



## MOPANI SOUTH EAST TVET COLLEGE

“EXCELLENCE IS ALWAYS OUR CHOICE”

Mopani South East Technical and Vocational Education and Training College has challenging temporary and permanent vacancies for Lecturers and support staff with innovations and sound communication skills to join Phalaborwa Campus and Corporate Centre in Phalaborwa town.

---

### LECTURING AND ADMINISTRATION POSTS

**POST: Financial Accounting and Entrepreneurship Lecturer (Four Months Contract)**

**SALARY NOTCH (R185 769 – R382 725) per annum**

**REF: PHL1/07/2017**

**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 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: Hospitality Lecturer (Four Months Contract)**

**SALARY NOTCH (R 185 769 – R 382 725)**

**REF: PHL2/07/2017**

**Requirements:** The successful candidate must be in possession of an appropriate recognized National Diploma/Degree in Hospitality as well as teaching qualification (REQV 13). One year teaching or industry experience. 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: Lesson Preparation, Classroom Management and administrative records. Classroom/ workshop facilitation. Facilitate specified subjects on the levels required. Ensure provisioning of quality education and training. Assess students' performance. Professional development in work integrated learning and participation in professional bodies. Curriculum implementation. Liaise with students, parents and other relevant stakeholders. Support student development. Report to management from time to time.

**POST: Administration Clerk (Permanent)**

**SALARY NOTCH (R152 862 – R180 063)**

**REF: CC1/07/2017**

**Requirements:** The successful candidates must be in possession of a National Diploma in Administration plus 1 year relevant experience. Knowledge of office administration and administration principles, Batho Pele principles, and advanced typing skills, customer relations, communication skills (both verbal and written). Computer literacy (MS Word, MS Excel, MS Power Point and Internet), interpersonal and report writing skills.

**Key performance areas:** The successful candidate will be responsible for administration of direct orders (invoicing and payments), keep records, administration of invoices, keep register for payment vouchers, reconciliation of unpaid accounts, facilitate payment of lease and rental services, compile memorandums of requests from end-users through pastel system and provide administrative support to bid structure.

**REQUIRED DOCUMENTS:** Fully completed Z83 indicating the correct reference number detailed CV, certified copies of qualifications, SACE and ID document. **NB:** Foreign national 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 Corporate Centre, Cnr Combretum and Harlem Street, Phalaborwa, 1390.

**CLOSING DATE: 27 July 2017 AT 12:00**

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