



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.

POST: EMIS Officer X 1 Permanent

Salary Notch: R299 709 per annum

REF: CC1/09/2018

Requirements: The candidate must be in possession of an appropriate Diploma or Bachelor Degree 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 driver's license.

Key performance areas: The incumbent will be responsible for 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. Manage all data capturing, management and quality control processes and procedures on the COLTECH. Maintain EMIS in accordance with the College's prescripts. Implementation of the Information Management policy. Quality assure 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

SALARY NOTCH: R 391 677- R 418 224 per annum

REF: SVD3/09/2018

Requirements: The candidate must be in possession of an appropriate Diploma or Degree which includes a teaching qualification (REQV13 level) or equivalent qualifications 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 (MS Office Application, email and internet). Good communication skills, interpersonal and report writing skills.

Key performance areas: The incumbent will be responsible for providing leadership and direction in the academic section. Liaise with other HOD's and 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 the 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: Career Guidance x 1 Permanent

Salary Notch: R 242 475 per annum

REF: CC2/09/2018

Requirements: The candidate must be in possession of an appropriate Diploma or Bachelor Degree qualification in Psychology or Social Sciences or any related qualification plus 2-3 years relevant functional experience (Career Guidance). A Career Guidance practitioner certificate will be an added advantage. Knowledge of legislations in the TVET sector, Planning, Organizing and Presentation skills. Communication skills both verbal and written, 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. Compile monthly report to the management.

POST: Secretary x 1 Permanent

Salary Notch: R163 563 per annum

REF: CC3/09/2018

Requirements: The candidate must be in possession of Senior Certificate/Grade 12 or relevant NCV certificate (Level 4). A Diploma or Bachelor Degree in Secretariat or Office Management will be an added advantage. At least a minimum of three years' experience in office management or administration or secretariat support. Knowledge of office administration and administration principles, Batho Pele principles, and advanced typing skills, Good telephone etiquettes, 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 incumbent 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: Facilitator for Diesel Mechanic Trade (Centre of Specialization) x three year contract

Salary Notch R 356 289 per annum

REF: SVD1/09/2018

Requirements: An appropriate recognized Diploma (REQV13) with 3-5 years' experience OR an Artisan qualification with 6-10 years' experience in the following areas: differentials, steering box, wheel alignment, air brakes, battery, engine fitting, cylinder head, injectors, engine diagnostics and problem solving, gearboxes and quality control and assurance. Education, Training and Development Practice (ETDP) or related qualification will be an added advantage. Qualification as a registered Assessor and/or Moderator for the Diesel Mechanic trade will also be an added advantage. 2 years or more training/workshop mentoring experience will be an added advantage.

Key performance areas: The incumbent will be responsible for providing theoretical and practical training applicable to the Diesel Mechanic trade, and according to predetermined curriculum and lesson frameworks. Assess and /or moderate theoretical and practical competencies of learners in the programmes against pre-determined requirements. Ensure that training equipment, workshops and related resources are available and in working order, and conduct regular inventory control. Perform administrative and management functions including preparing and submitting reports to the relevant authorities, preparation of training registers, preparation and completion of learner files, and any other related administration required by oversight bodies. Attend industry and training workshops as well as any other prescribed training to ensure own continuous professional development. Ensure training environment and activities are compliant to all safety, health and environmental requirements. Plan delivery of the occupational qualification in such a way that the learners are prepared to complete and pass the relevant

assessments and trade test. Manage the scheduling of the learner for theory and industry placement/practical components of the programme.

POST: Facilitator for Pipe Fitter Trade (Centre of Specialization) x three year contract

Salary Notch R 356 289 per annum

REF: SVD2/09/2018

Requirements: An appropriate recognized Diploma (REQV13) with 3-5 years' experience OR an Artisan qualification with 6-10 years' experience in the following areas: Tools, equipment, machinery and materials, Basic engineering and rigging, Fabrication of components/ work pieces, Disassemble, clean, inspect, overhaul and replace mechanical sub-assemblies, Fault finding and reporting, Pneumatic systems, Install and commission mechanical sub-assemblies and machines, Lubricating systems, Machining theory, Reading, understanding, fabricating, developing, removing and inspecting pipe systems, Welding: Shielded Metal Arc, Manual Metal Arc, Gas Metal Arc, Oxy Fuel processes, Thermal and plasma cutting, Metal identification, Pressure testing, Air arc carbon gouging. Education, Training and Development Practice (ETDP) or related qualification will be an added advantage. Qualification as a registered Assessor and/or Moderator for the Pipe Fitter trade will be an added advantage. 2 years or more training/workshop mentoring experience will be an added advantage.

Key performance areas: The incumbent will be responsible for providing theoretical and practical training applicable to the Pipe Fitter trade, and according to predetermined curriculum and lesson frameworks. Assess and /or moderate theoretical and practical competencies of learners in the programmes against pre-determined requirements. Ensure that training equipment, workshops and related resources are available and in working order, and conduct regular inventory control. Perform administrative and management functions including preparing and submitting reports to the relevant authorities, preparation of training registers, preparation and completion of learner files, and any other related administration required by oversight bodies. Attend industry and training workshops as well as any other prescribed training to ensure own continuous professional development. Ensure training environment and activities are compliant to all safety, health and environmental requirements. Plan delivery of the occupational qualification in such a way that the learners are prepared to complete and pass the relevant assessments and trade test. Manage the scheduling of the learner for theory and industry placement/practical components of the programme.

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 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: 14 September 2018 AT 12:00

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