



Corporate Office  
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**higher education  
& training**

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA

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

**POSITION : SENIOR EDUCATION SPECIALIST**  
**POST LEVEL : PL3**  
**SALARY : R465 843 P/A**  
**REFERENCE : MALUTI TVET/HOD/MAIN012/2023**  
**PERSAL APPOINTMENT : PERMANENT**  
**CENTRE : MAIN CAMPUS**

**MINIMUM REQUIREMENTS**

- ❖ National Senior Certificate/Grade 12/Standard 10 or NCV Level 4.
- ❖ National Diploma/Degree in Business Studies or equivalent.
- ❖ A recognised Teacher's qualification.
- ❖ Minimum of 5 Years' experience teaching/lecturing in TVET Sector.
- ❖ At least 3 years' experience in Curriculum management.
- ❖ Valid SACE Registration.

**RECOMMENDATIONS**

- ❖ Qualified Assessor.
- ❖ Qualified Moderator.
- ❖ TVET Sector Knowledge.
- ❖ Computer Literacy (MS Word, MS Excel, MS Power Point).
- ❖ Unendorsed Valid Drivers Licence.
- ❖ Sound knowledge of the TVET Sector landscape.
- ❖ Understanding of functioning of the (NCV), report 191 programme.
- ❖ Knowledge of the relevant legislative policies that governs the public TVET Colleges.
- ❖ Sound knowledge of DHET policies pertinent to teaching and learning.

**DUTIES**

- ❖ Planning of the Lecturers work allocation and workloads at the Campus.
- ❖ Compilation of time tables in line with College teaching and learning plans.
- ❖ Coordination of the procurement of the programmes training needs.
- ❖ Provide guidance on implementation of the syllabi, subject and learning outcomes.
- ❖ Monitor the implementation of ICASS guidelines and all policies that govern learning delivery and assessments.
- ❖ Monitor and control Lecturers POAs, Subject files and students POEs.
- ❖ Monitor implementation of Quality Management Systems in teaching and learning.

- ❖ Planning of the students Work Based Exposure (WBE and Lecturers Work Integrated Learning (WIL).
- ❖ Assist Senior Lecturers, Lecturers and Students Support Officers to provide academic support programmes.
- ❖ Management of performance appraisal of Educators including annual revision of job descriptions.
- ❖ Communicate with industries/employers for placement of students and Lecturers.
- ❖ 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](http://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. Candidates who previously applied for the post are encouraged to re-apply.**

**NO FAXED OR EMAILED APPLICATIONS WILL BE ACCEPTED**

**All applications should be posted or hand delivered to:**

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

**OR**

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

**Enquiries: Mr L Ubisi/Ms TP Mathipe – 058 303 1732**

**Closing Date: 30 June 2023 @13:00**

