



## MOPANI SOUTH EAST TVET COLLEGE

"EXCELLENCE IS ALWAYS OUR CHOICE"

Mopani South East Technical and Vocational Education and Training College invite applications for temporary vacancies that exist in Phalaborwa Campus in Phalaborwa Town.

### **TEMPORARY LECTURING POSTS (PL1)**

**SALARY NOTCH (R173 130 – R356 688) per annum**

**POST: Financial Accounting and Entrepreneurship**

**REF: PHL1/02/2017**

**Requirements:** The successful candidate must be in possession of an appropriate recognized National Diploma or Degree in Financial Management majoring in Financial Accounting. Knowledge of theory and practice in the relevant field. Sound communication skills. Computer literacy is highly recommended. Practical experience in specific aspects of the subject field as well as the ability to do practical training will be an advantage.

**Key performance areas:** The successful candidate's responsibility will be: Management of students and administrative records. Classroom facilitation. Facilitate specified subjects on the levels required. Ensure provisioning of quality education and training. Assess students' performance. Liaise with students, parents and other relevant stakeholders. Support student development. Report to management from time to time.

**POST: Communication**

**REF: PHL2/02/2017**

**Requirements:** The successful candidate must be in possession of an appropriate recognized National Diploma or Degree majoring in English as subject. Knowledge of theory and practice in the relevant field. Sound communication skills. Computer literacy is highly recommended. Practical experience in specific aspects of the subject field as well as the ability to do practical training will be an advantage.

**Key performance areas:** The successful candidate's responsibility will be: Management of students and administrative records. Classroom facilitation. Facilitate specified subjects on the levels required. Ensure provisioning of quality education and training. Assess students' performance. Liaise with students, parents and other relevant stakeholders. Support student development. Report to management from time to time.

**POST: Mathematics Literacy**

**REF: PHL3/02/2017**

**Requirements:** The successful candidate must be in possession of an appropriate recognized National Diploma or Degree majoring in Mathematics II or III as subject. Knowledge of theory and practice in the relevant field. Sound communication skills. Computer literacy is highly recommended. Practical experience in specific aspects of the subject field as well as the ability to do practical training will be an advantage.

**Key performance areas:** The successful candidate's responsibility will be: Management of students and administrative records. Classroom facilitation. Facilitate specified subjects on the levels required. Ensure provisioning of quality education and training. Assess students' performance. Liaise with students, parents and other relevant stakeholders. Support student development. Report to management from time to time.

**POST: Computer Practice**

**REF: PHL4/02/2017**

**Requirements:** The successful candidate must be in possession of an appropriate recognized National Diploma or Degree in Business Studies majoring in Computer Practice. Knowledge of theory and practice in the relevant field. Sound communication skills. Computer literacy is highly recommended. Practical experience in specific aspects of the subject field as well as the ability to do practical training will be a recommendation.

**Key performance areas:** The successful candidate's responsibility will be: Management of students and administrative records. Classroom facilitation. Facilitate specified subjects on the levels required. Ensure provisioning of quality education and training. Assess students' performance. Liaise with students, parents and other relevant stakeholders. Support student development. Report to management from time to time.

**POST: Information Processing**

**REF: PHL5/02/2017**

**Requirements:** The successful candidate must be in possession of an appropriate recognized National Diploma or Degree in Management Assistant or Office Administration majoring in Computer Practice or Information Processing or Computer Application Technology. Knowledge of theory and practice in the relevant field. Sound communication skills. Computer literacy is highly recommended. Practical experience in specific aspects of the subject field as well as the ability to do practical training will be an advantage.

**Key performance areas:** The successful candidate's responsibility will be: Management of students and administrative records. Classroom facilitation. Facilitate specified subjects on the levels required. Ensure provisioning of quality education and training. Assess students' performance. Liaise with students, parents and other relevant stakeholders. Support student development. Report to management from time to time

**REQUIRED DOCUMENTS:** Fully completed Z83 indicating the correct reference number, a detailed CV, certified copies of qualifications, SACE and ID document.

**NB:** Foreign applicants should attach the following documents: **SAQA EVALUATION CERTIFICATE, SACE, QUOTA WORK PERMIT AND POLICE CLEARANCE.**

**SUBMIT APPLICATIONS TO:** The Principal, Mopani South East TVET College, Private Bag x 01024, Phalaborwa, 1390, or hand deliver the applications to Cnr Combretum and Harlem Street, Phalaborwa, 1390.

**CLOSING DATE: 24 February 2017 AT 12:00**

**Enquiries: Mr. FA Mhlongo on 015 781 5721/5.**