



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

Corporate Office

40 Cnr High & Broster Street

Private Bag X33
Bethlehem

9700

Tel: 058 303 1732

Fax: 058 303 1748

officeman.corp@malutitvet.co.za



APPLICANTS ARE INVITED TO APPLY FOR THE FOLLOWING POST AT MALUTI TVET COLLEGE:

POSITION	: EDUCATION SPECIALIST (ICT)
POST LEVEL	: PL 2
SALARY	: R412 551.00 P/A
COLLEGE APPOINTMENT	: 1 YEAR CONTRACT
REFERENCE	: MALUTITVET/ESICT/KWE013/2024
CENTRE	: KWETLISONG CAMPUS

MINIMUM REQUIREMENTS

- ❖ National Senior Certificate/Grade 12/ Standard 10 or NCV Level 4
- ❖ 3 years National Diploma/Degree in Information Technology or relevant qualification.
- ❖ A recognised Teachers qualification.
- ❖ Valid SACE Registration.
- ❖ Minimum of 3 years teaching/lecturing experience.

RECOMMENDATIONS

- ❖ Qualified Assessor.
- ❖ Qualified Moderator.
- ❖ Unendorsed Valid Driver's Licence.
- ❖ Computer Literacy (MS Word, MS Excel, MS Point).

DUTIES

- ❖ Planning of the work allocation in the division and assist with the compilation of the Campus timetable.
- ❖ Manage performance of lecturers in the division.
- ❖ Monitoring of POAs, subject files, student POEs and class attendance of students and lecturers.
- ❖ Liaise with lecturers (skills programme, End User and IT Technology).
- ❖ Co-ordinate the procurement of the programme's training needs.
- ❖ Implement and monitor all policies that impact on learning delivery and examination.
- ❖ Assess students, analyse, capture marks and come with appropriate remedial action.
- ❖ Prepare and present lessons in compliance with College's Quality Management system.
- ❖ Monitor students while they are on placement to ensure that they receive proper training.
- ❖ Carry out all other duties related to the post.

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. 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 the mentioned advert.

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: 17 May 2024 @ 13:00pm