



# 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 AS SUBSTITUTE LECTURER FOR THE FOLLOWING POST AT MALUTI TVET COLLEGE:

**POSITION** : OFFICE ADMINISTRATION  
**POST LEVEL** : PL1  
**SALARY** : R256 395.00 P/A  
**REFERENCE** : MFC/015/OA/2024

### MINIMUM REQUIREMENTS

- National Senior Certificate /Grade 12 /standard 10 or NCV level 4
- 3 Year National Diploma Management Assistant.
- A recognized Teachers Qualification
- Knowledge in specified area(s)
- Valid SACE Registration
- Computer Literacy (MS Word, MS Excel, MS Power Point)

### RECOMMENDATION

- Assessor certificate
- Moderator Certificates
- Unendorsed Valid Driver's licence

### DUTIES

- Planning and Organisations of lessons in the above Subject area(s)
- Conducting lessons and providing clarity to students
- Conducting practical assessment tasks
- Examination invigilation
- Handle all student related administrative duties
- Perform any 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](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. 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: - Mr GD Mokoena - Tel: 058 303 1732

Closing Date: 27 September 2024 @13:00pm

