



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 Corporate Centre in Phalaborwa Town.

POST: Deputy Chief Education Specialist for Curriculum Services x 1 permanent

REF: CC1/09/2019

SALARY NOTCH: R511 752 – R992 718 per annum

Requirements: An appropriate Diploma or Bachelor's Degree which includes professional qualification in education coupled with seven years' actual experience of which five years must be at Managerial / Supervisory experience. Management experience working at a TVET College in the teaching and learning will be an added advantage. Ability to analyse, interpret policies and develop guidelines to support students at campuses. A sound knowledge of TVET Programmes Qualification Mix, Curriculum development, support and implementation. Knowledge of National Examination and Assessment Policies. Good communication and writing skills. Advanced Computer skills with specific reference to MS Word, Excel and PowerPoint. Ability to work in a team and under pressure. Strategic, Project, Financial and Management skills. A valid driver's license. Registered with SACE

Duties: Manage a proactive national curriculum framework in line with the College strategy. Provision of in-house lecturer development and support, implement and maintain programme quality systems and processes including assessment of ICASS & ISAT, moderation and performance records. Identify remedial academic interventions and ensure implementation in collaboration with Student Support Manager and Campus Management. Provide curriculum support services in terms of lecturers, assessment, e-Learning technologies and learner materials. Formulate curriculum policies and procedures and contribute to the curriculum strategy of the college. Participate in Regional and National TVET and other curriculum initiatives. Establish and maintain sound relationships with quality assurance bodies to ensure quality programme delivery and compliance. Ensure co-ordinated curriculum delivery at the college delivery sites. Identify simulation needs and other resources for each programme to ensure quality programme delivery. Establish appropriate structures to support effective teaching and learning.

Project Manager X Two Year Contract

REF NO: CC2/09/2019

SALARY NOTCH: R376 596- R454 920

Requirements: An appropriate National Diploma or B. Tech Degree or a Bachelor's Degree with speciality in project management. Proven knowledge of project management Procedures, Practices and Techniques. Proven involvement with National Skills Fund (NSF) will be an added advantage. Proven knowledge of TVET College Acts, Skills Development Act, and Promotion of information Act. Three years' experience working with SETA's. Must be highly organised, analytical and ability to motivate and manage others. Advanced Computer skills. A valid Driver's license.

Key performance areas: Manage NSF Projects and other funded projects by processing financial reports and monitoring performance of projects. Compile project plan, implementation plan and reports on the project both narrative and financials. Prepare for verification and project audit. Monitor implementation of the project and ensure that timelines and milestones are complied with. Ensure beneficiaries are placed at training and work places and process all relevant documents for success of project. Develop instruments for monitoring, controlling and evaluating success of projects.

POST: Secretary x 1 Permanent

Salary Notch: R173 703 – R204 612 per annum

REF: CC3/09/2019

Requirements: An appropriate Degree or National Diploma in Office Administration/ Management Assistant/Secretarial or relevant qualification. Knowledge of office administration and administration principles, Batho Pele principles, and advanced typing skills, Good telephone etiquette, 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 successful candidate 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.

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 certified copies of 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 delivers 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: 04 October 2019 AT 12:00

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