



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

POSITION	: ASSISTANT DIRECTOR: CURRICULUM IMPLEMENTATION (MINISTERIAL PROGRAMMES)
SALARY LEVEL	: 10
ACTING ALLOWANCE	: NOT APPLICABLE
COLLEGE APPOINTMENT CENTRE	: 12 MONTHS
REFERENCE	: CENTRAL OFFICE
	: MALUTIVET/ASDCURRICULUM008/2025

MINIMUM REQUIREMENTS:

- ❖ National Senior Certificate/ Grade 12 Standard 10 or NCV Level 4.
- ❖ 3-year recognized National Diploma /Degree qualification.
- ❖ A recognized professional teachers' qualification.
- ❖ Minimum of 5 years' experience in the TVET sector delivering academic Programmes.
- ❖ A minimum of three years' experience at Senior Education Specialist Level.

RECOMMENDATIONS:

- ❖ A sound and thorough knowledge of TVET College programmes.
- ❖ Computer Literacy (MS Word, MS Excel, MS Power Point)
- ❖ Credit Bearing Assessor and Moderator Certificate
- ❖ Valid SACE registration
- ❖ Unendorsed Drivers Licence
- ❖ Leadership and management skills.
- ❖ Good research, communication, report writing and presentation skills.
- ❖ Ability to work independently as well as in a team.
- ❖ Planning, organizing, leading and control skills.

CORE DUTIES:

- ❖ To provide curriculum improvement and Implementation support for ministerial Programmes and in line with strategic objectives
- ❖ To provide lecturer Development support.
- ❖ Develop, implement, and monitor academic and curriculum policies.
- ❖ Support implementation of new programmes, qualifications, and curriculum.
- ❖ Coordinate implantation of ICASS guidelines for Report 191 and NC(V).

- ❖ Develop policy/guidelines for the management of curriculum.
- ❖ Provide required support to college executive and oversight bodies.
- ❖ Oversee coordinated curriculum delivery at college sites.
- ❖ Plan for the delivery of quality teaching and learning.
- ❖ Ensure the provision of guidance for the improvement of curriculum content and delivery based on engagement with public and private industry stakeholders.
- ❖ Analysis results and plan for intervention plans for critical subjects.
- ❖ Identify learner material, equipment, and other resource requirements, and coordinate the provision of learning materials.
- ❖ Management of human, financial and other relevant resources of the unit.

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 required to submit the completed Z83 form, a detailed curriculum vitae and certified copies (not older than 6 months) of ID (both sides if it is a smart card ID), academic certificates and any other relevant documents. Foreign qualifications must be accompanied by a SAQA evaluation report.

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 post.

NB: An employee’s last performance cycle score over a maximum period of twelve (12) months preceding the acting appointment and the contractual status of the employee (permanency) will be taken into account. Correspondance will be limited to shortlisted candidates only. Maluti TVET College reserves the right to withdraw the mentioned advert.

NO FAXED, EMAILED OR POSTED APPLICATIONS WILL BE ACCEPTED

All applications should be hand delivered to:

**Ms NC Mofokeng
Maluti TVET College
Central Office**

Enquiries: 058 713 6100

Closing Date: 28 March 2025 @13:00pm

 13/03/2025