

ANNEXURE

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

CLOSING DATE: 09 February 2018 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.*

OTHER POSTS

POST: SENIOR EDUCATION SPECIALIST (HOD) PL3 TWO POSTS (REF: MTVET 01/2018 – EZAKHENI A CAMPUS, REF: MTVET 02/2018 – ESTCOURT CAMPUS)

SALARY: R367 773 p.a. plus applicable service benefits

NATURE OF POST: Permanent

REQUIREMENTS: A recognised 3 year Degree/Diploma in appropriate field which must include a teaching qualification. At least 5 years lecturing experience, preferably in a TVET College, with three years at an academic supervisory level. Extensive knowledge of academic assessment and moderation procedures. Sound knowledge of the TVET Colleges landscape, human resources management and labour relations. Ability to handle pressure and meet deadlines. Strong leadership, monitoring and evaluation, communication, negotiation, networking, reporting, conflict resolution and problem solving skills. Strong events and project management skills. Ability to manage performance and provide critical feedback in an objective manner. Proven track record of successfully managing and coordinating the implementation of planned goals and working with a range of professionals. SACE registration. Advanced computer skills (MS Word, MS Excel and PowerPoint). A valid driver's licence.

KEY RESPONSIBILITIES: Deputize in the absence of the Campus Manager. Submit annual estimates of departmental student support material needs (including consumables) to the campus manager. Maintain registers of all textbook/tool allocations and check returned textbooks/tools (ensuring charges for loss or damage). Facilitate arrangements for the maintenance of equipment and/or workshops. Monitor the provision of resources to libraries and/or access to IT facilities appropriate to the Department's needs. Advise on requirements. Oversee the maintenance of workshops, simulation, practical rooms and equipment. Plan and prepare lessons (lesson plans) and produce material such as typed notes, diagrams, patterns and any consumables for use in teaching. Ensure compliance with subject, assessment and ICASS guideline principles and health and safety regulations. Monitor and analyse lecturer and student attendance, performance and implementation of curriculum. Facilitate and monitor all policies that have an impact on teaching and learning within the DHET Provide guidance and academic support to Senior Lecturers. Maintain schemes of work, year plans and academic year plans, provide inputs on timetabling and lecturer resources. Contribute to synopses in course booklets and ensure that the subject(s) is/are properly represented at school visits/open days. Hold regular departmental meetings (minutes are taken), informing colleagues of all matters in respect of policy, administration and planning and related issues discussed. Determine teaching programmes of team on an equitable basis and participate in appraisals. Provide advice and guidance and encourage participation in relevant courses. Assign responsibilities and supervision of Senior Lecturers and lecturers in consultation with relevant stakeholders. Participate in the appointment and induction of new staff. Provide reports on academic matters to the Campus Manager and participate in Academic Board structures, as required. Oversee assessment processes in line with College Policy and DHET Policies and procedures. Moderation of ICASS files as laid out in the ICASS guidelines

ENQUIRIES: Mr SR Gabela at (036) 631 0360

POST: EDUCATION SPECIALIST (SENIOR LECTURER) PL2 FOUR POSTS REF: MTVET 03/2018 (TOURISM AND HOSPITALITY R191 – LADYSMITH CAMPUS); REF: MTVET 04/2018 (TOURISM AND HOSPITALITY NCV – LADYSMITH CAMPUS); REF: MTVET 05/2018 (PUBLIC MANAGEMENT AND MANAGEMENT ASSISTANT R191 – EZAKHENI A CAMPUS); REF: MTVET 06/2018 (HUMAN RESOURCES/BUSINESS MANAGEMENT AND FINANCE R191 – EZAKHENI A CAMPUS)

SALARY: R308 877 per annum plus applicable service benefits

NATURE OF POST: Permanent

REQUIREMENTS: A recognised 3 or 4 year Degree/Diploma in the relevant field which must include a teaching qualification; At least 3 years lecturing experience, preferably in a TVET Sector; Accreditation as an Assessor and Moderator would be a strong recommendation; Sound communication skills; Ability to monitor and facilitate Students and Lecturers' performance and provide critical feedback in an objective manner; Good planning, organising, administration, monitoring and evaluation skills; SACE registration; Advanced computer skills (MS Word, MS Excel and PowerPoint); a valid driver's licence.

KEY RESPONSIBILITIES: Facilitate general academic and career development of students; Prepare and present lessons in compliance with the College annual academic plan, the Campus time-table and the College's Quality Management system;

Co-ordinate the procurement of the programme's training needs; Provide guidance on syllabi, curriculum and learning outcomes; Create a conducive classroom environment and ensure efficient classroom management and discipline of students; Assess students, capture marks, analyse, interpret, effect appropriate remedial action and maintain the necessary ICASS and ISAT records; Facilitate the distribution of textbooks and student packs. Manage and monitor staff and student attendance; Assist the Head of Division with day-to-day management duties. Oversee assessment and moderation. Supervise lecturers and manage their performance in terms of IQMS.
ENQUIRIES: Mr SR Gabela at (036) 631 0360

POST: LECTURERS PL1 THREE POSTS REF: MTVET 07/2018 (ELECTRICAL ENGINEERING – EZAKHENI A CAMPUS; REF: MTVET 08/2018 (FINANCIAL MANAGEMENT – LADYSMITH CAMPUS); REF: MTVET 09/2018 (ENGLISH NCV – EZAKHENI A CAMPUS)

SALARY: R185 768 /245 700 per annum plus applicable service benefits

NATURE OF POST: Permanent

REQUIREMENTS: A recognised 3 or 4 year Degree/Diploma in the relevant field which must include a teaching qualification or industry related qualification; A lecturing experience in a TVET Sector will be an added advantage; Good interpersonal and communication skills (verbal and written). Assessor and/or Moderator training will be an added advantage. Be computer literate in MS Office (Word, Excel, PowerPoint, Outlook); SACE registration.

KEY RESPONSIBILITIES: Provide teaching and learning delivery. Facilitate teaching and general administration. Conduct assessments. Engage in subject development. Assist and mentor students. Participate in and manage all other related teaching responsibilities.

ENQUIRIES: Mr SR Gabela at (036) 631 0360

POST: HR PRACTITIONER: HRD AND PERFORMANCE MANAGEMENT REF: MTVET 10/2018 – CENTRAL OFFICE

SALARY: R226 611 (Salary Level 7) per annum plus applicable service benefits

NATURE OF POST: Permanent

REQUIREMENTS: A recognised Bachelor's Degree or equivalent qualification at NQF level 6 in Human Resource Development / Human Resource Management or related fields. At least minimum of three to five years' relevant experience. Good understanding of Human Resource Development / Management enabling legislation in particular the SDA, SDLA BCEA, EEA, LRA, PFMA and PSR. Excellent communication (both verbal and written), facilitation, presentation, writing, computer, financial management, good interpersonal skills. Be computer literate in Ms Office packages (Word, Excel, PowerPoint and outlook). Ability to work under pressure. Excellent working knowledge of PERSAL and all functions relating to PMDS and IQMS. Knowledge to Return on Investment (ROI). Knowledge of National Skills Development Strategy 111. Be able to meet tight deadlines and be teamwork oriented. A valid driver's license is essential.

KEY RESPONSIBILITIES: Develop and implement Workplace Skills Plan in the College. Ensure implementation of Annual Training Plan. Development of training needs analysis. Administer bursaries, internships and training programmes. Evaluate the impact made by these programmes and report to management. Provide administrative functions to ensure proper functioning of the Training Committee. Conduct Skills Audit. Ensure the sourcing of accredited service providers. Liaise with various SETAs regarding training opportunities available. Provide statistics/reports on all training/learning interventions and skills development strategies. Ensure compliance to policies and regulations on the implementation of PMDS and IQMS. Monitor the implementation of performance management systems (PMDS and IQMS).

ENQUIRIES: Mr SR Gabela at (036) 631 0360

POST: SUPPLY CHAIN CLERK SUPERVISOR REF: MTVET 11/2018 – CENTRAL OFFICE

SALARY: R226 611 (Salary Level 7) per annum plus applicable service benefits

NATURE OF POST: Permanent

REQUIREMENTS: Grade 12 or equivalent qualification, PLUS a recognised Bachelor's Degree or equivalent qualification at NQF level 6 in Supply Chain Management / Accounting/Public Management or related fields. A minimum of two (2) to three years' experience in Supply Chain Management. Sound knowledge of Supply Chain Management legislations such as PFMA, Treasury Regulations, Preferential Procurement Policy Framework Act, Broad Based Black Economic Empowerment Act, Practice Notes, Circulars and SCM delegations. Be computer literate in Ms Office packages (Ms Word, Excel Outlook and PowerPoint), excellent numerical skills, planning, monitoring, problem solving, decision making and supervisory skills. Ability to work under pressure. Good interpersonal skills and verbal and written communication skills. Be able to meet tight deadlines and be teamwork oriented. A valid driver's license is essential.

KEY RESPONSIBILITIES: Render contract management services within the College. Implement and maintain sound SCM practices with regard to demand and acquisition processes. Promote effective SCM by ensuring that procurement policies, guidelines and procedures are adhered to. Ensure consistent and effective application of supply chain practices. Assist with the development of procurement plans by end-users; Perform expenditure analysis with respect to goods and services procured. Consolidate the end-users procurement plans in the overall procurement plan for the College. Assist end-users with the drafting of specifications and terms of reference; Provide secretarial support to Bid Specification Committee. Prepare reports on SCM matters. Supervise, train and monitor staff performance within the SCM Unit.

ENQUIRIES: Mr SR Gabela at (036) 631 0360