



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

Corporate Office
40 Cnr High & Broster Street
Private Bag X33
Bethlehem
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APPLICATIONS ARE INVITED FROM SUITABLY QUALIFIED CANDIDATES FOR THE FOLLOWING POST AT MALUTI TVET COLLEGE:

POSITION	: EDUCATION SPECIALIST
POST LEVEL	: PL2
SALARY	: R394 032.00 P/A
PROGRAMME	: MECHANICAL ENGINEERING
CENTRE	: ITEMOHELENG CAMPUS
REFERENCE	: MALUTI TVET/ESMECHANICAL/ITE004/2024
PERSAL APPOINTMENT	: PERMANENT

MINIMUM REQUIREMENTS

- ❖ National Senior Certificate/Grade 12/Standard 10 /NCV Level 4.
- ❖ Relevant 3 Years National Diploma/ Degree in Mechanical Engineering.
- ❖ A recognised Teachers qualification.
- ❖ Minimum of 3 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.

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 examinations, 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 (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. 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.

NO FAXED OR EMAILED APPLICATIONS WILL BE ACCEPTED

All applications should be posted or hand delivered to:

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

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

Enquiries: Ms TP Mathipe Tel: 058 303 1732

Closing Date: 22 March 2024 @ 13:00



2024/03/09
 TP