



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 Namagkale township.

RE-POST: Programmes Manager X 1 Permanent

Salary Notch: R417 552 per annum

REF: CC1/02/2018

Requirements: The successful candidate must be in possession of a relevant 3 year Bachelor's Degree or National Diploma in Business Management with a Project Management qualification. At least seven (7) years' experience in a teaching and training environment including three years management experience in Learnership Skills and Occupational program environment. Extensive knowledge and understanding of TVET sector. Sound knowledge and experience of Financial Management, Project Management and HR Development strategies. Strong interpersonal and communication skills(written and verbal), ability to work under pressure. Extensive knowledge and advanced ability to utilize computer programs such as Word, Excel, Power Point and Project Management. Negotiation and problem solving skills. Well-developed organizational management and planning skills. Valid divers' license.

Key Performance Areas: Manage and Co-ordinate all functions within the Occupational program section. Co-ordinate and implement various National Skills fund and SETA funded Learner ships, Skills programs and Artisan development programs. Manage and supervise all contractual requirements of SETAs, Industry, College and the Learners. Draft Service Level Agreement and Memorandum of Understanding for the implementation of training programs. Generate reports to management and other stakeholders as and when required. Manage all staff within the section.

RE-POST: Infrastructure and Asset Manager X1 Permanent

Salary Notch: R334 545 per annum

REF: CC2/02/2018

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). At least a minimum of three (03) years' experience in Asset Management. Highly computer literate and proficient in Microsoft Suite, SAGE Evolution Pastel etc. Sound understanding of the Public sector, Asset Management, knowledge of Supply Chain Management Regulations and asset maintenance. Good communication (both verbal and written) skills.

Key performance areas: Manage the College according to the investment needs. Assess College's current asset status, future needs and investment goals. Work to develop a master asset management plan specifically attuned to the college. Assess and manage risks associated with current assets. Negotiate lease and property renewal contracts. Monitor and manage assets from acquisition to disposal. Ensure effective facilities, fleet and infrastructure management & Asset Management. Develop, execute and oversee procedures, policies and related training plans for project management and Infrastructure administration. 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: Student Support Services Manager X 1 Permanent

Salary Notch: R334 545 per annum

REF: CC3/02/2018

Requirements: The successful candidate must be in possession of a National Diploma/Degree with Psychology as a major or Education Qualifications equivalent to REQV 13 plus 3 years' experience working with students and industry. Understanding and knowledge of Work Based Experience (WBE) and Work Integrated Learning (WIL). Knowledge of legislative Framework governing TVET Colleges. Knowledge of Student Support Services Framework. Knowledge of Rules and Guidelines of DHET/TVET College Bursary Scheme and private funders. Planning and Organizing Skills. Analytical and Innovation skills. Computer literacy(MS word, MS Excel, MS Power point and internet). Verbal and Written communication skills. Ability to communicate well with the people. Valid driver's license.

Key Performance Area: Provide Career choice services. Administer the bursary scheme. Conduct section and placement test to new students. Identify learning gaps for students. Facilitate Work Based Exposure and Liaise with Industries and stakeholders for job placement. Conduct Entrepreneurship training. Conduct graduate tracking and alumni. Facilitate academic support programme. Facilitate Health and Wellness Activities. Monitor online and paper based bursary application process. Facilitate student Sport Arts and Cultural events. Provide disability support to affected students. Engage with Students Representative Council and provide necessary support.

POST: Education Specialist for Examination X 1 Permanent

Salary Notch: R 308 877 per annum

REF NO: PHL1/02/2018

Requirements: The successful candidate must be in possession of an appropriate recognized National Diploma, Degree which includes a teaching qualification (REQV13 level) and three (3) years' experience in TVET College Examination Supervisory position. Assessor and Moderator will be an added advantage. Advanced computer skills (MS Office). Knowledge of COLTECH or any other MS would be an added advantage. A valid driver's license.

Key performance areas: Liaising with National Examination and Assessment Directorate and other stakeholders on examination matters. Dissemination of information, answering enquiries and dealing with complaints regarding external examinations (results, statement of results certificates and diplomas). Manage the distribution, processing and verification of mark sheets for examination and assessments. Ensure that examination processes are in line with policies. Responsible for all examination administration functions. Compile assessment and examination statistics. Responsible for all examination related administration.

RE-POST: Education Specialist for Examination X 1 Permanent

Salary Notch: R 308 877 per annum

REF NO: SVD1/02/2018

Requirements: The successful candidate must be in possession of an appropriate recognized National Diploma, Degree which includes a teaching qualification (REQV13 level) and three (3) years' experience in TVET College Examination Supervisory position. Assessor and Moderator will be an added advantage. Advanced computer skills (MS Office). Knowledge of COLTECH or any other MS would be an added advantage. A valid driver's license.

Key performance areas: Liaising with National Examination and Assessment Directorate and other stakeholders on examination matters. Dissemination of information, answering enquiries and dealing with complaints regarding external examinations (results, statement of results certificates and diplomas). Manage the distribution, processing and verification of mark sheets for examination and assessments. Ensure that examination processes are in line with policies. Responsible for all examination administration functions. Compile assessment and examination statistics. Responsible for all examination related administration.

RE-POST: Education Specialist for English x 1 Permanent

Salary Notch: R308 877 per annum

REF NO: PHL2/02/2018

Requirements: The successful candidate must be in possession of the teaching Degree/Diploma or equivalent qualifications at REQV 13 or REQV14 majoring in English or Marketing plus three (3) 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.

RE-POST: Chief Provisioning Admin Clerk X 1Permanent

Salary Notch: R226 611 per annum

REF: CC4/02/2018

Requirements: The successful candidate must be in possession of an appropriate recognized Certificate/Grade 12 or NCV certificate (Level 4) coupled with at least 3 years relevant experience. Degree or National Diploma in Supply Chain Management/Public Administration will be an added advantage. 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.

RE-POST: Career Guidance x 1 Permanent

Salary Notch: R 226 611 per annum

REF: CC5/02/2018

Requirements: The successful candidate must be in possession of an appropriate recognized Degree/Diploma in Career Guidance and Development or Certificate as Career Guidance Practitioner (120 credits). 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 direction on the implementation of career guidance at the College.

RE-POST: Senior Librarian x 1 Permanent

Salary Notch: R 226 611 per annum

REF: CC6/02/2018

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 (3) years relevant experience. Knowledge of legislations in the TVET sector. Ability to plan, leads, organizes and control. 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 handouts material to students, compile monthly statistical report for library.

RE-POST: Secretary x 1 Permanent

Salary Notch: R152 862 per annum

REF: CC11/09/2017

Requirements: The successful candidates must be in possession of a Certificate/Grade 12 or NCV certificate (Level 4). Degree or National Diploma in Secretariat or Office Management will be an added advantage. 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. Implementation of proper office management, control and administrative systems.

RE-POST: Personal Assistant x 1 Permanent

Salary Notch: R226 611 per annum

REF: CC8/02/2018

Requirements: The successful candidates must be in possession of a Senior Certificate/Grade 12 or NCV Certificate (Level 4). Degree or National Diploma in Secretariat or Office Management or Communication will be an added advantage. Minimum of three (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 his/her discretion whether to accept/ decline or refer such requests to other employees based on the importance and urgency of the matter. Coordinates with and sensitizes/ advises the Manager regarding engagements. Compiles realistic schedules for the manager. Render administrative support services to ensures the effective flow of information and documents to and from the office of the Manager. Ensures the safekeeping of all documentation in the office of the Manager in line with relevant legislations and policies. Scrutinize routine submissions/reports and make notes and/or recommendations to the Manager. Responds to inquiries received from internal and external stakeholders. Collect, analyze and collate information as requested by the Manager. Clarifies instructions and notes on behalf of the Manager. Record minutes/decisions and communicate to the relevant role players and follow-up on progress made. Handle procurement of standard items such as stationery, refreshments, etc. for the activities of the manager. Provide support to the Manager regarding meetings and the administration of the manager's budget. Studies the relevant Public Service and other Departmental prescripts/policies and procedures and other documents and ensure that the application thereof is understood.

POST: Assistant Director: Administration X1 Permanent

Salary Notch: R334 545 per annum

REF: PHL2/02/2018

Requirements: The successful candidate must be in possession of an appropriate Bachelor Degree/ National Diploma in Public Management/ Administration, Financial/ Business Management/Management Assistant/ Office Administration. A post graduate qualification will be an added advantage. Advanced computer skills (Microsoft Office). Knowledge of COLTECH or other MIS will be an added advantage. Have at least three (3) years' experience in the education sector with sound knowledge of Curriculum and Examination policies. Knowledge or experience in the Human Resources, Financial and Supply Chain Management field are required. Have strong leadership, management, report writing and communication skills. A valid driver's license.

Key Performance areas: Manage variety of support services on the campus to enhance teaching and learning. Control the administration and maintenance functions on the campus. Manage the flow of information and correspondence to and from the campus to all stakeholders. Manage all campus Human Resource, Financial and SCM administration. Ensure compliance to audit and SCM requirements. Supervise the MIS (COLTECH) functions to ensure accurate data capturing and support to users on the campus. Compile and provide statistical information as required to support sound management decisions. Manage the examination processes according to departmental and college policy and fulfil the responsibilities as required e.g. invigilation timetable.

POST: Assistant Director: Administration X1 Permanent

Salary Notch: R334 545 per annum

REF: SVD2/02/2018

Requirements: The successful candidate must be in possession of an appropriate Bachelor Degree/ National Diploma in Public Management/ Administration, Financial/ Business Management/Management Assistant/ Office Administration. A post graduate qualification will be an added advantage. Advanced computer skills (Microsoft Office). Knowledge of COLTECH or other MIS will be an added advantage. Have at least three years' experience in the education sector with sound knowledge of Curriculum and Examination policies. Knowledge or experience in the Human Resources, Financial and Supply Chain Management field are required. Have strong leadership, management, report writing and communication skills. A valid driver's license.

Key Performance areas: Manage variety of support services on the campus to enhance teaching and learning. Control the administration and maintenance functions on the campus. Manage the flow of information and correspondence to and from the campus to all stakeholders. Manage all campus Human Resource, Financial and SCM administration. Ensure compliance to audit and SCM requirements. Supervise the MIS (COLTECH) functions to ensure accurate data capturing and support to users on the campus. Compile and provide statistical information as required to support sound management decisions. Manage the examination processes according to departmental and college policy and fulfil the responsibilities as required e.g. invigilation timetable.

RE-POST: EMIS Officer X 1 Permanent

Salary Notch: R281 418 per annum

REF: CC12/02/2018

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 (3) years supervisory experience in Educational Management Information systems. Ability to provide direction on Information Management institutional/ departmental processes. Knowledge and skills required to systematically provide information from creation or receipt, through processing, distribution, organization, storage, retrieval and disposition. Extensive knowledge and 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 Earnings Related Supplement

(ERS). Ability to analyze information to 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 provision of strategic information to college Management for all planning, monitoring and reporting purposes on a monthly basis and provide support to services to divisions and units. Uploading of NSFAS remittance report and consolidation of registration templates to NSFAS. Ensure that the COLTECH Information Management System is functional, effective and efficient. Manages all data capturing, management and quality control processes and procedures on the COLTECH. Development and maintenance of the EMIS in accordance with prescriptions of the DHET. Implementation of the Information Management policy. Quality assures the data captured on the system e.g. registration, examination, assessments and student attendance. Consolidation and submission of reports.

RE-POST: Senior Education Specialist: Engineering and Related Design x 1 permanent

REF NO: SVD3/02/2018

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.

RE-POST: Network Controller x1 permanent

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

REF NO: CC9/02/2018

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.

RE-POST: Information Technology Support Officer x 2 permanent

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

REF NO: CC10/02/2018

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.

POST: Personnel Officer X1 Permanent

SALARY: R 152 862 per annum

REF: CC11/02/2018

Requirements: The successful candidates must be in possession of Grade 12 Certificate or NCV Level 4 Certificate plus 1 year relevant experience. National Diploma/ Degree in Human Management will be an added advantage. PERSAL knowledge will be added advantage, Knowledge of Public Service Legislation. Bathopele principles will be an added advantage. Sound communication skills, A valid driver's license and computer literacy.

Key Performance areas: Provide clerical support in recruitment, selection and placement. Provide general administration in the section. Administer compensation of employees. Provide information on leave, housing, pension, medical aid, retirement, death and termination of service. Provide guidance on PILIAR, Process and file leave applications.

POST: Marketing Officer x1 Permanent

Salary Notch: R226 611 per annum

REF: CC13/02/2018

Requirements: The successful candidates must be in possession of a Senior Certificate or Grade 12 or NCV level 4 Certificate in Marketing plus 3 years' experience in Marketing environment. A Degree or Diploma in Marketing Management will be an added advantage. Excellent writing skills. Exposure to marketing promotions and exhibition. Excellent Communication skills. Good public speaking and presentation skills. A valid driver's license. Computer literacy.

Key performance areas: The successful candidate will be responsible for rendering effective marketing of the College programs through learner recruitment campaigns such as school visits, career exhibitions and road shows. Plan and coordinate events and campaigns as agreed within timeframes. Develop and produce marketing materials such as prospectus and advertisements. Maintain and update electronic screens and website. Conduct market research and analyze data to identify and define target group/needs. Maintain corporate identity and brand visibility. Maintain stakeholder engagements. Perform other assigned duties.

POST: Boiler Making Lecturer X1 Permanent

SALARY NOTCH: R 185 769 – 356 688 Per annum

REF: SVD3/02/2018

Requirements: The successful candidate must be in possession of an appropriate recognized National Diploma or Degree Mechanical Engineering or N2-N6. 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.

Required Documents: Z83 Form indicating 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: 09 March 2018 AT 12:00

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