



**higher education
& training**
Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



**LOVEDALE
TVET COLLEGE**

Lovedale TVET College invites suitably qualified, innovative, result orientated and self-motivated candidates to apply for the following vacancies:

POST	: PROGRAMME MANAGER REPORT 191: ART AND DESIGN
REF	: AC01/07/2021
DURATION	: PERMANENT
CENTRE	: ALICE CAMPUS
POST LEVEL	: 2
SALARY NOTCH	: R347 703.00

REQUIREMENTS: An appropriate 3 year degree/ Diploma in Fine Art or Related Field for programme Manager Art & Design ● Recognized teaching qualification ● At least three years of teaching experience in the Post School Education and Training (PSET) Sector ● Supervisory experience in the PSET Sector will be an added advantage ● An in-depth knowledge of academic support with proven experience ● A proven understanding of vocational training and its importance for delivery of critical skills ● Knowledge of all Education related legislative frame work such as PAM, CET Act of 2006 as amended; all Assessment related policies & guidelines, curriculum guidelines & Public Service Act ● Be in a possession of a valid code 8 driver's license ● Sound Computer Skills in MS Office (beginners-intermediate level) ● Self-motivated ● Good organizing, planning, problem solving and analytical skills ● Registration with SACE

KEY RESPONSIBILITIES: To promote academic excellence ● To co-ordinate students, lecturers and administrative process within the Section ● Co-ordinate tuition activities and timetabling ● Manage and control staff and student attendance ● Assist in the development of staff/subject allocation ● Manage and supervise assessments and examination processes in the section ● Quality assure online assessments before being uploaded on the Learning Management system by subject lecturers ● Develop programme plans and submit reports ● Provide professional support to lecturers and students ● Promote adherence to academic policies ● Promote remote/online and blended learning in the programme and submit relevant reports.

KNOWLEDGE AND SKILLS: Management ● Computer Skills ● Communication ● Client Service ● Visionary leadership ● An understanding of transformation issues and capacity building processes in the TVET Sector ● Sound knowledge of CET Act ● Good interpersonal skills ● Good problem solving and analytical skills ● Ability to work under pressure and meet deadlines ● Ability to work independently as well as in a team ● Planning, organising, leading and control skills. ● Research, report writing and presentation skills.

POST : PROGRAMME MANAGER NC(V): GENERIC MANAGEMENT
REF : KC02/07/2021
DURATION : PERMANENT
CENTRE : KING CAMPUS
POST LEVEL : 2
SALARY NOTCH : R347 703.00

REQUIREMENTS: An appropriate 3 year degree/ Diploma in Management related field for Programme Manager: Generic Management ● Recognized teaching qualification ● At least three years of teaching experience in the Post School Education and Training (PSET) Sector ● Supervisory experience in the PSET Sector will be an added advantage ● An in-depth knowledge of academic support with proven experience ● A proven understanding of vocational training and its importance for delivery of critical skills ● Knowledge of all Education related legislative frame work such as PAM, CET Act of 2006 as amended; all Assessment related policies & guidelines, curriculum guidelines & Public Service Act ● Be in a possession of a valid code 8 driver's license ● Sound Computer Skills in MS Office (beginners-intermediate level) ● Self-motivated ● Good organizing, planning, problem solving and analytical skills ● Registration with SACE

KEY RESPONSIBILITIES: To promote academic excellence ● To co-ordinate students, lecturers and administrative process within the Section ● Co-ordinate tuition activities and timetabling ● Manage and control staff and student attendance ● Assist in the development of staff/subject allocation ● Manage and supervise assessments and examination processes in the section ● Quality assure online assessments before being uploaded on the Learning Management system by subject lecturers ● Develop programme plans and submit reports ● Provide professional support to lecturers and students ● Promote adherence to academic policies ● Promote remote/online and blended learning in the programme and submit relevant reports.

KNOWLEDGE AND SKILLS: Management ● Computer skills ● Communication ● Client Service ● Visionary leadership ● An understanding of transformation issues and capacity building processes in the TVET Sector ● Sound knowledge of CET Act ● Good interpersonal skills ● Good problem solving and analytical skills ● Ability to work under pressure and meet deadlines ● Ability to work independently as well as in a team ● Planning, organising, leading and control skills. ● Research, report writing and presentation skills.

**POST : PROGRAMME MANAGER NC(V):
ELECTRICAL INFRASTRUCTURE CONSTRUCTION**

REF : ZW03/07/2021

DURATION : PERMANENT

CENTRE : ZWELITSHA CAMPUS

POST LEVEL : 2

SALARY NOTCH : R347 703.00

REQUIREMENTS: Grade 12 ● An appropriate Diploma/Degree or equivalent in Electrical Engineering with a relevant Trade Test Certificate ● Recognized teaching qualification ● At least three years of teaching experience in the Post School Education and Training (PSET) Sector ● Supervisory experience in the PSET Sector will be an added advantage ● Minimum of three years industry experience after completion of an apprenticeship ● Qualified Moderator ● Assessor qualification will be an added advantage ● An in-depth knowledge of academic support with proven experience ● A proven understanding of vocational training and its importance for delivery of critical skills ● Knowledge of all Education related legislative frame work such as PAM, CET Act of 2006 as amended; all Assessment related policies & guidelines, curriculum guidelines & Public Service Act. ● Be in a possession of a valid code 8 driver's license ● Sound Computer Skills in MS Office (beginners-intermediate level) and self-motivated ● Good organizing, planning, problem solving and analytical skills ● Registration with SACE

KEY RESPONSIBILITIES: To promote academic excellence ● To co-ordinate students, lecturers and administrative process within the Section ● Co-ordinate tuition activities and timetabling ● Manage and control staff and student attendance ● Assist in the development of staff/subject allocation ● Manage and supervise assessments and examination processes in the section ● Quality assure online assessments before being uploaded on the Learning Management system by subject lecturers ● Develop programme plans and submit reports ● Provide professional support to lecturers and

students ● Promote adherence to academic policies ● Promote remote/online and blended learning in the programme and submit relevant reports.

KNOWLEDGE AND SKILLS: Management ● Computer skills ● Communication ● Client Service ● Visionary leadership ● An understanding of transformation issues and capacity building processes in the TVET Sector ● Sound knowledge of CET Act ● Good interpersonal skills ● Good problem solving and analytical skills ● Ability to work under pressure and meet deadlines ● Ability to work independently as well as in a team ● Planning, organising, leading and control skills. ● Research, report writing and presentation skills.

POST	: SENIOR LECTURER (REPORT 191: ENGINEERING N1 – N3)
REF NO	: ZW04/2021
DURATION	: PERMANENT
CENTRE	: ZWELITSHA CAMPUS
POST LEVEL	: 2
SALARY NOTCH	: R347 703.00

REQUIREMENTS: Grade 12 & an appropriate Diploma/Degree or equivalent in Civil / Mechanical / Electrical Engineering with a relevant Trade Test Certificate ● Recognized teaching qualification ● At least three years of teaching experience in the Post School Education and Training (PSET) Sector ● Supervisory experience in the PSET Sector will be an added advantage ● Minimum of three years industry experience after completion of an apprenticeship ● Qualified Moderator ● Assessor qualification will be an added advantage ● An in-depth knowledge of academic support with proven experience ● A proven understanding of vocational training and its importance for delivery of critical skills ● Knowledge of all Education related legislative frame work such as PAM, CET Act of 2006 as amended; all Assessment related policies & guidelines, curriculum guidelines & Public Service Act. ● Be in a possession of a valid code 8 driver’s license ● Sound Computer Skills in MS Office (beginners-intermediate level) and self-motivated ● good organizing, planning, problem solving and analytical skills ● Registration with SACE.

KEY RESPONSIBILITIES: To promote academic excellence ● To co-ordinate students, lecturers and administrative process within the Section ● Co-ordinate tuition activities and timetabling ● Manage and control staff and students attendance ● Assist in the development of staff/subject allocation ● Manage and supervise assessments and examination processes in the section ● Quality assure online assessments before being uploaded on the Learning Management system by subject lecturers

● Develop programme plans and submit reports ● Provide professional support to lecturers and students ● Promote adherence to academic policies ● Promote remote/online and blended learning in the programme ● Submit regular report regarding remote/online learning and teaching.

KNOWLEDGE AND SKILLS: Management ● Computer skills ● Communication ● Client Service ● Visionary Leadership ● An understanding of transformation issues and capacity building processes in the TVET sector ● Sound knowledge of CET Act. ● Good interpersonal skills ● Good problem solving and analytical skills ● Ability to work under pressure and meet deadlines ● Ability to work independently as well as in a team ● Planning, organising, leading and control skills. ● Research, report writing and presentation skills.

POST	: SENIOR LECTURER (NC(V)-CIVIL ENGINEERING)
REF NO	: ZW05/2021
DURATION	: PERMANENT
CENTRE	: ZWELITSHA CAMPUS
SALARY LEVEL	: 2
SALARY NOTCH	: R347 703.00

REQUIREMENTS: Grade 12 & an appropriate Diploma/Degree or equivalent in Civil & Building Engineering with a relevant Trade Test ● Recognized teaching qualification ● At least three years of teaching experience in the Post School Education and Training (PSET) Sector ● Supervisory experience in the PSET Sector will be an added advantage ● Minimum of three years industry experience after completion of an apprenticeship ● Qualified Moderator ● Assessor qualification will be an added advantage ● An in-depth knowledge of academic support with proven experience ● A proven understanding of vocational training and its importance for delivery of critical skills ● Knowledge of all Education related legislative frame work such as PAM, CET Act of 2006 as amended; all Assessment related policies & guidelines, curriculum guidelines & Public Service Act. ● Be in a possession of a valid code 8 driver's license ● Sound Computer Skills in MS Office (beginners-intermediate level) and self-motivated ● Good organizing, planning, problem solving and analytical skills ● Registration with SACE

KEY RESPONSIBILITIES: To promote academic excellence ● To co-ordinate students, lecturers and administrative process within the Section ● Co-ordinate tuition activities and timetabling ● Manage and control staff and students attendance ● Assist in the development of staff/subject allocation ● Manage and supervise assessments and examination processes in the section ● Quality assure online assessments before being uploaded on the Learning Management system by subject lecturers

● Develop programme plans and submit reports ● Provide professional support to lecturers and students ● Promote adherence to academic policies ● Promote remote/online and blended learning in the programme ● Submit regular report regarding remote/online learning and teaching.

KNOWLEDGE AND SKILLS ● Management ● Computer skills ● Communication ● Client Service ● Visionary Leadership ● An understanding of transformation issues and capacity building processes in the TVET SECTOR; Sound knowledge of CET Act ● Good interpersonal skills ● Good problem solving and analytical skills ● Ability to work under pressure and meet deadlines ● Ability to work independently as well as in a team ● Planning, organising, leading and control skills. ● Research, report writing and presentation skills.

POST	: SENIOR LECTURER (NCV-FUNDAMENTAL SUBJECTS & PLP)
REF NO	: ZW06/2021
DURATION	: PERMANENT
CENTRE	: ZWELITSHA CAMPUS
POST LEVEL	: 2
SALARY NOTCH	: R347 703.00

REQUIREMENTS: ● Grade 12 ● An appropriate Diploma/Degree or equivalent in Education ● Be able to teach either English, Mathematics or Life Skills & Computer Literacy ● At least three years of teaching experience in the Post School Education and Training (PSET) Sector ● Supervisory experience in the PSET Sector will be an added advantage ● Qualified Moderator ● Assessor qualification will be an added advantage ● An in-depth knowledge of academic support with proven experience ● A proven understanding of vocational training and its importance for delivery of critical skills ● Knowledge of all Education related legislative frame work such as PAM, CET Act of 2006 as amended; all Assessment related policies & guidelines, curriculum guidelines & Public Service Act. ● Be in a possession of a valid code 8 driver's license ● Sound Computer Skills in MS Office (beginners-intermediate level) and self-motivated ● good organizing, planning, problem solving and analytical skills ● Registration with SACE.

KEY RESPONSIBILITIES: To promote academic excellence ● To co-ordinate students, lecturers and administrative process within the Section ● Co-ordinate tuition activities and timetabling ● Manage and control staff and students attendance ● Assist in the development of staff/subject allocation

- Manage and supervise assessments and examination processes in the section
- Quality assure online assessments before being uploaded on the Learning Management system by subject lecturers
- Develop programme plans and submit reports
- Provide professional support to lecturers and students
- Promote adherence to academic policies
- Promote remote/online and blended learning in the programme
- Submit regular report regarding remote/online learning and teaching.

KNOWLEDGE AND SKILLS

- Management
- Computer skills
- Communication
- Client Service
- Visionary Leadership
- An understanding of transformation issues and capacity building processes in the TVET SECTOR; Sound knowledge of CET Act.
- Good interpersonal skills
- Good problem solving and analytical skills
- Ability to work under pressure and meet deadlines
- Ability to work independently as well as in a team
- Planning, organising, leading and control skills.
- Research, report writing and presentation skills.

POST	: SENIOR LECTURER (REPORT 191: FINANCIAL MANAGEMENT)
REF NO	: AC07/2021
DURATION	: PERMANENT
CENTRE	: ALICE CAMPUS
POST LEVEL	: 2
SALARY NOTCH	: R347 703.00

REQUIREMENTS:

- Bachelor’s degree / Diploma in Accounting / Business Studies / Management
- Recognized teaching qualification
- At least three years of teaching experience in the Post School Education and Training (PSET) Sector
- Supervisory experience in the PSET sector will be an added advantage
- Qualified Moderator
- Assessor qualification will be an added advantage
- An in-depth knowledge of academic support with proven experience
- A proven understanding of vocational training and its importance for delivery of critical skills
- Knowledge of all Education related legislative frame work such as PAM, CET Act of 2006 as amended
- All Assessment related policies & guidelines, curriculum guidelines & Public Service Act
- Be in a possession of a valid code 8 driver’s license
- Sound Computer Skills in MS Office (beginner-intermediate level)
- Self-motivated
- Good organizing, planning, problem solving and analytical skills
- Registration with SACE.

KNOWLEDGE AND SKILLS

- Management
- Computer skills
- Communication
- Client Service
- Visionary Leadership
- An understanding of transformation issues and capacity building processes in the TVET SECTOR; Sound knowledge of CET Act.
- Good interpersonal skills
- Good

problem solving and analytical skills ● Ability to work under pressure and meet deadlines ● Ability to work independently as well as in a team ● Planning, organising, leading and control skills. ● Research, report writing and presentation skills.

KEY RESPONSIBILITIES: To promote academic excellence ● To co-ordinate students, lecturers and administrative process within the Section ● Co-ordinate tuition activities and timetabling ● Manage and control staff and students attendance ● Assist in the development of staff/subject allocation ● Manage and supervise assessments and examination processes in the section ● Quality assure online assessments before being uploaded on the Learning Management system by subject lecturers ● Develop programme plans and submit reports ● Provide professional support to lecturers and students ● Promote adherence to academic policies ● Promote remote/online and blended learning in the programme ● Submit regular report regarding remote/online learning and teaching.

POST	: MATHEMATICS LECTURERS X 2
REF NO	: KC07/2021
DURATION	: 1 YEAR CONTRACT
CENTRE:	: KING CAMPUS
POST LEVEL	: 1
SALARY NOTCH	: R211 098.00

MINIMUM REQUIREMENTS: ● Relevant 3-year degree/diploma with Mathematics up to 3rd year level ● A recognised Teaching Qualification or any relevant qualification ● Experience in teaching college students will be an added advantage. ● Demonstrated understanding of vocational training will be an advantage. ● Good interpersonal skills and self-motivation is very important. ● Willingness to spend additional time on subject/personal development. ● Assist with part-time classes if and when needed.

KEY PERFORMANCE AREAS: ● Facilitate teaching in the relevant subjects within related programme (through lesson planning according to the Subject and Assessment Guidelines). Participate in all other teaching related responsibilities. ● Create an environment that is conducive to learning. ● Participate fully in the activities of subject committees. ● Administer student assessments ● Manage students within the subject and maintain discipline and safety of students at all times. ● Assist to prepare students for the world of work. ● Attend relevant training workshops and apply knowledge where applicable ● Keep up to date with the latest in field of study. ● Ensure that at least ten (10) percent

of your content is uploaded on online platforms such as learning management system (LMS) for student access.

POST	: SENIOR ADMIN OFFICER:MIS
REF	: HQ07/2021
DURATION	: PERMANENT
CENTRE	: HEADQUARTERS
SALARY LEVEL	: 8
SALARY NOTCH	: R 316 791.00

REQUIREMENTS: Relevant 3-year degree/Diploma with major subject(s) being software focused ● Computer Literacy in MS Office with specific reference to Excel and Database ● Working knowledge of COLTECH (MIS System) will be an advantage ● Valid code driver's license ● A minimum of five (5) years working experience with databases ● Experience in programming ● Working knowledge of financial accounting matters ● Willingness to travel and to work outside normal working hours when necessary ● Good organizational skills ● Personal flexibility and ability to take the initiative when necessary.

KEY RESPONSIBILITIES: Provide support with the setup, security, integrity and accuracy of the MIS system ● To support other department/stakeholders in the various applications/modules in COLTECH ● Assist with accurate system statistics to DHET via TVET MIS system, when needed. ● Monitor progress made with capturing and assist campuses and department with system challenges experienced ● Send examination entries to DHET for various examination cycle. ● Ensure that weighting of assessment task are set up correctly on MIS system, calculate all terms/ ICASS marks and submit to DHET according to Management Plan ● Generate reports to DHET. ● Attend relevant work and meetings to enhance personal development ● Assist in campuses to resolve EMIS related challenges during online applications and registration ● Generate statistical reports for management decision making ● Responsible for quarterly reports to DHET ● Attend relevant work and meetings to enhance personal development ● Assist in campuses to resolve EMIS related challenges during online applications and registration.

POST	: SENIOR ADMIN OFFICER: OHS & WELLNESS
REF	: OHSW/2021
DURATION	: PERMANENT
CENTRE	: HEADQUARTERS
SALARY LEVEL	: 8
SALARY NOTCH	: R 316 791.00

REQUIREMENTS: Recognized three year National Diploma (NQF 6) / Degree in Human Resources, Psychology or Social Science or related qualification ● Driver's License ● 3-5 years in Facilities Management, SHERQ and OHS environment and Employee Health and Wellness

KEY RESPONSIBILITIES: ● Ensure overall supervision, coordination, implementation and monitor compliance on SHERQ programme ● Ensure overall supervision and coordinate the establishment of an OHS committee ● Ensure overall supervision and conduct OHS- related training and continuous educational programmes ● Ensure overall supervision and identify hazards and risks at the workplace and initiate appropriate actions ● Provide effective and efficient administrative support in the implementation of employee health and wellness strategic framework ● Assist with the implementation of health and wellness policy for the college. ● Assist with conducting health and wellness surveys. ● Coordinate health and wellness programme based on the health wellness survey. ● Promote psycho-social wellness of employees in the college through sport. ● Provide awareness and education on health and wellness issues. ● Monitor programmes to manage lifestyle diseases and health issues. ● Interact with and monitor service providers. ● Mainstream HIV/AIDS, TB and its gender and rights ● Ensure the reduction of the number of HIV infections through compressive HIV prevention

KNOWLEDGE AND SKILLS: Knowledge of Public Service Act and Regulations, Occupational Health and Safety Act ● Knowledge on HR practice ● Ability to handle confidential information. ● Report-writing skills ● Computer literacy ● Excellent communication (verbal and written) skills ● Knowledge of health and wellness legislations ● Knowledge of the government HIV/ AIDS policy ● Knowledge of the BCEA, Employment Equity Act, Labour Relations Act, and Development Act ● Development LEVY Act ● Marketing Research ● Internet usage skills ● Planning and organizing ● Financial Management ● Report writing ● Communication and interpersonal ● Problem solving ● Computer literacy ● Analytical ● Client oriented ● Project management ● Team leadership

POST	: SENIOR LABOUR RELATIONS OFFICER
REF	: HQ01/07/2021
DURATION	: PERMANENT
CENTRE	: HEADQUARTERS
SALARY LEVEL	: 8
SALARY NOTCH	: R 316 791.00

MINIMUM REQUIREMENTS: Recognized three (3) year National Diploma (NQF level 6) in Labour Relations, Employment Relations, Human Resource Management or equivalent qualification ● Driver's license, PERSAL Certificate these will be an added advantage. ● 3-5 years in Labour Relations or Human Resource Management environment or relate field.

KEY RESPONSIBILITIES: ● Assist in providing advice on labour relations matters ● Participate and provide inputs in the development and implementations of labour relations policies and manuals. ● Assist in conducting workshops on Labour matters. ● Protect employee's rights and interests. ● Receive and acknowledge grievances and disputes. ● Compile investigation report ● Summon witness involved in the grievance ● Check all dispute referrals and advice management on them and verify whether the bargaining council has jurisdiction on the matter. ● Drafting the minutes for bilateral and multilateral meetings. ● Communicate the outcome of the disciplinary hearing.

KNOWLEDGE AND SKILLS: Knowledge of Labour Relations Act, Public Service legislations and policies related to Human Resource Management (HRM) ● Knowledge of implementing PSCBC and GPSSBC resolutions ● Knowledge and understanding of bargaining process, grievance and dispute resolutions processes ● Sound knowledge of Labour Relations statutes ● Sound knowledge of International Labour Organization (ILO) ● Knowledge and understanding of the TVET / CET administration ● Knowledge and understanding of the higher Education sector (PSET and CET) ● Knowledge of PERSAL

APPLICATIONS

Due to Covid-19 regulations, **NO** hand-delivered / posted applications will be accepted. E-mail APPLICATIONS TO: humancapital@lovedale.org.za

CLOSING DATE: 18 OCTOBER 2021 BEFORE 15H00

Applications must be submitted on the new Z83 application form which can be downloaded from www.dpsa.org.za. An **OLD** or **UNSIGNED** Z83 form will disqualify an application. The form must be accompanied by an updated comprehensive CV and certified copies of qualifications (a matric certificate, post-matric qualification(s), a South African green barcoded or card ID document and driver's license). Non-South African citizens must attach a copy of their permanent resident permit. Should one be in possession of a foreign qualification, it must be accompanied by an evaluation certificate for the South African Qualification Authority (SAQA).

Failure to submit all the requested documents will result in the application not being considered.

Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to the following checks:

- *Personal suitability;*
- *Criminal record;*
- *Citizenship verification;*
- *Financial/asset record;*
- *Qualification/study verification; and*
- *Previous employment verification.*

Where applicable, candidates will be subjected to a skills/knowledge test.

The college reserves the right not to make appointment(s) to the advertised post(s).

Coloured females are encouraged to apply.

Enquiries: Ms P Mncontso on 087 238 2223 (ext 1035)