



# 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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MCU/mq

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

<b>POSITION</b>	<b>: SENIOR EDUCATION SPECIALIST</b>
<b>POST LEVEL</b>	<b>: PL3</b>
<b>SALARY</b>	<b>: R514 563.00 P/A</b>
<b>REFERENCE</b>	<b>: MALUTI TVET/HOD/MAIN001/2025</b>
<b>PERSAL APPOINTMENT CENTRE</b>	<b>: PERMANENT</b>
	<b>: MAIN CAMPUS</b>

### MINIMUM REQUIREMENTS

- ❖ National Senior Certificate/Grade 12/Standard 10 or NCV Level 4.
- ❖ 3 Year National Diploma/Degree in Business Studies.
- ❖ A recognised Teacher's qualification.
- ❖ Minimum of 5 Years' experience teaching/lecturing in TVET Sector.
- ❖ Minimum of 2 years' experience in Curriculum Management.
- ❖ 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 the TVET Sector landscape.
- ❖ Understanding of functioning of the NCV and Report 191 programmes.
- ❖ Knowledge of the relevant legislative policies that governs the public TVET Colleges.
- ❖ Sound knowledge of DHET policies pertinent to teaching and learning.

### DUTIES

- ❖ Planning of the Lecturers work allocation and workloads at the Campus.
- ❖ Compilation of time tables in line with College teaching and learning plans.
- ❖ Coordination of the procurement of the programmes training needs.
- ❖ Provide guidance on implementation of the syllabi, subject and learning outcomes.
- ❖ Monitor the implementation of ICASS guidelines and all policies that govern learning delivery and assessments.
- ❖ Monitor and control Lecturers POAs, Subject files and students POEs.
- ❖ Monitor implementation of Quality Management Systems in teaching and learning.
- ❖ Planning of the students Work Based Exposure (WBE) and Lecturers Work Integrated

- Learning (WIL).
- ❖ Assist Senior Lecturers, Lecturers and Students Support Officers to provide academic support programmes.
  - ❖ Management of performance appraisal of Educators including annual revision of job descriptions.
  - ❖ Communicate with industries/employers for placement of students and Lecturers.
  - ❖ Any other reasonable 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](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) and any other relevant documents. 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 and Coloured 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 the mentioned advert.

### **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 – 058 303 1732

Closing Date: 18 August 2025 @13:00