



MOPANI SOUTH EAST TVET COLLEGE

"EXCELLENCE IS ALWAYS OUR CHOICE"

Mopani South East Technical and Vocational Education and Training College has challenging vacancies for dynamic results driven, innovative and sound communicative individuals Corporate Office and Phalaborwa Campus in Phalaborwa Town and Sir Val Duncan Campus in Namakgale Township.

POST: JUNIOR PROJECT ADMINISTRATOR (2 YEARS CONTRACT)

SALARY NOTCH: R152 862 per annum

REF: CC1/11/2017

Requirements: The successful candidate must be in position of NCV L4 in Office/ Management Certificate or N6 Certificate in Business/ Public or Finance Management plus two (2) years relevant experience or recognized National Diploma in Business Management/ Public Management/ Financial Management plus 1 year relevant experience. Project Management certificate will be an added advantage, Knowledge of skills act, Bathopele principles will be an added advantage, Sound communication skills, a valid driver's license and computer literacy skills.

Key performance areas: Responsible for Project Administration. Administration of portfolio of evidence and other documents. Receive, process and safe keep assessment report. Administer project meetings and ensure procurement of all project requirement. Receive and administer claims. Recruitment, selection and induction of students. Uploading learners and their results on database and SETA system. Handling and following up the certificate of learners with the relevant SETAS

LECTURING POSTS (PL1)

SALARY NOTCH: R185 769 – R356 688 per annum

POST: LIFE ORIENTATION X 1 PERMANENT

REF: SVD1/11/2017

Requirements: The successful candidate must be in possession of an appropriate recognized National Diploma / Degree (REQV 13) in Education plus 3 years relevant experience. Experience in working at a TVET College in the teaching and learning discipline will be an added advantage. Ability to facilitate and assess student's performance. Good communication and writing skills. Computer literacy is highly recommended with specific reference to MS Word, Excel and Power point. SACE Certificate is essential.

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 student's performance. Liaise with students, parents and other relevant stakeholders. Support students' development and report to management from time to time.

POST: INFORMATION TECHNOLOGY

REF: SVD2/11/2017

Requirements: The successful candidate must be in possession of an appropriate recognized National Diploma / Degree (REQV 13) in Information Technology plus 3 years relevant experience. Experience in working at a TVET College in the teaching and learning discipline will be an added advantage. Ability to facilitate and assess

student's performance. Good communication and writing skills. Computer literacy is highly recommended with specific reference to MS Word, Excel and Power point. SACE Certificate is essential.

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 student's performance. Liaise with students, parents and other relevant stakeholders. Support students' development and report to management from time to time.

POST: ELECTRICAL ENGINEERING X1 FOUR MONTHS CONTRACT

REF: SVD3/11/2017

Requirements: The successful candidate must be in possession of an appropriate recognized National Diploma, Degree or equivalent qualification (REQV 13) in the relevant field or N3 - N6 plus trade test certificate. At least one year relevant working experience in facilitation. 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. SACE Certificate is essential.

Key performance areas: The successful candidate's responsibility will be: Management of students and administrative records. Classroom/ workshop 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 AND LIFE ORIENTATION X 1 FOUR MONTHS CONTRACT

REF: PHL1/11/2017

Requirements: The successful candidates must be in possession of an appropriate recognized National Diploma / Degree (REQV 13) majoring in Computer Practice. Be able to teach both Computer Practice and Life Orientation. Knowledge of Theory and practice in the relevant field. Sound communication skills. Computer lesson presentation skill is highly recommended. Practical experience in specific aspects of the subject field as well as ability to do practical training will be a recommendation. SACE Certificate is essential.

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 student's performance. Liaise with students, parents and other relevant stakeholders. Support students' development and report to management from time to time.

POST: COMPUTER PRACTICE X 1 FOUR MONTHS CONTRACT

REF: PHL2/11/2017

Requirements: The successful candidates must be in possession of an appropriate recognized National Diploma / Degree (REQV 13) majoring in Computer Practice. Knowledge of Theory and practice in the relevant field. Sound communication skills. Computer lesson presentation skill is highly recommended. Practical experience in specific aspects of the subject field as well as ability to do practical training will be a recommendation. SACE Certificate is essential.

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 student's performance. Liaise with students, parents and other relevant stakeholders. Support students' development and report to management from time to time.

POST: FINANCIAL MANAGEMENT X 1 FOUR MONTHS CONTRACT

REF: PHL3/11/2017

Requirements: The successful candidates must be in possession of an appropriate recognized National Diploma /Degree in Financial Management or Commercial Stream (REQV 13). Knowledge of theory and practice in the relevant field. Sound communication skills. Computer lesson presentation skill is highly recommended. Practical

experience in specific aspects of the subject field as well as ability to do practical training will be a recommendation. SACE Certificate is essential.

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 student's performance. Liaise with students, parents and other relevant stakeholders. Support students' development and report to management from time to time.

REQUIRED DOCUMENTS: Fully completed Z83 form indicating the correct reference number, 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 Corner Combretum and Harlem Street, Phalaborwa, 1390.

CLOSING DATE: 28 November 2017 AT 12:00

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