

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(NORTHERN CAPE URBAN TVET COLLEGE AND LETABA (TVET) COLLEGE)**

OTHER POSTS

<u>POST 36/04</u>	:	<u>PROJECT MANAGER: INFRASTRUCTURE REF NO: NCUTVET/2018/07/6</u> 3 Year Contract (Council appointment)
<u>SALARY</u>	:	R356 289 per annum (SL9)
<u>CENTRE</u>	:	Kimberley (Central Office)
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree/Diploma (NQF Level 6/7) or equivalent qualification specializing in construction or related field. At least 3 years' experience in managing construction projects. A postgraduate qualification will be an added advantage. A valid driver's license is a prerequisite. The position requires an individual with a conceptual understanding of the rules and standards governing projects administration and management and to ensure that the requirements for each project is spelt out by the job packaging/statutory requirements. Further requirements are risk management experience in project management. Good communication; written and spoken skills; proficiency in analysing 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.
<u>DUTIES</u>	:	The incumbent will be responsible to supervise different tasks in completing construction or repairs and maintenance projects. Responsible for the flow of information from the college level project supervisor (the organizational point where the service/project is requested) to the team regarding the project in the Department of Higher Education and Training (DHET). Make the arrangements for projects documentation on the recommendation and specification of the Department and ensure that the specifications are being met. Meet the project owner, ensure that appropriate specification are set, or meet a higher standard. Update information on the project management tools. Make arrangements 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.
<u>ENQUIRIES</u>	:	NP Mere- HR Unit Tel No: (053) 839 2083
<u>APPLICATIONS</u>	:	Please Forward Your Application, Quoting the Reference Number and the position you applying for to: The HR Department, Northern Cape TVET College, Private Bag X5031, Kimberley, 8300 or hand deliver to HR Department at 39 Long Street Kimberley.
<u>NOTE</u>	:	To be included in the application, applications must be submitted on form Z83 obtainable from any public service department or on the internet at www.gov.za/documents , which must be completed in full, originally signed and dated by the applicant. Applications must be accompanied by a covering letter, a comprehensive, recent Curriculum Vitae(CV) and originally certified copies of Identity Document, qualifications, Driver's license (where applicable) and all other attachments thereof. All documents certification dates must be within three months of the application date. The specific reference number of the post applied for must be quoted. A separate application must be submitted for each post applied for. For foreign applicants a certified copy of work permit must be included. The successful candidate will be subjected to a security clearance and verification of qualifications. Interviewed candidates will be subjected to a competency assessment where necessary. Correspondence will only be entered into with shortlisted applicants. If no response is received within 3 months after the closing date, please regard your application as unsuccessful. The department is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity: (race, gender and disability) in the Department through the filling of posts.
<u>CLOSING DATE</u>	:	21 September 2018

<u>POST 36/05</u>	:	<u>FACILITATORS (CENTRE OF SPECIALISATION) CARPENTER AND JOINER REF NO: NCUTVET/2018/07 (X2 POSTS)</u> 3 Years Contract (Council appointment)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R356 289 – R416 679 per annum (SL9) Kimberley (Moremogolo Campus) A Diploma or equivalent qualification at REQV 13 Level. Qualified Artisan as a Carpenter and Joiner with trade test passed. 3- 5 years or appropriate artisan experience as a Carpenter and Joiner in industry with specific experience in the following areas: tool, equipment, machinery and materials, set out work area, cutting materials, installing structures, fabricate, erect and stipe steel and timber formwork, prepare and erect ceilings, roof trusses, partitions and panelling, Clad roof structures, and finishing. Education, Training and Development Practice (ETDP) or related qualification will be an added advantage. Qualification as a registered Assessor and/or Moderator for the carpenter and Joiner trade will be an added advantage. 2 years or more training/workshop mentoring experience will be an added advantage. Skills Set: The preferred candidate will have knowledge of the Carpenter & Joiner industry, the legislative and regulatory environment, as well as knowledge of and experience in implementing Occupational Health & Safety regulations and requirements. Good verbal and written communication skills, including presentation or lecturing and report writing skills. He/she will have planning and organising skills, including lesson planning skills, analytical skills, conceptual ability and the ability to assess learners. Computer literacy in Microsoft Suite. A valid driver's licence. The preferred candidate will have the ability to take on a leadership and mentorship role, will be focused on customer service, be disciplined and professional and will have excellent interpersonal skills. He/she will be responsible for his/her own continuous professional development.
<u>DUTIES</u>	:	The incumbent will be responsible for: Providing theoretical and practical training applicable to the Carpenter & Joiner trade, and according to pre-determined curriculum and lesson frameworks. Assess and/or moderate theoretical and practical competencies of learners in the programmes against pre-determined requirements. Ensure that training equipment, workshops and related resources are available and in working order, and conduct regular inventory control. Perform administrative and management functions, functions including preparing and submitting reports to relevant authorities, preparation of training registers, preparation and completion of learner files, and any other administration required by oversight bodies. Attend industry and training workshops, as well as any other prescribed training to ensure own continuous professional development. Ensure training environment and activities are compliant to all safety, health environmental requirements. Plan delivery of the occupational qualification in such a way that the learners are prepared to complete and pass the relevant assessment and trade test. Manage the scheduling of learner for theory and industry placement/practical components of the programme.
<u>ENQUIRIES APPLICATIONS</u>	:	NP Mere- HR Unit Tel No: (053) 839 2083 Please Forward Your Application, Quoting the Reference Number and the position you applying for to: The HR Department, Northern Cape TVET College, Private Bag X5031, Kimberley, 8300 or hand deliver to HR Department at 39 Long Street Kimberley.
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<u>CLOSING DATE</u>	:	21 September 2018
<u>POST 36/06</u>	:	<u>SENIOR STATE ACCOUNTANT: ASSETS AND SUPPLY CHAIN MANAGEMENT: REF NO: LET 10/06/2018</u> (Three Years' Contract) Re advert: all people who applied before are encouraged to reapply.
<u>SALARY</u>	:	R299 709 per annum (SL 8)
<u>CENTRE</u>	:	Central Office
<u>REQUIREMENTS</u>	:	An appropriate National Diploma/Bachelor Degree or equivalent qualification majoring in Financial Management/Accounting. Three years relevant working experience in Assets and Inventory management and/ or Supply chain management. Knowledge of PFMA, GRAP and treasury regulations. Good communication, numerical, analytical and problem solving skills. Must have the ability to work under pressure with little or no supervision. Must be computer literate and have a valid driver's license.
<u>DUTIES</u>	:	Management of Assets in the College. Preparation of annual Capital Expenditure Budget. Monitoring and reporting of ongoing performance against capital budget. Support to Supply Chain Management (SCM) to ensure that asset and inventory ordering procedures are in compliance. Support to management in assessing, monitoring and implementing SCM procedures in the Contract Management of service providers where this impacts items of assets whether owned or leased. Preparation of a Monthly Report detailing the operational and financial aspects of Asset and Inventory activities. Supervise and manage the performance of the staff working with Assets, inventory and supply chain management.
<u>ENQUIRIES</u>	:	Mr P Mokhonazi / Mr SD Sebela Tel No: (015) 307540
<u>APPLICATIONS</u>	:	Please forward your application, quoting the reference number to: the Principal, Letaba TVET College, Private Bag X 4017 Tzaneen, 0850 or hand deliver to: 1 Claude Wheatley Street, Tzaneen, Limpopo Province.
<u>NOTE</u>	:	Z83 Form indicating correct reference number, detailed CV, certified copies of qualifications including academic record/transcript and ID document. Correspondence will only be entered into with short-listed applicants. Applications received after the closing date or faxed and emailed applications will not be considered. NB: Foreign applicants should attach the following documents: SAQA evaluation certificate, SACE and quota work permit and police clearance. People with disability are encouraged to apply. Interviewed candidates will be subjected to a competency assessment where necessary. The successful candidate will be required to sign an annual performance agreement and employment contract on appointment, disclose his/her financial interest and be subjected to security clearance. As of 1 st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (GEMS) in order to qualify for a government medical subsidy. Letaba TVET College is an equal opportunity, affirmative action employer. Applications are invited from suitably qualified and experienced candidates for appointment in the following vacant positions.
<u>CLOSING DATE</u>	:	21 September 2018 at 16h00
<u>POST 36/07</u>	:	<u>SUPPLY CHAIN OFFICER: INFRASTRUCTURE PROJECT REF NO: NCUTVET/2018/07/8</u> 12 Months Contract (Council appointment)
<u>SALARY</u>	:	R242 475 – R285 630 per annum (SL7)
<u>CENTRE</u>	:	Kimberley (Central Office)
<u>REQUIREMENTS</u>	:	Three (3) years Diploma/ BCom Degree on Supply Chain Management (NQF Level 6/7). Three to five years working experience in Supply Chain Management as a supervisor or in the middle management level. Basic knowledge of Supply Chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment. Demonstrate a sound understanding of the PFMA; Treasury regulations; PPFA, Supply Chain Management guidelines and other related prescripts. Knowledge of the Public sector procurement process, rules and regulations.

- DUTIES** : Manage and oversee the compilation and maintenance of all assets records. Manage all donation, transfer, losses/stolen/damage/loan repairs. Supervise and mentor junior staff. Verify the issuing of equipment and accessories to components and individuals in need. Identify redundant, non-serviceable and obsolete equipment for disposal. Liaise with Management to ensure that all verification results has been successfully updated unto the system. Request and submit quotations, and ensure that all orders are placed on time. Capture specifications on the electronic purchasing system. Provide secretariat or logistical support during the bid consideration and contracts conclusion. Issue and receive bid documents. Check and maintain goods registers. Ensure that suppliers are captured and registered on the system, and frequently updated. Identify assets not registered on the register, facilitate upload thereof. Deal with queries from logistics, internal and external audit departments. Check, place and verify orders for goods.
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21 September 2018
- CLOSING DATE** : 21 September 2018
- POST 36/08** : **LECTURER ELECTRICAL HEAVY CURRENT (X2 POSTS)**
Permanent
- SALARY CENTRE** : R198 774 per annum (PL1)
: Maake Campus – Ref No: LET 17/06/2018 (Re-Advert)
: Giyani Campus – Ref No: LET 24/08/2018
- REQUIREMENTS** : An appropriate National Diploma/Bachelor's Degree in Electrical Engineering or any equivalent qualification in the relevant field. Working experience in the Education Sector or industry will be an added advantage. Knowledge of theory and practice in the relevant field. Sound communication skills. Must be Computer literate.
- DUTIES** : The successful candidate(s) will be required to lecture and assess NCV and report 191. Management of students and administrative records. Classroom/ workshop facilitation. Facilitate specified subjects on the levels required. Report to management from time to time. Ensure provisioning of quality education and training in line with the College/DHET requirements. Assess students' performance. Liaise with students, parents and other relevant stakeholders. Support student development. Monitor the students in the workplace. Report to management from time to time.
- ENQUIRIES APPLICATIONS** : Mr P Mokhonazi / Mr SD Sebela Tel No: (015) 307540
: Please forward your application, quoting the reference number to: the Principal, Letaba TVET College, Private Bag X 4017 Tzaneen, 0850 or hand deliver to: 1 Claude Wheatley Street, Tzaneen, Limpopo Province.
- NOTE** : Z83 Form indicating correct reference number, detailed CV, certified copies of qualifications including academic record/transcript and ID document. Correspondence will only be entered into with short-listed applicants. Applications received after the closing date or faxed and emailed applications will not be considered. NB: Foreign applicants should attach the following

documents: SAQA evaluation certificate, SACE and quota work permit and police clearance. People with disability are encouraged to apply. Interviewed candidates will be subjected to a competency assessment where necessary. The successful candidate will be required to sign an annual performance agreement and employment contract on appointment, disclose his/her financial interest and be subjected to security clearance. As of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (GEMS) in order to qualify for a government medical subsidy. Letaba TVET College is an equal opportunity, affirmative action employer. Applications are invited from suitably qualified and experienced candidates for appointment in the following vacant positions.

- CLOSING DATE** : 21 September 2018 at 16h00
- POST 36/09** : **LECTURER MATHEMATICS (X2 POSTS)**
Permanent
- SALARY CENTRE** : R198 774 per annum (PL1)
Tzaneen Campus (Ref No: LET 25/08/2018)
Maake Campus (Ref No: LET 28/08/2018)
- REQUIREMENTS** : An appropriate National Diploma/Bachelor's Degree or equivalent qualification in Education or any relevant field majoring in Mathematics or Statistics. Working experience in the Education sector will be an added advantage. Knowledge of theory and practice in the relevant field. Sound communication skills. Computer literacy is highly recommended. Registration with SACE is Compulsory.
- DUTIES** : The successful candidate(s) will be required to lecture and assess NCV and report 191. Management of students and administrative records. Classroom / workshop facilitation. Facilitate specified subjects on the levels required. Report to management from time to time. Ensure provisioning of quality education and training in line with the College/DHET requirements. Assess students' performance. Liaise with students, parents and other relevant stakeholders. Support student development. Monitor the students in the workplace. Report to management from time to time.
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- CLOSING DATE** : 21 September 2018 at 16h00
- POST 36/10** : **LECTURER GENERIC MANAGEMENT: REF NO: LET 26/08/2018**
(Permanent)
- SALARY CENTRE** : R198 774 per annum (PL1)
Giyani Campus
- REQUIREMENTS** : An appropriate National Diploma/Bachelor's Degree or equivalent qualification in Education or any relevant field majoring in Project Management or Management Practice. Working experience in the Education sector will be an added advantage. Knowledge of theory and practice in the relevant field. Sound communication skills. Computer literacy is highly recommended. Registration with SACE is Compulsory.

<u>DUTIES</u>	:	The successful candidate(s) will be required to lecture and assess NCV and report 191. Management of students and administrative records. Classroom/ workshop facilitation. Facilitate specified subjects on the levels required. Report to management from time to time. Ensure provisioning of quality education and training in line with the College/DHET requirements. Assess students' performance. Liaise with students, parents and other relevant stakeholders. Support student development. Monitor the students in the workplace. Report to management from time to time.
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<u>CLOSING DATE</u>	:	Z83 Form indicating correct reference number, detailed CV, certified copies of qualifications including academic record/transcript and ID document. Correspondence will only be entered into with short-listed applicants. Applications received after the closing date or faxed and emailed applications will not be considered. NB: Foreign applicants should attach the following documents: SAQA evaluation certificate, SACE and quota work permit and police clearance. People with disability are encouraged to apply. Interviewed candidates will be subjected to a competency assessment where necessary. The successful candidate will be required to sign an annual performance agreement and employment contract on appointment, disclose his/her financial interest and be subjected to security clearance. As of 1 st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (GEMS) in order to qualify for a government medical subsidy. Letaba TVET College is an equal opportunity, affirmative action employer. Applications are invited from suitably qualified and experienced candidates for appointment in the following vacant positions.
<u>POST 36/11</u>	:	21 September 2018 at 16h00
<u>SALARY CENTRE REQUIREMENTS</u>	:	<u>LECTURER MARKETING MANAGEMENT: REF NO: LET 27/08/2018 (X2 POSTS)</u> (Contract)
<u>DUTIES</u>	:	R198 774 per annum (PL1) Giyani Campus An appropriate National Diploma/Bachelor's Degree or equivalent qualification in Education or any relevant field majoring in Marketing or Public Relations. Working experience in the Education sector will be an added advantage. Knowledge of theory and practice in the relevant field. Sound communication skills. Computer literacy is highly recommended.
<u>ENQUIRIES APPLICATIONS</u>	:	The successful candidate(s) will be required to lecture and assess NCV and report 191. Management of students and administrative records. Classroom/ workshop facilitation. Facilitate specified subjects on the levels required. Report to management from time to time. Ensure provisioning of quality education and training in line with the College/DHET requirements. Assess students' performance. Liaise with students, parents and other relevant stakeholders. Support student development. Monitor the students in the workplace. Report to management from time to time.
<u>NOTE</u>	:	Mr P Mokhonazi / Mr SD Sebela Tel No: (015) 307 5440 Please forward your application, quoting the reference number to: the Principal, Letaba TVET College, Private Bag X 4017 Tzaneen, 0850 or hand deliver to: 1 Claude Wheatley Street, Tzaneen, Limpopo Province.
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