hand-delivered to Central Office, 77 Murchison Street, Ladysmith, 3370
- NOTE** : Candidates who wish to apply must forward certified copies of qualifications, ID copy, driver's license, comprehensive CV and fully completed Z83 forms (obtainable from all Government Departments), clearly indicating the post being applied for, quoting the relevant reference number on the Z83. It is the responsibility of the applicant to ensure that his/her foreign qualifications have been verified by South African Qualifications Authority and DHET. Due to a large number of applications anticipated, correspondence will be limited to shortlisted candidates. The applicants who have not been contacted within 3 months after the closing date should regard their applications as unsuccessful. The College reserves the right not to fill posts. Mnambithi TVET College is an equal opportunity affirmative action employer.
- CLOSING DATE** : 24 August 2018 at 12:00
- POST 32/19** : **PROJECT MANAGER (CAPITAL INFRASTRUCTURE AND EFFICIENCY GRANT)**
REF NO: MTVET 21/2018
Three-year Contract (Council appointment)
- SALARY** : R356 289 (Level 09) per annum plus 37% in lieu of service benefits
CENTRE : Central Office
REQUIREMENTS : A recognized appropriate Bachelor's Degree/National Diploma (NQF Level 6/7) or equivalent qualification specializing in construction or related field; At least three (3) years in managing construction projects; A postgraduate qualification will be an added advantage; A driver's license is a prerequisite; An individual with a conceptual

understanding of the rules and standards governing project administration and management; and to ensure that the requirements for each project are spelt out by the job packaging/ statutory requirements; Risk management experience in project management; Good communication, written and verbal skills; Proficiency in analyzing and solving problems related to projects; Outstanding human relation skills evident in the ability to work with the team and excellence in gathering help needed in developing a working project management plan; Strong ability to give attention to details as well as tested organizational skills; Strong knowledge and expertise in using modern information and communication technologies to projects; Adherence to project specifications, as well as to the regulatory body guidelines for the project (NIAMMS etc.); and knowledge of procurement processes.

DUTIES : The incumbent will be responsible to supervise different tasks in completing construction or repairs and maintenance projects; Responsible for the flow of information from the college level project supervisor (the organizational point where the service/project is requested) to the team regarding the project in the Department of Higher Education and Training (Department); Make the arrangement for projects documentation on the recommendation and specification of the Department and ensure that specifications are met; Meet the project owner, ensure that appropriate specification are set, or meet a higher standard; Update information on the project management tools; Make arrangement for the completion based on specifications of the project owner; Put a proficient team together to achieve the purpose of the work in a changing circumstance and fixed circumstance, and in a responsive circumstance using leadership and management expertise; and Plan, commence, execute. Supervise and round-up assigned projects.

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

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

CLOSING DATE : 24 August 2018 at 12:00

POST 32/20 : **EDUCATION SPECIALIST NC (V) ERD AND CIVIL ENGINEERING, REF NO: 2018/040**

SALARY : R328 953 per annum plus benefits as applicable in the Public Service
CENTRE : Esikhawini Campus

REQUIREMENTS : A relevant recognised fitter artisan qualification. N3 qualification inclusive of two languages or Matric/Grade 12 or relevant NQF L4 qualification. 3 years' trade related industry experience post trade. Very good knowledge of subject area and work-related applications. Very good knowledge of subject area and work related applications. Good record keeping and administrative skills. Computer proficiency in MS Office Suite. Advantageous: Registered Assessor/Moderator. 3 years' teaching/training and/or 5 years' industry experience.

DUTIES : Teaching and Learning: Teach 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. Submission and verification of all student data. Monitor the provision of resources to libraries and/or access to IT facilities appropriate to the subject requirements and advise on these requirements. Monitor and report on student engagements and responsiveness to teaching activities. Student Assessment and Evaluation: Assess students by setting and marking examinations. Moderation and evaluation of completed

assessments and projects. Ensure that work is set and assessed consistently, in line with OBE principles and the College Assessment Policy and complete all related administrative records or reports. Lead and/or co-ordinate subject-related assessment and moderation committees. Verify that assessment records of student progress and performance are submitted and accurately done. Manage WBE placement of students. Subject Development: Set subject-related standards and maintain up-to-date knowledge of industry trends in subject area. Participate in INSET/WBE programme and contribute subject-specific teaching enhancements. Revise instructional material and advise on new content based on current industry trends, including mentoring junior colleagues in new content requirements. Represent the area of responsibility at “open days” and other promotional events. Provide guidance and work related insights to students, parents and the general community. Programme Delivery: Coordinate registers of all textbook/tool allocations and check returned textbook/tools. Maintain registers of all textbook/tool allocations and check returned textbooks/tools (ensuring charges for loss or damage). Compile and submit annual and term estimates of material needs (including consumables) for the area of responsibility. 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 in own subjects. Student Guidance and Support: Devise academic support programmes for subject area if needed. Support students on an individual basis through academic or personal difficulties and liaise with other professionals within the Student Liaison Officer as needed. Manage student behaviour in the classroom or other campus premises, applying appropriate measures in the cases of misbehaviour or learning disruption. Performance Management: Meet deadlines relating to Supervisees' IQMS. Meet deadlines relating to Supervisees' quarterly performance reviews. Meet deadlines relating to Supervisees' annual performance assessments. Ensure that relevant Audit-related actions as per the latest Audit Action Plan are included in Performance agreements of affected staff. Ensure that newly-appointed Supervisees are inducted within three (3) months after appointment. Ensure that Training interventions agreed to in the Personal Growth Plans of Supervisees are implemented within the agreed timeframe. Ensure that Key Result Area (KRA's) of Supervisees are aligned to the Department's and College's Strategic plan, Annual Performance Plan (APP) and Operational plan. Ensure that the Employment Equity profiles of the College is in line with the Employment Equity Plan of the Department/College.

**ENQUIRIES
APPLICATIONS**

: Mrs. T Dube, Tel No: (035) 902 9686
 : 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, 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 or equivalent qualification must also be attached) and academic records, your ID Document and valid driver's license (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** : 30 August 2018 at 16:00
- POST 32/21** : **PROJECT COORDINATOR REF NO: 2018/047**
- SALARY** : R242 475 per annum (Level 07) (College appointment, Centre of Specialisation (CoS) Project)
- CENTRE** : Central Office
- REQUIREMENTS** : A Grade 12 or equivalent qualification with a three-year diploma/degree as an added advantage. A minimum of three years' project management experience. A valid driver's license. Good report writing skills. Good record keeping and administrative skills. Computer proficiency in MS Office Suite. Advantageous: Project Management Qualification. Mechanical or Electrical artisan qualification. MSPProjects programme.
- DUTIES** : Project Delivery: Participate with project team and coordinate the project tasks assigned. Implement the agreed action plan to the agreed standards and deadlines. Regular liaison with the relevant project management team on all project-related matters. Ensuring the effective preparation and delivery of all project events and meetings. Maintain up-to-date knowledge of industry trends in subject area. Monitor the work, report on the progress and submit the final results of the project. Project Administration: Participate in regular study unit meetings. Inform colleagues of all matters pertaining to student performance. Record all stages of project and compile reports. Report and/or facilitate the maintenance of equipment and/or workshops. Registration, assessment and other data entry requirements meet project milestones. Participate in scheduled CoS meetings, informing colleagues of all matters pertaining to the CoS project. Project Planning and Budgeting: Participate in DHET/Centre of Specialisation courses and contribute to subject specific teaching enhancements. Make recommendations for improvement if any shortcomings are identified that may have a negative impact on the project. Represent the subject area at "open days" and other promotional events. Render support services to review and renew accreditation status. Project Financial Management: Maintain up-to-date records of the projects' finances within the approved budget. Prepare the support documentation for claims. Submit claims to relevant officials. Stakeholder Engagement: Facilitate the stakeholder engagement process. Serve on relevant stakeholders' forums. Provide feedback to stakeholder groups. Render support services to all stakeholders and ensure that the College complies with occupational programmes requirements. Visit employers to maintain and enhance student placement and to ensure that they comply with quality assurance requirements. Liaise with the relevant ETQA's. Attend scheduled trainings and workshops to keep abreast with the changes. Prepare for site visits and verification by QCTO. Maintain up-to-date knowledge of industry trends in subject area. Social Development: Attend community meetings with other units' representatives. Foster community partnership.
- ENQUIRIES** : Miss S Makhoba, Tel No: (035) 902 9557
- 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, 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 or equivalent qualification must also be attached) and academic records, your ID Document and valid driver's license (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

: 30 August 2018 at 16:00

POST 32/22

: **TRAINING OFFICER: FITTER: TECHNICAL TRAINING CENTRE, REF NO: 2018/041**

SALARY

: R198 774 – R441 369 per annum. (College appointment)

CENTRE

: Richtek Technical Training Centre

REQUIREMENTS

: A relevant recognised fitter artisan qualification. N3 qualification inclusive of two languages or Matric/Grade 12 or relevant NQF L4 qualification. 3 years' trade related industry experience post trade. 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. Relevant training-related experience, National N Diploma or equivalent recognised qualification in the relevant field and valid driver's license.

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
APPLICATIONS**

: Miss ST Makhoba, Tel No: (035) 902 9557
: 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

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CLOSING DATE

: 30 August 2018 at 16:00

POST 32/23

: **TRAINING OFFICER: FITTER: TECHNICAL TRAINING CENTRE REF NO: 2018/042**
(College appointment. Fixed term contract for 6 months)

**SALARY
CENTRE
REQUIREMENTS**

: R198 774 – R441 369 per annum
: Alton Technical Training Centre
: A relevant recognised fitter artisan qualification. N3 qualification inclusive of two languages or matric/Grade 12 or relevant NQF L4 qualification. 3 years' trade related industry experience post trade. 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. Relevant training-related experience, National N Diploma or equivalent recognised qualification in the relevant field and valid driver's license.

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
APPLICATIONS**

: Miss ST Makhoba, Tel No: (035) 902 9557
 : 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

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CLOSING DATE

: 30 August 2018 at 16:00

POST 32/24 : **REPORT 191 FARMING MANAGEMENT LECTURER REF NO: 2018/043**

SALARY : R198 774 per annum plus benefits as applicable in the Public Service

CENTRE : Eshowe Campus

REQUIREMENTS : Recognised three-year Diploma/Degree in Agriculture (REQV 13). Very good knowledge of subject area and work-related applications. Good record keeping and administrative skills. Computer proficiency in MS Office Suite. Ongoing interest and upskilling in new developments and innovations. Advantageous: Assessor/Moderator accredited. 3 years teaching/training/industry-related experience. Valid driver's license.

DUTIES : 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 the provision of resources to 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. 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 OBE 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. Subject Development and Marketing of Programmes: Maintain up-to-date knowledge of industry trends in subject area. Participate in INSET courses and contribute subject specific teaching enhancements. Maintain and/or revise instructional material based on current industry trends. Represent the subject 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 subject related career 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. Manage student behaviour in the classroom or other campus premises, applying appropriate measures in cases of misbehaviour or learning disruption.

ENQUIRIES : Mr. K Mgozi Tel No: 035 902 9683

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, 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 or equivalent qualification must also be attached) and academic records, your ID Document and valid driver's license (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** : 30 August 2018 at 16:00
- POST 32/25** : **HUMAN RESOURCE MANAGEMENT LECTURER REF NO: 2018/032**
(Re-Advertisement)
- SALARY** : R198 774 per annum (PL1) plus benefits as applicable in the Public Service (College Appointment. Fixed term contract ending 31 May 2020)
- CENTRE** : Bambanani Campus
- REQUIREMENTS** : Recognised three-year Diploma/Degree in HRM/Industrial Relations or Industrial Psychology. Very good knowledge of subject area and work-related applications. Good record keeping and administrative skills. Computer proficiency in MS Office Suite. Ongoing interest and upskilling in new developments and innovations. Advantageous: Assessor/Moderator accredited. Three years teaching/training/industry-related experience. Valid driver's license.
- DUTIES** : 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 the provision of resources to 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. 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 OBE 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. Subject Development and Marketing of Programmes: Maintain up-to-date knowledge of industry trends in subject area. Participate in INSET courses and contribute subject specific teaching enhancements. Maintain and/or revise instructional material based on current industry trends. Represent the subject 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 subject related career 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. Manage student behaviour in the classroom or other campus premises, applying appropriate measures in cases of misbehaviour or learning disruption.
- ENQUIRIES** : Mrs NNF Khanyile Tel No: (035) 902 9532
- 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, 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 or equivalent qualification must also be attached) and academic records, your ID Document and valid driver's license (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** : 30 August 2018 at 16:00
- POST 32/26** : **HUMAN RESOURCES CLERK PRODUCTION, REF NO: 2018/045**
- SALARY** : R163 563 per annum (Level 05) plus benefits applicable to the Public Sector
CENTRE : Central Office
REQUIREMENTS : Grade 12 certificate or equivalent qualification. No experience. Must have knowledge of all human resource management & administration and registry duties, practices as well as the ability to capture data and operate a computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in human resource environment and registry.
- DUTIES** : Implement Human Resource Administration Practices: Recruitment and selection (advertisements, sifting, shortlistings, interviews, appointments, transfers, promotions, verification of qualifications and other security vetting, Secretariat functions at shortlisting, interviews, absorptions, probationary periods e.g.). Implement and maintain conditions of services (Leave, Housing, Medical, Injury on Duty, Long Service Recognition, Overtime, Relocation, Pension, Allowances, PILIR, etc.). Administer Record Management. Administer Performance management. Administer the process of termination of service. Address Human Resource Administration Enquiries.
- ENQUIRIES** : Mrs. NNF Khanyile, Tel No: (035) 902 9532
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, 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 or equivalent qualification must also be attached) and academic records, your ID Document and valid driver's license (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** : 30 August 2018 at 16:00
- POST 32/27** : **ARTISAN DEVELOPMENT ADMINISTRATIVE CLERK REF NO: 2018/046**
- SALARY** : R163 563 per annum (Level 05) plus benefits applicable to the Public Service. (College appointment.)
- CENTRE** : Central Office
- REQUIREMENTS** : A Grade 12 NCV L4 or equivalent qualification with a three-year diploma/degree as an added advantage. A minimum of one-year experience. Knowledge of: QCTO, NAMB and SETA accreditation requirements; monitoring and evaluation systems, particularly IT-based; operational and delivery mandates with respect to technical and vocational education and training institutions. Proven computer literacy, including MSWord, MSEXcel and MSPowerPoint. Proven administrative skills and a track record in the preparation of documents, presentations, reports and databases. Proven office administration skills relating to record keeping. Good organisational skills with a demonstrable ability to prioritise workload and work methodology efficiently and accurately to meet deadlines and manage conflicting priorities. Good communication skills, verbal and written. Advantageous: Project Management Qualification. Valid driver's license.
- DUTIES** : Office Administration: Receive and refer calls. Relay messages to the relevant persons. Render support services. Provide electronic and other communication channels for project stakeholders. Establish and maintain record and documentation keeping system. Render administrative support services to the unit. Data Capturing and Reporting: Perform data capturing duties. Type documents for the unit. Render support services in reporting for meetings. Maintain and update occupational programme databases with student, programme and general information. Provide business information services and technical support to team members in the unit and industry. Generate and summarise requisition and purchasing reports relating to occupational programme delivery. Participate in regular unit meetings, informing colleagues of all matters pertaining to student performance. Project Administration: Render support services to student stipends. Render support services with scheduling of key milestones and critically activity dependencies. Reconcile statistical and progress report. Information: Maintain and create a systematically information storage system in hard copy as well as electronically. Maintain good housekeeping principles. Financial Management: Reconcile up-to-date records of the units finances. Maintain records of units' financial reports. Stakeholder Engagement: Organise the stakeholder engagement process. Distribute feedback to stakeholder groups. Record and report on review and renew accreditation status. Arrange employers to negotiate student placement and to make sure they comply with quality assure requirements. Maintain a data base of recruited employers for placement of students. Liaise with the SETA registered Moderator and Assessor. Attend trainings and all workshops to keep abreast with the changes. Prepare administrative documents for site visits, verification and accreditation processes.
- ENQUIRIES** : Mrs NNF Khanyile, Tel No: (035) 902 9532
- 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, 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 or equivalent qualification must also be attached) and academic records, your ID Document and valid driver's license (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** : 30 August 2018 at 16:00
- POST 32/28** : **GENERAL WORKER REF NO: MTVET 25/2018**
Permanent (Council appointment)
- SALARY** : R96 549 (Level 02) per annum plus applicable service benefits
- CENTRE** : Central Office
- REQUIREMENTS** : Applicants must be in possession of an Abet certificate or Grade 8 (Ability to read and write); Previous work experience as a General Assistant will be an added advantage; Knowledge of handling chemicals for cleaning; Knowledge of gardening equipment and appliances; Willingness to assist the College to other Campuses when required.
- DUTIES** : Cleaning buildings and maintaining grounds. Provide proper maintenance of sidewalks, driveways, parking lots and other grounds features; Cleaning offices corridors and boardrooms; Cleaning of restrooms; Report broken cleaning machines and equipment; Request cleaning materials; and other general cleaning of offices.
- ENQUIRIES** : HR Unit at (036) 631 0360
- APPLICATIONS** : Mnambithi TVET College, HR Unit, Private Bag X9903, Ladysmith, 3370. Alternatively, applications can be hand-delivered to Central Office, 77 Murchison Street, Ladysmith, 3370
- NOTE** : Candidates who wish to apply must forward certified copies of qualifications, ID copy, driver's license, comprehensive CV and fully completed Z83 forms (obtainable from all Government Departments), clearly indicating the post being applied for, quoting the relevant reference number on the Z83. It is the responsibility of the applicant to ensure that his/her foreign qualifications have been verified by South African Qualifications Authority and DHET. Due to a large number of applications anticipated, correspondence will be limited to shortlisted candidates. The applicants who have not been contacted within 3 months after the closing date should regard their applications as unsuccessful. The College reserves the right not to fill posts. Mnambithi TVET College is an equal opportunity affirmative action employer.
- CLOSING DATE** : 24 August 2018 at 12:00