



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.

PERMANENT LECTURING POST (PL1)

SALARY NOTCH: R185 769 – R356 688 per annum

POST: Electrical Engineering X 3 Permanent

REF: SVD1/04/2018

Requirements: The successful candidate must be in possession of an appropriate recognized National Diploma or Degree in Electrical Engineering for Light & Heavy Current. Trade Certificate in Electrical Engineering for Light & Heavy Current will be an added advantage. The candidates must be able to teach Electrical system and Construction Level 2-4, Electronic control, Digital and Electronics Level 2-4, Workmanship L2-4, Electrical principles L2-4. Perform relevant Administrative duties and assist with extra Curricular activities. Sound communication skills. Advanced Computer skills 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 to engage in class teaching. Plan, coordinate, control, administer, evaluate and report on students' academic progress. Create and maintain classroom environment that stimulate positive learning and engage students in the learning process. Enhance learning as active process and be prepared to use variety of strategies to meet the subject and learning outcomes of the curriculum.

POST: English & Mathematics X 1 Permanent

REF: SVD2/04/2018

Requirements: The successful candidate must be in possession of an appropriate recognized National Diploma or Degree with Mathematics and English as major subjects. Sound communication skills. Advanced Computer skills 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/ 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: Labour Relations Officer x 1Permanent

SALARY NOTCH: R226 611 per annum

REF: CC1/04/2018

Requirements: The successful candidate must be in possession of an appropriate recognized National Diploma or Degree in Labour Relations plus three years working experience in employee relations. Extensive knowledge of Labour legislations, negotiation, dispute resolution, problem solving skills, knowledge in conflict management, written and oral communication. Valid driver's license.

Key performance areas: Advise management and employees on the promotion of sound labour relations. Address disputes, grievances, complaints and disciplinary cases. Ensure compliance with the prescribed time frames. Give constant feedback to management at all levels with regard to labour relations. Conduct training on labour relations. Submit monthly report to the relevant Authority.

REQUIRED DOCUMENTS: Fully completed Z83 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 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: 26 April 2018 AT 10:00

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