



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



## Advertisement

Lovedale TVET College invites suitably qualified, innovative, and self-motivated candidates to apply for the following Facilitator, Assessor, Moderator and Project Assistant vacancies.

---

### **ASSESSORS POSITIONS:**

1. Assessor: National Certificate: New Venture Creation (SMME) Level 2 (Ref: PLU01/2024)

Nature of appointment: Contract Basis

Duration: 12 months

Rate of remuneration: R 85.00 per unit standard per learner

---

#### **Minimum Requirements:**

- Grade 12 or any NQF Level 4 certificate.
  - A recognised certificate in Business Administration/ New Venture Creation, or any relevant and equivalent qualification.
  - Must have a valid SERVICE SETA assessor registration certificate for National Certificate: New Venture Creation NQF Level 2 SAQA ID 49648.
- 

2. Assessor: National Certificate: Plant Production Level 3 (Ref: PLU02/2024)

Nature of appointment: Contract Basis

Duration: 12 months

Rate of remuneration: R 85.00 per unit standard per learner

---

#### **Minimum Requirements:**

- Grade 12 or any NQF Level 4 certificate.
  - A recognised diploma or degree in Agricultural Science majoring in crop production, or any relevant and equivalent qualification.
  - Must have a valid AGRISETA assessor registration certificate for National Certificate: Plant Production NQF Level 3 SAQA ID 49052.
- 

3. Assessor: National Certificate: Farming Level 4 (Ref: PLU03/2024)

Nature of appointment: Contract Basis

Duration: 12 months

Rate of remuneration: R 85.00 per unit standard per learner

---

#### **Minimum Requirements:**

- Grade 12 or any NQF Level 4 certificate.
- A recognised diploma or degree in Agricultural Science majoring in crop production, or any relevant and equivalent qualification.
- Must have a valid AGRISETA assessor registration certificate for National Certificate: Farming NQF Level 4 SAQA ID 20290.

---

4. Assessor: National Certificate: Wholesale & Retail Operations LEVEL 2 (Ref: PLU04/2024)

Nature of appointment: Contract Basis

Duration: 12 months

Rate of remuneration: R 85.00 per unit standard per learner

---

**Minimum Requirements:**

- Grade 12 or any NQF Level 4 certificate.
  - A recognised certificate in Wholesale and Retail Operations, or any relevant and equivalent qualification.
  - Must have a valid WHOLESale AND RETAIL Operations assessor registration certificate for National Certificate: Wholesale and Retail Operations NQF Level 2 SAQA ID 58206.
- 

5. Assessor: National Certificate: End User Computer Level 3 (Ref: PLU05/2024)

Nature of appointment: Contract Basis

Duration: 12 months

Rate of remuneration: R 85.00 per unit standard per learner

---

**Minimum Requirements:**

- Grade 12 or any NQF Level 4 certificate.
  - A recognised certificate in Information Technology/ Information Systems/ Computer Science, or any relevant and equivalent qualification.
  - Must have a valid MICTSETA assessor registration certificate for National Certificate: End User Computing NQF Level 3 SAQA ID 49077.
- 

6. Assessor: National Certificate: Water & Wastewater Reticulation NQF Level 3 (Ref: PLU06/2024)

Nature of appointment: Contract Basis

Duration: 12 months

Rate of remuneration: R 85.00 per unit standard per learner

---

**Minimum Requirements:**

- Grade 12 or any NQF Level 4 certificate.
- A recognised certificate in Water and Wastewater Reticulation, or any relevant and equivalent qualification.
- Must have a valid EWSETA assessor registration certificate for National Certificate: Water & Wastewater Reticulation NQF Level 3 SAQA ID 60190.

**Key Responsibilities:** Planning and preparing candidates for the assessment process; Managing and conducting the assessment within acceptable frameworks or assessment standards; Collecting all necessary evidence to evaluate the competency levels of a candidate; Assessing the evidence submitted by the candidate and making a judgement on the candidate's competence in compliance with all requirements; Recording all information as required by the relevant ETQA; Communicating assessment feedback to candidates; Continuously reviewing and revising the assessment process in order to improve it; Compiling reports as required by the College and the relevant ETQA.

---

## **MODERATORS POSITIONS:**

7. Moderator: National Certificate: New Venture Creation (SMME) Level 2 (Ref: PLU07/2024)

Nature of appointment: Contract Basis

Duration: 12 months

Rate of remuneration: R 100.00 per unit standard per learner

---

### **Minimum Requirements:**

- Grade 12 or any NQF Level 4 certificate.
  - A recognised certificate in Business Administration/ New Venture Creation, or any relevant and equivalent qualification.
  - Must have a valid SERVICE SETA moderator registration certificate for National Certificate: New Venture Creation NQF Level 2 SAQA ID 49648.
- 

8. Moderator: Plant Production Level 3 (Ref: PLU08/2024)

Nature of appointment: Contract Basis

Duration: 12 months

Rate of remuneration: R 100.00 per unit standard per learner

---

### **Minimum Requirements:**

- Grade 12 or any NQF Level 4 certificate.
  - A recognised diploma or degree in Agricultural Science majoring in crop production, or any relevant and equivalent qualification.
  - Must have a valid AGRISETA moderator registration certificate for National Certificate: Plant Production NQF Level 3 SAQA ID 49052.
- 

9. Moderator: Farming NQF Level 4 (Ref: PLU09/2024)

Nature of appointment: Contract Basis

Duration: 12 months

Rate of remuneration: R 100.00 per unit standard per learner

---

### **Minimum Requirements:**

- Grade 12 or any NQF Level 4 certificate.
  - A recognised diploma or degree in Agricultural Science majoring in crop production, or any relevant and equivalent qualification.
  - Must have a valid AGRISETA moderator registration certificate for National Certificate: Farming NQF Level 4 SAQA ID 20290.
- 

10. Moderator: Wholesale & Retail Operations NQF LEVEL 2 (Ref: PLU10/2024)

Nature of appointment: Contract Basis

Duration: 12 months

Rate of remuneration: R 100.00 per unit standard per learner

---

### **Minimum Requirements:**

- Grade 12 or any NQF Level 4 certificate.
- A recognised certificate in Wholesale and Retail Operations, or any relevant and equivalent qualification.
- Must have a valid Wholesale & Retail Operations assessor registration certificate for National Certificate: Wholesale and Retail Operations NQF Level 2 SAQA ID 58206.

---

11. Moderator: End User Computer NQF Level 3 (Ref: PLU11/2024)

Nature of appointment: Contract Basis

Duration: 12 months

Rate of remuneration: R 100.00 per unit standard per learner

---

**Minimum Requirements:**

- Grade 12 or any NQF Level 4 certificate.
  - A recognised certificate in Information Technology/ Information Systems/ Computer Science, or any relevant and equivalent qualification.
  - Must have a valid MICTSETA moderator registration certificate for National Certificate: End User Computing NQF Level 3 SAQA ID 49077.
- 

12. Moderator: Water & Wastewater Reticulation NQF Level 3 (Ref: PLU12/2024)

Nature of appointment: Contract Basis

Duration: 12 months

Rate of remuneration: R 100.00 per unit standard per learner

---

**Minimum Requirements:**

- Grade 12 or any NQF Level 4 certificate.
- A recognised certificate in Water and Wastewater Reticulation, or any relevant and equivalent qualification.
- Must have a valid EWSETA assessor registration certificate for National Certificate: Water & Wastewater Reticulation NQF Level 3 SAQA ID 60190.

**Key Responsibilities:** Carrying out and evaluating internal assessment and quality assurance systems; Managing and conducting the moderation within acceptable frameworks and standards; Conducting moderation of assessment instruments, plans and guides including documenting proof of individual learners' competence status; Verifying the fairness, validity, reliability and practicality of assessments; Identifying areas of improvement within the assessment process; Provide support and guidance to the Assessor; Providing an appeals procedure for dissatisfied learners and further assist in finding amicable solutions; Compiling reports as required by the College and the relevant ETQA.

---

## **FACILITATORS POSITIONS:**

13. Facilitator: New Venture Creation NQF Level 2 Learnership Programme (Ref: PLU13/2024)

Nature of appointment: Contract Basis

Duration: 12 months

Rate of remuneration: R 14 137,25 PM (All Inclusive)

Workstation: King Williams Town (Surrounding Areas)

---

### **Minimum Requirements:**

- Grade 12 or any NQF Level 4 certificate.
  - A recognised diploma or degree in Business Administration/ New Venture Creation, Business Studies or any relevant and equivalent qualification
  - Minimum 1-year proven experience in facilitating learnerships/skills programmes.
- 

14. Facilitator: Plant Production Learnership NQF Level 3 Programme (Ref: PLU14/2024)

Nature of appointment: Contract Basis

Duration: 12 months

Rate of remuneration: R 14 137,25 PM (All Inclusive)

Workstation: King Williams Town (Surrounding Areas)

---

### **Minimum Requirements:**

- Grade 12 or any NQF Level 4 certificate.
  - A recognised diploma or degree in Agricultural Science majoring in plant production, or any relevant and equivalent qualification
  - Minimum 1-year proven experience in facilitating learnerships/skills programmes.
- 

15. Facilitator: Farming Learnership Programme NQF Level 4 (Ref: PLU15/2024)

Nature of appointment: Contract Basis

Duration: 12 months

Rate of remuneration: R 14 137,25 PM (All Inclusive)

Workstation: King Williams Town (Surrounding Areas)

---

### **Minimum Requirements:**

- Grade 12 or any NQF Level 4 certificate.
  - A recognised diploma or degree in Agricultural Science majoring in farming management, or any relevant and equivalent qualification
  - Minimum 1-year proven experience in facilitating learnerships/skills programmes.
- 

16. Facilitator: Wholesale and Retail Operations NQF Level 2 Learnership Programme (Ref: PLU16/2024)

Nature of appointment: Contract Basis

Duration: 12 months

Rate of remuneration: R 14 137,25 PM (All Inclusive)

Workstation: King Williams Town (Surrounding Areas)

---

**Minimum Requirements:**

- Grade 12 or any NQF Level 4 certificate.
- A recognised diploma or degree in Business Studies, NQF Level 4 in Wholesale and Retail or any relevant and equivalent qualification
- Minimum 1-year proven experience in facilitating learnerships/skills programmes.

---

17. Facilitator: End User Computer NQF Level 3 Learnership Programme (Ref: PLU17/2024)

Nature of appointment: Contract Basis

Duration: 12 months

Rate of remuneration: R 14 137,25 PM (All Inclusive)

Workstation: King Williams Town (Surrounding Areas)

---

**Minimum Requirements:**

- Grade 12 or any NQF Level 4 certificate.
- NQF level 4 computer studies qualification or National Diploma in Computer related studies, or any relevant and equivalent qualification
- Minimum 1-year proven experience in facilitating learnerships/skills programmes.

---

18. Facilitator: Water and Wastewater Reticulation NQF Level 3 Learnership Programme (Ref: PLU18/2024)

Nature of appointment: Contract Basis

Duration: 12 months

Rate of remuneration: R 14 137,25 PM (All Inclusive)

Workstation: King Williams Town (Surrounding Areas)

---

**Minimum Requirements:**

- Grade 12 or any NQF Level 4 certificate.
- A recognised diploma, degree or NQF level 4 in Water and Wastewater Reticulation or any relevant and equivalent qualification
- Minimum 1-year proven experience in facilitating learnerships/skills programmes.

**Key Responsibilities:** Drawing up a training schedule for the programme; Delivering the training programme in line with SAQA standards; Ensure all training materials are printed and ready for class; Monitor learner attendance and keep attendance registers; Guide learners through the practical component and ensure logbooks are kept. Oversee the completion of formative as well as summative assessments; Assist learners in compiling their Portfolio of Evidence; Compiling facilitator reports; Ensuring POE's are completed and have all relevant documentation; Perform all relevant duties including administrative duties related to the job.

---

## **PROJECT TEAM POSITIONS:**

20. Project Assistant x2 (Ref: PLU20/2024)

Nature of appointment: Contract Basis

Duration: 12 months

Salary: R 78 000 P/A

Workstation: Lovedale TVET College - Partnerships and Linkages Unit

---

### **Minimum Requirements:**

- Grade 12 or any NQF Level 4 certificate.
- Computer Literacy (excel, word, access)
- Minimum 06 months - 1-year proven experience in administration field & data capturing

### **Key responsibilities:**

- Receiving and distribution of learning materials
  - Ensure necessary stationery, tools and equipment are available when needed.
  - Assist with the compilation of learnership databases.
  - Assist for preparation of learner and assessor portfolios.
  - Monitoring of class and workplace attendance registers
  - Collecting and distribution of attendance registers
  - Collecting and distribution of learner workplace reports
  - Assist facilitators, assessors and moderators with any administration duties.
  - Handling all learner queries incl. stipend queries
  - Diverse admin duties
- 

**Closing Date:** 17 April 2024 at 16:00

**Enquiries:** Ms. A. Tukuta on 087 238 2223 (Ext 1010)

**To Apply:** Applicants must submit a Cover Letter indicating the post applied for; a recently updated CV with three contactable references; certified copies not older than six months of qualification(s) with academic record/transcript, Identity Document (ID) and SETA Assessor/Moderator Scope Registration Certificate. It is the applicant's responsibility to have foreign qualifications verified by the South African Qualifications Authority (SAQA) and Evaluation Certificate from SAQA must be attached. **Failure to submit the required documents will result in application not being considered.** Hand-deliver to Education Services (Reception), Lovedale TVET College, No. 1 Amatola Row, King William's Town, or email: [skills@lovedale.org.za](mailto:skills@lovedale.org.za) quoting the post reference number in the email subject line. Applications must reach the College on or before the closing date. If you are not contacted within one month after the closing date, please consider your application as unsuccessful.

***Lovedale TVET College is an equal opportunity employer and reserves the right not to make an appointment.***