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

<b>POSITION</b>	<b>: SENIOR EDUCATION SPECIALIST</b>
<b>POST LEVEL</b>	<b>: PL3</b>
<b>SALARY</b>	<b>: R415 245.00 P/A</b>
<b>REFERENCE</b>	<b>: MALUTI TVET/LERE-HOD/2021</b>
<b>PERSAL APPOINTMENT</b>	<b>: PERMANENT</b>
<b>CENTRE</b>	<b>: LERE LA TSHEPE CAMPUS</b>

### MINIMUM REQUIREMENTS

- ❖ National Senior Certificate/Grade 12/Standard 10 or NCV Level 4.
- ❖ Relevant 3 Year National Diploma/Degree in fundamental subjects (English, Life Orientation or Mathematics/Mathematical Literacy).
- ❖ A recognised Teacher's qualification.
- ❖ Minimum of 2 years in management.
- ❖ Minimum of 5 Years teaching/lecturing experience.
- ❖ Valid SACE Registration

### RECOMMENDATIONS

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

### 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](http://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: Mr GD Mokoena - Tel: 058 303 1732**

**Closing Date: 26 November 2021 @ 13:00**

A handwritten signature in black ink, followed by a date stamp that reads "2021/11/08". The signature is slanted and appears to be "GD Mokoena".