



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. Applicants are requested to follow the link for detailed job requirements: <https://lovedale.edu.za/docs/2021/vacancies-november-2021.pdf>

POST: OFFICE MANAGER: OFFICE OF THE PRINCIPAL
REF: ASDOM/01/2021
NATURE OF POST: PERMANENT
CENTRE: HEADQUARTERS
SALARY LEVEL: 9
SALARY NOTCH: R376 596 p.a.

REQUIREMENTS: Recognised National Diploma (NQF 6) in Office Management and Technology/Public Management or related qualification ● 3-5 years relevant experience in Administration environment

KEY RESPONSIBILITIES: Oversee the development, implementation and monitoring of policies ● Establish office procedures and operating systems. Render administrative/executive support services in the office of the Principal including effective and efficient management of the college and management of the workflow in the office of the Principal. ● Conduct research and provide expert administrative advice to the Principal and other officials in the college. ● Draft letters, memoranda and submissions. ● Ensure that approved minutes are signed off and safely kept. ● Prepare all presentations, speeches, addresses, report of the college and council committees meeting. ● Oversee and maintain logistics within the office of the Principal including arrangement of meetings and training interventions ● Oversee and monitor the budget in the office of the Principal ● Maintain office budget and database of its expenditure. ● Ensure that guest house bank reconciliation is up to date. ● Attend to the transactional processing sequence against allocated budget of expenditure incurred, claims and deductions collating and forwarding reconciled amount for further processing. ● Ensure payment are authorized are underpinned by sound documentary support.

KNOWLEDGE AND SKILLS: Knowledge of Public Service legislations and policies ● Knowledge of PSET ● Knowledge and understanding of the TVET/ CET Administration ● Understanding of the Higher Education sector ● Understanding of corporate governance ● Understanding Cost center budgetary, expenditure and cash flow management ● Employment Equity Act, Public Service Regulations and



Public Service Act, Labour Relations Act and any other related legislation ● Sound Computer Skills in MS Office (beginners-intermediate level) ● Self-motivated ● Good organizing, planning, problem solving skills Sound Computer Skills in MS Office (beginners-intermediate level) ● Self-motivated ● Good organizing, planning, problem solving skills ● Planning and organizing ● Financial management ● Report writing ● Communication and interpersonal ● Problem solving ● Computer literacy ● Analytical ● Client oriented

POST: ASSISTANT DIRECTOR: CURRICULUM DEVELOPMENT AND IMPLEMENTATION
FOR OCCUPATIONAL PROGRAMMES

REF: ASDCD/05/2021

NATURE OF POST: PERMANENT

CENTRE: HEADQUARTERS

SALARY LEVEL: 10

SALARY NOTCH: R470 040 p.a.

REQUIREMENTS: Recognised National Diploma (NQF 6) in Education or related qualification ● 3-5 years in Education/Teaching and Learning environment or related field, of which at least 2 years should be at supervisory level ● Relevant trade test ● Advanced experience in in interpretation, development, and implementation of policies ● Driving License

KEY RESPONSIBILITIES: Assist in making campus workshops, simulation rooms and classrooms meet the required standards for occupational health and safety ● Provide support to campuses in ensuring that required physical resources specified to assess learners' competence regarding the occupational qualification or part qualification are made available. ● Coordinate registration of project facilitators, assessors, RPL practitioners and moderators with the respective authorities including QCTO, SETAs, DHET and host employers. ● Ensure that suitably qualified staff are appointed to facilitate teaching and learning in the relevant trade or occupation. ● Provide support in ensuring that artisan trade moderators are registered with National Artisan Moderation Body (NAM). ● Put systems in place to manage ARPL and national trade tests approved by NAMB ● Set up an efficient system for safekeeping and destroying (when needed) of all assessment documentation and test pieces. ●



Secure workplaces that are in compliance with the national standardised artisan learner workplace.

- Draft occupational programmes implementation plan
- Engage in curriculum issues for occupational programmes
- Formulate strategies to expand delivery of occupational programmes
- Facilitate administrative management of projects (including requisite registration of learners with respective authorities) verification and certification of programmes on offer in the projects.
- Conduct induction for newly appointed Facilitators and Moderators
- Monitor the conduct of assessments in all occupational programmes.
- Prepare for curriculum matters of the occupational programmes in the quarterly academic board meetings
- Coordinate activities for the development of Learning Material (when needed).
- Conduct the external integrated summative assessment in line with the standards set by the QCTO or relevant SETA
- Report to the QCTO or relevant SETA on the College's performance in the form and manner required by the assuring body
- Ensure that all occupational qualifications offered at the College participate in blended learning
- Ensure that the College complies with the QCTO and AQP assessment policies and procedures

KNOWLEDGE AND SKILLS: Knowledge of: PSET and CET Act. ● Knowledge of Teaching and Learning. ● Skills Development Act, Public Service Regulations and Public Service Act, Labour Relations Act. ● Knowledge of the Public TVET sector and its regulatory and legislative framework. ● Understanding of the Higher Education sector. ● Knowledge of Education Act. Skills set must include : Administrative Planning and organizing ● Financial management Report writing ● Communication and interpersonal ● Problem solving ● Computer literacy ● Analytical ● Client oriented ● Project management ● Team leadership ● People management

POST:	ASSISTANT DIRECTOR: EXAMINATIONS AND ASSESSMENT
REF:	ASDES/03/2021
NATURE OF POST:	PERMANENT
CENTRE:	HEADQUARTERS
SALARY LEVEL:	10
SALARY NOTCH:	R470 040 p.a.

REQUIREMENTS: Recognised National Diploma (NQF 6) in Education or related qualification ● 3-5 years' experience in examinations and assessments related processes, of which 2 years must be at supervisory level ● Must be computer literate in MS Office (Word, Excel, PowerPoint and Outlook) ●



Must possess a valid driver's license • Assessor and / or moderator training will be an added advantage.

KEY RESPONSIBILITIES: Manage the provision of Examination & Assessments services • Standardization of ICASS Assessments throughout campuses • Coordinate administration of Regional Support Teams assessment tasks at College level; working hand-in-hand with HODs and Programme Managers • Co-ordinate the Site Based Assessments (SBA) as per DHET Guidelines & Policies • Manage the campuses Internal Marking Centres • Ensuring the submissions of all term marks to MIS and meeting deadlines • Verification of submitted college term marks on assessments & final resulting • Support the Integrity of the Implementation of ISAT throughout Campuses • Provide assessment and examination support to all campuses • Monitor all campuses on the implementation of examination related policies • Ensuring the state of examination readiness for the college • Manage the process of pending results and post-examination for the college • Oversee the process of internal marking for the college • Manage all College scripts during examinations • Be a Distribution Point Manager during the examination period • Oversee the implementation of DHET/College Management plans regarding assessments and examinations • Be the liaising person between the college and DHET on all the examination related matters • Develop, review and implement the College examination related policies • Provide guidance to the graduation committee • Writing reports weekly, monthly; and for academic board

KNOWLEDGE AND SKILLS: An extensive understanding of the DHET Examination & Assessment Policies and latest ICASS Guidelines; Excellent management and organizational skills; Excellent verbal and written communication skills; Must be prepared to work long hours when the need arises. Must be able to work under pressure and adapt to changes in the TVET sector. Computer literate on Assessment & Examinations eLearning platforms.

POST:	ASSISTANT DIRECTOR: STUDENT REGISTRATION
REF NO:	ASDR/04/2021
NATURE OF POST:	PERMANENT
CENTRE:	HEADQUARTERS
SALARY LEVEL:	10
SALARY NOTCH:	R470 040 p.a.



MINIMUM REQUIREMENTS: ● Recognized three (3) year National Diploma (NQF level (6) in Business Administration, Public Management/ administration/ ICT, or equivalent qualification. ● A minimum of 3-5 years in Experience in the post schooling (PSET) sector. ● Driver's license.

KNOWLEDGE AND SKILLS: ● Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. ● Working knowledge and understanding of the legislative framework governing the Public Service. ● Knowledge of storage and retrieval procedures in terms of the working environment. ● Proven report writing and presentation skills in the public sector and its legislation framework. ● Good communication skills and people Empowerment. ● Planning and execution. ● Proven computer literacy, including advanced MSWord, MS Excel, and MS Power Point. ● Proven ability to effectively manage change. ● Leadership skills.

KEY RESPONSIBILITIES: ● Manage the administration of the overall student registration. ● Develop, review, and monitor the implementation of policies and procedure in relation to student registration, admission, scheduling and records. ● Provide workshops on the implementation of policies and procedure in relation to student registration, admission, scheduling and records. ● Develop marking strategies to attract new potential students. ● Manage student registration and ensure proper procedure are followed. ● Oversee the provision of student financial aid and bursary services support. ● Ensure that the TVET Bursary Scheme is administered strictly according to the bursary rules and guidelines. ● Verify compiled data on bursary statistics. ● Identify potential sponsors in recognizing academic achievements. ● Manage the coordination of career exhibition services. ● Management of all Human, Financial, and other resource of the unit.

POST:	ASSISTANT DIRECTOR: MARKETING AND COMMUNICATIONS
REF NO:	ASDMARK/01/2021
NATURE OF POST:	PERMANENT
CENTRE:	HEADQUARTERS
SALARY LEVEL:	9
SALARY NOTCH:	R376 596 p.a.

REQUIREMENTS: National Diploma/ Bachelor's Degree in Communication/ Marketing or equivalent qualification ● Driver's licence ● 3-5 years in in communications environment.



KEY RESPONSIBILITIES: Manage and coordinate marketing, promotions and branding ● Formulate and ensure implementation of the college branding strategy ● Develop and produce college publications ● Manage public relations and media liaison services ● Manage all media and general community liaison and communications ● Manage all college events including exhibitions participation, prize giving, official functions and special marketing events ● Coordinate of media queries and responses as when required ● Tracking all the positive and negative stories on the college including forwarding these to the relevant managers Regularly communication College camping on social Media and Online Communication ● Regularly maintain the content, design and layout of the college website ● Coordinate College event and provide communication administrative support ● Gather and draft articles for the college's newsletter ● Management of all Human , Financial and other resources of the unit ● Render management service to the staff ● Manage the development and performance of the staff

KNOWLEDGE AND SKILLS: Knowledge of policies and governance environment of TVET Colleges including knowledge of the annual reporting requirements by the Higher Education Institutions ● Knowledge and understanding of the monitoring of performance management development system ● Knowledge and understanding of the TVET Administration ● Knowledge and understanding of the Higher Education sector, specially the policies and relevant legislation ● Skills set should include: Administrative ● Planning and organizing ● Financial management Report writing ● Interpersonal and Communication ● Problem solving ● Computer literacy ● Analytical ● Client oriented ● Project management ● Team leadership ● People management

POST: PROJECT MANAGER TVET CAPITAL INFRASTRUCTURE AND EFFICIENCY GRANT
PROJECTS: MAINTENANCE AND FACILITIES

REF: PS 03/2020

NATURE OF POST: 2 YEAR CONTRACT (COUNCIL APPOINTMENT)

CENTRE: HEADQUARTERS

SALARY LEVEL: 9

SALARY NOTCH: R376 596 + 37% benefits p.a.

REQUIREMENTS: ● Matric plus an accredited minimum 3-year National Diploma/Degree in Quantity



Surveying with a minimum of 3 - 5 years relevant work experience in Construction of which 3 years have been in supervision/management role. • Computer Literacy (MS Office). • A valid code 08 driver's license. • Recommendations: 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. • Development of the College maintenance plan. • Submission of report to DHET • Assist in the Procurement process or infrastructure items.

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 is 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 work in changing circumstance and fixed circumstance, and in a responsive circumstance using leadership and management expertise. • Plan, commence, execute, supervise, and roundup assigned projects. • Ensure compliance with legal, contractual and safety requirements for all College projects. • Manage implementation of work within established policies, systems, procedures, processes, and practices. • 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. • Provide advice in line with applicable legislation. Liaise with all professionals including the OHS and Environmental Officers. • Provide administrative support to progress report meetings. • Attend to these meetings and provide 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 the 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. NB: An academic record must be attached with your application for this post.



POST: HUMAN RESOURCE CLERK
REF: HRC/HQ/02/2021
NATURE OF POST: PERMANENT
CENTRE : HEADQUARTER
SALARY LEVEL: 5
SALARY NOTCH: R173 703 p.a.

MINIMUM REQUIREMENTS:

Grade 12/NQF Level 4 plus 1-2 years' experience in a Human Resource Management environment **OR** a National Diploma in a recognized relevant qualification with no experience.

KNOWLEDGE AND SKILLS:

Understanding operations of PERSAL ● Understanding of registry duties and policies ● Computer skills ● Ability to capture data ● Understanding of Legislative Framework Government in the Public Services ● Storage and retrieval procedures in terms of the working environment ● Planning and organizing ● Communication (Good oral and written) ● Computer Literacy ● Flexibility ● Customer Care Services ● Report writing.

KEY RESPONSIBILITIES:

Assist in the provision of Conditions of Services and Human Resource Records:

Capture Pensions on PCM system ● Process Housing, Long Service Recognition, Injury on Duty, REQV, Overtime, Resettlement or Relocation) Allowances and Benefits in accordance with the Regulator's Conditions and Service Policy ● Process PILIR cases ● Assist in processing and capturing application



on leave of absence on PERSAL system ● Receive and process all termination requests and capturing of the requests on PERSAL system ● Performance management ● Deal with scanning of HR Records on NGN Scanning System ● File and safekeeping of Human Resource Records in line with the Record Management Systems ● Source and consolidate records required for Auditing purpose ● Assist with enquiries relating to Pension Fund, Medical Aid.

Render support in the provision of recruitment and selection process: Capture applications and handle responses ● Provide logistical and secretariat support during shortlisting and interviews (arrangements of interviews such as dates, venues and invitations to candidates) ● Compile appointment letters and receive assumption of duty letters from newly appointed officials ● Conduct reference check and arrange security screening and vetting for recommended candidates ● Process the confirmation of probation requests.

POST: RECEPTIONIST
REF: ALR/01/2021
NATURE OF POST: 3 YEAR CONTRACT (COUNCIL APPOINTMENT)
CENTRE : ALICE CAMPUS
SALARY LEVEL: 4
SALARY NOTCH: R145 281 + 37% benefits p.a.

MINIMUM REQUIREMENTS: ● A grade 12/ NCV or other relevant qualification.

● 2 years' experience in Clerical/Administrative.

KNOWLEDGE AND SKILLS: ● Client orientation and customer focus. ● Good communication. ● Telephone etiquette ● Must be computer literate ● Sound organizational skills. ● Good people skills ● Basic written communication skills ● Basic written communication skills. ● Basic written communication skills ● Team player ● Reliability

KEY RESPONSIBILITIES: ● Take messages and convey to relevant role players ● Maintain telephone database ● Receive telephonic calls, messages and channel to relevant role players ● Welcome, receive and direct clients to relevant units ● Receive and direct guest and students with respect and in professional manner ● Provide clients with relevant information ● Maintain and control visitor register at reception ● Provide relevant information as required ● Answer all relevant questions related to courses and refer technical faculty oriented questions and queries to experts ● Keep and maintain the



filing system for the front office ● Print and issue telephone accounts ● Channel received faxes to relevant role players. Liaise with internal and external personnel ● Maintain telephone directory ● Allocate pin codes when authorized ● Keep record of all outgoing calls

POST: HEAD OF DIVISION

REF: KC 03/07/2021

NATURE OF POST: PERMANENT

CENTRE: KING CAMPUS

POST LEVEL: PL 3

SALARY NOTCH: R 417 003.00 p.a.

Minimum Requirements: ● A 3-year relevant qualification plus a recognised teaching qualification ● A five (5) Years' Experience as a lecturer in the Post School Education and Training (PSET) sector is a prerequisite ● Sound knowledge of theory and practical in the in the relevant field ● An in-depth knowledge of the Report 191/190 as well as National Certificate (Vocational) qualifications offered at the College ● 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 framework such as PAM, CET Act of 2006 as amended, all Assessment related policies & guidelines, Curriculum guidelines, Public Service Act etc. ● Registered with SACE ● Sound Communication skills and computer literacy ● A valid driver's license. ● Experience as a Programme Manager /Senior Lecturer will serve as an added advantage.

Knowledge and Skills: An understanding of transformation issues and capacity building processes in the TVET sector ● Interpersonal Skills ● Good problem-solving skills and analytical skills ● The ability to work under pressure and meet deadlines ● Sound Communication skills and computer literacy

Key Responsibilities: ● Assist Campus Head with the management of all academic matters. ● Encourage a culture of excellent teaching and learning techniques. ● Supervision of staff ● Scheduling of duties. ● Manage performance of staff ● Attend Campus Management



Meetings ● Carry out class visits ● Schedule and coordinate meetings ● Assign responsibilities to Senior Lecturers and Lecturer ● Assist with and oversee the integrated approach in teaching activities to develop critical skills ● Support online and Remote learning ● Encourage lecturers to integrate technology in the classroom teaching ● Comply with College policies and procedures.

POST: HEAD OF DIVISION X 2

REF: AC02/07/2021

NATURE OF POST: PERMANENT

CENTRE: ALICE CAMPUS

POST LEVEL: PL 3

SALARY NOTCH: R417 003.00 p.a.

Minimum Requirements: ● A 3 year relevant qualification plus a recognised teaching qualification ● Five (5) Years' Experience as a lecturer in the Post School Education and Training (PSET) sector is a pre-requisite ● Sound knowledge of theory and practical in the relevant field ● An in-depth knowledge of Report 191/190 as well as National Certificate (Vocational) qualifications offered at the College ● 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 framework such as PAM, CET Act of 2006 as amended, all assessment related policies & guidelines, Curriculum guidelines, Public Service Act etc. ● Registered with SACE ● A valid driver's licence. Experience as a Programme Manager /Senior Lecturer will serve as an added advantage

Knowledge and Skills: An understanding of transformation issues and capacity building processes in the TVET education sector ● Interpersonal Skills ● Good problem-solving skills and analytical skills ● The ability to work under pressure and meet deadlines ● Sound Communication skills and computer literacy

Key Responsibilities: ● Assist Campus Head with the management of all academic matters. ● Encourage a culture of excellent teaching and learning techniques. ● Supervision of staff. Scheduling of duties. ● Manage performance of staff. ● Attend campus management meetings ● Carry out class visits, schedule and coordinate meetings ● Assign responsibilities to senior



lecturers and lecturer ● Assist with and oversee the integrated approach in teaching activities to develop critical skills ● Support online and Remote learning ● Encourage lecturers to integrate technology in the classroom teaching ● Comply with college policies and procedures.

POST: HEAD OF DIVISION X 2

REF: ZWE05/07/2021

NATURE OF POST: PERMANENT

CENTRE: ZWELITSHA CAMPUS

POST LEVEL: PL 3

SALARY NOTCH: R417 003 p.a

Minimum Requirements: ● A 3 year relevant qualification plus recognised teaching qualification ● Five (5) Years' Experience as a lecturer in the Post School Education and Training (PSET) sector is a pre-requisite ● Relevant trade test certificate as an added advantage ● At least 3 years industry experience after completion of apprenticeship ● Sound knowledge of theory and practical in the in the relevant field ● An in-depth knowledge of the Report 191/190 as well as National Certificate (Vocational) qualifications offered at the college ● 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 framework such as PAM, CET Act of 2006 as amended, all assessment related policies & guidelines, curriculum guidelines, Public Service Act etc. ● Registered with SACE ● A valid driver's licence. Experience as a Programme Manager /Senior Lecturer will serve as an added advantage

Knowledge and Skills: An understanding of transformation issues and capacity building processes in the TVET sector ● Interpersonal Skills ● Good problem-solving skills and analytical skills ● The ability to work under pressure and meet deadlines ● Sound Communication skills and computer literacy

Key Responsibilities: ● Assist Campus Head with the management of all academic matters ● Encourage a culture of excellent teaching and learning techniques ● Supervision of staff ● Scheduling of duties ● Manage performance of staff. ● Attend campus management meetings ● Carry out class visits, schedule and coordinate meetings ● Assign responsibilities to senior lecturers and lecturer ● Assist with and oversee the integrated approach in teaching activities to



develop critical skills ● Support online and Remote learning ● Encourage lecturers to integrate technology in the classroom teaching ● Comply with college policies and procedures.

APPLICATIONS

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

CLOSING DATE: 14 DECEMBER 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;*
- *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)