



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



APPLICATIONS ARE INVITED FROM SUITABLY QUALIFIED CANDIDATES FOR THE FOLLOWING POST AT MALUTI TVET COLLEGE

POSITION	: EDUCATION SPECIALIST
PROGRAMME	: NCV - OFFICE ADMINISTRATION
POST LEVEL	: PL2
SALARY	: R435 240.00 P/A
REFERENCE	: MALUTI TVET/ES/BON011/2024
PERSAL APPOINTMENT	: PERMANENT
CENTRE	: BONAMELO CAMPUS

MINIMUM REQUIREMENTS

- ❖ National Senior Certificate/Grade 12/Standard 10 or NCV Level 4.
- ❖ 3 Year National Diploma/Degree in Office Administration/Management Assistant or relevant qualification.
- ❖ A recognised Teacher's qualification.
- ❖ Minimum of 3 Years teaching/lecturing experience in a TVET College.
- ❖ Valid SACE Registration.

RECOMMENDATIONS

- ❖ Qualified Assessor.
- ❖ Qualified Moderator.
- ❖ TVET Sector Knowledge.
- ❖ Computer Literacy (MS Word, MS Excel, MS Power Point).
- ❖ Unendorsed Valid Drivers Licence.
- ❖ Sound knowledge of DHET policies relating to teaching and learning.

DUTIES

- ❖ Planning of the Lecturers work allocation and workloads at the Campus.
- ❖ Monitoring and supervision of lecturing staff.
- ❖ Manage performance of lecturers in the division.
- ❖ Compilation of time tables in line with College teaching and learning plans.
- ❖ Manage and control submission of assessment tasks and student marks (including verifications) and ICASS marks as per the academic plan of the College and DHET.
- ❖ Compile own POAs and subject files and other related documentation.
- ❖ Plan, prepare and deliver lectures to students.
- ❖ Setting and moderation of assessment tasks.
- ❖ Check the quality of assessment tasks administered in the division
- ❖ Assists with students registration and inductions.

- ❖ Supervise marking and moderation of internal and external examination scripts.
- ❖ Monitoring of POAs, subject files, student POEs and class attendance of students and Lecturers
- ❖ Write and submit reports as required.
- ❖ Any other 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 required to submit the completed Z83 form, a detailed curriculum vitae accompanied by copies of formal qualifications, copies of academic transcripts, copy of unendorsed valid driver’s license (where applicable), copy of ID (both sides if it is a smart card ID). Required documents need not be certified when applying for post, 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. Preference will be given to Indians, Coloured males and females as per the EE targets of the College. 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 any of the mentioned adverts.

NO FAXED OR EMAILED APPLICATIONS WILL BE ACCEPTED

All applications should be posted or hand delivered to:

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

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

Enquiries: Ms NJ Ntsela – 058 303 1732

Closing Date: 30 May 2025 @13:00