

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(VHEMBE TVET COLLEGE)**

- APPLICATIONS** : Chief Executive Officer, Vhembe TVET College, Private bag X2136, SIBASA, 0970. Alternatively, applications may be hand delivered to the HR Manager at central office, stand No 203. Unit A, SIBASA.
- CLOSING DATE** : 28 September 2018 at 12:00
- NOTE** : Applications must be submitted accompanied by Z83 form obtainable from any public service Departments. Comprehensive CV, including at least three contactable references. Certified copies of qualifications, ID document with original certification stamp quoting the relevant reference number. Applications received after closing date will not be considered. If no contact is made within three months after closing date of this advertisement, please accept that it was unsuccessful. Take note that all travel expenses shall be borne by applicant. Communications will be done only with the successful candidates. The College reserve the rights to withdraw any position at any time.

OTHER POSTS

- POST 37/06** : **CAMPUS MANAGER (X3 POSTS)**
- SALARY CENTRE** : R453 246 (Level 05)
: Vhembe TVET College Ref No: VTVET 57/2018, Ref No: VTVET 58/2018, Ref No: VTVET 59/2018
- REQUIREMENTS** : A recognised 3-year Diploma / Bachelor's Degree or an equivalent qualification, including a professional qualification in education coupled with a minimum of 7 years' actual and appropriate experience of which 3 years must be a managerial experience. Management experience working at a TVET College in the teaching and learning discipline will be an added advantage. Ability to analyse, interpret policies and develop guidelines to support students on the campus. A sound knowledge of Continuing Education and Training Act 16 of 2006 (As Amended). Knowledge of national examination and assessment policies. Good communication and writing skills. Computer literacy skills with specific reference to MS Word, Excel and PowerPoint. An ability to work in teams and under pressure. Strategic, project, financial and time management skills. A driver's licence and registration with SACE.
- DUTIES** : Responsible for general and administration of the campus academic curriculum development. Manage the overall operations of the campus and ensure the smooth that the campus teaching and learning take place. Manage students' academic performance and that of the lecturers and the administrative staff at the campus. Responsible for managing the Human Resource, Finance and Infrastructure activities of the campus. Responsible for effective implementation of DHET policies of plans ETC to realize the objective TVET. Provide support, guidance and mentorship to all managers of staff under their span control. To coordinate and oversee student activities as well as organize events. To provide superlative customer care and service catering to customer needs. To create positive and enthusiastic team spirit and maintain motivation and staff rapport effectively. To coordinate cordial and transparent communication between the campus, client, service providers and Central Office. To liaise with divisions daily, both informally and at scheduled meeting and communicate courteously to divisional heads and understanding their needs and expectations and cooperating with them at all times. To control the expenses budget, deal with petty cash according to Central Office procedures and maintain accurate accounting record and receipts.
- ENQUIRIES NOTE** : All enquiries should be directed to Ms Makungo F at 015 963 3156/7043
: The positions are at Makwarela Campus, Thengwe Campus and Shingwedzi Campus, however, one may be required to work at any of the Campuses as may reasonably be required by the College. Vhembe TVET College campuses are situated around Vhembe District municipality.

<u>POST 37/07</u>	:	<u>HEAD OF DEPARTMENT PL 3 (X2 POSTS)</u>
<u>SALARY</u>	:	R367 773 per annum
<u>CENTRE</u>	:	Mavhoi Campus (Engineering report 191) Ref No: VTJET 56/2018 Makwabela (Life Orientation English) Ref No: VTJET 55/2018
<u>REQUIREMENTS</u>	:	A recognised 3-year Diploma / Bachelor's Degree or an equivalent qualification, including a relevant professional qualification in education coupled with a minimum of 5 years' actual and appropriate experience. Management experience working at a TVET College in the teaching and learning discipline will be an added advantage. Ability to analyse, interpret policies and develop guidelines to support students on the campus. A sound knowledge of Continuing Education and Training Act 16 of 2006 (As Amended). Knowledge of national examination and assessment policies. Good communication and writing skills. Computer literacy skills with specific reference to MS Word, Excel and PowerPoint. An ability to work in teams and under pressure. Strategic, project, financial and time management skills. A driver's licence and registration with SACE.
<u>DUTIES</u>	:	Ensure implementation of the campus curriculum in the specific section. Coordinate teaching and learning in the section. Manage all the academic activities within the section including the management of the time table, attendance, monitoring and evaluation. Ensure effective and efficient utilization of resources within the section. Provide professional support to lecturing staff and students. Keep the management abreast of all aspects of administration and academic services in the section. Prepare and manage plans and report on all activities in the section. Manage and supervise assessment and examination process in the section including timeous marking of question papers. Ensure adherence to policy on the attendance of classes and all other applicable policies.
<u>ENQUIRIES</u>	:	All enquiries should be directed to Ms Makungo F at 015 963 3156/7043
<u>POST 37/08</u>	:	<u>HEAD OF DEPARTMENTS PRIMARY AGRICULTURE (PL 3) REF NO: VTJET 54/2018</u> Re-advertisement
<u>SALARY</u>	:	R367 773
<u>CENTRE</u>	:	Mashamba
<u>REQUIREMENTS</u>	:	A recognised 3-year Diploma / Bachelor's Degree in the field of agriculture including a relevant professional qualification in education coupled with a minimum of 5 years' actual and appropriate experience. Management experience working at a TVET College in the teaching and learning discipline will be an added advantage. Ability to analyse, interpret policies and develop guidelines to support students on the campus. A sound knowledge of Continuing Education and Training Act 16 of 2006 (As Amended). Knowledge of national examination and assessment policies. Good communication and writing skills. Computer literacy skills with specific reference to MS Word, Excel and PowerPoint. An ability to work in teams and under pressure. Strategic, project, financial and time management skills. A driver's licence and registration with SACE.
<u>DUTIES</u>	:	Manage and control activities of the Department of primary agriculture. Ensure implementation of the campus curriculum in the specific faculty. Coordinate teaching and learning in the faculty. Manage all academic activities within the faculty including the management of timetable, attendance, monitoring and evaluation. Ensure effective utilization of resources within the faculty. Provide professional support to lecturing staff and students. Keep the campus manager abreast of all aspects of administration and academic services in the faculty. Prepare and manage plans and report on all activities in the faculty. Manage and supervise assessment and examination process in the faculty including the timeous processing of all ISAT and ICASS activities and marks. Organise student support activities and registration. Supervision of all lecturers within the faculty.
<u>ENQUIRIES</u>	:	All enquiries should be directed to Ms Makungo F at 015 963 3156/7043
<u>POST 37/09</u>	:	<u>PROJECT MANAGER REF NO: VTJET 81/2018</u> College Council 3 years fixed term contract
<u>SALARY</u>	:	R367 773 per annum (SL 9)

<u>CENTRE REQUIREMENTS</u>	:	Central office
	:	an appropriate Bachelor's degree/ national Diploma (NQF level 6/7) or equivalent qualification specializing in construction. At least 3 years' experience in managing construction projects. A post graduate qualification will serve as an added advantage. Drivers licence is a prerequisite. Position requires individual with conceptual understanding of the rules and standards governing project administration and management and to ensure that the requirements of each project are spelt out by the job packaging/ statutory requirements. Risk management experience in project management. Good communication, written, spoken skills. Proficiency in analysing and solving problems related to projects. Outstanding human relation skills evident in the ability to work with the team and excellence in gathering help needed in developing a working project management plan. Strong ability to give attention to details as well as tested organisational skills. Strong knowledge and expertise in using modern information and communication technologies to project. Adhere to project specification, 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 task in completing construction or repairs and maintenance projects. Responsible for the flow of information from the college level project supervisor (the organisational point where the service/ project is requested) to the team regarding the project in the Department of Higher Education and Training (Department). Make arrangement for projects documentation on the recommendation and specification of the department and ensure that appropriate 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 of the project completion based on specifications of the project owner. Put a proficient team together to achieve the purpose of work in a changing circumstances and fixed circumstance, and in a responsive circumstance using leadership management expertise. Plan, commence, execute, supervise, and roundup assigned projects.
<u>ENQUIRIES</u>	:	All enquiries should be directed to Ms Makungo F at 015 963 3156/7043
<u>POST 37/10</u>	:	<u>ADMINISTRATION OFFICER (EXAMINATION) REF NO: VTVET 77/2018</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R242 475 per annum (SL 7)
	:	Tshisimani
	:	A relevant 3-year Diploma or Bachelor degree qualification coupled with at least 3 years' experience in examination related duties. Experience working in examination related duties at a TVET College will be an added advantage.
<u>DUTIES</u>	:	Manage examination venues and results for students; manage mark sheets and examination time table, Co-ordinate the preparations and submission of examination entries to the department. Co-ordinate and manage invigilation of examinations. Ensure that all stationery and materials are provided for during examinations. Receive examination results and certificates, and ensure that they are appropriately distributed. Keep up to date with all the relevant policies and procedures that govern the smooth running of examination as laid down by the Department and other examination bodies.
<u>ENQUIRIES</u>	:	All enquiries should be directed to Ms Makungo F at 015 963 3156/7043
<u>POST 37/11</u>	:	<u>LECTURER PL 1 (X20 POSTS)</u>
<u>SALARY CENTRE</u>	:	R185 769 – R414 432
	:	Mashamba Campus: (Maths & Mathematics Literacy) Ref No: VTVET63/2018
	:	Tshisimani Campus: (Maths & Mathematics Literacy Ref No: VTVET64/2018 (Contract)
	:	Shingwedzi Campus: Financial Accounting Ref No: VTVET65/2018 (X2 Posts)
	:	Shingwedzi Campus: (Entrepreneurship & Business Management) Ref No: VTVET66/2018 (X2 Posts)
	:	Shingwedzi Campus: (Cost management & Accounting) Ref No: VTVET 67/2018
	:	Shingwedzi Campus: (Management Communication) Ref No: VTVET 68/2018
	:	Shingwedzi Campus: (Computer Practice) Ref No: VTVET69/2018 (X2 Posts)

		Shingwedzi Campus: (Computerised Financial System) Ref No: VTVET70/2018
		Shingwedzi Campus: (Information Processing) Ref No: VTVET71/2018 (X2 Posts)
		Shingwedzi Campus: (Office Practice) Ref No: VTVET72/2018 (X2 Posts)
		Shingwedzi Campus: (Communication) Ref No: VTVET73/2018
		Makwarela Campus: (Income tax) Ref No: VTVET74/2018
		Tshisimani Campus: (English) Ref No: VTVET80/2018
		Makwarela Campus: (Office data processing) Ref No: VTVET75/2018
		Tshisimani Campus: Electrical Engineering Ref No: VTVET76/2018 (Contract)
<u>REQUIREMENTS</u>	:	A recognised 3-year relevant National Diploma / Bachelor's Degree, including a relevant professional qualification in education coupled with a minimum of 1-year appropriate experience. Experience working at a TVET College in the teaching and learning discipline will be an added advantage. Registration with SACE.
<u>DUTIES</u>	:	The successful candidate's responsibilities will be required to teach N4- N6 and NCV. To manage students and keep administrative records, ensure quality education and training, assess students performance and support student's development.
<u>ENQUIRIES</u>	:	All enquiries should be directed to Ms Makungo F at 015 963 3156/7043
<u>POST 37/12</u>	:	<u>ADMINISTRATION CLERK (EXAMINATION) REF NO: VTVET 78/2018 (X2 POSTS)</u>
<u>SALARY</u>	:	R163 563 (SL5)
<u>CENTRE</u>	:	Tshisimani
<u>REQUIREMENTS</u>	:	A relevant 3-year Diploma or Bachelor degree qualification coupled with at least one-year experience in examination / Grade 12 with 3 years' experience in examination related duties. Experience working in examination related duties at a TVET College will be an added advantage.
<u>DUTIES</u>	:	administration of examination venues, administration of students results, mark sheets and examination time table, assist in Co-ordination, preparations and submission of examination entries to the department. Assist in Co-ordination of invigilation of examinations. Ensure that all stationery and materials are provided for during examinations. Receive examination results and certificates, and ensure that they are appropriately distributed. Keep up to date with all the relevant policies and procedures that govern the smooth running of examination as laid down by the Department and other examination bodies.
<u>ENQUIRIES</u>	:	All enquiries should be directed to Ms Makungo F at 015 963 3156/7043
<u>POST 37/13</u>	:	<u>ADMINISTRATION CLERK (MARKETING & BRANDING) REF NO: VTVET79/2018 (X2 POSTS)</u>
<u>SALARY</u>	:	R163 563 (SL5)
<u>CENTRE</u>	:	Central office
<u>REQUIREMENTS</u>	:	An appropriate 3-year Diploma or Bachelor's degree in Marketing Management coupled with at least one years' experience in marketing/ Grade 12 coupled with three years marketing experiences. Computer literacy skills with specific reference to MS Word, Excel, office and PowerPoint and an ability to work under pressure. Communication skills, well organised with customer-oriented approach.
<u>DUTIES</u>	:	undertake daily administration task to ensure functionality and coordination of marketing section activities, assist in organising various projects, employ marketing analytics techniques to gather important data (social media, web analytics, rankings,) update spread sheet, database and inventories with statistical, financial and non-financial information. Assist in organising promotional events. Prepare and deliver promotional presentations, communicate directly with clients and encourage trusting relationship.
<u>ENQUIRIES</u>	:	All enquiries should be directed to Ms Makungo F at 015 963 3156/7043