



MOPANI SOUTH EAST TVET COLLEGE

"EXCELLENCE IS ALWAYS OUR CHOICE"

Mopani South East Technical and Vocational Education and Training College have challenging permanent and temporary vacant posts for dynamic results driven, innovative and sound communicative individuals to join Phalaborwa Campus in Phalaborwa Town.

POST: Marketing Management x 1 permanent

REF: PHL1/06/2019

SALARY NOTCH: R211 098 – R466 527 per annum

Requirements: An appropriate recognized National Diploma or Bachelor's Degree majoring in Marketing Management. Sound communication skills. Advanced Computer Literacy skills (Word, Excel, Power Point, and Internet). One (1) year lecturing experience of the subject will be an added advantage. Registered with SACE

Key performance areas: Facilitation and assessment of Marketing Management and Operations Management. Classroom management and management of student records. Analyse and report on student performance to management. Liaise with students, parents and other relevant stakeholders. Support student development.

POST: Operation Management and Life Orientation x 4 Months contract

REF: PHL2/06/2019

SALARY NOTCH: R211 098 – R466 527 per annum

Requirements: An appropriate recognized National Diploma or Bachelor's Degree majoring in Business Management. Sound communication skills. Advanced Computer Literacy skills (Word, Excel, Power Point, and Internet). One (1) year lecturing experience of the subject will be an added advantage. Registered with SACE

Key performance areas: Facilitation and assessment of Operations Management. Classroom management and management of student records. Analyse and report on student performance to management. Liaise with students, parents and other relevant stakeholders such as monitoring of students on WBE and provides student support and development. Be available for Work Integrated Learning (WIL) to enhance own personal development.

POST: Education Specialist for Financial Management x 1 Permanent

REF: PHL3/06/2019

SALARY NOTCH: R347 703 – 861 069 per annum

Requirements: An appropriate Diploma or Bachelor's Degree in Financial Management majoring in Accounting and Economics. Must have professional teaching qualification. Sound communication skills. Three (3) years teaching experience in Financial or Business Management. Supervisory or management experience will be an added advantage. Advanced Computer Literacy skills (Word, Excel, Power Point, and Internet). A valid driver's license. Registered with SACE

Duties: To execute all management functions in the section and to ensure effective teaching and learning take place. Ensure effective management of all assets in the section. Ensure that all assessments are credible and in line with legislations. Control attendance of students and lecturers. Facilitation and assessment of subjects in the Financial and Business management field. Classroom management and management of student records. Analyse, interpret and report on student performance to management. Liaise with students, parents and other relevant stakeholders such as monitoring of students on WBE and provides student support and development. Be available for Work Integrated Learning (WIL) to enhance own personal development

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 X01024, Phalaborwa, 1390, or hand deliver the applications at 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.

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

CLOSING DATE: 12 July 2019 at 11:00