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higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

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2017-09-15

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KLM/Im

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

POSITION : EDUCATION SPECIALIST: OFFICE ADMINISTRATION
POST LEVEL : PL2
SALARY : R348 747.00 P/A
CENTRE : BONAMELO CAMPUS
REFERENCE : MALUTI TVET/ BON-OFFICE ADMIN/2021
PERSAL APPOINTMENT : PERMANENT

MINIMUM REQUIREMENTS

- ❖ National Senior Certificate/Grade 12/Standard 10 or NCV Level 4.
- ❖ Relevant 3 Years National Diploma/ Degree in Bachelor of Administration/Office Administration/ Management Assistant.
- ❖ A recognised Teacher's qualification.
- ❖ Minimum of 3 years teaching/ lecturing experience in Office Administration/Management Assistant.
- ❖ Valid SACE Registration.

RECOMMENDATIONS

- ❖ Qualified Assessor.
- ❖ Qualified Moderator.
- ❖ TVET Sector Knowledge.
- ❖ Computer Literacy (MS Word, MS Excel, MS Point).
- ❖ Unendorsed Valid Drivers Licence.

CORE DUTIES

- ❖ Planning of the work allocation in the division and assist with the compilation of the Campus timetable.
- ❖ Manage the performances of lecturers in the division.
- ❖ Monitoring of POAs, subject files, students POEs and class attendance of students and lecturers.
- ❖ Manage and control submission of assessment tasks, students' marks (including verifications) and ICASS marks as per the academic plan of the College and DHET.
- ❖ Assists with students registrations and inductions.
- ❖ Prepare and deliver lectures to students.

- ❖ Set and moderate assessment tasks, check the quality of assessments tasks administered in the division.
- ❖ Compile own POAs and Subject files and other related documentation.
- ❖ Supervise marking and moderation of internal and external examination scripts.
- ❖ Monitoring and supervision of staff.
- ❖ Write and submit reports as required.
- ❖ Any other reasonable ADHOC duties allocated to the staff member.

Applications must be submitted on a PO4/2012 form or new Z83 form obtainable from any public service department or from the official Maluti TVET College website www.malutivet.co.za. The application form should be fully completed, dated and signed and accompanied by originally certified copies of qualifications, certified copies of academic transcripts, certified copy of unendorsed valid driver's license (where applicable), certified copy of ID (both sides if it is a smart card ID) not older than six months 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. Correspondance will be limited to short-listed candidates only. Successful candidate will be subjected to security screening. 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:

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

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

Enquiries: Ms NJ Ntsela - Tel: 058 303 1732

Closing Date: 26 November 2021 @ 13:00

