



Corporate Office
Cnr High & Broster Street
Private Bag X33
Bethlehem
9700
Tel: 058 303 1732
Fax: 058 303 1748
officeman.corp@malutitvet.co.za



**higher education
& training**

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MLT-ADM-Letterhead-2014-R02

2017-09-15

Page 1 of 1

KLM/Adm

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

**POSITION : EDUCATION SPECIALIST: HUMAN RESOURCES
MANAGEMENT**
POST LEVEL : PL2
SALARY : R353 979.00 P/A
CENTRE : BONAMELO CAMPUS
REFERENCE : MALUTI TVET/ BON-HRM/008/2022
PERSAL APPOINTMENT : PERMANENT

MINIMUM REQUIREMENTS

- ❖ National Senior Certificate/Grade 12/Standard 10 /NCV Level 4.
- ❖ Relevant 3 Years National Diploma/ Degree in Human Resource Management.
- ❖ Minimum of 3 years teaching/lecturing experience.
- ❖ A Recognised Teacher's qualification.
- ❖ Valid SACE Registration.

RECOMMENDATIONS

- ❖ Qualified Assessor.
- ❖ Qualified Moderator.
- ❖ TVET Sector Knowledge.
- ❖ Computer Literacy (MS Word, MS Excel, MS Power 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 new Z83 form obtainable from any Public Service department as well as Maluti TVET College Corporate Office or from Maluti TVET College Official website www.malutitvet.co.za (and be fully completed, dated, initialled and signed). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed Z83 form and a detailed curriculum vitae. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from HR. Foreign qualifications must be accompanied by a SAQA evaluation report.

Immigrants should apply for Work permits before assumption of duty. The Employment Equity plan of the College shall inform the employment decision. It is the College's intention to promote equity (race, gender and disability) through the filling of this post.

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. Shortlisted candidates will be subjected to security screening. Successful candidate may be required to work at other places as may reasonably be required by the Department and the College. Maluti TVET College reserves the right to withdraw the above mentioned advert.

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: 09 September 2022 @13:00

