



# higher education & training

Department  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA

Corporate Office  
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## APPLICANTS ARE INVITED TO APPLY FOR THE FOLLOWING POSTS AT MALUTI TVET COLLEGE:

<b>POSITION</b>	<b>: SIGN LANGUAGE INTERPRETER X2</b>
<b>SALARY LEVEL</b>	<b>: 05</b>
<b>SALARY</b>	<b>: R202 233.00 P/A</b>
<b>COLLEGE APPOINTMENT</b>	<b>: 04 MONTHS CONTRACT</b>
<b>CENTRE</b>	<b>: MALUTI TVET COLLEGE</b>
<b>REFERENCE</b>	<b>: MALUTI TVET/SLI-018/2023</b>

### MINIMUM REQUIREMENTS

National Senior Certificate/Grade 12/Standard 10 /NCV Level 4. 3 Years National Diploma/Degree in Communication with sign language as a major. Minimum of 1-year experience in sign language interpreting.

### RECOMMENDATION

Be able to work under pressure. Be customer orientated. Attention to detail and excellent organizational skills. Knowledge of communicating educational content into understandable language for deaf or hearing impaired person. Good communication skills (written and orally). Computer Literacy (MS Word, MS Excel and MS Power point).

### DUTIES

Provide voice to sign and sign to voice oral translation. Prepare for daily activities/events. Responds to inquiries from students and other staff on behalf of hearing person and persons who are deaf or have hearing impairments. Translate teaching content, questions or requests clearly and accurately, conveying phrasing and intention as it relates to the subject. Convert dialogue and convey the intent of the original speaker, understanding that many idioms and slang terms do not translate exactly between languages. Assist the campuses with written and oral communication as needed. Provide logistical and support services to students, lecturers and campus management.

<b>POSITION</b>	<b>: CLASSROOM ASSISTANTS X 6</b>
<b>STIPEND</b>	<b>: R4 473.92 PER MONTH</b>
<b>COLLEGE APPOINTMENT</b>	<b>: CONTRACT UP TO 31 MAY 2024</b>
<b>CENTRE</b>	<b>: LERE LA TSHEPE CAMPUS</b>
<b>REFERENCE</b>	<b>: MALUTITVET/LERE-CA/019/2023</b>

### MINIMUM REQUIREMENTS

Completed L4 (including L2 and L3) and/or N.Dip Graduates (all qualifications). To be familiar with the subjects/programmes of the Campus where the duties will be performed (The Campus can be contacted for detailed information on subjects/programmes offered).

## DUTIES

Classroom administration (Filling, typing records, record keeping). Verification of marks. Invigilation (Internal & External examinations). Establishing study groups. Recording and controlling absenteeism. Peer tutoring. Substituting lecturers that are absent for a few periods due to attending meetings or being ill on short notice. Supervising extra practice classes in the SSS Computer Labs / Practicum Rooms / Study Rooms. Performing duties as examination assistants in the marking centres during November. Assisting students on Saturdays/after hours. Assistance with registration. Any other duties allocated by campus management.

**Applications must be submitted on a new Z83 form (effective from 01 January 2021) 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). The Z83 form must be signed, Initialed and dated. With regards to completion of the Z83 form, Part A, C and D must be fully completed. Part B, all fields must be completed in full except Passport number: South African applicants need not provide passport numbers, an applicant has responded “no” to the question “Are you conducting business with the state? If yes, (provide the details)”, then it is acceptable for an applicant to indicate not applicable or leave blank to the question, “In the event that you are employed in the Public Service, will you immediately relinquish such business interests?”. “If your profession or occupation requires official registration, provide date and particulars of registration” – May be completed if your profession requires registration. The questions related to conditions that prevent re-appointment under part F must be answered. 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. 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. Correspondance 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. Applicants who previously applied for the Classroom Assistants for Lere La Tshepe Campus are encouraged to re-apply.**

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

**Sign Language Interpreter applications can be posted or hand delivered to:**

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

**OR**

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

**Enquiries: - Ms TP Mathipe/Ms NJ Ntsela - Tel: 058 303 1732**

**Classroom Assistants applications can be hand delivered to:**

**Lere La Tshepe Campus**

**Enquiries: - Ms NJ Vumendleni – Tel: 058 050 3056**

A handwritten signature in black ink, appearing to read 'Kubisa', is written in a cursive style and is enclosed within a hand-drawn oval.

**Closing Date: 20 October 2023 @ 13:00pm**