



Mnambithi requires the services of suitably qualified and experienced employment seekers. Suitable candidates who meet all the requirements for the specific posts are invited to apply.

Lecturer: Electrical Engineering (X2)

Campus/Unit: Ezakheni A Campus

Salary Notch: R185 769/R245 700 per annum, Post Level one (1)

Nature of post: Permanent

Ref No: MTVET 02/2017

Requirements:

- A recognized three-year NQF Level 6 Diploma or Bachelor's degree
- A trade certificate in the relevant field or a professional qualification will be an added advantage.
- Good communication skills (verbal and written)
- Assessor and/or moderator training will be an added advantage.
- Be computer literacy in MS Office packages.

Key Responsibilities:

- Teaching and learning delivery;
- Responsible for classroom administration, assessment, and subject development;
- Provide guidance and support to students;
- Maintain discipline and safety of students at all times; and
- Participate in all other related teaching and learning activities.

Senior Administration Clerk

Campus/Unit: Ladysmith Campus

Salary Notch: R152 862 per annum, SL5

Nature of post: Permanent

Ref No.: MTVET 03/2017

Requirements:

- A National Senior Certificate/Grade 12 or National Certificate (Vocational) (NCV) Level 4 certificate
- A relevant diploma or equivalent qualification in a relevant field will be an added advantage
- Good computer skills in MS Office packages
- Valid driver's license
- At least one year working experience in data capturing
- Knowledge of COLTEC program will be an advantage

Key Responsibilities:

- Student enrolment administration and comply with enrolment policies and procedures;
- Examination administration and comply with examination policies;
- Responding to enquiries and solving problems concerning examinations;
- Asset management by updating and maintaining the College asset and consumable register;
- Identify procurement needs;
- Keeping of records and generates reports as required;
- Data capturing;
- General Administration duties (filing, faxing, copies etc.); and
- Capture, update and maintain all relevant student information on COLTEC System.

Receptionist (X3)

Salary Notch: R152 862 per annum, SL5
Nature of post: Permanent
Ref No.: MTVET 04/2017 (Ladysmith Campus)
MTVET 05/2017 (Estcourt Campus)
MTVET 06/2017 (Ezakhani A Campus)

Requirements:

- A National Senior Certificate/Grade 12 or National Certificate (Vocational) (NCV) Level 4 certificate
- An appropriate three-year diploma or equivalent qualification will be an added advantage
- At least 1 years' receptionist, switchboard operator or call centre agent experience, or a proof of completion in-service training
- Excellent communication and interpersonal skills
- The incumbent must be client orientated, customer focused, responsive and proactive
- Good computer skills in MS Office packages

Key Responsibilities:

- Answer telephone calls in an appropriate and professional manner;
- Direct calls to appropriate staff member or units department;
- Take messages and relay them to appropriate staff members;
- Respond to enquiries and queries and refer complex enquiries and queries to relevant staff members;
- Monitor entry access into premises;
- Receive, attend to and direct visitors to the appropriate office/staff member they are visiting;
- Ensure visitors have signed in and issue them with a visitor's slip;
- Ensure that relevant staff members are informed of visitors;
- Monitor and ensure reception area and meeting areas are kept neat and quite;
- Ensure that pamphlets, brochures and other relevant information is available for visitors; and
- Assist with general office admin duties such as sending faxes, photocopying and filing.

General Worker/General Assistant (x2)

Campus/Unit: Ladysmith Campus
Salary Notch: R90234 per annum, SL2
Nature of post: Permanent
Ref No.: MTVET 07/2017 (Ladysmith Campus)
MTVET 08/2017 (Ezakhani E Campus)

Requirements:

- Completed Grade 8 or ABET Certificate
- Previous work experience as a General Assistant is essential
- Knowledge of handling chemicals for cleaning
- Willingness to assist the College to other Campuses when required

Key Responsibilities:

- Cleaning offices corridors, elevators and boardrooms;
- Cleaning of restrooms;
- Report broken cleaning machines and equipment;
- Request cleaning materials; and
- Other general cleaning of offices and campus site.

To apply, please forward certified copies of qualifications, ID copy, driver's licence (where required), your 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 and on the envelope and address it for the attention of – The HR Unit, Mnambithi TVET College, Private Bag X9903, Ladysmith, 3370.

Applications can be hand delivered to Central Office number, 77 Murchison Street, Ladysmith. It is the responsibility of the applicant to ensure that his/her foreign qualifications have been verified by South African Qualifications Authority and DHET.

Correspondence will be limited to shortlisted candidates. Should the candidates not be notified of the outcome of their application within 3 month after the closing date, they should regard their application as unsuccessful. The College reserves the right not to fill posts. *Mnambithi TVET College is an equal opportunity affirmative action employer. Disabled applicants are encouraged to apply for the positions.*

Closing Date: 22/06/2017

Enquiries: HR Section Tel No: (036) 631 0360