



# higher education & training

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA

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40 Cnr High & Broster Street  
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Page 1 of 1

MCJ/mq

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

<b>POSITION</b>	<b>: EDUCATION SPECIALIST - ENGINEERING WORKSHOPS (RE-ADVERTISEMENT)</b>
<b>POST LEVEL</b>	<b>: PL 2</b>
<b>SALARY</b>	<b>: R435 240.00 P/A</b>
<b>COLLEGE APPOINTMENT</b>	<b>: 1 YEAR CONTRACT</b>
<b>REFERENCE</b>	<b>: MALUTITVET/EENGINEERING/KWE012/2025</b>
<b>CENTRE</b>	<b>: KWETLISONG CAMPUS</b>

### MINIMUM REQUIREMENTS

- ❖ National Senior Certificate/Grade 12/ Standard 10 or NCV Level 4.
- ❖ 3 years National Diploma/Degree in Engineering studies.
- ❖ Trade Certificate will be an added advantage.
- ❖ 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 programmes and Engineering related programmes).
- ❖ 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](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 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 post.

**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  
Private Bag X 33  
BETHLEHEM  
9700

OR

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

**Enquiries: Ms NJ Ntsela/Ms LP Kubheka – 058 303 1732**

**Closing Date: 30 May 2025 @13:00**