



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

MLT-ADM-Letterhead-2014-R02

2017-09-15

Page 1 of 1

KLMA/im

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 |
| CENTRE | : KWETLISONG CAMPUS |
| COLLEGE COUNCIL APPOINTMENT | : 3 YEARS CONTRACT |
| REFERENCE | : MALUTI TVET/ KWE005/2020 |

MINIMUM REQUIREMENTS

- ❖ National Senior Certificate/Grade 12/Standard 10 or NCV Level 4.
- ❖ Artisan or 3 years National Diploma/ Degree
- ❖ A Recognised Teacher's qualification.
- ❖ 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 or from the official DHET website www.dhet.gov.za. The application form should be signed and accompanied by originally certified copies of qualifications, certified copies of academic transcripts, certified copy of unendorsed valid driver's license, certified copy of ID not older than three months (no copies of certified documents) and a comprehensive C.V with contact details of at least three references. Foreign qualifications must be accompanied by a SAQA evaluation report.

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 DUE TO SYSTEM CHALLENGES

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: 02 October @13H00

HT Basson