



VACANCY ADVERTISEMENT

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

ASSISTANT DIRECTOR POSITIONS

POST : ASSISTANT DIRECTOR: PARTNERSHIP & LINKAGES
Ref NO. : RS/ASDPU/01/2023
CENTRE : CENTRAL OFFICE
POST LEVEL : 10
SALARY NOTCH : R 527 298
SALARY PACKAGE : R 527 298 – R 617 622
POST TYPE : PERMANENT BASIS, PERSAL APPOINTMENT

REQUIREMENTS:

Recognized three-year National Diploma (NQF 6) in Project Management, Business Management and Marketing or any other relevant qualification • 3-5 years working experience in Project Management and or Business development. • A valid driver's license • Any facilitator, assessor and moderator certificate will be an added advantage.

KNOWLEDGE AND SKILLS:

Knowledge: • Building partnerships • Innovation, Marketing and Entrepreneurial insight • Financial Management • Mobilizing resources • Interpretation of statutes • Knowledge of Public Service Act, • PFMA, Treasury regulations and other frameworks • Business planning

Skills: • Negotiation • Communication • Presentation • Academic process and moderation procedures • Administrative • Planning and organizing • Financial management • Report writing • Communication and interpersonal • Problem solving • Computer literacy • Analytical • Client oriented • Project management • Team leadership • Planning and organizing • People management

KEY RESPONSIBILITIES:



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Partnerships management: ● Build a database of local business and other linkages
● Participate in business forums and identify project opportunities ● Develop project proposals and plans for joint initiatives ● Facilitate handover with the College managers.

Business opportunities scanning: ● Identify opportunities for college income generation.
● Establish work environment simulation potential ● Provide market needs business case rationale for all opportunities ● Identify appropriate partner or service provider ● Coordinate the submission of tenders and funding proposals ● Provide information and reports on programmes, funding, and partnership to DHET and other stakeholders.

Local and Provincial government relations: Develop and update schedule of local government projects and opportunities ● Identify College synergies potential contribution to provincial departments ● Build relationships with relevant officials, establish a database of key contacts, and participate in meetings as appropriate. ● Develop proposals for partnering on specific practical opportunities aligned with college core business.

Research management: ● Conduct visibility studies for all new and proposed projects
● Develop the project and budget ● Partner with relevant research organizations ● Negotiate and sign service level agreements and or contracts with clients ● Provide training and support to LPU and campus staff members on SETA and contractual compliance matters ● Coordinate accreditation and application for new programme approvals ● Handover the project to the relevant campus or occupational manager ● Oversee and maintain student work placement and Work Integrated Learning (WIL)

POST	: ASSISTANT DIRECTOR: REGISTRATION
REF	: ASDR/04/2021
CENTRE	: HEADQUARTERS
SALARY LEVEL	: 10
SALARY NOTCH	: R527 298
SALARY PACKAGE	: R 527 298 – R 617 622
POST TYPE	: PERMANENT BASIS, PERSAL APPOINTMENT

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



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KNOWLEDGE AND SKILLS: ● Knowledge of and skills pertaining to student registration and enrolment administration duties and practices including data capturing experience. ● 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. ● Good communication skills. ● Planning and execution of complex tasks and/or projects. ● Proven computer literacy, including advanced MS Word, MS EXCEL and MS Power Point competence. ● Proven ability to effectively manage change. ● Leadership skills.

KEY RESPONSIBILITIES: ● Manage and support the administration of the overall student registration in line with the national standard operating procedure on student enrolment ● Oversee the process of record keeping of student registration information and ensure seamless retrieval of these records when needed ● Oversee the development and institutionalization of the college record and filing system with regards to student registration ● Develop, review and monitor the implementation of policies and procedures in relation to student admission and registration as well as managing the enrolment. ● Organize workshops on the implementation of these policies and standard operating procedures. ● Develop marketing strategies to attract new potential students. ● Manage the student registration process and ensure proper procedure are followed. ● Monitor, analyze and report on the student enrolment as per the data requirements and requests. ● Coordinate career exhibition and other advisory services. ● Management of human, financial and other resources of the registration unit.

POST : ASSISTANT DIRECTOR: MARKETING & COMMUNICATION

REF : ASDMARK/01/2021

SALARY LEVEL : 9

SALARY NOTCH : R 424 104

SALARY PACKAGE : R 424 104 – R496 467

POST TYPE : PERMANENT, PERSAL APPOINTMENT

MINIMUM REQUIREMENTS:

Recognized three (3) year National Diploma (NQF level 6) in Communication / Marketing or equivalent qualification.

- Added advantage will be a Driver's licence.
- 3-5 years in communication environment



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KNOWLEDGE AND SKILLS:

Knowledge of policies and governance environment of TVET College 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. ● Administrative. ● Planning and organizing. ● Financial management. ● Report writing. ● Communication and interpersonal. ● Problem solving. ● Computer literacy. ● Analytical. ● Project management. ● Team leadership. ● Planning and organizing ● People management

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 all media queries and responses as when required ● Tracking all positive and negative stories on the college including forwarding these to the relevant managers ● Regularly communicate college camping on social media and Online communication ● Manage all college signage and document branding (letterheads, certificates, etc.) ● Develop and produce publications, i.e. banners, information brochures, annual reports, pamphlets and programme information. ● 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 marketing events. ● Regularly communication College campaigns 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 ● Provide photographic services and stories for the college. ● Draft articles for the department/college 's electronic newsletter. ● Management of all Human, Financial and other resources of the unit. ● Render management service to the staff ● Manage the development and performance of staff



VACANCY ADVERTISEMENT

POST	: OFFICE MANAGER
Ref NO.	: ASDOM/01/2021
CENTRE	: CENTRAL OFFICE
SALARY LEVEL	: 09
SALARY NOTCH	: R 424 104
SALARY PACKAGE	: R 424 104 – R496 467
POST TYPE	: PERMANENT BASIS, PERSAL APPOINTMENT

REQUIREMENTS:

- Recognized National Diploma (NQF 6) in Office Management and Technology / Public Management/ Business Management or related qualification
- 3-5 years' relevant experience in strategic planning and administration environment
- 3-5 years' experience at supervisory on salary level 7 or 8

KNOWLEDGE AND SKILLS:

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

KEY RESPONSIBILITIES:

- Render administrative/executive support services in the office of the Principal**
- 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 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, memorandums and submissions
 - Ensure that approved minutes are signed off and safely kept
 - Prepare all



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presentations, speeches, addresses, report of the college and council committee meetings ●
Oversee and maintain logistics within the office of the Principal including arrangement of
meeting and training interventions ● Oversee and monitor the budget in the office of the Principal
● Maintain office budget and database of its expenditure ● Attend to 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

**Provide secretariat support to College Council, Council Committees, Academic Board,
Senior Management and other external stakeholders** ● Maintain the calendar plan for
scheduling and fixing meetings and communicate with all members of the above structures
● Provide technical support during meetings, proceedings and activities of the above structures
● Distribution of relevant documents for meetings of above structures ● Keeping a register of
resolutions and supporting all relevant Council Members/Managers/Officials through continuous
correspondence to remind them of what needs to be done.

Provide strategic management, monitoring, and evaluation services.

POST : **ASSISTANT DIRECTOR: LABOUR RELATIONS**
Ref NO. : **CS/ASDLR/01/2023**
CENTRE : **CENTRAL OFFICE**
SALARY LEVEL : **9**
SALARY NOTCH : **R 424 104**
SALARY PACKAGE : **R 424 104 – R 496 467**
POST TYPE : **PERMANENT BASIS, PERSAL APPOINTMENT**

REQUIREMENTS:

Recognized three-year National Diploma (NQF 6) in Labour Relations, Employment Relations
or Human Resources Management or related qualification ● 3-5 years in Labour Relations or
Human Resources Management environment or related field

KNOWLEDGE AND SKILLS:

Knowledge: ● Knowledge of Labour Relations Act, Public Services legislations and policies
related to Human Resource Management ● Sound knowledge of Labour Relation statutes
● Sound knowledge of International Labour Organization (ILO) ● Knowledge and understanding
of the TVET/ CET Administration ● Knowledge and understanding of the Higher Education



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sector • Knowledge of PERSA Skills: • Administration • Planning and organizing • Financial management • Report writing • Communication and interpersonal • Problem solving Computer literacy • Analytical • Client oriented • Project management • Team leadership • People management • Conducting investigations • Presentation skills

KEY RESPONSIBILITIES:

Maintain sound Labour Relations: • Render advice on Labour related matters • Develop and implement human resource policies and manuals. • Ensure proper implementation of disciplinary procedures, grievance procedures and code of conduct • Conduct investigations and disciplinary hearings •

Management of strike action: • Minimize Labour disputes • Facilitate and conduct Labour relations training and workshops • Ensure proper implementation of the collective bargaining council resolutions • Management of all human, financial and other resources of the unit.

ACADEMIC POSITIONS: SENIOR LECTURERS

POST : **NC(V): SENIOR LECTURER: FINANCE, ECONOMICS AND ACCOUNTING - NQF LEVELS 2 - 4**

Ref NO. : **KC/SNR LEC/04/2023**

CENTRE : **KING CAMPUS**

POST LEVEL : **02**

SALARY NOTCH : **R 394 032**

POST TYPE : **PERMANENT BASIS, PERSAL APPOINTMENT**

REQUIREMENTS:

Recognized three-year degree/ National Diploma in Finance, Economics or Accounting •
Recognised Teaching Qualification • Registration with SACE.

ADDITIONAL GENERAL REQUIREMENTS FOR SENIOR LECTURERS:

- 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



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● 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 FOR SENIOR LECTURERS: ● 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 FOR SENIOR LECTURERS: 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.



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ACADEMIC POSTS: SENIOR LECTURERS

POST : NC(V) ENGINEERING AND RELATED DESIGN SENIOR LECTURER

Ref NO. : ZWEC/SNR LEC/01/2023

CENTRE : ZWELITSHA CAMPUS

RQV : 13

SALARY NOTCH : R394 032

POST TYPE : PERMANENT BASIS, PERSAL APPOINTMENT

REQUIREMENTS:

Grade 12 ● An appropriate Diploma/Degree or equivalent in Mechanical Engineering with a relevant Trade Test Certificate (in any Mechanical field) ● Relevant 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 ● Knowledge of academic support will be an added advantage ● 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.



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KNOWLEDGE AND SKILLS REQUIRED: ● 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 : **BUSINESS STUDIES/MANAGEMENT SENIOR LECTURER**
Ref NO. : **ALC/ SNR LEC/02/2023**
CENTRE : **ALICE CAMPUS**
RQV : **13**
SALARY NOTCH : **R394 032**
POST TYPE : **PERMANENT BASIS, PERSAL APPOINTMENT**

REQUIREMENTS: ● Bachelor's degree / Diploma in **Accounting / Business Studies / Management** ● Recognized teaching qualification

ADDITIONAL GENERAL REQUIREMENTS:

● 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 (beginner-intermediate level) ● Self-motivated ● Good organizing, planning, problem solving and analytical skills ● Registration with SACE.



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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 : **PRIMARY AGRICULTURAL STUDIES: SENIOR LECTURER**
Ref NO. : **ALC/ SNR LEC/03/2023**
CENTRE : **ALICE CAMPUS**
RQV : **13**
SALARY NOTCH : **R394 032**
POST TYPE : **PERMANENT BASIS, PERSAL APPOINTMENT**

REQUIREMENTS: ● Bachelor's degree / Diploma in **Agricultural Studies / Farming Management** ● Recognized teaching qualification

ADDITIONAL GENERAL REQUIREMENTS:

● 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



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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.



VACANCY ADVERTISEMENT

ACADEMIC POSITIONS: LECTURERS

POST : NC(V) CIVIL LECTURER
Ref NO. : ZWEC/LEC/01/2023
CENTRE : ZWELITSHA CAMPUS
SALARY NOTCH : R 244 884 + plus 37% in lieu of benefits
POST TYPE : CONTRACT BASIS, COUNCIL APPOINTMENT
DURATION : 3 YEARS

MINIMUM REQUIREMENTS:

A Grade 12 or NC(V) Level 4 Certificate • M+3-years qualification in Civil Engineering • A recognised teacher's qualification • Minimum of two (2) years teaching experience in the TVET Sector • Trade Test Certificate (**in any building trade**) • SACE registration certificate • Assessor and/or Moderator training will be an added advantage.

KNOWLEDGE AND SKILLS:

Assessment related policies & guidelines, curriculum guidelines. • Sound knowledge of artisan development (SETA, NAMB & Q CTO) • Sound knowledge of CET Act • Positive attitude, with the ability and willingness to learn • Good communication skills (verbal and written) • Good organizational, administration, planning and time management skills; • Willingness to work after hours as required.

KEY RESPONSIBILITIES:

Facilitate the teaching, integrated learning and practical training in the various subjects within related programme (thorough lesson planning according to the Subject & Assessment Guidelines) • Participate in all other related teaching responsibilities, including academic support • Manage students within the subject at all times (discipline) • Create an environment that is conducive to learning • Develop training material and identify relevant techniques/models for training needs • Develop relevant assessment material • Administration of student assessment • Assist with examinations related duties • Attend relevant training workshops and apply knowledge, where applicable • Keep up to date with the latest development in field of study • Assist to prepare students for the world of work.



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POST	: NC(V) ENGINEERING AND RELATED DESIGN LECTURER
Ref NO.	: ZWEC/LEC/02/2023
CENTRE	: ZWELITSHA CAMPUS
SALARY NOTCH	: R 244 884 + 37% in lieu of benefits
POST TYPE	: CONTRACT BASIS, COUNCIL APPOINTMENT
DURATION	: 3 YEARS

MINIMUM REQUIREMENTS:

A Grade 12 or NC(V) Level 4 Certificate • M+3-years qualification in Mechanical Engineering • A recognised teacher's qualification • Minimum of two (2) years teaching experience in the TVET Sector • Trade Test Certificate Trade Test Certificate (Motor Mechanic) • SACE registration certificate • Assessor and/or Moderator training will be an added advantage.

KNOWLEDGE AND SKILLS:

Assessment related policies & guidelines, curriculum guidelines. • Sound knowledge of artisan development (SETA, NAMB & Q CTO) • Sound knowledge of CET Act • Positive attitude, with the ability and willingness to learn • Good communication skills (verbal and written) • Good organizational, administration, planning and time management skills; • Willingness to work after hours as required.

KEY RESPONSIBILITIES:

Facilitate the teaching, integrated learning and practical training in the various subjects within related programme (thorough lesson planning according to the Subject & Assessment Guidelines) • Participate in all other related teaching responsibilities, including academic support • Manage students within the subject at all times (discipline) • Create an environment that is conducive to learning • Develop training material and identify relevant techniques/models for training needs • Develop relevant assessment material • Administration of student assessment • Assist with examinations related duties • Attend relevant training workshops and apply knowledge, where applicable • Keep up to date with the latest development in field of study • Assist to prepare students for the world of work.



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POST : **REPORT 191 LECTURER**
Ref NO. : **ZWEC/LEC/03/2023**
CENTRE : **ZWELITSHA CAMPUS**
SALARY NOTH : **R 244 884 + 37% in lieu of benefits**
POST TYPE : **CONTRACT BASIS, COUNCIL APPOINTMENT**
DURATION : **3 YEARS**

MINIMUM REQUIREMENTS:

A Grade 12 or NCV Level 4 Certificate • M+3-years qualification in Civil Engineering • A recognised teacher's qualification • Minimum of two (2) years teaching experience in the TVET Sector • Trade test certificate (Carpenter) • SACE registration certificate • Assessor and/or Moderator training will be an added advantage.

KNOWLEDGE AND SKILLS:

Assessment related policies & guidelines, curriculum guidelines. • Sound knowledge of artisan development (SETA, NAMB & Q CTO) • Sound knowledge of CET Act • Positive attitude, with the ability and willingness to learn • Good communication skills (verbal and written) • Good organizational, administration, planning and time management skills; • Willingness to work after hours as required.

KEY RESPONSIBILITIES:

Facilitate the teaching, integrated learning and practical training in the various subjects within related programme (thorough lesson planning according to the Subject & Assessment Guidelines) • Participate in all other related teaching responsibilities, including academic support • Manage students within the subject at all times (discipline) • Create an environment that is conducive to learning • Develop training material and identify relevant techniques/models for training needs • Develop relevant assessment material • Administration of student assessment • Assist with examinations related duties • Attend relevant training workshops and apply knowledge, where applicable • Keep up to date with the latest development in field of study • Assist to prepare students for the world of work.



VACANCY ADVERTISEMENT

POST	: NC(V) CIVIL LECTURER
Ref NO.	: ZWEC/LEC/04/2023
CENTRE	: ZWELITSHA CAMPUS
SALARY NOTH	: R 244 884 + plus 37% in lieu of benefits
POST TYPE	: CONTRACT BASIS, COUNCIL APPOINTMENT
DURATION	: 3 YEARS

MINIMUM REQUIREMENTS:

A Grade 12 or NCV Level 4 Certificate • M+3-years qualification in Civil Engineering or Building Construction • A recognised teacher's qualification • Minimum of two (2) years teaching experience in the TVET Sector • Trade test certificate (**Bricklaying / Masonry**) • SACE registration certificate • Assessor and/or Moderator training will be an added advantage.

KNOWLEDGE AND SKILLS:

Assessment related policies & guidelines, curriculum guidelines. • Sound knowledge of artisan development (SETA, NAMB & Q CTO) • Sound knowledge of CET Act • Positive attitude, with the ability and willingness to learn • Good communication skills (verbal and written) • Good organizational, administration, planning and time management skills; • Willingness to work after hours as required.

KEY RESPONSIBILITIES:

Facilitate the teaching, integrated learning and practical training in the various subjects within related programme (thorough lesson planning according to the Subject & Assessment Guidelines) • Participate in all other related teaching responsibilities, including academic support • Manage students within the subject at all times (discipline) • Create an environment that is conducive to learning • Develop training material and identify relevant techniques/models for training needs • Develop relevant assessment material • Administration of student assessment • Assist with examinations related duties • Attend relevant training workshops and apply knowledge, where applicable • Keep up to date with the latest development in field of study • Assist to prepare students for the world of work.



VACANCY ADVERTISEMENT

POST : **REPORT 191 LECTURER**
Ref NO. : **ZWEC/LEC/06/2023**
CENTRE : **ZWELITSHA CAMPUS**
SALARY NOTH : **R 244 884 + 37% in lieu of benefits**
POST TYPE : **CONTRACT BASIS, COUNCIL APPOINTMENT**
DURATION : **3 YEARS**

MINIMUM REQUIREMENTS:

A Grade 12 or NCV Level 4 Certificate • M+3-years qualification in Electrical Engineering • A recognised teacher's qualification • Minimum of two (2) years teaching experience in the TVET Sector • Trade test certificate (**Electrical**) • SACE registration certificate • Assessor and/or Moderator training will be an added advantage.

KNOWLEDGE AND SKILLS:

Assessment related policies & guidelines, curriculum guidelines. • Sound knowledge of artisan development (SETA, NAMB & QCTO) • Sound knowledge of CET Act • Positive attitude, with the ability and willingness to learn • Good communication skills (verbal and written) • Good organizational, administration, planning and time management skills; • Willingness to work after hours as required.

KEY RESPONSIBILITIES:

Facilitate the teaching, integrated learning and practical training in the various subjects within related programme (thorough lesson planning according to the Subject & Assessment Guidelines) • Participate in all other related teaching responsibilities, including academic support • Manage students within the subject at all times (discipline) • Create an environment that is conducive to learning • Develop training material and identify relevant techniques/models for training needs • Develop relevant assessment material • Administration of student assessment • Assist with examinations related duties • Attend relevant training workshops and apply knowledge, where applicable • Keep up to date with the latest development in field of study • Assist to prepare students for the world of work.



VACANCY ADVERTISEMENT

POST : **MATHEMATICS LECTURER**
Ref NO. : **ALC/LEC/01/2023**
CENTRE : **ALICE CAMPUS**
SALARY NOTH : **R 244 884 + 37% in lieu of benefits**
POST TYPE : **CONTRACT BASIS, COUNCIL APPOINTMENT**
DURATION : **12 MONTHS**

MINIMUM REQUIREMENTS:

A Grade 12 or NCV Level 4 Certificate • M+3-years qualification in Mathematics • A recognised teacher's qualification • Minimum of two (2) years teaching experience in the TVET Sector • SACE registration certificate • Assessor and/or Moderator training will be an added advantage.

KNOWLEDGE AND SKILLS:

Assessment related policies & guidelines, curriculum guidelines. • Sound knowledge of artisan development (SETA, NAMB & Q CTO) • Sound knowledge of CET Act • Positive attitude, with the ability and willingness to learn • Good communication skills (verbal and written) • Good organizational, administration, planning and time management skills; • Willingness to work after hours as required.

KEY RESPONSIBILITIES:

Facilitate the teaching, integrated learning and practical training in the various subjects within related programme (thorough lesson planning according to the Subject & Assessment Guidelines) • Participate in all other related teaching responsibilities, including academic support • Manage students within the subject at all times (discipline) • Create an environment that is conducive to learning • Develop training material and identify relevant techniques/models for training needs • Develop relevant assessment material • Administration of student assessment • Assist with examinations related duties • Attend relevant training workshops and apply knowledge, where applicable • Keep up to date with the latest development in field of study • Assist to prepare students for the world of work.



VACANCY ADVERTISEMENT

POST : SENIOR ADMINISTRATIVE OFFICER : OHS
Ref NO. : OHS/2021
CENTRE : CENTRAL OFFICE
POST LEVEL : 08
SALARY NOTCH : R 359 517
SALARY PACKAGE : R 359 517 – R420 402
POST TYPE : PERMANENT BASIS, PERSAL APPOINTMENT

REQUIREMENTS:

- Recognized three-year National Diploma (NQF 6)/Degree in Occupational Health and Safety Management or related qualification, Registration with SACPCMP as a professional Health and Safety Officer, A valid Driver's License.
- 3-5 years' experience in Building Conditions Assessment, SHERQ and OHS environment,

KNOWLEDGE AND COMPETENCIES:

Knowledge: ● Knowledge of Public Service Act and Regulations, Occupational Health and Safety Act, immovable Asset Management Act, Telephone Management system, fire control system and facilities management system ● Knowledge of Occupational Health and Safety Act 85 of 1993 and related Regulations

Competencies/Skills: ● Developing, implementing, and improving the health and safety plans, programmes and procedures in the workplace. ● Experience in building conditions inspection ● Ensuring compliance with relevant health and safety legislation ● Identifying OHS-related needs in the workplace, Compiling Health and Safety Plans, Building Conditions Report ● Planning and organizing, Implement and maintain health and safety standards. ● Establish a cordial and professional relationship with employees. ● Maintain compliance with all safety regulations.

- Report writing, Communication and interpersonal, Problem-solving Computer literacy.

KEY RESPONSIBILITIES:

Ensure overall supervision, coordination, implementation and monitor compliance on SHERQ programmes. ● Ensure overall supervision and coordinate the establishment of an OHS committee ● Ensure overall supervision and conduct. OHS- related training and continuous



VACANCY ADVERTISEMENT

educational programmes •Ensure overall supervision and identify hazards and risks at the buildings and workplace and initiate appropriate actions. •Ensure overall supervision, develop, implement, and monitor SHERQ management system •Supervise human, physical, financial, and other resources.

APPLICATIONS:

Applicants who have applied in the previous advertisement are encouraged to re-apply.

ENQUIRIES: MS S JALI

CONTACT: 087 238 2223 EXT 1033

Applications should be hand-delivered to Deputy Principal: Corporate Services; 01 Amatola Row; Headquarters, eQonce.

CLOSING DATE: 12 DECEMBER 2023, 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. We thank all applicants for their interest.

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).