APPLICATIONS: Should be directed to: Human Resources Section; Ikhala TVET College; Private Bag X7110 Queenstown; 5320.
CLOSING DATE: 08 January 2020
NOTE: To Apply: Applications must be submitted on a completed and signed Z83 form for lecturing posts, detailed CV, certified copy of green South African Identity Document and certified copies of all academic qualifications and credit records. Persons in possession of foreign qualifications MUST submit an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit the requested documents will result in the application not being considered. Certification stamp must not be older than 3 months on all qualifications. Faxed and late applications will not be accepted. Applicants who have not been informed about the outcome of their applications within two months after the closing date may regard their application as being unsuccessful. Ikhala TVET College is an equal opportunity employer and reserves the right not to appoint. People with disabilities and coloured females are encouraged to apply.

OTHER POSTS

POST 45/33: CAREER GUIDANCE OFFICER REF NO: IKHALA SS33/03/19
SALARY: R257 508 per annum (Level 07) Plus Benefits
CENTRE: Sterkspruit Campus
REQUIREMENTS: Matric and A recognised 4-year Bachelor of Psychology Degree or equivalent qualification. Registration with HPCSA as a registered councillor or registered Psychometric. A valid driver’s licence is a prerequisite. At least one-year experience in the TVET sector.
DUTIES: Registration and enrolment support. Students counselling and referrals. Students career guidance support. Coordinate student wellness programs. Facilitate outreach programme for students. Assist with student’s events organisation and administration. Assist with placement of students.
ENQUIRIES: S. Makapela/ F Moni/N Singeni Tel No: (047) 873 8893/8855/8849 or Tel No: (073) 137 8405

POST 45/34: BURSARY CLERK REF NO: IKHALA SS34/03/19
SALARY: R173 703 per annum (Level 05) Plus Benefits
CENTRE: Sterkspruit Campus
REQUIREMENTS: Grade 12/ NC (V) Level 4 or equivalent. National Senior Certificate/Grade 12/ NCV Level 4 with Mathematics and/or Accounting as a passed subject. A good understanding of DHET TVET College Bursary Scheme requirements and regulations of the National Students Financial Aid Scheme (NSFAS). Basic knowledge of financial functions, practices as well as the ability to capture data. Operate computer and collate financial statistics. Communication skills (verbal and written). Interpersonal relations. Basic numeracy skills. Teamwork. Ability to perform routine tasks. Ability to operate office equipment. Working under pressure. Meeting deadlines. Extensive working skills on MS Excel is required for this position. MS Excel skills will be determined during a practical that forms part of the verbal interview score. A driver’s licence will be an added advantage. Provide student financial assistance support at all registration times. Provide advocacy on all financial aid support to new students during registration and orientation period. Provide advocacy on all financial aid support to progressing and gap year students. Support students and facilitate smooth registration and application of DHET financial assistance to both new and progressing applicants. Provide support and facilitate NSFAS online system. Capture campus NSFAS applicants on the registration template for submission to NSFAS. Assist students with private accommodation and travel allowance applications. Collect student personal bank information for disbursement of allowances. Print student attendance report requisitions. Capture student allowance claims requisitions and submit to Finance Department to effect payment. Verify student accommodation with property owners. Be responsible for verbal and written enquiries from students, parents and other stakeholders.
on all funding. Perform general office administration. Attend and contribute to monthly section meeting and bursary committee meetings. Compile monthly, quarterly and final reports.

ENQUIRIES : S. Makapela/ F Moni /N Singeni Tel No: (047) 873 8893/8855/8849 or Tel No: (073) 137 8405

POST 45/35 : ADMIN CLERK: INFRASTRUCTURE REF NO: IKHALA AC35/03/19

SALARY : R173 703 per annum (Plus Benefits)
CENTRE : Ezibeleni Admin Centre

DUTIES : Coordinate all the administrative functions and office assistance of the Facilities Management Section. Assist delivery sites in drafting Annual Maintenance Plans and ensure compliance and implementation. Ensure Maintenance Plan for Admin Office is implemented. Compile and keep monthly record of all defects reported, completed and assigned. Assist with Fleet Management control and administration. Assist with the supervision and monitoring of cleaning/grounds personnel. Procuring of cleaning material. Assist the Assistant Director: Facilities Management in directing and coordinating the College physical facilities services by developing, maintaining, and monitoring plans for the condition, quality, and appearance of the College’s facilities, grounds and equipment; directing the activities of personnel engaged in physical facilities operations; managing construction projects as well as guide security, cleaning and emergency evacuation plans.

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