

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(UMFOLOZI TVET COLLEGE; GOLDFIELDS TVET COLLEGE AND SOUTH CAPE TVET COLLEGE)**

- APPLICATIONS** : Goldfields TVET College, Private Bag X95, Welkom, 9459 or be hand delivered at Goldfields TVET College (Central Office), 36 Buren Street, Flamingo Park, Welkom 9459
- FOR ATTENTION** : The Principal, Mr FS Mahlangu
- CLOSING DATE** : 21 September 2018 at 12:30
- NOTE** : A fully completed Z83 form, signed and dated should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details), Original certified copies (not older than three months) of all qualifications with academic transcripts/record, ID document and drivers licence. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date as well as faxed or emailed applications will NOT be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks [where applicable], qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. The College/DHET reserves the right not to make appointments and correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application as unsuccessful. All costs incurred due to your application and interviews will be at your own expense. Preference will be given to persons from designated groups, especially with regard to race, gender and disability.
- ERRATUM: UMFOLOZI TVET COLLEGE:** kindly note that the post of Education Specialist ERD and Civil NC (V) Engineering with Ref No: 2018/040 advertised in vacancy circular 32 dated 10 August 2018; 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" should have read as follows: "Requirements: An appropriate recognised Bachelor's Degree or National Diploma (REQV 13). A recognised professional qualification in education. Three years teaching experience in a TVET College or similar environment. Registration with SACE. Valid drivers' license. Been found competent as Assessor and Moderator. Very good knowledge of subject area and work related applications. Good record and administrative skills. Computer literacy (attach evidence) and please also note that the closing date has been extended to 20 September 2018.

OTHER POSTS

- POST 35/06** : **ASSISTANT DIRECTOR – CURRICULUM DEVELOPMENT AND INTERNAL ASSESSMENTS REF NO: GTVETC 14/01/2018**
- SALARY** : R444 693 – R523 818 per annum (Level 10)
- CENTRE** : Central Office
- REQUIREMENTS** : A National Senior Certificate (Grade 12) or NCV level 4. A recognised 3-year Degree/Diploma in Business or Engineering studies, which must include teaching qualification. At least 7 years lecturing experience and 5 years supervisory experience in the management of curriculum, preferably in a TVET College. Trained as an Assessor and Moderation. Extensive knowledge of policies governing academic assessment and moderation procedures. Sound knowledge of the TVET Colleges landscape DHET policies pertinent to teaching and learning such as NDP, CETA, Act, Employment Equity Act, Labour Relations Act, NSDS III, SAQA. Ability to handle pressure and meet deadlines. Strong leadership,

communication, monitoring and evaluation, negotiation, networking, reporting, conflict resolution and problem solving skills. Strong events and project management skills. Ability to manage performance and provide critical feedback in an objective manner. Proven track record of successfully managing and coordinating the implementation of planned goals and working with a range of professional colleagues. SACE registration. Advanced computer skills (MS Word, MS Excel and PowerPoint). A valid driver's license is essential as traveling and extended working hours may be required.

DUTIES : Manage and supervise implementation of programmes as prioritized by the Department of Higher Education and Training. Monitoring and evaluation of college programme offering in line with college Teaching and Learning plan. Ensure Quality Assurance of Learning Programmes. Provide advice to Academic Managers on student and Curriculum matters. Manage External and Internal Assessments of college programme. Provide support in the planning of educator work allocation, Assist Campus Manager with compilation of the timetable in line with College Teaching and Learning plan. Co-ordinate the procurement of the programme's training needs. Provide guidance on syllabi, curriculum and learning outcomes. Implement and monitor all policies that impact on learning delivery including examination and certification of students within the department. Provide support in the creation of conducive classroom environment and ensure efficient classroom management and discipline of students. Liaise with the Lectures, other programme managers and Student Support Officers in providing support interventions programme to students.

ENQUIRIES : Mr MG Pheko – Assistant Director: HRM Tel No: 057 910 6000

POST 35/07 : **SENIOR EDUCATION SPECIALIST – HEAD OF DEPARTMENT (REF NO: CS 01/2018)**
(Persal Appointment)

SALARY : R391 677 per annum (PL3)

CENTRE : Oudtshoorn Campus

REQUIREMENTS : Matric plus a minimum 3 year accredited Degree/Diploma in the study field: Safety in Society/Tourism/Hospitality/Business Studies, including a professional qualification as an educator and Registration with SACE, Computer Literacy (MS Office) A valid code 08 driver's license. A minimum of 5 years relevant teaching experience. Managerial, Leadership and Administrative experience. Sound knowledge of the Continuous Education and Training (CET) Act No 16 of 2006. Good interpersonal skills. Excellent report writing and communication skills Statistical analysis and interpretation of student data. Complete annual surveys Knowledge and experience of external examination and internal assessment Sound knowledge and experience of the National Certificate Vocational (NCV), Report 191 Business and General Studies and Occupational programmes Ability to effectively communicate in at least two of the three official languages of the Western Cape.

DUTIES : Management, teaching and coordination of all listed programmes. Overall curriculum management, assessment, moderation and administration. Provide lecturer and curriculum delivery support. Ensure a supportive teaching and learning environment. Academic and administrative support of all academic programmes and administer national DHET internal assessments and external examinations. Overall curriculum management, assessment, moderation and administration. Responsible for lecturer work-based experience (WBE). Responsible for student work integrated learning (WIL). Adherence to the implementation of all college policies and quality management system. Ensure adherence to quality assurance standards of DHET, UMALUSI and QCTO.

ENQUIRIES : Ms T La Fleur Tel No: (044-2722110)

APPLICATIONS : Applications must be forwarded: The HR Manager, South Cape TVET College, Private Bag X10400 or be hand delivered at South Cape TVET College (Central Office), 125 Mitchell Street, George 6529.

FOR ATTENTION : Mr M Gcuwa

NOTE : A completed Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details), Original certified copies (not older than three months) of all qualifications with

academic transcripts/record, ID document and drivers licence. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date as well as faxed or emailed applications will not be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks [where applicable], qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. Matching and redeployment to other workstations within the College may be considered based on the operational requirements. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their application forms. Non-RSA citizens/Permanent resident permit holders must submit a copy of his/her Permanent Resident Permit with his/her application. No late applications will be considered. No emailed / faxed applications will be considered. The College/DHET reserves the right not to make appointments where it deems fit to do so. Correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application as unsuccessful. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. South Cape TVET College invites suitable candidates to apply for the following permanent posts. NB: An academic record must be attached with your application for this position.

- CLOSING DATE** : 14 September 2018 at 16:00
- POST 35/08** : **SENIOR EDUCATION SPECIALIST - DEPUTY CAMPUS HEAD**
ADMINISTRATION REF NO: CS 02/2018
(Persal Appointment)
- SALARY** : R391 677 per annum (PL3)
- CENTRE** : Oudtshoorn Campus
- REQUIREMENTS** : Matric plus a minimum 3- year accredited Degree/Diploma in the study field of: Business Studies/Safety in Society/Tourism/Hospitality/Education majoring in either (FET Band: English/Mathematical Literacy/Life Orientation) including a professional qualification as an educator. Computer Literacy (MS Office). A minimum of 5 years relevant teaching experience. A valid code 08 driver's license. Managerial, Leadership, Financial and Administrative experience. Sound knowledge of the Continuous Education and Training (CET) Act No 16 of 2006. Infrastructure and asset management. Good interpersonal skills. Excellent report writing and communication skills. Proven budgetary knowledge. Statistical analysis and interpretation of student data. Complete annual surveys. Timetabling skills. Knowledge and experience of external examination and internal assessment processes. Sound knowledge and experience of National Certificate Vocational (NCV), Report 191 Business Studies and Occupational programmes. Ability to effectively communicate in at least two of the three official languages of the Western Cape.
- DUTIES** : Management and co-ordination of student academic, assessment and examinations administrative functions in accordance with DHET, UMALUSI and QCTO requirements. Co-responsible for the general support service functions e.g. facilities, assets, maintenance, finances and human resource management. Tuition of subjects linked to one of the mentioned study fields under qualifications and provide lecturer and curriculum delivery support. Overall curriculum management, assessment, moderation and administration. Academic and administrative support of all academic programmes and administer internal assessments and national DHET external examinations. Ensure compliance with of all College policies, quality management system and DHET, UMALUSI and QCTO system. Ensure adherence to quality assurance standards of DHET, UMALUSI and QCTO.
- ENQUIRIES** : Ms T La Fleur Tel No: (044-2722110)
- APPLICATIONS** : Applications must be forwarded: The HR Manager, South Cape TVET College, Private Bag X10400 or be hand delivered at South Cape TVET College (Central Office), 125 Mitchell Street, George 6529.

**FOR ATTENTION
NOTE**

: Mr M Gcuwa
: A completed Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details), Original certified copies (not older than three months) of all qualifications with academic transcripts/record, ID document and drivers licence. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date as well as faxed or emailed applications will not be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks [where applicable], qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. Matching and redeployment to other workstations within the College may be considered based on the operational requirements. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their application forms. Non-RSA citizens/Permanent resident permit holders must submit a copy of his/her Permanent Resident Permit with his/her application. No late applications will be considered. No emailed / faxed applications will be considered. The College/DHET reserves the right not to make appointments where it deems fit to do so. Correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application as unsuccessful. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. South Cape TVET College invites suitable candidates to apply for the following permanent posts. NB: An academic record must be attached with your application for this position.

CLOSING DATE

: 14 September 2018 at 16:00

POST 35/09

: **PROJECT MANAGER: COLLEGE CAPITAL AND EFFICIENCY GRANT REF
NO: GTVETC 15/01/2018**
(3 year contract)

**SALARY
CENTRE
REQUIREMENTS**

: R356 289 – R419 679 per annum (Level 09)
: Central Office
: An appropriate bachelor's degree/ National Diploma (NQF level 6/7) or equivalent qualification specialising in construction. At least 3 years in managing construction projects. A post graduate qualification in Project management will be an added advantage. Position requires as 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. Further requirements are risk management experience in project management. Good communication, written and spoken skills. Proficiency analyzing and solving problems related to projects. Outstanding human relations, 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). Knowledge of procurement processes. A driver's license is a prerequisite.

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 college level projects supervisor (the organizational point where the service/ project is required) 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. Make the arrangement for the project documentation on the recommendation and specification of the Department and ensure that specifications are met. Meet the project owner, ensure that appropriate specifications are set, or meet a higher standard. Update information on the project management tools. Make arrangement for the project completion based on

		specification of the project owner. Put a proficient team together to achieve the purpose of the work in a changing circumstances and fixed circumstances, and in a responsive circumstance using leadership and management expertise. Plan, communicate, execute, supervise and roundup assigned projects.
<u>ENQUIRIES</u>	:	Mr MG Pheko – Assistant Director: HRM Tel No: 057 910 6000
<u>APPLICATIONS</u>	:	Goldfields TVET College, Private Bag X95, Welkom, 9459 or be hand delivered at Goldfields TVET College (Central Office), 36 Buren Street, Flamingo Park, Welkom 9459
<u>FOR ATTENTION</u>	:	The Principal, Mr FS Mahlangu
<u>NOTE</u>	:	A fully completed Z83 form, signed and dated should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details), Original certified copies (not older than three months) of all qualifications with academic transcripts/record, ID document and drivers licence. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date as well as faxed or emailed applications will NOT be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks [where applicable], qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. The College/DHET reserves the right not to make appointments and correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application as unsuccessful. All costs incurred due to your application and interviews will be at your own expense. Preference will be given to persons from designated groups, especially with regard to race, gender and disability.
<u>CLOSING DATE</u>	:	21 September 2018 at 12:30
<u>POST 35/10</u>	:	<u>SENIOR EDUCATION SPECIALIST – TOSA CAMPUS REF NO: GTVETC 10/01/2018</u> Re- Advertised
<u>SALARY</u>	:	R356 289 per annum (Level 09)
<u>CENTRE</u>	:	Tosa Campus
<u>REQUIREMENTS</u>	:	A National Senior Certificate/ Grade 12 or National Certificate Vocational Level 4. A recognised and an appropriate recognised 3 years Bachelor's Degree or Diploma in Engineering Studies (REQV13) and a Teaching qualification plus 3 years management experience in a field of Engineering Studies. (Trade certificate will serve as an advantage). Trained as Assessor and Moderator. Teaching experience in the TVET College will serve as recommendation. Extensive knowledge of policies governing academic assessment and moderation procedures. Sound knowledge of the TVET Colleges landscape DHET policies pertinent to teaching and learning. Ability to handle pressure and meet deadlines. Strong leadership, communication, monitoring and evaluation, negotiation, networking, reporting, conflict resolution and problem solving skills. Strong events and project management skills. Ability to manage performance and provide critical feedback in an objective manner. Proven track record of successfully managing and coordinating the implementation of planned goals and working with a range of professional colleagues. Advanced computer skills (MS Word, MS Excel and PowerPoint). Registration with SACE. Knowledge and understanding of Report 191 and NCV Programmes. Excellent communication skills, ability to work independently. Willing to travel to attend meetings and trainings. A valid driver's licence is essential, as traveling and extended working hours will be required.
<u>DUTIES</u>	:	Manage registration of students and student induction procedure in co-operation with other line managers. Planning of educator work allocation, Assisting Campus Manager with compilation of the timetable in line with College Teaching and Learning plan. Co-ordinate the procurement of the programme's training needs. Provide guidance on syllabi, curriculum and learning outcomes. Implement and monitor all policies that impact on learning delivery including examination and certification of students within the department. Create a conducive classroom environment and ensure efficient classroom management and discipline of

students. Liaise with the Lectures, other programme managers and Student Support Officers in providing support interventions programme to students. Manage and facilitate of Students Work Based Experience (WBE) as well as Lectures Workplace Integrated Learning (WIL). Management of Labour relations Matters. Management of performance appraisal of educators (IQMS) including annual revision of job descriptions.

ENQUIRIES : Mr MG Pheko – Assistant Director: HRM Tel No: 057 910 6000
APPLICATIONS : Goldfields TVET College, Private Bag X95, Welkom, 9459 or be hand delivered at Goldfields TVET College (Central Office), 36 Buren Street, Flamingo Park, Welkom 9459

FOR ATTENTION : The Principal, Mr FS Mahlangu
NOTE : A fully completed Z83 form, signed and dated should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details), Original certified copies (not older than three months) of all qualifications with academic transcripts/record, ID document and drivers licence. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date as well as faxed or emailed applications will NOT be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks [where applicable], qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. The College/DHET reserves the right not to make appointments and correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application as unsuccessful. All costs incurred due to your application and interviews will be at your own expense. Preference will be given to persons from designated groups, especially with regard to race, gender and disability.

CLOSING DATE : 21 September 2018 at 12:30

POST 35/11 : **PROJECT MANAGER: INFRASTRUCTURE AND MAINTANANCE (REF NO: PS01/2018)**
 (3 year College Council Contract)

SALARY : R356 289 – per annum plus 37% benefits
CENTRE : Central Office
REQUIREMENTS : Matric plus a minimum 3-year accredited National Diploma/Degree in Construction Management/Construction Science or Quantity Surveying with a minimum of 3 years relevant work experience in managing construction projects. Computer literacy (MS Office) A valid code 08 driver's license. Knowledge of organizational objectives, CIBD regulations, Occupational Health and Safety Regulations (OHS). Environmental management. Project Management. Risk Management. Financial Management. Compliant to policies and legislation. Information Management. Analytical abilities. Committed. Hardworking, Good coping skills. Ability to work independently. Policy development and implementation skills. Ability to work in a team and also individually. Ability to effectively communicate in at least two of the three official languages of the Western Cape.

DUTIES : Responsible to supervise different task in completing construction or repairs and maintenance projects. Responsible for the flow of information from the college level project supervisor (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 project 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. Plan, commence, execute, supervise, and roundup assigned projects.

ENQUIRIES : Mr M Gcuwa Tel No: (044 – 884 0359)

APPLICATIONS : Applications must be forwarded: The HR Manager, South Cape TVET College, Private Bag X10400 or be hand delivered at South Cape TVET College (Central Office), 125 Mitchell Street, George 6529.

FOR ATTENTION NOTE : Mr M Gcuwa
: A completed Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details), Original certified copies (not older than three months) of all qualifications with academic transcripts/record, ID document and drivers licence. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date as well as faxed or emailed applications will not be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks [where applicable], qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. Matching and redeployment to other workstations within the College may be considered based on the operational requirements. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their application forms. Non-RSA citizens/Permanent resident permit holders must submit a copy of his/her Permanent Resident Permit with his/her application. No late applications will be considered. No emailed / faxed applications will be considered. The College/DHET reserves the right not to make appointments where it deems fit to do so. Correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application as unsuccessful. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. South Cape TVET College invites suitable candidates to apply for the following permanent posts. NB: An academic record must be attached with your application for this position.

CLOSING DATE : 14 September 2018 at 16:00

POST 35/12 : **PROJECT MANAGER: CENTRE OF SPECIALISATION BRICKLAYER (REF NO: PS03/2018)**
(2 year College Council Contract)

SALARY CENTRE REQUIREMENTS : R356 289 – per annum plus 37% benefits
: Central Office
: An Appropriate accredited 3 year Degree/ Diploma in Engineering and Trade Test Certificate in Bricklaying, with a minimum of 3 years relevant work experience. Computer Literacy (MS Office experience). A valid code 08 driver's license. Knowledge of Bricklaying facilitation, Qualified Assessor and Moderator, Energetic and dedicated to Learner success, Ability to effectively communicate in at least two of the three official languages of the Western Cape.

DUTIES : Manage, co-ordinate and facilitate when necessary the implementation of Occupational programmes (Apprenticeships, Learnerships and Skills programmes) across delivery sites of the Southern Cape & Klein Karoo area as required, with an emphasis on the Mossel Bay Bricklaying Centre of Excellence. Provide subject/practice related guidance to facilitators and ensure quality delivery of teaching and learning as well as workshop practice. Strict adherence to College / SETA/OCTO/NAMB evaluation processes, policies and procedures. Must be prepared to work under pressure. Must be prepared to work after hours when necessary. Need to work very closely with Facilitators (coaching and mentoring). Oversee workplace assessment as and when required. Liaise with Business and Industry. Initiate new projects, prepare budgets, monitor costs and project manage work assignments with a focus on efficiency, effectiveness and economical outputs.

ENQUIRIES APPLICATIONS : Mr H Cronje Tel No: (044 – 884 0359)
: Applications must be forwarded: The HR Manager, South Cape TVET College, Private Bag X10400 or be hand delivered at South Cape TVET College (Central Office), 125 Mitchell Street, George 6529.

FOR ATTENTION : Mr M Gcuwa

- NOTE** : A completed Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details), Original certified copies (not older than three months) of all qualifications with academic transcripts/record, ID document and drivers licence. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date as well as faxed or emailed applications will not be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks [where applicable], qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. Matching and redeployment to other workstations within the College may be considered based on the operational requirements. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their application forms. Non-RSA citizens/Permanent resident permit holders must submit a copy of his/her Permanent Resident Permit with his/her application. No late applications will be considered. No emailed / faxed applications will be considered. The College/DHET reserves the right not to make appointments where it deems fit to do so. Correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application as unsuccessful. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. South Cape TVET College invites suitable candidates to apply for the following permanent posts. NB: An academic record must be attached with your application for this position.
- CLOSING DATE** : 14 September 2018 at 16:00
- POST 35/13** : **EDUCATION SPECIALIST: PRIMARY AGRICULTURE REF NO: 2017/010**
Re-advertisement (Applicants who had previously applied, are welcome to re-apply)
- SALARY** : R328 953 per annum plus benefits as applicable in the Public Sector
CENTRE : Eshowe Campus
REQUIREMENTS : An appropriate recognised Bachelor's Degree or National Diploma (REQV 13). A recognised professional qualification in education. Three years teaching experience in a TVET College or similar environment. Registration with SACE. Valid drivers' license. Been found competent as Assessor and Moderator. Very good knowledge of subject area and work related applications. Good record and administrative skills. Computer literacy (attach evidence).
- DUTIES** : Teaching and Learning: Classroom duties: 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 attendance 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 engagement and responsiveness to teaching activities. Student Assessment & 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 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 on 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. Participate in Academic Board structures as required. 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 cases of misbehaviour or learning disruption. Performance Management: Meet deadlines relating to Supervisees' performance documentation. Meet deadlines relating to Supervisees' performance reviews. Meet deadlines relating to Supervisees' annual performance assessments. Revise job profiles of Supervisees have correct and up to date job profiles. Ensure that performance standards of Supervisees are aligned to the IQMS document. Gap analyses and development of Academic Improvement Interventions. Ensure that Training interventions are agreed to in the Personal Development Plan and implemented within the agreed timeframe. Manage performance appraisal of lecturing staff. Execute performance management in respect of Supervisees. 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 all funded, filled and unfilled posts within one's area of responsibility are evaluated. Ensure that the Employment Equity profiles of the College is in line with the Employment Equity Plan (EEP) of the Department.

**ENQUIRIES
APPLICATIONS**

: Mrs ZP Khumalo Tel: No (035) 474 2304
 : uMfolozi TVET College, HRM&D Unit, Private Bag X5023, Richards Bay 3900 or alternatively, applications can be hand-delivered to the Central Office, Naboomek, 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 an 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

: 20 September 2018 at 16:00

<u>POST 35/14</u>	:	<u>TECHNICAL TRAINING CENTRE SUPERVISOR REF NO: 2018/06</u> Re-advertisement (Applicants who had previously applied, are welcome to re-apply)
<u>SALARY</u>	:	R328 953 per annum plus benefits as applicable in the Public Sector College Appointment.
<u>CENTRE</u>	:	Esikhawini Campus
<u>REQUIREMENTS</u>	:	N3 qualification inclusive of two languages or NCV level 4 or Matric/Grade12; A trade tested artisan qualification relevant to the ARTISAN Development training programmes offered at the campus or related civil engineering qualification. Minimum of 5 years' relevant industry experience within the construction sector. Minimum of 2 years proven management / supervisory experience. Certified assessor / moderator, in a relevant trade, with an appropriate ETQA. This may be obtained after employment. Valid driver's license. A skills test forms part of the selection process.
<u>DUTIES</u>	:	Operational Programme Management: Manage appropriate artisan development and other occupational programmes for the unit. Manage the identification of programme gaps, feasibility assessments and introduction of new, responsive programmes. Drive, in conjunction with the Curriculum Development Manager and Project Manager Artisan Development, a responsive, flexible curriculum based on local needs. Manage new programme decisions and the planning process, including programme accreditation. Drive programme quality systems and processes including assessment, moderation and performance records. Develop and manage the unit's programme budgets and report on programme performance. Manage the identification and procurement/arrangement of student material, equipment and other resource requirements. Manage contract staff appointments, in line with the unit's need analysis, following college procedures. Manage and arrange unit staff interaction with relevant staff from other sites and training centres to enhance occupational programme delivery. Manage the reporting on Artisan Development (learnership/occupational) programme project progress and performance where applicable. Manage project, assigned to the unit, deliverables such as registering of students, signing of contracts and contract and reporting. Project Management: Oversee the development of project plans, including milestones, resource requirements and timeframes. Approve the project budgets and monitor related expenditure. Monitor progress against targets and budgets. Manage the reporting on Artisan Development (learnership/occupational) programme project progress and performance. Manage project deliverables such as registering of students, signing of contracts and reporting. Occupational programme delivery and administration: Manage and oversee the performance and development of unit's Technical Training Centre Officers (TTCO). Manage the identification of unit's TTCO skills and performance gaps and the proposed interventions. Ensure the implementation of best practice teaching practices across the unit's programmes (e.g. daily lesson plans/ programme plan). Report to the Academic Board. Oversee occupational student internal registration and administrative processes. Manage training bookings and allocations. Manage Technical Training Centre Administrator's (TTCAs) duties. Manage TTCOs' duties. Manage the development and/or the production of classroom handouts, instruction materials, aids, manuals and assessment tools. Participate and lead occupational programme related assessment and moderation processes. Periodically evaluate ongoing programmes to ensure that they reflect any changes required or prescribed. Control the unit's students' assessment records of students' progress and performance. Stakeholder Management: Coordinate meetings with all stakeholders, sponsors and clients to provide progress updates. Ensure compliance with partnership process and guidelines. Manage and participate in key customer stakeholder interactions (SETA's, community forums, local business and local government). Participate in SETA-related curriculum initiatives. Establish and maintain programme-related industry links to ensure programme relevance. Ensure TTCOs' interaction with industry applications, technologies and related job skill requirements. Establish and maintain a database of key related industries/professional bodies and access regular input from these representatives. Identify partnerships regarding programmatic support (e.g. equipment, interns, site visits). Address concerns and issues raised by different

stakeholders. Maintain industry and other related partnerships through effective communication. Work environment simulation: Manage the identification of work environment simulation needs for each occupational programme/learnership and approve the plans to address specific requirements including resourcing options. Consolidate simulation options at the college (in collaboration with the Manager Artisan Development). Manage the implementation of systems to monitor the quality of workplace student experience. Unit Management: Manage job profiles of all post in the Unit. Conduct meetings with internal staff and plan and assign work within the Unit. Manage the Unit's budget and cash flow. Compile the annual operational plan related to the unit. Compile the annual Strategic plan related to the unit. Conduct performance appraisals with Unit staff and arrange and monitor individual development. Drive the establishment and maintenance of records, registers and document management systems for students and TTCOs. Manage the unit's administration of payments of project TTCOs) and students. Manage the unit's objectives. Teaching, learning and assessments: Train students in classrooms or workshops providing theory and practical training through lecturers, discussions, practical demonstrations and supervision. Prepare lessons (lesson plans) and produce materials such as typed notes, diagrams, patterns and any consumables for the use in teaching. Maintain student attendance registers and produce student progress reports. Monitor and report on students' engagement and responsiveness to teaching activities. Monitor the provision of resources to engineering stores, libraries and/or access to ICT facilities appropriate to the programme requirements and advice on these requirements. 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. Assess students by setting and marking exams 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. Maintain all assessment records of student progress and performance. Student Guidance and Support: Provide advice on occupational related career options and typical working scenarios. Translate requirements into trainings that will groom students for the next step in career path. Support students on an individual their 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. Performance Management: Meet deadlines relating to Supervisees' performance contracts. Meet deadlines relating to Supervisees' bi-annually performance reviews. Meet deadlines relating to Supervisees' annual performance assessments. Ensure that Supervisees have correct and up to date job profiles. 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 Development 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 all funded, filled and unfilled posts within one's area of responsibility are evaluated. Ensure that the Employment Equity profiles of the College is in line with the Employment Equity Plan of the Department.

ENQUIRIES
APPLICATIONS

: Ms 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

: 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 an 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** : 20 September 2018 at 16:00
- POST 35/15** : **EDUCATION SPECIALIST – BUSINESS STUDIES REF NO: CS 03/2018**
(Persal Appointment)
- SALARY** : R328 953 per annum (PL2)
- CENTRE** : Oudtshoorn Campus
- REQUIREMENTS** : Matric plus a minimum 3-year accredited Degree/Diploma in the study field: Business Studies including a professional qualification as an educator. A minimum of at least 3 years relevant experience as an educator. Computer Literacy (MS Office), A valid code 08 driver's license. Managerial and administrative experience. Sound knowledge of the Continuous Education and Training (CET) Act No 16 of 2006. Statistical analysis and interpretation of student data. Complete annual surveys, Timetabling skills. Knowledge and teaching experience of National Certificate Vocational (NCV), Report 191 Business Studies and Occupational programmes. Knowledge and experience of external examination and internal assessment processes. Excellent report writing and communication skills. Ability to effectively communicate in at least two of the three official languages of the Western Cape.
- DUTIES** : Tuition of subjects linked to the study field: Information Processing, Computer Practice and Office Data Processing. Provide lecturer and curriculum delivery support. Overall curriculum management, assessment, moderation and administration. Responsible for lecturer workplace-based experience (WBE). Responsible for student work integrated learning (WIL). Ensure adherence to quality assurance standards of DHET, UMALUSI and QCTO. Adherence to the implementation of all College policies and quality management system. Academic and Administrative support of all academic programmes. Administer internal assessments and national DHET external examinations.
- ENQUIRIES** : Ms T La Fleur Tel No: (044-2722110)
- APPLICATIONS** : Applications must be forwarded: The HR Manager, South Cape TVET College, Private Bag X10400 or be hand delivered at South Cape TVET College (Central Office), 125 Mitchell Street, George 6529.
- FOR ATTENTION** : Mr M Gcuwa
- NOTE** : A completed Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details), Original certified copies (not older than three months) of all qualifications with academic transcripts/record, ID document and drivers licence. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date as well as faxed or emailed applications will not be accepted. Successful candidates will be subjected to a

vetting process (criminal record, citizenship, credit record checks [where applicable], qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. Matching and redeployment to other workstations within the College may be considered based on the operational requirements. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their application forms. Non-RSA citizens/Permanent resident permit holders must submit a copy of his/her Permanent Resident Permit with his/her application. No late applications will be considered. No emailed / faxed applications will be considered. The College/DHET reserves the right not to make appointments where it deems fit to do so. Correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application as unsuccessful. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. South Cape TVET College invites suitable candidates to apply for the following permanent posts. NB: An academic record must be attached with your application for this position.

- CLOSING DATE** : 14 September 2018 at 16:00
- POST 35/16** : **EDUCATION SPECIALIST – CAMPUS HEAD REF NO: CS 04/2018**
(Council Appointment)
- SALARY** : R328 953 per annum (PL2)
CENTRE : Hessequa Campus
REQUIREMENTS : Matric plus a minimum 3-year accredited Degree/Diploma in the study field: Business Studies including a professional qualification as an educator. A minimum of at least 3 years relevant experience as an educator. Computer Literacy (MS Office), A valid code 08 driver's license. Managerial, Leadership, Financial and Administrative experience. Sound knowledge of the Continuous Education and Training (CET) Act No 16 of 2006. Infrastructure and asset management. Good interpersonal skills. Excellent report writing and communication skills. Proven budgetary knowledge. Statistical analysis and interpretation of student data. Complete annual surveys, Timetabling skills, Knowledge and experience of external examination and internal assessment processes, Sound knowledge and experience of Report 191 Business Studies and Occupational programmes, Ability to effectively communicate in at least two of the three official languages of the Western Cape.
- DUTIES** : Overall leadership and management of the campus. Participate in the development of the College strategic and operational plan. Marketing of campus programmes and liaison with all internal and external stakeholders. Responsible for the compilation and control of the campus budget. Responsible for general support service functions e.g. administration, facilities, assets, maintenance, finances and human resource management. Tuition of subjects linked to human resource management study field. Provide lecturer and curriculum delivery support. Overall curriculum management, assessment, moderation and administration. Responsible for lecturer work-based experience (WBE). Responsible for student work integrated learning (WIL). Academic and Administrative support of all academic programmes. Administer internal assessments and national DHET external examinations. Ensure adherence to quality assurance standards of DHET, UMALUSI and QCTO. Adherence to the implementation of all College policies and quality management system.
- ENQUIRIES** : Ms T Boshoff Tel No: (044-884 0359)
APPLICATIONS : Applications must be forwarded: The HR Manager, South Cape TVET College, Private Bag X10400 or be hand delivered at South Cape TVET College (Central Office), 125 Mitchell Street, George 6529.
- FOR ATTENTION** : Mr M Gcuwa
NOTE : A completed Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details), Original certified copies (not older than three months) of all qualifications with academic transcripts/record, ID document and drivers licence. Please quote the relevant reference number of the post you are applying for. Candidates who apply

for more than one post should complete a separate application form for each post. Applications received after the closing date as well as faxed or emailed applications will not be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks [where applicable], qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. Matching and redeployment to other workstations within the College may be considered based on the operational requirements. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their application forms. Non-RSA citizens/Permanent resident permit holders must submit a copy of his/her Permanent Resident Permit with his/her application. No late applications will be considered. No emailed / faxed applications will be considered. The College/DHET reserves the right not to make appointments where it deems fit to do so. Correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application as unsuccessful. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. South Cape TVET College invites suitable candidates to apply for the following permanent posts. NB: An academic record must be attached with your application for this position.

- CLOSING DATE** : 14 September 2018 at 16:00
- POST 35/17** : **EDUCATION SPECIALIST – BUSINESS STUDIES REF NO: CS 05/2018**
(Persal Appointment)
- SALARY** : R328 953 per annum (PL2)
- CENTRE** : Bitou Campus
- REQUIREMENTS** : Matric plus a minimum 3-year accredited Degree/Diploma in the study field: Business Studies including a professional qualification as an educator. A minimum of at least 3 years relevant experience as an educator. Computer Literacy (MS Office) A valid code 08 driver's license. Managerial, Leadership, Financial and Administrative experience. Sound knowledge of the Continuous Education and Training (CET) Act No 16 of 2006. Infrastructure and asset management. Good interpersonal skills. Excellent report writing and communication skills. Proven budgetary knowledge. Statistical analysis and interpretation of student data. Complete annual surveys. Timetabling skills Knowledge and experience of external examination and internal assessment processes. Sound knowledge and experience of Report 191 Business Studies and Occupational programmes. Ability to effectively communicate in at least two of the three official languages of the Western Cape.
- DUTIES** : Tuition of subjects linked to the study fields: Business studies. Provide lecturer and curriculum delivery support. Overall curriculum management, assessment, moderation and administration. Responsible for lecturer workplace-based experience (WBE). Responsible for student work integrated learning (WIL). Ensure adherence to quality assurance standards of DHET, UMALUSI and QCTO. Adherence to the implementation of all College policies and quality management system. Academic and Administrative support of all academic programmes. Administer internal assessments and national DHET external examinations.
- ENQUIRIES** : Mr C Webber Tel No: (044-533 2388)
- APPLICATIONS** : Applications must be forwarded: The HR Manager, South Cape TVET College, Private Bag X10400 or be hand delivered at South Cape TVET College (Central Office), 125 Mitchell Street, George 6529.
- FOR ATTENTION** : Mr M Gcuwa
- NOTE** : A completed Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details), Original certified copies (not older than three months) of all qualifications with academic transcripts/record, ID document and drivers licence. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date as well as faxed or emailed applications will not be accepted. Successful candidates will be subjected to a

vetting process (criminal record, citizenship, credit record checks [where applicable], qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. Matching and redeployment to other workstations within the College may be considered based on the operational requirements. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their application forms. Non-RSA citizens/Permanent resident permit holders must submit a copy of his/her Permanent Resident Permit with his/her application. No late applications will be considered. No emailed / faxed applications will be considered. The College/DHET reserves the right not to make appointments where it deems fit to do so. Correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application as unsuccessful. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. South Cape TVET College invites suitable candidates to apply for the following permanent posts. NB: An academic record must be attached with your application for this position.

- CLOSING DATE** : 14 September 2018 at 16:00
- POST 35/18** : **EDUCATION SPECIALIST – BUSINESS STUDIES (REF NO: CS 06/2018)**
(Persal Appointment)
- SALARY** : R328 953 per annum (PL2)
CENTRE : Bitou Campus
REQUIREMENTS : Matric plus a minimum 3-year accredited Degree/Diploma in the study field: Business Studies including a professional qualification as an educator. A minimum of at least 3 years relevant experience as an educator. Computer Literacy (MS Office), A valid code 08 driver's license. Managerial, Leadership, Financial and Administrative experience. Sound knowledge of the Continuous Education and Training (CET) Act No 16 of 2006. Infrastructure and asset management. Good interpersonal skills. Excellent report writing and communication skills. Proven budgetary knowledge. Statistical analysis and interpretation of student data. Complete annual surveys. Timetabling skills, Knowledge and experience of external examination and internal assessment processes, Sound knowledge and experience of Report 191 Business Studies and Occupational programmes, Ability to effectively communicate in at least two of the three official languages of the Western Cape.
- DUTIES** : Tuition of subjects linked to the study field: Information Processing, Computer Practice and Office Data Processing. Provide lecturer and curriculum delivery support. Overall curriculum management, assessment, moderation and administration. Responsible for lecturer workplace-based experience (WBE). Responsible for student work integrated learning (WIL). Ensure adherence to quality assurance standards of DHET, UMALUSI and QCTO. Adherence to the implementation of all College policies and quality management system. Academic and Administrative support of all academic programmes. Administer internal assessments and national DHET external examinations.
- ENQUIRIES** : Mr C Webber Tel No: (044-533 2388)
APPLICATIONS : Applications must be forwarded: The HR Manager, South Cape TVET College, Private Bag X10400 or be hand delivered at South Cape TVET College (Central Office), 125 Mitchell Street, George 6529.
- FOR ATTENTION** : Mr M Gcuwa
NOTE : A completed Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details), Original certified copies (not older than three months) of all qualifications with academic transcripts/record, ID document and drivers licence. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date as well as faxed or emailed applications will not be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks [where applicable], qualification and employment verification). Where applicable,

shortlisted candidates will be subjected to a skills/knowledge/competence test. Matching and redeployment to other workstations within the College may be considered based on the operational requirements. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their application forms. Non-RSA citizens/Permanent resident permit holders must submit a copy of his/her Permanent Resident Permit with his/her application. No late applications will be considered. No emailed / faxed applications will be considered. The College/DHET reserves the right not to make appointments where it deems fit to do so. Correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application as unsuccessful. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. South Cape TVET College invites suitable candidates to apply for the following permanent posts. NB: An academic record must be attached with your application for this position.

- CLOSING DATE** : 14 September 2018 at 16:00
- POST 35/19** : **EDUCATION SPECIALIST – BUSINESS STUDIES REF NO: CS 07/2018**
(Persal Appointment)
- SALARY** : R328 953 per annum (PL2)
- CENTRE** : Beaufort West Campus
- REQUIREMENTS** : Matric plus a minimum 3-year accredited Degree/Diploma in the study field: Business Studies including a professional qualification as an educator. A minimum of at least 3 years relevant experience as an educator. Computer Literacy (MS Office), A valid code 08 driver's license. Managerial, Leadership, Financial and Administrative experience. Sound knowledge of the Continuous Education and Training (CET) Act No 16 of 2006. Infrastructure and asset management. Good interpersonal skills. Excellent report writing and communication skills. Proven budgetary knowledge. Statistical analysis and interpretation of student data. Complete annual surveys, Timetabling skills Knowledge and experience of external examination and internal assessment processes, Sound knowledge and experience of Report 191 Business Studies and Occupational programmes, Ability to effectively communicate in at least two of the three official languages of the Western Cape.
- DUTIES** : Tuition of subjects linked to the study fields: Business studies. Provide lecturer and curriculum delivery support. Overall curriculum management, assessment, moderation and administration. Responsible for lecturer workplace-based experience (WBE). Responsible for student work integrated learning (WIL). Ensure adherence to quality assurance standards of DHET, UMALUSI and QCTO. Adherence to the implementation of all College policies and quality management system. Academic and Administrative support of all academic programmes. Administer internal assessments and national DHET external examinations.
- ENQUIRIES** : Mr W Abdullah Tel No: (023-414 3064)
- APPLICATIONS** : Applications must be forwarded: The HR Manager, South Cape TVET College, Private Bag X10400 or be hand delivered at South Cape TVET College (Central Office), 125 Mitchell Street, George 6529.
- FOR ATTENTION** : Mr M Gcuwa
- NOTE** : A completed Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details), Original certified copies (not older than three months) of all qualifications with academic transcripts/record, ID document and drivers licence. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date as well as faxed or emailed applications will not be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks [where applicable], qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. Matching and redeployment to other workstations within the College may be considered based on the operational requirements. Applicants in possession of a

foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their application forms. Non-RSA citizens/Permanent resident permit holders must submit a copy of his/her Permanent Resident Permit with his/her application. No late applications will be considered. No emailed / faxed applications will be considered. The College/DHET reserves the right not to make appointments where it deems fit to do so. Correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application as unsuccessful. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. South Cape TVET College invites suitable candidates to apply for the following permanent posts. NB: An academic record must be attached with your application for this position.

- CLOSING DATE** : 14 September 2018 at 16:00
- POST 35/20** : **EDUCATION SPECIALIST – BUSINESS STUDIES REF NO: CS 08/2018**
(Persal Appointment)
- SALARY** : R328 953 per annum (PL2)
- CENTRE** : Beaufort West Campus
- REQUIREMENTS** : Matric plus a minimum 3-year accredited Degree/Diploma in the study field: Business Studies including a professional qualification as an educator. A minimum of at least 3 years relevant experience as an educator. Computer Literacy (MS Office), A valid code 08 driver's license. Managerial, Leadership, Financial and Administrative experience. Sound knowledge of the Continuous Education and Training (CET) Act No 16 of 2006. Infrastructure and asset management. Good interpersonal skills. Excellent report writing and communication skills. Proven budgetary knowledge. Statistical analysis and interpretation of student data. Complete annual surveys Timetabling skills, Knowledge and experience of external examination and internal assessment processes, Sound knowledge and experience of Report 191 Business Studies and Occupational programmes, Ability to effectively communicate in at least two of the three official languages of the Western Cape.
- DUTIES** : Tuition of subjects linked to the study fields: Human Resource Management. Provide lecturer and curriculum delivery support. Overall curriculum management, assessment, moderation and administration. Responsible for lecturer workplace-based experience (WBE). Responsible for student work integrated learning (WIL). Ensure adherence to quality assurance standards of DHET, UMALUSI and QCTO. Adherence to the implementation of all College policies and quality management system. Academic and Administrative support of all academic programmes. Administer internal assessments and national DHET external examinations.
- ENQUIRIES** : Mr W Abdullah Tel No: (023-414 3064)
- APPLICATIONS** : Applications must be forwarded: The HR Manager, South Cape TVET College, Private Bag X10400 or be hand delivered at South Cape TVET College (Central Office), 125 Mitchell Street, George 6529.
- FOR ATTENTION** : Mr M Gcuwa
- NOTE** : A completed Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details), Original certified copies (not older than three months) of all qualifications with academic transcripts/record, ID document and drivers licence. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date as well as faxed or emailed applications will not be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks [where applicable], qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. Matching and redeployment to other workstations within the College may be considered based on the operational requirements. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their application forms. Non-RSA citizens/Permanent resident permit holders must submit a copy of his/her

Permanent Resident Permit with his/her application. No late applications will be considered. No emailed / faxed applications will be considered. The College/DHET reserves the right not to make appointments where it deems fit to do so. Correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application as unsuccessful. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. South Cape TVET College invites suitable candidates to apply for the following permanent posts. NB: An academic record must be attached with your application for this position.

- CLOSING DATE** : 14 September 2018 at 16:00
- POST 35/21** : **EDUCATION SPECIALIST – SAFETY IN SOCIETY REF NO: CS 09/2018**
(Persal Appointment)
- SALARY** : R328 953 per annum (PL2)
- CENTRE** : George Campus
- REQUIREMENTS** : Matric plus a minimum 3-year accredited Degree/Diploma in the study field: Policing/BA Law/BProc/LLB or relevant equivalent qualification including a professional qualification as an educator. A minimum of at least 3 years relevant experience as an educator. Computer Literacy (MS Office). A valid code 08 driver's license. Managerial, Leadership, Financial and Administrative experience. Sound knowledge of the Continuous Education and Training (CET) Act No 16 of 2006. Infrastructure and asset management. Good interpersonal skills. Excellent report writing and communication skills. Proven budgetary knowledge. Statistical analysis and interpretation of student data. Complete annual surveys, Timetabling skills, Knowledge and experience of external examination and internal assessment processes. Sound knowledge and experience of Report 191 Business Studies and Occupational programmes, Ability to effectively communicate in at least two of the three official languages of the Western Cape.
- DUTIES** : Tuition of Safety in Society NC (V) subjects on Levels 2 – 4. Provide lecturer and curriculum delivery support. Overall curriculum management, assessment, moderation and administration. Responsible for lecturer workplace-based experience (WBE). Responsible for student work integrated learning (WIL). Ensure adherence to quality assurance standards of DHET, UMALUSI and QCTO. Adherence to the implementation of all College policies and quality management system Academic and Administrative support of all academic programmes. Administer internal assessments and national DHET external examinations.
- ENQUIRIES** : Ms V Hartnick Tel No: (044 - 8742360)
- APPLICATIONS** : Applications must be forwarded: The HR Manager, South Cape TVET College, Private Bag X10400 or be hand delivered at South Cape TVET College (Central Office), 125 Mitchell Street, George 6529.
- FOR ATTENTION** : Mr M Gcuwa
- NOTE** : A completed Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details), Original certified copies (not older than three months) of all qualifications with academic transcripts/record, ID document and drivers licence. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date as well as faxed or emailed applications will not be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks [where applicable], qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. Matching and redeployment to other workstations within the College may be considered based on the operational requirements. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their application forms. Non-RSA citizens/Permanent resident permit holders must submit a copy of his/her Permanent Resident Permit with his/her application. No late applications will be considered. No emailed / faxed applications will be considered. The College/DHET reserves the right not to make appointments where it deems fit to do so.

Correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application as unsuccessful. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. South Cape TVET College invites suitable candidates to apply for the following permanent posts. NB: An academic record must be attached with your application for this position.

- CLOSING DATE** : 14 September 2018 at 16:00
- POST 35/22** : **EDUCATION SPECIALIST – BUSINESS STUDIES (REF NO: CS 10/2018)**
(Persal Appointment)
- SALARY** : R328 953 per annum (PL2)
- CENTRE** : George Campus
- REQUIREMENTS** : Matric plus a minimum 3-year accredited Degree/Diploma in the study field: Business Studies including a professional qualification as an educator. A minimum of at least 3 years relevant experience as an educator. Computer Literacy (MS Office) A valid code 08 driver's license. Managerial, Leadership, Financial and Administrative experience. Sound knowledge of the Continuous Education and Training (CET) Act No 16 of 2006. Infrastructure and asset management. Good interpersonal skills. Excellent report writing and communication skills. Proven budgetary knowledge. Statistical analysis and interpretation of student data. Complete annual surveys, Timetabling skills, Knowledge and experience of external examination and internal assessment processes, Sound knowledge and experience of Report 191 Business Studies and Occupational programmes, Ability to effectively communicate in at least two of the three official languages of the Western Cape.
- DUTIES** : Tuition of subjects linked to the study field: Information Processing, Computer Practice and Office Data Processing. Provide lecturer and curriculum delivery support. Overall curriculum management, assessment, moderation and administration. Responsible for lecturer workplace-based experience (WBE). Responsible for student work integrated learning (WIL). Ensure adherence to quality assurance standards of DHET, UMALUSI and QCTO. Adherence to the implementation of all College policies and quality management system. Academic and Administrative support of all academic programmes. Administer internal assessments and national DHET external examinations.
- ENQUIRIES** : Ms V Hartnick Tel No: (044 - 8742360)
- APPLICATIONS** : Applications must be forwarded: The HR Manager, South Cape TVET College, Private Bag X10400 or be hand delivered at South Cape TVET College (Central Office), 125 Mitchell Street, George 6529.
- FOR ATTENTION** : Mr M Gcuwa
- NOTE** : A completed Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details), Original certified copies (not older than three months) of all qualifications with academic transcripts/record, ID document and drivers licence. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date as well as faxed or emailed applications will not be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks [where applicable], qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. Matching and redeployment to other workstations within the College may be considered based on the operational requirements. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their application forms. Non-RSA citizens/Permanent resident permit holders must submit a copy of his/her Permanent Resident Permit with his/her application. No late applications will be considered. No emailed / faxed applications will be considered. The College/DHET reserves the right not to make appointments where it deems fit to do so. Correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly

accept that your application as unsuccessful. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. South Cape TVET College invites suitable candidates to apply for the following permanent posts. NB: An academic record must be attached with your application for this position.

- CLOSING DATE** : 14 September 2018 at 16:00
- POST 35/23** : **EDUCATION SPECIALIST – BUSINESS STUDIES (REF NO: CS 11/2018)**
(Persal Appointment)
- SALARY** : R328 953 per annum (PL2)
- CENTRE** : George Campus
- REQUIREMENTS** : Matric plus a minimum 3-year accredited Degree/Diploma in the study field: Business Studies including a professional qualification as an educator. A minimum of at least 3 years relevant experience as an educator. Computer Literacy (MS Office), A valid code 08 driver's license. Managerial, Leadership, Financial and Administrative experience. Sound knowledge of the Continuous Education and Training (CET) Act No 16 of 2006. Infrastructure and asset management. Good interpersonal skills. Excellent report writing and communication skills. Proven budgetary knowledge. Statistical analysis and interpretation of student data. Complete annual surveys, Timetabling skills, Knowledge and experience of external examination and internal assessment processes, Sound knowledge and experience of Report 191 Business Studies and Occupational programmes, Ability to effectively communicate in at least two of the three official languages of the Western Cape.
- DUTIES** : Tuition of subjects linked to the study field: Marketing Management. Provide lecturer and curriculum delivery support. Overall curriculum management, assessment, moderation and administration. Responsible for lecturer workplace-based experience (WBE). Responsible for student work integrated learning (WIL). Ensure adherence to quality assurance standards of DHET, UMALUSI and QCTO. Adherence to the implementation of all College policies and quality management system. Academic and Administrative support of all academic programmes. Administer internal assessments and national DHET external examinations.
- ENQUIRIES** : Ms V Hartnick Tel No: (044 - 8742360)
- APPLICATIONS** : Applications must be forwarded: The HR Manager, South Cape TVET College, Private Bag X10400 or be hand delivered at South Cape TVET College (Central Office), 125 Mitchell Street, George 6529.
- FOR ATTENTION** : Mr M Gcuwa
- NOTE** : A completed Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details), Original certified copies (not older than three months) of all qualifications with academic transcripts/record, ID document and drivers licence. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date as well as faxed or emailed applications will not be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks [where applicable], qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. Matching and redeployment to other workstations within the College may be considered based on the operational requirements. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their application forms. Non-RSA citizens/Permanent resident permit holders must submit a copy of his/her Permanent Resident Permit with his/her application. No late applications will be considered. No emailed / faxed applications will be considered. The College/DHET reserves the right not to make appointments where it deems fit to do so. Correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application as unsuccessful. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. South Cape TVET College invites suitable candidates to apply for the following

permanent posts. NB: An academic record must be attached with your application for this position.

CLOSING DATE : 14 September 2018 at 16:00

POST 35/24 : **EDUCATION SPECIALIST – BUSINESS STUDIES REF NO: CS 12/2018**
(Persal Appointment)

SALARY : R328 953 per annum (PL2)

CENTRE : George Campus

REQUIREMENTS : Matric plus a minimum 3-year accredited Degree/Diploma in the study field: Business Studies including a professional qualification as an educator. A minimum of at least 3 years relevant experience as an educator. Computer Literacy (MS Office), A valid code 08 driver's license. Managerial, Leadership, Financial and Administrative experience. Sound knowledge of the Continuous Education and Training (CET) Act No 16 of 2006. Infrastructure and asset management. Good interpersonal skills. Excellent report writing and communication skills. Proven budgetary knowledge. Statistical analysis and interpretation of student data. Complete annual surveys, Timetabling skills, Knowledge and experience of external examination and internal assessment processes, Sound knowledge and experience of Report 191 Business Studies and Occupational programmes, Ability to effectively communicate in at least two of the three official languages of the Western Cape.

DUTIES : Tuition of subjects linked to the study field: Human Resource Management. Provide lecturer and curriculum delivery support. Overall curriculum management, assessment, moderation and administration. Responsible for lecturer workplace-based experience (WBE). Responsible for student work integrated learning (WIL). Ensure adherence to quality assurance standards of DHET, UMALUSI and QCTO. Adherence to the implementation of all College policies and quality management system. Academic and Administrative support of all academic programmes. Administer internal assessments and national DHET external examinations.

ENQUIRIES : Ms V Hartnick Tel No: (044 - 8742360)

APPLICATIONS : Applications must be forwarded: The HR Manager, South Cape TVET College, Private Bag X10400 or be hand delivered at South Cape TVET College (Central Office), 125 Mitchell Street, George 6529.

FOR ATTENTION : Mr M Gcuwa

NOTE : A completed Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details), Original certified copies (not older than three months) of all qualifications with academic transcripts/record, ID document and drivers licence. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date as well as faxed or emailed applications will not be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks [where applicable], qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. Matching and redeployment to other workstations within the College may be considered based on the operational requirements. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their application forms. Non-RSA citizens/Permanent resident permit holders must submit a copy of his/her Permanent Resident Permit with his/her application. No late applications will be considered. No emailed / faxed applications will be considered. The College/DHET reserves the right not to make appointments where it deems fit to do so. Correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application as unsuccessful. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. South Cape TVET College invites suitable candidates to apply for the following permanent posts. NB: An academic record must be attached with your application for this position.

CLOSING DATE : 14 September 2018 at 16:00

POST 35/25 : **EDUCATION SPECIALIST – ENGINEERING STUDIES REF NO: CS 13/2018**
(Persal Appointment)

SALARY : R328 953 per annum (PL2)

CENTRE : Mossel Bay Campus

REQUIREMENTS : Matric plus a minimum 3- year accredited Degree/Diploma in the study field: Engineering Studies. Including a professional qualification as an educator. A minimum of at least 3 years relevant experience as an educator. Computer Literacy (MS Office). A valid code 08 driver's license. Managerial and administrative experience. Sound knowledge of the Continuous Education and Training Act No 16 of 2006. Statistical analysis and interpretation of student data. Complete annual surveys •Timetabling skills. Knowledge and teaching experience of National Certificate Vocational (NC (V)) and Report 191 Engineering and Occupational programmes. Knowledge and experience of external examination and internal assessment processes. Excellent report writing and communication skills. Ability to effectively communicate in at least two of the three official languages of the Western Cape.

DUTIES : Tuition of subjects link to the study field: Engineering studies on (NCV) levels 2-4. Provide lecturer and curriculum delivery support. Overall curriculum management, assessment, moderation and administration. Responsible for lecturer workplace-based experience (WBE). Responsible for student work integrated learning (WIL). Ensure adherence to quality assurance standards of DHET, UMALUSI and QCTO. Adherence to the implementation of all College policies and quality management system. Academic and Administrative support of all academic programmes. Administer internal assessments and national DHET external examinations.

ENQUIRIES : Ms C Moorcroft Tel No: (044 – 693 2613)

APPLICATIONS : Applications must be forwarded: The HR Manager, South Cape TVET College, Private Bag X10400 or be hand delivered at South Cape TVET College (Central Office), 125 Mitchell Street, George 6529.

FOR ATTENTION : Mr M Gcuwa

NOTE : A completed Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details), Original certified copies (not older than three months) of all qualifications with academic transcripts/record, ID document and drivers licence. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date as well as faxed or emailed applications will not be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks [where applicable], qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. Matching and redeployment to other workstations within the College may be considered based on the operational requirements. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their application forms. Non-RSA citizens/Permanent resident permit holders must submit a copy of his/her Permanent Resident Permit with his/her application. No late applications will be considered. No emailed / faxed applications will be considered. The College/DHET reserves the right not to make appointments where it deems fit to do so. Correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application as unsuccessful. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. South Cape TVET College invites suitable candidates to apply for the following permanent posts. NB: An academic record must be attached with your application for this position.

CLOSING DATE : 14 September 2018 at 16:00

POST 35/26 : **EDUCATION SPECIALIST – BUSINESS AND GENERAL STUDIES (REF NO: CS 14/2018)**
(Persal Appointment)

SALARY : R328 953 per annum (PL2)

CENTRE : Mossel Bay Campus

REQUIREMENTS : Matric plus a minimum 3-year accredited Degree/Diploma in the study field: Business and General Studies including a professional qualification as an educator. A minimum of at least 3 years relevant experience as an educator. Computer Literacy (MS Office), A valid code 08 driver's license. Managerial, Leadership, Financial and Administrative experience. Sound knowledge of the Continuous Education and Training (CET) Act No 16 of 2006. Infrastructure and asset management. Good interpersonal skills. Excellent report writing and communication skills. Proven budgetary knowledge. Statistical analysis and interpretation of student data. Complete annual surveys Timetabling skills, Knowledge and experience of external examination and internal assessment processes, Sound knowledge and experience of Report 191 Business Studies and Occupational programmes, Ability to effectively communicate in at least two of the three official languages of the Western Cape.

DUTIES : Tuition of subjects linked to the study fields: Business and General Studies. Provide lecturer and curriculum delivery support. Overall curriculum management, assessment, moderation and administration. Responsible for lecturer workplace-based experience (WBE). Responsible for student work integrated learning (WIL). Ensure adherence to quality assurance standards of DHET, UMALUSI and QCTO. Adherence to the implementation of all College policies and quality management system. Academic and Administrative support of all academic programmes. Administer internal assessments and national DHET external examinations.

ENQUIRIES : Ms C Moorcroft Tel No: (044 – 693 2613)

APPLICATIONS : Applications must be forwarded: The HR Manager, South Cape TVET College, Private Bag X10400 or be hand delivered at South Cape TVET College (Central Office), 125 Mitchell Street, George 6529.

FOR ATTENTION : Mr M Gcuwa

NOTE : A completed Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details), Original certified copies (not older than three months) of all qualifications with academic transcripts/record, ID document and drivers licence. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date as well as faxed or emailed applications will not be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks [where applicable], qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. Matching and redeployment to other workstations within the College may be considered based on the operational requirements. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their application forms. Non-RSA citizens/Permanent resident permit holders must submit a copy of his/her Permanent Resident Permit with his/her application. No late applications will be considered. No emailed / faxed applications will be considered. The College/DHET reserves the right not to make appointments where it deems fit to do so. Correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application as unsuccessful. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. South Cape TVET College invites suitable candidates to apply for the following permanent posts. NB: An academic record must be attached with your application for this position.

CLOSING DATE : 14 September 2018 at 16:00

<u>POST 35/27</u>	:	<u>EDUCATION SPECIALIST – BUSINESS STUDIES (REF NO: CS 15/2018)</u> (Persal Appointment)
<u>SALARY</u>	:	R328 953 per annum (PL2)
<u>CENTRE</u>	:	Mossel Bay Campus
<u>REQUIREMENTS</u>	:	Matric plus a minimum 3-year accredited Degree/Diploma in the study field: Business Studies including a professional qualification as an educator. A minimum of at least 3 years relevant experience as an educator. Computer Literacy (MS Office), A valid code 08 driver's license. Managerial, Leadership, Financial and Administrative experience. Sound knowledge of the Continuous Education and Training (CET) Act No 16 of 2006. Infrastructure and asset management. Good interpersonal skills. Excellent report writing and communication skills. Proven budgetary knowledge. Statistical analysis and interpretation of student data. Complete annual surveys, Timetabling skills, Knowledge and experience of external examination and internal assessment processes, Sound knowledge and experience of Report 191 Business Studies and Occupational programmes, Ability to effectively communicate in at least two of the three official languages of the Western Cape.
<u>DUTIES</u>	:	Tuition of subjects linked to the study field: Information Processing, Computer Practice and Office Data Processing. Provide lecturer and curriculum delivery support. Overall curriculum management, assessment, moderation and administration. Responsible for lecturer workplace-based experience (WBE). Responsible for student work integrated learning (WIL). Ensure adherence to quality assurance standards of DHET, UMALUSI and QCTO. Adherence to the implementation of all College policies and quality management system. Academic and Administrative support of all academic programmes. Administer internal assessments and national DHET external examinations.
<u>ENQUIRIES</u>	:	Ms C Moorcroft Tel No: (044 – 693 2613)
<u>APPLICATIONS</u>	:	Applications must be forwarded: The HR Manager, South Cape TVET College, Private Bag X10400 or be hand delivered at South Cape TVET College (Central Office), 125 Mitchell Street, George 6529.
<u>FOR ATTENTION</u>	:	Mr M Gcuwa
<u>NOTE</u>	:	A completed Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details), Original certified copies (not older than three months) of all qualifications with academic transcripts/record, ID document and drivers licence. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date as well as faxed or emailed applications will not be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks [where applicable], qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. Matching and redeployment to other workstations within the College may be considered based on the operational requirements. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their application forms. Non-RSA citizens/Permanent resident permit holders must submit a copy of his/her Permanent Resident Permit with his/her application. No late applications will be considered. No emailed / faxed applications will be considered. The College/DHET reserves the right not to make appointments where it deems fit to do so. Correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application as unsuccessful. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. South Cape TVET College invites suitable candidates to apply for the following permanent posts. NB: An academic record must be attached with your application for this position.
<u>CLOSING DATE</u>	:	14 September 2018 at 16:00

<u>POST 35/28</u>	:	<u>ASSISTANT PROJECT MANAGER: INFRASTRUCTURE AND MAINTANANCE (REF NO: PS02/2018)</u> (College Council Appointment)
<u>SALARY</u>	:	R281 418 – per annum plus 37% benefits
<u>CENTRE</u>	:	Central Office
<u>REQUIREMENTS</u>	:	Matric plus a minimum 3-year accredited National Diploma/Degree in Construction Management/Construction Science or Quantity Surveying with a minimum of 3 years relevant work experience in Construction. Computer literacy (MS Office). A valid code 08 driver's license. Knowledge of organizational objectives, CIBD regulations, Occupational Health and Safety Regulations (OHS). Environmental management. Project Management. Risk Management. Financial Management. Compliant to policies and legislation. Information Management. Analytical abilities. Committed. Hardworking, Good coping skills. Ability to work. Policy development and implementation skills. Ability to work in a team and also individually. Ability to effectively communicate in at least two of the three official languages of the Western Cape.
<u>DUTIES</u>	:	Facilitate SCM Processes as the end user: Initiate the development of specifications for Projects. Provide immediate support to relevant queries around the specifications. Provide Ongoing support to the process until it is complete. Project Risk Management: Conduct comprehensive project planning prior to commencement of all College projects. Present completed documents that identify and highlight potential risks, opportunities and challenges of College projects to Deputy Principal: Corporate Services and Project manager. Define and deliver detailed project plans as per project budget. Ensure compliance with legal, Contractual and safety requirements for all College Projects. Manage implementation of work within established policies, systems, procedures, processes and practices. Facilitate Planning Progress Report Meetings: Provide administrative reports to the progress report meetings. Attend to these meetings and provide progress report and feedback. Drafting, submission and presentation of College project related management reports. Act as a liaison between consultants and the college management. Make recommendations of the projects to management. Report to management in relation to projects underway. Facilitate legal and Regulatory requirements for all projects. Ensure compliance with relevant legislation: Ensure that the appropriate legislation, policies and standard and procedures are complied with and that there is no negligence in this regards. Monitor legislation updates and communicate to relevant staff. Provide advice in line with applicable legislation. Liaise with all professionals including OHS and Environmental Officers. Compile monthly update and status reports. Ensure validity of statistics and facts submitted. Facilitate project completion and hand over including all relevant paperwork on sign off.
<u>ENQUIRIES</u>	:	Mr M Gcuwa Tel No: (044 – 884 0359)
<u>APPLICATIONS</u>	:	Applications must be forwarded: The HR Manager, South Cape TVET College, Private Bag X10400 or be hand delivered at South Cape TVET College (Central Office), 125 Mitchell Street, George 6529.
<u>FOR ATTENTION</u>	:	Mr M Gcuwa
<u>NOTE</u>	:	A completed Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details), Original certified copies (not older than three months) of all qualifications with academic transcripts/record, ID document and drivers licence. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date as well as faxed or emailed applications will not be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks [where applicable], qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. Matching and redeployment to other workstations within the College may be considered based on the operational requirements. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their application forms. Non-RSA citizens/Permanent resident permit holders must submit a copy of his/her

Permanent Resident Permit with his/her application. No late applications will be considered. No emailed / faxed applications will be considered. The College/DHET reserves the right not to make appointments where it deems fit to do so. Correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application as unsuccessful. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. South Cape TVET College invites suitable candidates to apply for the following permanent posts. NB: An academic record must be attached with your application for this position.

- CLOSING DATE** : 14 September 2018 at 16:00
- POST 35/29** : **SENIOR ACCOUNTING CLERK: CREDITORS (REF NO: PS05/2018)**
(Persal Appointment)
- SALARY** : R242 475 – R285 630 per annum (SL7)
- CENTRE** : Central Office
- REQUIREMENTS** : Matric plus an accredited three-year Degree/ National Diploma majoring in Accounting or Financial Management. 3 years relevant work experience in Finance dealing with creditors. Computer Literate with Excel and Word as well as data entry. A valid code 08 driver's license. Knowledge of Public Finance Management Act, Treasury Regulations, Preferential Procurement Policy Framework (PPPF), Broad Based Black Economic Empowerment (BBBEE) Act. Knowledge of ITS (Integrated Tertiary Software) systems will be an added advantage. Ability to effectively communicate in at least two of the three official languages of the Western Cape.
- DUTIES** : Prepares and administers the Creditor's ledger: Day-to-day overseeing the processing of invoices, cheques and payment advices. Provide various creditors ledger reports ensuring creditor's payments are processed within stipulated treasury regulations. Maintaining Financial Process Controls: Verify all creditor invoices and purchase orders have been appropriately approved. Report any discrepancies. Prepare, process and provide supporting documentation for various month end journals. Filing/archiving of all accounting records in a secure and efficient manner. Recording of Financial Transactions: Uploading of annually approved budget on ITS. Uploading of annually approved revised budget on ITS. Uploading of all project budgets (ad-hoc). System verification of petty cash and cash book capturing. Complete credit application forms and attached all necessary required supporting documents.
- ENQUIRIES** : Mr C Bellingan Tel No: (044 – 884 0359)
- APPLICATIONS** : Applications must be forwarded: The HR Manager, South Cape TVET College, Private Bag X10400 or be hand delivered at South Cape TVET College (Central Office), 125 Mitchell Street, George 6529.
- FOR ATTENTION** : Mr M Gcuwa
- NOTE** : A completed Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details), Original certified copies (not older than three months) of all qualifications with academic transcripts/record, ID document and drivers licence. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date as well as faxed or emailed applications will not be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks [where applicable], qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. Matching and redeployment to other workstations within the College may be considered based on the operational requirements. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their application forms. Non-RSA citizens/Permanent resident permit holders must submit a copy of his/her Permanent Resident Permit with his/her application. No late applications will be considered. No emailed / faxed applications will be considered. The College/DHET reserves the right not to make appointments where it deems fit to do so.

Correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application as unsuccessful. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. South Cape TVET College invites suitable candidates to apply for the following permanent posts. NB: An academic record must be attached with your application for this position.

- CLOSING DATE** : 14 September 2018 at 16:00
- POST 35/30** : **SENIOR ACCOUNTING CLERK: SUPPLY CHAIN MANAGEMENT (REF NO: PS04/2018)**
(Persal Appointment)
- SALARY CENTRE REQUIREMENTS** : R242 475 – R285 630 per annum (SL7)
: Central Office
: Matric plus an accredited three-year Degree/ National Diploma majoring in Accounting/ Financial Management /Procurement and Finance. 3 years relevant work experience. Computer literate with Excel and Word/ITS or any Procurement system. A valid code 08 driver's license Knowledge of Public Finance Management Act, Treasury Regulations, Preferential Procurement Policy Framework (PPPF), Broad Based Black Economic Empowerment (BBBEE) Act. Knowledge of ITS (Integrated Tertiary Software) systems will be an added advantage. Ability to effectively communicate in at least two of the three official languages of the Western Cape.
- DUTIES** : Render demand and acquisition clerical support: Control turnaround time of requisition and orders. Monitor GRV validations by buyers Check and sign off on invoices / documents submitted for payment. Monitor issuing of office stock and ensure stock take and or controlling reorder levels. Supervise buyers managing outstanding commitments. Supervise and undertake logistical support services: Check, place and verify orders for goods. Receive requests from end users. Maintain goods register. Facilitate Procurement process for Informal Tender process: Upon receipt requisitions with specifications be checked. Initiate informal tender process. Compile informal tender. Compile adjudication and evaluation report. Submission of report to requesting department and seek approval from Principal and Deputy Principal Finance. Facilitate Procurement processes for formal tenders: Tender opening. Complete tender register and submit to Supervisor. Provide secretariat or logistical support during the bid consideration and contracts conclusion process. Ensure deviations get recorded. Assisting with the draft of specifications. Compile adverts for bids. Open tender box. Compile evaluation reports. Draft all agendas and minutes of sub committees of SCM (Specification, Evaluation and BAC). All official communication to Bidders (successful & unsuccessful letters). Ensure supplier contract register is up to date. Ensure regular update of supplier database. Attending site meetings with Bidders and contractors. Manage internal communication of successful bidders. Relevant Reports Review policies and processes.
- ENQUIRIES APPLICATIONS** : Mr C Bellingan Tel No: (044 – 884 0359)
: Applications must be forwarded: The HR Manager, South Cape TVET College, Private Bag X10400 or be hand delivered at South Cape TVET College (Central Office), 125 Mitchell Street, George 6529.
- FOR ATTENTION NOTE** : Mr M Gcuwa
: A completed Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details), Original certified copies (not older than three months) of all qualifications with academic transcripts/record, ID document and drivers licence. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date as well as faxed or emailed applications will not be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks [where applicable], qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test.

Matching and redeployment to other workstations within the College may be considered based on the operational requirements. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their application forms. Non-RSA citizens/Permanent resident permit holders must submit a copy of his/her Permanent Resident Permit with his/her application. No late applications will be considered. No emailed / faxed applications will be considered. The College/DHET reserves the right not to make appointments where it deems fit to do so. Correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application as unsuccessful. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. South Cape TVET College invites suitable candidates to apply for the following permanent posts. NB: An academic record must be attached with your application for this position.

- CLOSING DATE** : 14 September 2018 at 16:00
- POST 35/31** : **JOB PLACEMENT OFFICERS REF NO: PS06/2018 (X3 POSTS)**
(Council Appointment)
- SALARY CENTRE** : R196 407 per annum plus 37% benefits (SL6)
: George Campus (X1 Post)
: Mossel Bay Campus (X1 Post)
: Oudtshoorn Campus (X1 Post)
- REQUIREMENTS** : Matric plus a minimum 3-year accredited Degree/National Diploma majoring in Human Resource or Business Management, Marketing, Public Relations. A minimum of 3 to 5 years relevant work experience. Knowledge of relevant Learner ships, Apprenticeships, SETAs. Good Interpersonal Relations, Customer Relations and stakeholder engagement. Computer Literacy (ICDL or MS Office). Ability to effectively communicate in at least two of the three official languages of the Western Cape. A code 08 driver's License. Good interpersonal relationship communication skills. Listening Skills. Team Leadership skills, Planning and organizing skills, People Management. Ability to manage time effectively and problem-solving skills. Report writing skills. Committed, Loyal, Client orientated, Professional and also with Integrity, Ability to effectively communicate in at least two of the three official languages of the Western Cape.
- DUTIES** : Co-ordinate and facilitate job readiness training: Placement of students in the workplace. Create and maintain a database of all graduates. Student recruitment, application and selection. Liaison with commerce and industry and other relevant stakeholders: Create a database of potential employers. Create and maintain a database of all prospective employers. Create a database of all advertisements for vacancies and notify students. Develop & Review companies work placement policy and procedures. Maintain and update the student tracking system: Manage and administer student Logbooks. Post placement reviews, reports and statistics. Liaise with Academic, and Innovation in Development Departments in connection with placing students for experiential learning. Develop quality reports and statistics: Provide advice and guidance to relevant stakeholders. Create an Alumni newsletter. Complete relevant reports on time. Record progress report on all successful placements on a quarterly bases.
- APPLICATIONS** : Applications must be forwarded: The HR Manager, South Cape TVET College, Private Bag X10400 or be hand delivered at South Cape TVET College (Central Office), 125 Mitchell Street, George 6529.
- FOR ATTENTION** : Mr M Gcuwa
- CLOSING DATE** : 14 September 2018 at 16:00
- NOTE** : A completed Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details), Original certified copies (not older than three months) of all qualifications with academic transcripts/record, ID document and drivers licence. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date as well as faxed or emailed applications will not be accepted. Successful candidates will be subjected to a

vetting process (criminal record, citizenship, credit record checks [where applicable], qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. Matching and redeployment to other workstations within the College may be considered based on the operational requirements. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their application forms. Non-RSA citizens/Permanent resident permit holders must submit a copy of his/her Permanent Resident Permit with his/her application. No late applications will be considered. No emailed / faxed applications will be considered. The College/DHET reserves the right not to make appointments where it deems fit to do so. Correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application as unsuccessful. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. South Cape TVET College invites suitable candidates to apply for the following permanent posts. NB: An academic record must be attached with your application for this position.

- ENQUIRIES** : Mr S Kiewiet Tel No: (044 – 884 0359)
- APPLICATIONS** : Applications must be forwarded: The HR Manager, South Cape TVET College, Private Bag X10400 or be hand delivered at South Cape TVET College (Central Office), 125 Mitchell Street, George 6529.
- FOR ATTENTION** : Mr M Gcuwa
- NOTE** : A completed Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details), Original certified copies (not older than three months) of all qualifications with academic transcripts/record, ID document and drivers licence. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date as well as faxed or emailed applications will not be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks [where applicable], qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. Matching and redeployment to other workstations within the College may be considered based on the operational requirements. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their application forms. Non-RSA citizens/Permanent resident permit holders must submit a copy of his/her Permanent Resident Permit with his/her application. No late applications will be considered. No emailed / faxed applications will be considered. The College/DHET reserves the right not to make appointments where it deems fit to do so. Correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application as unsuccessful. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. South Cape TVET College invites suitable candidates to apply for the following permanent posts. NB: An academic record must be attached with your application for this position.
- CLOSING DATE** : 14 September 2018 at 16:00
- POST 35/32** : **MARKETING AND COMMUNICATION OFFICERS REF NO: PS07/2018 (X2 POSTS)**
(Persal Appointment)
- SALARY** : R196 407 – R231 351 per annum (SL6)
- CENTRE** : (Mossel Bay Campus (X1 Post)
George Campus (X1 Post)
- REQUIREMENTS** : Matric plus a minimum 3-year accredited Degree/National Diploma in the field of Marketing and Communication, Public Relations; Media Studies or similar field of endeavor. Computer Literacy (ICDL or MS Office). A minimum of 1 to 2 years relevant experience in the relevant field is required. Needs to be well versed in English Language with excellent writing skills. A code 08 driver's License.

		Energetic and focused on reaching targets. Proven experience with regard to student recruitment and journalism skills. Ability to manage time effectively and problem-solving skills. Report writing skills.
<u>DUTIES</u>	:	Communication with external markets across the College's catchment area through PR functions, career exhibitions, school visits, Campus visits and more. Network with relevant role-players and stakeholders by attending functions, meetings, Imbizos and the likes. Student and internal market research. Facilitate external market research and generate new opportunities for recruitment. Gather relevant news and compile articles with photographs for internal and external publications. Co-ordinate and facilitate door-to-door campaigns, recruitment roadshows and various other recruitment methods to reach targets. Maintain the corporate image across all College sites. Organize and participate in internal and external functions and events. Coordinate effective marketing for Forster's Manor Guest House as an establishment of the College. Must be prepared to work after hours when necessary. Must be prepared to travel.
<u>ENQUIRIES</u>	:	Mr H Cronje Tel No: (044 – 884 0359)
<u>APPLICATIONS</u>	:	Applications must be forwarded: The HR Manager, South Cape TVET College, Private Bag X10400 or be hand delivered at South Cape TVET College (Central Office), 125 Mitchell Street, George 6529.
<u>FOR ATTENTION</u>	:	Mr M Gcuwa
<u>NOTE</u>	:	A completed Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details), Original certified copies (not older than three months) of all qualifications with academic transcripts/record, ID document and drivers licence. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date as well as faxed or emailed applications will not be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks [where applicable], qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. Matching and redeployment to other workstations within the College may be considered based on the operational requirements. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their application forms. Non-RSA citizens/Permanent resident permit holders must submit a copy of his/her Permanent Resident Permit with his/her application. No late applications will be considered. No emailed / faxed applications will be considered. The College/DHET reserves the right not to make appointments where it deems fit to do so. Correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application as unsuccessful. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. South Cape TVET College invites suitable candidates to apply for the following permanent posts. NB: An academic record must be attached with your application for this position.
<u>CLOSING DATE</u>	:	14 September 2018 at 16:00
<u>POST 35/33</u>	:	<u>LABOUR RELATIONS AND EMPLOYEE WELLNESS (REF NO: PS08/2018)</u> Council Appointment
<u>SALARY</u>	:	R196 407 per annum plus 37% benefits (SL6)
<u>CENTRE</u>	:	Central Office
<u>REQUIREMENTS</u>	:	Matric plus a minimum 3-year accredited Degree/National Diploma in Human Resources, Labour Relations, or Industrial Psychology or related fields with Labour Relations as a major subject. A minimum of 3 to 5 years' experience in Employee Wellness and Labour Relations. Computer Literacy (ICDL or MS Office). Ability to effectively communicate in at least two of the three official languages of the Western Cape. A code 08 driver's License. Good interpersonal relationship communication skills. Knowledge of organizational objectives. Knowledge of Labour Relations Act, Basic Conditions of Employment Act, Skills Development Act and other HR related legislation. Project management. Event Management.

Protocol and Etiquette. Registration as a psychology counsellor or as a Social Worker will be an added advantage. Listening Skills. Planning and organizing skills, People Management. Ability to manage time effectively and problem-solving skills. Report writing skills. Committed, Loyal, Client orientated, Professional and also with Integrity. Ability to effectively communicate in at least two of the three official languages of the Western Cape.

DUTIES

: Provide Administrative support to maintenance of sound Employee Relations and Human Resource Development Co-ordination: Assist employees in improving their health by raising awareness of healthy lifestyles, disability and other health – related issues. Promote physical and/or mental health and well-being of employees e.g., employee fitness programs, nutrition, alcohol, as well as stress management. Administer management of employee wellness programme contract. Integrate employee wellness programmes focused and the overall health and well-being of employees and their related productivity. Ensure compliance with relevant legislation: Ensure that the appropriate legislation, policies and standard procedures are complied with and that there is no negligence in this regard. Monitor legislation updates and communicate to relevant staff. Vendor Management: Managing Employee Wellness Programme. Ensuring that delivery and follow up standards are met and that the content and assessments are integrated with the other management development. Manage and administer student Logbooks. Post placement reviews, reports and statistics. Liaise with Develop quality reports and statistics: Provide advice and guidance to relevant stakeholders. Create an Alumni newsletter. Complete relevant reports on time. Record progress report on all successful placements on a quarterly bases. Reporting: Compile monthly update and status report for submission to the Assistant Director: Human Resources.

**ENQUIRIES
APPLICATIONS**

: Mr M Gcuwa Tel No: (044 – 884 0359)
: Applications must be forwarded: The HR Manager, South Cape TVET College, Private Bag X10400 or be hand delivered at South Cape TVET College (Central Office), 125 Mitchell Street, George 6529.

**FOR ATTENTION
NOTE**

: Mr M Gcuwa
: A completed Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details), Original certified copies (not older than three months) of all qualifications with academic transcripts/record, ID document and drivers licence. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date as well as faxed or emailed applications will not be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks [where applicable], qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. Matching and redeployment to other workstations within the College may be considered based on the operational requirements. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their application forms. Non-RSA citizens/Permanent resident permit holders must submit a copy of his/her Permanent Resident Permit with his/her application. No late applications will be considered. No emailed / faxed applications will be considered. The College/DHET reserves the right not to make appointments where it deems fit to do so. Correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application as unsuccessful. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. South Cape TVET College invites suitable candidates to apply for the following permanent posts. NB: An academic record must be attached with your application for this position.

CLOSING DATE

: 14 September 2018 at 16:00

<u>POST 35/34</u>	:	<u>TRAINING OFFICER: (MILLWRIGHT) REF NO: 2018/08</u> Re-advertisement (Applicants who had previously applied, are welcome to re-apply. College Appointment
<u>SALARY</u>	:	R185 796 – R414 432 per annum (PL1) plus benefits as applicable in the Public Sector
<u>CENTRE</u>	:	Richtek Technical Training Centre
<u>REQUIREMENTS</u>	:	A relevant recognised artisan qualification. Minimum of 3 years' trade related industry experience post trade test. Advantageous: Assessor/Moderator qualifications. Relevant teaching/training-related experience. A recognised teaching qualification. National N Diploma or equivalent recognised qualification in the relevant field. Valid driver's license.
<u>DUTIES</u>	:	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 of training manuals and consumable items 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.
<u>ENQUIRIES</u>	:	Ms ST Makhoba Tel No: (035) 902 9557
<u>APPLICATIONS</u>	:	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 an 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 : 20 September 2018 at 16:00

POST 35/35 : **SENIOR ADMINISTRATION CLERK - MARKETING REF NO: GTVETC 01/01/2018**
Re- Advertised

SALARY CENTRE REQUIREMENTS : R163 563 – R192 666 per annum (Level 05)
: Central Office
: A National Senior Certificate/Grade 12 or National Certificate Vocational (NCV) Level 4 certificate. An appropriate Degree/National Diploma in Marketing or equivalent qualification in a relevant field will be an added advantage, Computer Literacy (MS Office). A minimum of 1 year relevant experience in the relevant field is required. A candidate must be well versed in English Language with excellent writing skills. Energetic and focused on reaching targets. Proven experience with regard to student recruitment skills. Ability to manage time effectively and problem-solving skills. Report writing skills.

DUTIES : Communication with external markets across the College's catchment area through Public Relations functions, career exhibitions, school visits, Campus visits and more. Network with relevant role-players and stakeholders by attending functions, workshops, exhibitions and Imbizos. Student and internal market research. Facilitate external market research and generate new opportunities for recruitment. Gather relevant news and compile articles with photographs for internal and external publications. Co-ordinate and facilitate door-to-door campaigns, recruitment roadshows and various other recruitment methods to reach targets. Maintain the corporate image across all College sites. Organise and participate in internal and external functions and events. Co-ordinate effective marketing to foster an establishment of the College. Must be prepared to work after hours when necessary. Must be prepared to travel.

ENQUIRIES APPLICATIONS : Mr MG Pheko – Assistant Director: HRM Tel No: 057 910 6000
: Goldfields TVET College, Private Bag X95, Welkom, 9459 or be hand delivered at Goldfields TVET College (Central Office), 36 Buren Street, Flamingo Park, Welkom 9459

FOR ATTENTION NOTE : The Principal, Mr FS Mahlangu
: A fully completed Z83 form, signed and dated should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details), Original certified copies (not older than three months) of all qualifications with academic transcripts/record, ID document and drivers licence.

Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date as well as faxed or emailed applications will NOT be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks [where applicable], qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. The College/DHET reserves the right not to make appointments and correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application as unsuccessful. All costs incurred due to your application and interviews will be at your own expense. Preference will be given to persons from designated groups, especially with regard to race, gender and disability.

- CLOSING DATE** : 21 September 2018 at 12:30
- POST 35/36** : **HUMAN RESOURCE CLERK REF NO: PS09/2018 (X2 POSTS)**
(Persal Appointment)
- SALARY** : R163 563 – R192 666 per annum (SL5)
- CENTRE** : Central Office
- REQUIREMENTS** : Matric plus a minimum 3-year accredited Degree/National Diploma/National N Diploma in Human Resource Management or Public Administration/Management or relevant qualification with a minimum of 2 years relevant human resources management/administration work experience. Computer Literacy (MS Office), A valid code 08 driver's license. Knowledge of the Labour Relations Act, 1995 and Prescriptive Departmental policies, procedures and delegations, Basic Conditions of Employment Act, Policy development, PSCBC and ELRC Resolutions, Continuous Education and Training Act No 6 of 2006, Employment of Educators Act, Public Service Act. Knowledge of relevant HR Prescripts. Good interpersonal relations, customer relations, supervisory skills and computer Literacy. Ability to lead a team of HR practitioners and offer advice to Senior Management on HR related matters. Ability to act professionally and ethically at all times. Ability to effectively communicate in at least two of the three official languages of the Western Cape.
- DUTIES** : Ensure the implementation of Human Resource functions such as leave administration, performance management, and termination of services. Communicate and implement policy and legislative matters. Maintain post establishment. Ensure proper administration of transfers, service benefits (including housing subsidies, accommodation, pension, medical aid, staff bursaries, grievances, disciplinary proceedings. Capturing of any salary related transactions on PERSAL/VIP. Handle general enquiries pertaining to salaries and allowances. Assist in recruitment and selection process. Administer and manage information. Maintain duty register. Servicing Beaufort West Campus in addition to Oudtshoorn campus.
- ENQUIRIES** : Mr M Gcuwa Tel No: (044 – 884 0359)
- APPLICATIONS** : Applications must be forwarded: The HR Manager, South Cape TVET College, Private Bag X10400 or be hand delivered at South Cape TVET College (Central Office), 125 Mitchell Street, George 6529.
- FOR ATTENTION** : Mr M Gcuwa
- NOTE** : A completed Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details), Original certified copies (not older than three months) of all qualifications with academic transcripts/record, ID document and drivers licence. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date as well as faxed or emailed applications will not be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks [where applicable], qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. Matching and redeployment to other workstations within the College may be

considered based on the operational requirements. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their application forms. Non-RSA citizens/Permanent resident permit holders must submit a copy of his/her Permanent Resident Permit with his/her application. No late applications will be considered. No emailed / faxed applications will be considered. The College/DHET reserves the right not to make appointments where it deems fit to do so. Correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application as unsuccessful. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. South Cape TVET College invites suitable candidates to apply for the following permanent posts. NB: An academic record must be attached with your application for this position.

- CLOSING DATE** : 14 September 2018 at 16:00
- POST 35/37** : **STUDENT ADMINISTRATION CLERK REF NO: PS10/2018 (X3 POSTS)**
(College Council Appointment)
- SALARY CENTRE** : R163 563 per annum plus 37% benefits (SL5)
: Central Office (X2 Posts)
: Mossel Bay Campus (X1 Post)
- REQUIREMENTS** : Matric plus an accredited three-year appropriate Degree/Diploma/National N Diploma in the field of Secretarial/Administration, Business / Financial Management with MS Office software package are compulsory. A minimum of 1 year relevant work experience is required. A valid code 08 driver's license. Knowledge of Integrated Tertiary Software (ITS) will serve as an added advantage. Organisational ability and have the desire to learn progressively throughout their career. Ability to manage time effectively and problem-solving skills. Ability to effectively communicate in at least two of the three official languages of the Western Cape.
- DUTIES** : Co-responsible for the effective management of the College Management Information System (MIS) Responsible for the capturing of Report 191, NC(V) and Occupational student biographical data and assessment marks / competencies on the MIS. Ensure that student information linked to occupational programmes are captured on the various SETA (Sector Education and Training Authority) databases. Assist with the compilation of statistical information / reports. Provide professional support to internal and external stakeholders including taking accurate and detailed messages. Perform general administrative duties including maintenance of the student filling system, student certificates and taking minutes of meetings.
- ENQUIRIES APPLICATIONS** : Ms V Heyneke Tel No: (044 – 884 0359)
: Applications must be forwarded: The HR Manager, South Cape TVET College, Private Bag X10400 or be hand delivered at South Cape TVET College (Central Office), 125 Mitchell Street, George 6529.
- FOR ATTENTION NOTE** : Mr M Gcuwa
: A completed Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details), Original certified copies (not older than three months) of all qualifications with academic transcripts/record, ID document and drivers licence. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date as well as faxed or emailed applications will not be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks [where applicable], qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. Matching and redeployment to other workstations within the College may be considered based on the operational requirements. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their application forms. Non-RSA citizens/Permanent resident permit holders must submit a copy of his/her

Permanent Resident Permit with his/her application. No late applications will be considered. No emailed / faxed applications will be considered. The College/DHET reserves the right not to make appointments where it deems fit to do so. Correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application as unsuccessful. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. South Cape TVET College invites suitable candidates to apply for the following permanent posts. NB: An academic record must be attached with your application for this position.

- CLOSING DATE** : 14 September 2018 at 16:00
- POST 35/38** : **STUDENT ADMINISTRATION CLERK (REF NO: PS 11/2018)**
(College Council Appointment)
- SALARY** : R163 563 per annum plus 37% benefits (SL5)
- CENTRE** : Hessequa Campus
- REQUIREMENTS** : Matric plus an accredited three-year appropriate Degree/Diploma/National N Diploma in the field of Secretarial/Administration, Business / Financial Management with MS Office software package are compulsory. A minimum of 1 year relevant work experience is required. A valid code 08 driver's license. Knowledge of Integrated Tertiary Software (ITS) will serve as an added advantage. Organisational ability and have the desire to learn progressively throughout their career. Ability to manage time effectively and problem-solving skills. Ability to effectively communicate in at least two of the three official languages of the Western Cape.
- DUTIES** : Co-responsible for the effective management of the College Management Information System (MIS) Responsible for the capturing of Report 191, NC(V) and Occupational student biographical data and assessment marks / competencies on the MIS. Ensure that student information linked to occupational programmes are captured on the various SETA (Sector Education and Training Authority) databases. Assist with the compilation of statistical information / reports. Provide professional support to internal and external stakeholders including taking accurate and detailed messages. Perform general administrative duties including maintenance of the student filling system, student certificates and taking minutes of meetings.
- ENQUIRIES** : Ms V Heyneke Tel No: (044 – 884 0359)
- APPLICATIONS** : Applications must be forwarded: The HR Manager, South Cape TVET College, Private Bag X10400 or be hand delivered at South Cape TVET College (Central Office), 125 Mitchell Street, George 6529.
- FOR ATTENTION** : Mr M Gcuwa
- NOTE** : A completed Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details), Original certified copies (not older than three months) of all qualifications with academic transcripts/record, ID document and drivers licence. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date as well as faxed or emailed applications will not be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks [where applicable], qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. Matching and redeployment to other workstations within the College may be considered based on the operational requirements. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their application forms. Non-RSA citizens/Permanent resident permit holders must submit a copy of his/her Permanent Resident Permit with his/her application. No late applications will be considered. No emailed / faxed applications will be considered. The College/DHET reserves the right not to make appointments where it deems fit to do so. Correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly

accept that your application as unsuccessful. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. South Cape TVET College invites suitable candidates to apply for the following permanent posts. NB: An academic record must be attached with your application for this position.

- CLOSING DATE** : 14 September 2018 at 16:00
- POST 35/39** : **BURSARY CLERK (REF NO: PS 12/2018)**
(College Council Appointment)
- SALARY** : R163 563 per annum plus 37% benefits (SL5)
CENTRE : Oudtshoorn Campus
REQUIREMENTS : Matric/NC(V) Level 4 plus a minimum 3-year accredited National Diploma or National N Diploma in Business Management/Management Assistant/Financial Management/Office Administration or related equivalent qualification with a minimum of 2 years relevant work experience or Matric/NC(V) Level 4 with 3 - 4 years relevant work experience. Computer literacy (MS Office). Good interpersonal and communication skills. Attention to detail. Strong administrative skills. Ability to effectively communicate in at least two of the three official languages of the Western Cape.
- DUTIES** : Ensure that all bursary application forms are completed correctly. Accurately capture online bursary applications. Ensure good document administration (filing, recording of all bursary application forms). Assist with the compilation of statistical information. Provide assistance in administration and maintenance of College records. Compile Excel spreadsheets to report statistical data. Attending to routine correspondence and prepare written reports when required.
- ENQUIRIES** : Ms C Robertson (044 – 884 0359)
APPLICATIONS : Applications must be forwarded: The HR Manager, South Cape TVET College, Private Bag X10400 or be hand delivered at South Cape TVET College (Central Office), 125 Mitchell Street, George 6529.
- FOR ATTENTION** : Mr M Gcuwa
NOTE : A completed Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details), Original certified copies (not older than three months) of all qualifications with academic transcripts/record, ID document and drivers licence. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date as well as faxed or emailed applications will not be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks [where applicable], qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. Matching and redeployment to other workstations within the College may be considered based on the operational requirements. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their application forms. Non-RSA citizens/Permanent resident permit holders must submit a copy of his/her Permanent Resident Permit with his/her application. No late applications will be considered. No emailed / faxed applications will be considered. The College/DHET reserves the right not to make appointments where it deems fit to do so. Correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application as unsuccessful. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. South Cape TVET College invites suitable candidates to apply for the following permanent posts. NB: An academic record must be attached with your application for this position.
- CLOSING DATE** : 14 September 2018 at 16:00