



Corporate Office  
Cnr High & Broster Street  
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higher education  
& training  
Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA

MLT-ADM-Letterhead-2014-R02

2017-09-15

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KLM/alm

APPLICATIONS ARE INVITED FROM SUITABLY QUALIFIED CANDIDATES FOR THE FOLLOWING POST AT MALUTI TVET COLLEGE:

POSITION	: EDUCATION SPECIALIST
POST LEVEL	: PL2
SALARY	: R347 703.00 P/A
COLLEGE COUNCIL APPOINTMENT	: 3 YEARS CONTRACT
REFERENCE	: MALUTI TVET/ KWE001/2020
CENTRE	: KWETLISONG CAMPUS

### MINIMUM REQUIREMENTS

- ❖ National Senior Certificate/Grade 12/Standard 10 or NCV Level 4.
- ❖ Artisan or 3 years National Diploma/ Degree in IT.
- ❖ A Recognised Teacher's qualification.
- ❖ At least two (2) two years experience in facilitation of skills programmes
- ❖ SACE Registration
- ❖ Computer Literacy (MS Word, MS Excel, MS Point)
- ❖ Unendorsed Valid Driver's Licence

### RECOMMENDATIONS

- ❖ Qualified Assessor
- ❖ Qualified Moderator

### CORE DUTIES

- ❖ Liaise with Lecturers
- ❖ Co-ordinate the procurement of the programmes training needs
- ❖ Implement and monitor all policies that impact on learning delivery and examination.
- ❖ Assess students, analyse, capture marks and come with appropriate remedial action.
- ❖ Prepare and present lessons in compliance with College's quality Management system.
- ❖ Monitor students while they are on placement to ensure that they receive proper training
- ❖ Head of the Department, Student Support Officer in providing support intervention to students and other related duties.
- ❖ Carry out all other duties related to the post

Applications must be submitted on a PO4/2012 form or Z83 form obtainable from any public service department as well as DHET or the official website [www.dhet.gov.za](http://www.dhet.gov.za). Application form should be signed and accompanied by certified copies of qualifications, certified copy of



academic transcript, certified copy of valid driver's license, certified copy of ID not older than three months and comprehensive C.V.  
Immigrants should apply for Work permits before assumption of duty. People with disability are encouraged to apply.

**NB: Please consider your application as unsuccessful should you not be contacted within 60 days from the closing date of this advertisement. Maluti TVET College reserves the right to withdraw the above mentioned position.**

**NO FAXED OR EMAILED APPLICATIONS WILL BE ACCEPTED**

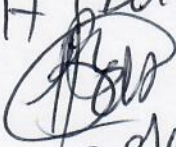
All applications should be posted or hand delivered to:

Human Resource Manager  
Maluti TVET College: Corporate Office OR  
Private Bag X 33  
BETHLEHEM  
9700

Human Resource Manager  
Maluti TVET College: Corporate Office  
Corner High & Broster Street  
BETHLEHEM  
9700

Enquiries: Mr HT Basson - Tel: 058 303 1732

Closing Date: 13 March @13H00

HT Basson  
  
28/02/2020