



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 the Corporate Office and Phalaborwa Campus in Phalaborwa town and Sir Val Duncan Campus in Namakgale township.

RE-POST: Programmes Manager X 1 Permanent

Salary Notch: R417 552 per annum

REF: CC1/09/2017

Requirements: The successful candidate must be in possession of a relevant 3 year Bachelor's Degree or National Diploma, at least seven years' experience in Project Management of learner ships, skills and other occupational programs with an in-depth knowledge and understanding of the planning and implementation of projects at management level. A qualification in research projects will be an added advantage. The incumbent must have a proven record of developing project proposals, acquisition and management of project funding. Sound knowledge and understanding of artisan development, facilitation, assessment and moderation will be an added advantage. Knowledge of Public Financial Management Act, CET Act 16 of 2006 (of 2013) as amended; Skills Development Act 97 of 1998 as amended and related regulations is required. Extensive knowledge and advanced ability to utilize computer programs such as Word, Excel/Spreadsheet, Power Point Presentation and Project Management. This position requires excellent verbal and written communication skills. A valid South African driver's license is a pre requisite.

Key Performance Areas: Develop an annual budget and operational plan to support the programs. Develop new initiatives to support the strategic direction of the college, implement long term goals and objectives to achieve a successful outcome. Manage the coordination and administration of training programs. Establish new partnerships with potential employers- funders whilst sustaining the existing partnerships. Develop a program evaluation framework to assess the strengths of the programs, identify and improve areas of improvement. Lead the College programs, research unit in determining the feasibility of the new programs. Successfully manage implementation of various programs. Supervise and manage staff within the section. Prepare plans, strategies and reports on all activities related to programs.

POST: Infrastructure and Asset Manager X1 Permanent

Salary Notch: R334 545 per annum

REF: CC2/09/2017

Requirements: The successful candidate must be in possession of an appropriate Bachelor Degree or Diploma or relevant qualification (with Accounting as one of the majors in all the required qualifications) in Asset Management. At least a minimum of five years experience in Infrastructure Management, i.e buildings, equipment and management of IT support and Networks. Sound understanding of the Public sector, Asset Management, knowledge of Supply Chain Management Regulations and asset maintenance. Extensive knowledge and advanced ability to generate reports through the use computer packages such MS Office package, SAGE Evolution Pastel etc. Good communication (both verbal and written) skills.

Key performance areas: The successful candidate will be responsible for designing and executing short and long term strategic plans to ensure Infrastructure and asset capacity (building, equipment, asset etc) attains current and future needs. Develop, execute and oversee procedures, policies and related training plans for project management and Infrastructure administration. Manage and establish priorities for maintenance, design, development and analysis of entire infrastructure systems inclusive of internet, security and wireless implementations. Conduct research and recommend changes in services, products, protocols and standards to support development efforts and infrastructure procurement. Maintenance and management schedule plan for maintenances of infrastructure (building, equipment etc), Ensure optimal utilization of infrastructure, direct and utilize knowledge on the best practices in area related to infrastructure. Prepare plans, strategies and reports on all activities related to infrastructure and asset management.

POST: Emis Manager X 1 Permanent
Salary Notch: R334 545 per annum
REF: CC3/08/2017

Requirements: The successful candidate must be in possession of an appropriate Bachelor Degree or Diploma or relevant qualification (majoring in Management Information Systems in all the required qualifications) in Administration. At least a minimum of three years supervisory experience in Educational Management Information systems. Ability to provide strategic direction on Information Management institutional/ departmental processes. Knowledge and skills required to systematically manage information from creation or receipt, through processing, distribution, organization, storage, retrieval and disposition. Extensive knowledge and advanced ability to generate reports through the use computer packages such as MS Office package such as Excel, Advanced knowledge of Excel, Access and an Information Management system e.g. COLTECH. Knowledge on the EDUKtiV tool will be an added advantage. Ability to analyze information and generate meaningful reports. Good communication skills and a valid South African driver's license.

Key performance areas: The successful candidate will be responsible for the implementation of the Information Management policy. Provide strategic direction on the development; and implementation of Information Management procedures. Develop and maintain the configuration for the process of classification; retention and disposal of information (designing; developing; implementing and quality assurance). Maintain the physical condition of records and adhere to the process of transferring records. Provide supervisory, advisory and consultative services to departments. Work with employees and management in ensuring the integration of best practices into the operations and work flow. Understand the information/data requirements and develop, implement and quality assure processes for the collection of data., data and information from a range of sources, identifying relevant material, assessing its quality and spotting gaps. Interprets findings and makes recommendations accordingly. Identify and verify processes and outputs. Understand and manage key configuration elements of the Management Information System used by the institution. (e. g. COLTECH). Demonstrates statistical knowledge in the area of Information Management for reports to management and DHET reporting. Ensure data integrity required for management and DHET reporting. Conduct research and analysis to provide institution/departmental recommendations on Education Management Information best practices.

Education Specialist: Examination X 1 Permanent
Salary Notch: R 308 877 per annum)
REF NO: SVD1/09/2017

Requirements: The successful candidate must be in possession of an appropriate recognized National Diploma, Degree which includes a teaching qualification (REQV13 level) and three years experience in TVET College Examination Supervisory position. Assessor and Moderator will be an added advantage.

Key performance areas: Liaising with National Examination and Assessment Directorate, Campus staff on examination matters. Dissemination of information, answering enquiries and dealing with complaints regarding external examinations with staff, students and parents or guardians. Monitoring and submissions of examination/assessment data to relevant parties. Ensure safety of question papers and certification processes. Ensure all examination processes are complied with and provide examination statistics after each examination.

POST: Education Specialist: English x 1 Permanent
Salary Notch: R308 877 per annum
REF NO: PHL/09/2017

Requirements: The successful candidate must be in possession of a teaching Degree/Diploma or equivalent qualifications at REQV 13 or REQV14 majoring in English or Marketing plus five years teaching/lecturing experience in English, Marketing and Management subjects. Assessor and Moderator will be an added advantage. Registered with SACE and be computer literate. Good communications skills (Verbal and Written).

Key performance areas: Facilitate and implement curriculum development in the section, provide subject advisory services, Administration and policy development process, provide professional leadership for the section, Facilitate communication process in the section and the College, facilitate strategic planning in the section and develop job description for the section. Compile monthly report to the management.

POST: Chief Provisioning Admin Clerk X 1Permanent
Salary Notch: R226 611 per annum
REF: CC4/09/2017

Requirements: The successful candidate must be in possession of an appropriate recognized Degree/ Diploma in Supply Chain Management/Pubic Administration plus three years experience in procurement services or

Grade 12 certificate with 10 years experience. Knowledge and understanding of the TVET sector. Knowledge and understanding of procurement policies, processes and systems. Computer literacy.

Key performance areas: Provide proper supervision to all procurement related matters. Process requisition of goods and services. Ensure compliance with PFMA and Treasury Regulations. Give advice to the institution on appropriate procurement methods and evaluation criteria in the selection process. Administer the bidding process. Provide guidance and support regarding acquisition of goods, services and works. Update supplier details. Supervise staff and equipment.

POST: Career Guidance x 1 Permanent
Salary Notch: R 226 611 per annum
REF: CC5/09/2017

Requirements: The successful candidate must be in possession of a recognized Degree/Diploma in Career Guidance and Development or National Diploma and Certificate as Career Guidance Practitioner (120 credits) plus three years experience in Career Guidance. Knowledge of legislations in the TVET sector. Planning, Organizing and Presentation skills. Good communication (both verbal and written) skills. A valid Driver's license and computer literacy.

Key performance areas: Plan and execute Career guidance activities to schools and community, Provide career choices services to students. Design instrument tool for selection and placement of new NCV and Report 191 students. Provide career guidance to school learners. Compile monthly report to the management.

POST: Senior Librarian x 1 Permanent
Salary Notch: R 226 611 per annum
REF: CC6/09/2017

Requirements: The successful candidate must be in possession of a recognized Degree/Diploma in Library and Information Practice or Library and Information Science plus three years relevant experience. Knowledge of legislations in the TVET sector. Ability to plan, leads, organizes and control. Good communication skills (both verbal and written), a valid Driver's license and computer literacy.

Key performance areas: The successful candidate will be responsible for supervising library administration, book stock taking and book shelving, monitoring the distribution and receiving of text books. Organization and management of information sources and facilities for easy accessibility to users. Assist students and staff with information searches. Issuing of books and media to staff and students as well as the management of records. Monitoring copyright for hand outs material to students, compile monthly statistical report for library.

POST: Secretary x 1 Permanent
Salary Notch: R152 862 per annum
REF: CC7/09/2017

Requirements: The successful candidates must be in possession of a Degree or National Diploma in Office Administration/ Management Assistant/Secretarial or relevant qualification plus 3 years PA/secretarial experience. Knowledge of office administration and administration principles, Batho Pele principles, and advanced typing skills, Good telephone etiquette, customer relations, analytical skills, communication (both verbal and written) skills. 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 keeping the manager's diary up-to-date and scheduling events for the office. General administrative duties and organizing the office, i.e. receiving client and visitors. Making arrangement for business meetings and venues. Managing correspondences. Establishing and maintaining a filing system. Ensure that documents adhere to the set norm and standard. Ensure that all information needed for internal control is obtained. The implementation of proper office management, control and administrative systems.

POST: Personal Assistant x 1 Permanent
Salary Notch: R226 611 per annum
REF: CC8/09/2017

Requirements: The successful candidates must be in possession of a Degree or National Diploma plus 3 years experience in rendering support service to Senior Management. Knowledge of office administration and administration principles, Good telephone etiquette, customer relations, analytic skills, communication skills (both verbal and written). Extensive knowledge and advanced ability to generate reports through the use computer

packages such as MS Word, Excel, Power Point Presentation. Ability to act with tact and discretion, self-management and motivation.

Key performance areas: The successful candidate will be responsible for recording the engagements of the Senior Manager, Utilizes discretion to decide whether to accept/ decline or refer to other employees requests for meetings based on the assessed importance and urgency of the matter. Coordinate with and sensitizes/ advises the Manager regarding engagements. Compile realistic schedules of appointments. Ensures the effective flow of information and documents to and from the office of the Manager. Ensure the safekeeping of all documentation in the office of the Manager in line with relevant legislations and policies. Responds to inquiries received from internal and external stakeholders. Draft documents as required. Filing of documents for Manager and unit when required. Collect and coordinate all documents that relate to the Manager. Record minutes/ decisions and communicates to the relevant role players, follow up on the progress made. Prepare travelling arrangements for the Senior Manager and some staff members.

LECTURING POSTS (PL1)

Salary Notch (R185 769 – R356 688) per annum

POST: Computer Practice x 2 Permanent

REF: PHL1/09/2017

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. Registered with SACE

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 x 2 Permanent

REF: PHL2/09/2017

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 a recommendation. Registered with SACE

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: Public Administration x 2 Permanent

REF: PHL3/09/2017

Requirements: The successful candidate must be in possession of an appropriate recognized National Diploma or Degree in Public Management majoring in Public Administration and Municipal Administration. 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. Registered with SACE

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 and Office Practice x 1 Permanent

REF: PHL4/09/2017

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. Registered with SACE

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: Personnel Management and Labour Relations x 1 Permanent
REF: PHL5/09/2017

Requirements: The successful candidate must be in possession of an appropriate recognized National Diploma or Degree in Human Resource Management majoring in Personnel Management and Labour Relations. 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. Registered with SACE

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: Sales Management x 1 Permanent
REF: PHL6/09/2017

Requirements: The successful candidate must be in possession of an appropriate recognized National Diploma or Degree in Marketing Management majoring in Sales Management. 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. Registered with SACE

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 x 1 Permanent
REF: PHL7/09/2017

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 a recommendation. Registered with SACE

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 x 1 Permanent
REF: PHL8/02/2017

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 a recommendation. Registered with SACE

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: Financial Accounting and Entrepreneurship x 1 Permanent
REF: PHL9/09/2017

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. Registered with SACE

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 X1 Permanent
REF: SVD2/09/2017

Requirements: The successful candidate must be in possession of an appropriate recognized National Diploma, Degree or equivalent qualification (REQV 13). Knowledge of theory and practice in the relevant field. Sound communication skills. Computer literacy is highly recommended. Registered with SACE, 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/ 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: Civil and Building Construction x 1 Permanent
Salary Notch R 185 769 per annum
REF: SVD3/09/2017

Requirements: The successful candidate must be in possession of an appropriate recognized National Diploma/Degree in Civil Engineering (Bricklaying) or an equivalent qualification (REQV 13) in the relevant field or N3 - N6 National Certificate plus trade test/Artisan in Bricklaying. 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. 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.

Required Documents: Z83 Form indicating the correct reference number, detailed CV, certified copies of qualifications 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.

Should you not receive a correspondence from us within two 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 advertised post at anytime 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: 29 September 2017 AT 12:00

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