



MOPANI SOUTH EAST TVET COLLEGE

"EXCELLENCE IS ALWAYS OUR CHOICE"

Mopani South East Technical and Vocational Education and Training College has challenging permanent 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 POSTS

SALARY NOTCH: R328 953.00 per annum

POST: Senior Lecturer: Engineering and Related Design (Automotive Repair & Maintenance)

REF: SVD1/07/2018

Requirements: An appropriate recognized National Diploma or Bachelor's degree in Diesel/Motor Mechanic or Trade Diploma or Professional qualification in Education plus 3 years teaching experience in the TVET sector. Knowledge of examination and assessment policies. Must be able to facilitate Automotive repair and maintenance, Engineering graphics design with knowledge of Auto Cad & Engineering Technology. Computer skills and valid driver's license. Registered with SACE.

Key performance areas: Coordinate students, lecturers and administrative process within the diesel/motor section. Coordinate teaching and learning, Co-ordinate all academic activities within the section which include management of attendance of staff and students, Staff allocation, monitoring and evaluation of curriculum delivery. Manage and supervise assessment and examination processes within the section. Provide professional support to lecturers and students. Ensure compliance to all academic policies.

POST: Lecturer: Mathematics Literacy

REF: PHL1/07/2018

SALARY NOTCH: R198 774.00 per annum

Requirements: An appropriate National Diploma or Bachelor's degree majoring in Mathematics II or III. Sound communication skills. Computer skills which include Word, Excel, Power Point & Internet. One (1) year experience in teaching Mathematics or Mathematics Literacy will be an added advantage. Registered with SACE.

Key performance areas: Facilitation and assessment of mathematics literacy for Level 2- 4. Classroom management and management of students' records. Analyze and report on students' performance. Liaise with students, parents and other relevant stakeholders. Support student development.

POST: Factotum

REF: PHL2/07/2018

SALARY NOTCH: R115 437.00 per annum

Requirements: An appropriate Qualification in Electrical Repairs or Tradesman plus two years proven maintenance experience (include references). Able to communicate (Speak, read and write in English). A valid Driver's license.

Key performance areas: Responsible for general repairs and maintenance of buildings and equipments. Repair and Maintenance of electrical, plumbing, metal, wood, glazing, tiling, paving and fencing. Identify and oversee work need to be done by Contractors and Service Providers. Moving of Furniture's from point A to B. Supervision of General Workers and doing specifications in the field of operation. Responsible for preparing and executing maintenance plan for the campus.

POST: Cleaner

REF: CC1/07/2018

SALARY NOTCH: R115 437.00 per annum

Requirements: A Grade 12 or ABET/NCV Level 4 Certificate plus one year experience. Experience with the use of Cleaning Equipments, Materials and detergents. Sound communication skills.

Key performance areas: General cleaning of all cCrporate offices. Cleaning boardrooms, passage ways and toilets. Preparing catering for visitors. Preparing venue for meetings and workshops. Prepare tea for executive managers. Keep and clean all kitchen utensils and equipments. Dust, wash, scrub and polish floors, walls and windows. Wash dust bins and remove waste. Do any other reasonable work which shall be given by the supervisor.

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. 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.

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.

CLOSING DATE: 20 July 2018 AT 10:00

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