

DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(Mthashana TVET College)
(Letaba (TVET) College)
(Maluti TVET College)
(Orbit TVET College)
(Coastal KZN TVET)

OTHER POSTS

POST 41/54 : **ASSISTANT DIRECTOR: STUDENT REGISTRATION SERVICES REF NO: MALUTITVET/ASD-SRS/CORP028/2022**

SALARY : R477 090 per annum (Level 10)
CENTRE : Corporate Office (Bethlehem)
REQUIREMENTS : National Senior Certificate/ Grade 12/ Standard 10 or NCV Level 4. Recognized three (3) year National Diploma in Business Administration, Public Management/Administration or relevant qualification. A minimum of 5 years' experience in administration department. 3-5 years' experience at supervisory level. The added advantage of working in the Post Schooling Education and Training (PSET) sector. Recommendation: Knowledge of registry duties, practices as well as knowledge of capturing data and operate a computer. Unendorsed valid driver's license.

DUTIES : Manage the administration of the overall student registrations. Oversee the provision of student financial aid and bursary services support. Manage the administration of students learning materials. Management of all Human, Financial and other resources of the unit.

ENQUIRIES : Mr GD Mokoena/Ms TP Mathipe Tel No: 058 303 1732
APPLICATIONS : All applications should be posted to: Acting HR Manager: Maluti TVET College, Corporate Office, Private Bag X33, Bethlehem, 9700 or hand delivered at Maluti TVET College: Corporate Office, Corner High & Broster Street, Bethlehem, 9700. No faxed or emailed applications will be accepted.

NOTE : 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, initialed 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). 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. Maluti TVET College is an equal opportunity affirmative action employer. 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 posts. NB: Please consider your application as unsuccessful should you not be contacted within 60 days from the closing date of this advertisement. If you apply for more than one post, submit separate applications for each post that you apply for. Correspondence will be limited to shortlisted candidates only. Shortlisted candidates will be subjected to security screening. Successful candidates 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 any of the mentioned adverts.

CLOSING DATE : 18 November 2022 at 13:00

POST 41/55 : **ASSISTANT DIRECTOR: CURRICULUM DEVELOPMENT AND IMPLEMENTATION (OCCUPATIONAL PROGRAMMES) REF NO: MALUTITVET/ASD-CDI/CEN029/2022**

SALARY : R477 090 per annum (Level 10)
CENTRE : Kwetlisong Campus/Central Office (Phuthaditjhaba)
REQUIREMENTS : National Senior Certificate/Grade 12/Standard 10 or NC(V) Level 4. 3-year Recognised Degree/Diploma qualification. A recognised professional teacher's qualification. Minimum of one year experience in coordinating occupational programmes. Minimum of at least one year in coordinating accreditation of occupational programmes. Minimum of five years' experience in curriculum. A

minimum of three years' experience at management level. Valid SACE Registration. Recommendation: Unendorsed Valid Driver's License. Credit-bearing Assessor certificate. Credit-bearing Moderator certificate. Demonstrating an understanding of and experience in implementing all learning programmes, particularly in trades and artisan development in a SETA environment. Knowledge and understanding of SETAs, NSDS, and legislation governing the implementation of artisan development programmes, particularly in trades and artisan development in a SETA environment. Knowledge of the Skills Development Act, 1998. Knowledge of Skills Development Levies Act (SDLA). Knowledge of the South African Qualification Authority (SAQA) Act, 1995. Knowledge of the Occupational Health and Safety Act (OHS). Computer literacy. Leadership, management, and project management skills. Good research, communication, report writing and presentation skills. Ability to work independently as well as in a team. Planning, organising, leading, and control skills.

DUTIES

To facilitate: Occupational qualifications implementation. Occupational qualifications policy development and implementation. OHS compliance. PoE's format and Content. Types of machinery and equipment used. Tools handling in the workshop and storage. Floor demarcations and Workshop cubicles. Teaching and Learning Policy, Assessment, Certification and Appeals Policy. Learner support services, before, during and after the training intervention. Teaching & Learning Portfolios content aligned to QCTO. Identify new market trends to determine needs and opportunities. Formulate strategies to expand delivery of occupational programmes. Develop and review procedures and templates for the implementation of occupational learning programmes. Manage and facilitate registration of learning programmes. Registration of project facilitators, assessors, RPL practitioners and moderators with the respective authorities. Partnerships with industries. The quality assurance functions are performed following the set regulations. Facilitate the certification process for competent learners in accordance with relevant legislation and QCTO requirements. Provide curriculum improvement and implementation support for occupational programmes. Ensure accreditation of programmes offered and workshops through the relevant accreditation institutions. Ensure development and implementation of relevant policies. Keep abreast with the latest district, regional and national skill needs. Facilitate administrative management of projects (including certification of programmes on offer).

ENQUIRIES

APPLICATIONS

Mr GD Mokoena/Ms TP Mathipe Tel No: 058 303 1732
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CLOSING DATE

18 November 2022 at 13:00

POST 41/56 : **ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING REF NO: MALUTITVET/ASD-MA/CORP030/2022**

SALARY : R382 245 per annum (Level 09)
CENTRE : Corporate Office (Bethlehem)
REQUIREMENTS : National Senior Certificate/ Grade 12/ Standard 10 or NCV Level 4. National Diploma/Degree in Financial Management or related qualification. 3-5 years' experience in finance. At least 2 years supervisory experience. Computer literacy. Unendorsed Valid Driver's License. Recommendation: Knowledge of the Public Finance and Management Act (PFMA). Treasury regulations. Policy analysis/development. Knowledge of GRAP and IAS-IFRS and including any other related legislation. Good Written and verbal communication skills. Good problem-solving skills, research skills, Planning & Organising. Analytical skills, Report writing skills, Leadership skills, Presentation and Facilitation skills.

DUTIES : Planning – Coordinate, review, analyse and quality assure the financial supporting information for planning purposes. Budgeting – Coordinate, review, analyse and quality assure the budget preparation process. Reporting – Coordinate, review, analyse and quality assure the management accounting reporting processes. Manage the operational processes, resources and procedures associated with the management accounting functions.

ENQUIRIES : Mr GD Mokoena/Ms TP Mathipe Tel No: 058 303 1732
APPLICATIONS : All applications should be posted to: Acting HR Manager: Maluti TVET College, Corporate Office, Private Bag X33, Bethlehem, 9700 or hand delivered at Maluti TVET College: Corporate Office, Corner High & Broster Street, Bethlehem, 9700. No faxed or emailed applications will be accepted.

NOTE : 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, initialed 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). 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. Maluti TVET College is an equal opportunity affirmative action employer. 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 posts. NB: Please consider your application as unsuccessful should you not be contacted within 60 days from the closing date of this advertisement. If you apply for more than one post, submit separate applications for each post that you apply for. Correspondence will be limited to shortlisted candidates only. Shortlisted candidates will be subjected to security screening. Successful candidates 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 any of the mentioned adverts.

CLOSING DATE : 18 November 2022 at 13:00

POST 41/57 : **FACILITATOR – CENTRE OF SPECIALISATION - DIESEL MECHANIC TRADE REF NO: ORB16/2020**
Branch: Technical and Vocational Education and Training
Component: ORBIT TVET College
(Three (03) years fixed term contract)

SALARY : R382 245 per annum (Level 09), plus 37% in lieu of benefits
CENTRE : Rustenburg, post is based in Technical and Vocational Education and Training (TVET) College - Central Office

REQUIREMENTS : A recognised three (03) year Degree/Diploma in Diesel Mechanical Engineering. Passed trade test. Education, Training & Development Practice (ETDP) or related qualification would be advantageous. Registered Assessor and Moderator will be an added advantage. Knowledge of the Diesel Mechanic Industry. Analytical skills. Legislative and regulatory environment, including Occupational Health & Safety regulations and requirements, and experience in implementation of these. Planning and organizing skills including lesson planning skills. Verbal and written communication skills, including presentation or lecturing skills and report writing skills. Ability to assess apprentices in accordance with set requirements. Interpersonal skills. Three (3) to five (5)