



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 to join Corporate Office in Phalaborwa town and Sir Val Duncan Campus in Namakgale Township.

POST: SENIOR EDUCATION SPECIALIST: ENGINEERING AND RELATED DESIGN X 1 PERMANENT

REF NO: SVD1/09/2017

SALARY NOTCH: R 367 773- R 418 224 per annum

Requirements: The successful candidate must be in possession of an appropriate recognized National Diploma or Degree which includes a teaching qualification (REQV13 level or Equivalent qualifications (REQV13) plus a minimum of five (5) years teaching experience in the TVET sector. SACE certificate is essential. At least three (3) years working experience in a supervisory position or managerial level. Sound knowledge of NCV and Report 191 Programmes and related legislations in the TVET sector. Computer literacy skills (Windows, MS Office Application, email and internet). Good communication skills, interpersonal and report writing skills.

Key performance areas: Provide leadership and direction in the academic section. Liaise with other HOD's Colleges, Campus Manager on matters pertaining to the overall management of the section. Provide inputs to the Campus Management on staff establishment and play an active role in induction of new employees. Ensure that the management systems and structures are well established and functional for the smooth running of the section. Supervise, organize and control all activities of the section. Manage assessments and moderations. Oversee POE.s/POA's, mentor, coach and support academic staff. Develop and maintain effective teaching and learning systems. Assess levels of academic standards. Provide guidance and methods of improving results. Ensure the section prepares and submit all required documents and reports in time.

POST: NETWORK CONTROLLER X1 PERMANENT

REF NO: CC1/09/2017

SALARY NOTCH: R 226 611 – R 266 943 per annum

Requirements: The successful candidate must be in possession of an appropriate recognized National Diploma in Information Technology plus 2 years relevant experience. Knowledge of Public Service transformation and management issues, Public Service Regulations and relevant prescripts. Good communication skills, Conflict management, Knowledge of Administration and Financial systems, analytical and problem solving. Knowledge of A+ and N+ will be an added advantage. Hardware and Software support skills. Experience with computer peripherals such as data projectors, printers, modems, scanners and other communication devices. A valid driver's license.

Key performance areas: Network management. Plan, maintain and rationalize network software and hardware. Develop emergency, recovery and contingency plans. Ensure that hardware installations comply with standards. Ensure virus infections on IT site is minimal. Perform data backup. Monitor IT users. Proactive identification of potential IT problems. Provide desktop support to end users. Manage and set up new hardware following IT Policies

and Procedures. OS Server support- Microsoft 2008 R2, 2012 R2. Experience of SQL Server 2012, Active Directory with a Hyper V environment. Respond to log calls and escalating calls as required with key support vendors.

POST: INFORMATION TECHNOLOGY SUPPORT OFFICER X 2 PERMANENT

REF NO: CC2/09/2017

SALARY NOTCH: R 226 611 – R 266 943 per annum

Requirements: The successful candidate must be in possession of an appropriate recognized National Diploma in Information Technology or equivalent qualification plus 2 years relevant experience. Knowledge of Public Service transformation and management issues, Public Service Regulations and relevant prescripts. Good communication skills, Conflict management, Knowledge of Administration and Financial systems, Computer literacy, analytical and problem solving.

Key performance areas: Network management. Plan, maintain and rationalize network software and hardware. Develop emergency, recovery and contingency plans. Ensure that hardware installations comply with standards. Ensure virus infections on IT site is minimal. Perform data backup. Monitor IT users. Proactive identification of potential IT problems. Provide desktop support to end users. Manage and set up new hardware following IT Policies and Procedures. OS Server support- Microsoft 2008 R2, 2012 R2. Experience of SQL Server 2012, Active Directory with a Hyper V environment. Respond to log calls and escalating calls as required with key support vendors. Must have Knowledge of MS-SQL, MYSQL database. A valid driver's license.

Required Documents: Fully completed **Z83** indicating correct reference number, detailed **CV**, certified copies of qualifications and ID document. Application for different posts should come in separate envelopes.

NB: Foreign applicants should attach the following documents: **SAQA EVALUATION CERTIFICATE, 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. Should you not receive a correspondence from us within 2 months after closing date, consider your application as unsuccessful. Female applicants with relevant qualifications /requirements will be given preference. The College reserves the right to withdraw any of the above advertised posts at any time as well as the right to verify the qualifications of the recommended candidates prior to issuing of the offer of employment. Applicants are discouraged from sending applications through registered mail as the College will not be responsible for the non-collection of the applications sent through registered mail.

CLOSING DATE: 20 October 2017 AT 12:00
Enquiries: Mr Mhlongo FA on 015 781 5721/5.