



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.

LECTURING POSTS

SALARY NOTCH: R198 774 – R598 398 per annum

POST: English X 1 Permanent

REF: SVD1/10/2018

Requirements: An appropriate recognized Diploma or Bachelor's Degree with English as major subject. One year teaching experience. Sound communication skills. Computer literacy will be an added advantage. Registered with SACE.

Key performance areas: Undertake all teaching and learning functions, plan, coordinate, control, administer, evaluate and report on students' academic progress. To enhance learning as an active process and be prepared to use variety of strategies to meet the subject and learning outcomes of the curriculum. To create and maintain a classroom environment that stimulates positive learning and actively engages students in the learning process.

POST: Computer Practice X 1 (4 Months Contract)

REF: PHL1/10/2018

Requirements: An appropriate recognized Diploma or Bachelor's Degree in Business Studies majoring in Computer Practice. Sound communication skills. Advanced Computer literacy skills (Word, Excel, Power point & Internet). One year teaching experience in Computer Practice. Registered with SACE.

Key performance areas: Facilitation and assessment of Computer Practice N4-N6, Classroom management and management of student records. Analyse and report on student performance to management. Liaise with students, parents and other stakeholders. Support student development.

POST: Information Processing and Office Practice X 1 (4 Months Contract)

REF: PHL2/10/2018

Requirements: Requirements: An appropriate recognized National Diploma or Bachelor's Degree in Business Studies majoring in Management Assistant or Office Administration. Sound communication skills. Advanced Computer literacy skills (Word, Excel, Power point & Internet). One year teaching experience in Information Processing and Office Practice. Registered with SACE.

Key performance areas: Facilitation and assessment of Information Processing and Office Practice (N4-N6), Classroom management and management of student records. Analyse and report on student performance to management. Liaise with students, parents and other stakeholders. Support student development.

POST: Engineering and Related Design (Automotive Repair & Maintenance) X 1 Permanent

REF: SVD2/10/2018

Requirements: An appropriate recognized Diploma or Bachelor's degree in Mechanical Engineering and Trade Test Diploma in Diesel Mechanics. Professional qualification in Education will be an added advantage. Must be able to facilitate automotive repair and maintenance, engineering graphics design with knowledge of Auto Cad & Engineering Technology. One year teaching experience. Computer skills and valid driver's license. Registered with SACE.

Key performance areas: Undertake all teaching and learning functions, Plan, coordinate, control, administer, evaluate and report on students' academic progress. To enhance learning as an active process and be prepared to use variety of strategies to meet the subject and learning outcomes of the curriculum. To create and maintain a classroom environment that stimulates positive learning and actively engages students in the learning process.

ADMINISTRATION POSTS

POST: Registry Clerks X 2 (3 years contract)

SALARY NOTCH: R163 563 per annum

REF: CC1/10/2018

Requirements: Senior Certificate/Grade 12 or relevant NCV Certificate (Level 4). Bachelor's Degree or Diploma in Administration will be an added advantage. Experience in administration will be an added advantage. Customer relations, flexibility, communication (both verbal and written) skills. Computer skills. Interpersonal and report writing skills. A valid driver's license.

Key performance areas: Provide registry counter services. Handle incoming and outgoing correspondence. Render an effective filing and record management service. Operate office machine in relation to the registry function. Process documents for archiving and / disposal.

POST: Asset & Infrastructure Clerk X 2 (3 years contract)

SALARY NOTCH: R163 563 per annum

REF: CC2/10/2018

Requirements: Senior Certificate/Grade 12 or relevant NCV certificate (Level 4) with Accounting as a passed subject. Bachelor's Degree or Diploma in Administration will be an added advantage. Experience in administration will be an added advantage. Customer relations, flexibility, communication (both verbal and written) skills. Computer skills. Interpersonal and report writing skills. A valid driver's license.

Key performance areas: Asset movement, Asset verification, identification of obsolete items/items at campus level. Barcoding of assets after delivery, signing the delivery note. Filing the supporting documents for assets with fallen barcodes or missing barcodes.

POST: Asset & Infrastructure Officer X 1 (3 years contract)

SALARY NOTCH: R242 475 per annum

REF: CC3/10/2018

Requirements: Bachelors' Degree in Commerce or relevant Diploma. Two years' experience in Asset & Infrastructure will be an added advantage. Knowledge of Treasury Act, PFMA and Supply Chain Management. In depth understanding of financial system, i.e Sage Evolution. Customer relations, flexibility, communication (both verbal and written) skills. Computer skills. Interpersonal and report writing skills. A valid driver's license.

Key performance areas: Verify the correctness of assets ledgers before purchase orders are sent to suppliers. Check processing of the invoices for proper allocation of asset ledger. Reconcile Asset ledger to the trial balance. Prepare journals for the current financial year on monthly or quarterly reporting and audit purposes. Respond to audit queries. Calculations of depreciation for assets for an updated asset register. Supervise officials within the section.

POST: IT Officer X 2 posts (3years contract)

REF: PHL3/10/2018

REF: SVD4/10/2018

SALARY NOTCH: R163 563.00 per annum

Requirements: Senior Certificate/Grade 12 or ABET/NCV Level 4 Certificate in Information Technology. At least a minimum of one year experience in ERS Biometrics and COLTECH systems. Good telephone etiquettes, customer relations, analytical skills, communication (both verbal and written) skills. Computer literacy (MS Word, MS Excel, MS Power Point and Internet.

Key performance areas: Registration of students and employees in the ERS biometrics system, generate monthly reports, exporting clocks to the COLTECH system, monitoring devices of the whole campus, granting users access on the devices, be able to replace dysfunctional devices. Ensure that all information needed for internal control is obtained.

POST: Grounds man X 1 permanent

REF: SVD5/10/2018

SALARY NOTCH: R96 549.00 per annum

Requirements: Senior Certificate/Grade 12 or ABET/NCV Level 4 Certificate. One year experience in Gardening/Cleaning will be an added advantage. Sound communication skills.

Key performance areas: Maintain premises and surroundings, maintain the garden, watering the garden, prune and trim flowers and trees, remove weeds and garden refuse, apply insecticides, cultivate the soil for trees and flowers. Maintain gardening equipment and tools, detect and report malfunctioning of gardening equipment and tools, repair minor defects of gardening equipment and tools.

REQUIRED DOCUMENTS: A 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: 09 November 2018 AT 12:00

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

