

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING
MNAMBITHI TVET COLLEGE**

APPLICATIONS: Mnambithi TVET College, HR Unit, Private Bag X9903, Ladysmith, 3370. Alternatively, applications can be hand-delivered to Central Office, 77 Murchison Street, Ladysmith, 3370

CLOSING DATE: 15 March 2019 at 12:00

NOTE: Candidates who wish to apply must forward certified copies of qualifications, ID copy, driver's license, comprehensive CV and fully completed Z83 forms (obtainable from all Government Departments), clearly indicating the post being applied for, quoting the relevant reference number on the Z83. It is the responsibility of the applicant to ensure that his/her foreign qualifications have been verified by South African Qualifications Authority and DHET. Due to a large number of applications anticipated, correspondence will be limited to shortlisted candidates. The applicants who have not been contacted within 3 months after the closing date should regard their applications as unsuccessful. The College reserves the right not to fill posts. *Mnambithi TVET College is an equal opportunity affirmative action employer.*

CAMPUS MANAGER, REF NO: MTVET 01/2019 – ESTCOURT CAMPUS

(NB: This post is being re-advertised, candidates who had previously applied are welcome to re-apply.)

SALARY: R482 706 (Post Level 5) p.a. plus applicable service benefits

NATURE OF POST: Permanent (PERSAL appointment)

REQUIREMENTS: A recognized Bachelor's Degree or equivalent qualification which must include a recognized qualification in education. A minimum of 7 years' relevant experience within the TVET College Sector, 2 years of which must be at supervisory or managerial level. A valid driver's license unendorsed and Computer literacy. Good communication (verbal and written), interpersonal, decision-making and problem-solving skills. A sound knowledge of transformational issues within the TVET College Sector. Experience in managing people, projects, finance, Labour relations, and good governance practices relevant to the TVET Sector. Sound knowledge and insight into the relevant legislation, policies and procedures governing the TVET Sector. Extensive management, administrative and organizational skills. **DUTIES:** Provide strategic leadership and management within the campus; Ensure co-ordination and alignment of the campus activities with the vision of the college and monitor the performance of the campus against college targets; Oversee the campus administration, HR functions, Finance including budget, supply chain management, maintain a regular updated asset register of the campus and manage NSFAS at the campus level; Ensure that a labour friendly environment exists; Manage leave as well as performance of the staff at the campus by guiding, supporting and developing the staff; Manage curriculum and programmes offered at the campus including where possible learnerships, partnership projects and skills programme; Assist with financial planning and control of the campus programmes to support students who are under performing; and perform all other relevant functions for the improvement of the College as directed by Senior Management.

ENQUIRIES: HR Unit at (036) 631 0360

LECTURER REF: MTVET 02/2019 (ENGLISH NCV – LADYSMITH CAMPUS)

SALARY: R198 774/262 899 (Post Level 1) p.a. plus applicable service benefits

NATURE OF POST: Permanent (Council appointment)

REQUIREMENTS: Grade 12/Senior Certificate or NCV Level 4 or equivalent qualification; Appropriate Bachelor's Degree or National Diploma PLUS a professional qualification in education or equivalent qualification; LSEN qualifications will be an added advantage; Good verbal and written communication skills; and Competency/Practical test may be conducted. **DUTIES:** Assist with enrolments, registration and induction of students; Manage and monitor class registers; Lesson preparation and programme plan; Compile POA and POE; Provide guidance on syllabi; curriculum and learning resources; Create a conducive classroom environment and ensure efficient classroom management and discipline of students; Assess, mark, evaluate students work and provide feedback; Capture marks and maintain necessary documentation; and Be accountable for students' performance in the subject taught; and Assist students with extra-curricular activities.

ENQUIRIES: HR Unit at (036) 631 0360

LECTURER REF: MTVET 03/2019 (FOUNDATIONAL MATHS AND FOUNDATIONAL SCIENCE – EZAKHENI A CAMPUS)

LECTURER REF: MTVET 04/2019 (FOUNDATIONAL LIFE SKILLS AND FOUNDATIONAL ENGLISH – EZAKHENI A CAMPUS)

SALARY: R185 768 /245 700 (Post Level 1) p.a. plus applicable service benefits

NATURE OF POST: Permanent (Council appointment)

REQUIREMENTS: Grade 12/Senior Certificate or NCV Level 4 or equivalent qualification; Appropriate Bachelor's Degree or National Diploma PLUS a professional qualification in education or equivalent qualification; LSEN qualifications will be an added advantage; Good verbal and written communication skills; and Competency/Practical test may be conducted. **DUTIES:** Assist with enrolments, registration and induction of students; Manage and monitor class registers; Lesson preparation and programme plan; Compile POA and POE; Provide guidance on syllabi; curriculum and learning resources; Create a conducive classroom environment and ensure efficient classroom management and discipline of students; Assess, mark, evaluate students work and provide feedback; Capture marks and maintain necessary documentation; and Be accountable for students' performance in the subject taught; and Assist students with extra-curricular activities.

ENQUIRIES: HR Unit at (036) 631 0360

PLACEMENT ADMINISTRATION CLERK X 2 REF: MTVET 05/2019 – STUDENT SUPPORT SERVICES

SALARY: R163 563 (Salary Level 5) p.a. plus applicable service benefits

NATURE OF POST: Permanent (Council appointment)

REQUIREMENTS: Grade 12/Senior Certificate or NC(V) Level 4 or equivalent qualification PLUS a three year Diploma/N Diploma or equivalent qualification. At least one (1) year work experience in the work placement environment. Have extensive experience on national guidelines of WIL, understanding all SETA processes with reference to placement of learners

Have knowledge and understanding of the TVET sector and its Student Support Framework. Experience in rendering a support service to senior management. Knowledge of relevant policies. Language skills, Computer skills, Good telephone etiquette, Good people skills, Ability to act with tact and discretion, Self-management and motivation. **DUTIES:** Assist the Work Placement Officer in fulfilling duties pertaining to work placements and other related functions. Monitoring the progress of work placement through the college. Attend work placement meeting with various stakeholders. Conduct. Support the development and maintenance of a database of appropriate host employers and industry links. Conduct placements visit to monitor the progress of students and deals with effectively with any issues or concern that may arise. Ensures the effective flow of information and documents to and from the office to stakeholders. Ensures a safekeeping of all documentation in the office of the manager in line with relevant registrations and policies. Obtain input, collate and compile reports. Scrutinize routine submissions/reports and make notes and/or recommendations for the manager. Respond to enquiries received from internal and external stakeholders. Draft documents as required. Do filing of documents for the manager and units where required. Collects analyses and collates information requested by the supervisor. Communicate effectively with interns; host employers, SETAs and various stakeholders on the work. Arranging preparation for work readiness workshops and issuing work log-books to students. Ensure that the orientation and induction of interns and host employers happen so that they understand the work placement process, the level of support available and are fully equipped to undertake successfully work placement.

ENQUIRIES: HR Unit at (036) 631 0360

OCCUPATIONAL PROGRAMMES OFFICER X2

REF: MTVET 06/2019 – BUSINESS UNIT

SALARY: R242 477 (Salary Level 7) p.a. plus applicable service benefits

NATURE OF POST: Permanent (Council appointment)

REQUIREMENTS: Grade 12/Senior Certificate or NC(V) Level 4 or equivalent qualification PLUS a recognized 3 year degree or Diploma. Three – five (3-5) years relevant experience; Understanding of SETA and QCTO accreditation requirements/ documentation and accreditation processes; SETA liaison and Quality Assurance experience; Good administrative and organizational skills (verbal and written); Proficiency in English; Sound interpersonal skills; presentation skills, TVET sector experience; able to work in a team and able to work independently. Computer literacy in Ms Office packages; A valid driver's license. **DUTIES:** Engage with the SETA/QCTO quality assurance function; Monitor and identify opportunities for placement; Negotiate employment opportunities with employers; Co-ordinate and implement job readiness programmes; Conduct research on existing qualifications on the National Qualification Framework and QCTO regarding identified training needs and programmes; Responsible for networking with SETAs, QCTO, SAQA, Communities and industry with regard to programme approval and accreditation; Obtain programme approval available for Occupational Programmes; Coordinate alignment in co-operation with Heads of Department and Programme Managers.

ENQUIRIES: HR Unit at (036) 631 0360