



MOPANI SOUTH EAST TVET COLLEGE

"EXCELLENCE IS ALWAYS OUR CHOICE"

Mopani South East Technical and Vocational Education and Training College have challenging permanent and vacant post for dynamic results driven, innovative and sound communicative individuals to join Corporate Centre in Phalaborwa Town and Sir Val Duncan Campus in Namakgale Township.

POST: Life Orientation Lecturer x 1 permanent

REF: SVD1/10/2019

SALARY NOTCH: R211 098 – R466 527 per annum

Requirements: An appropriate recognized National Diploma or Bachelor's Degree backed by professional qualification in Education (REQV13). One year NCV teaching experience at TVET College will be an added advantage. Able to teach Life Orientation, life skills (theory) and ICT (Computers) NCV Level 2-4. Sound communication skills. Computer skills (Word, Excel, Power Point, and Internet). Ability to analyse, interpret policies and develop guidelines to support students on the campus. Ability to work in a team and under pressure. Registered with SACE

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

POST: Assistant Director: Supply Chain Management x 1 permanent

REF: CC1/10/2019

SALARY NOTCH: R376 596- R454 920 per annum

Requirements: An appropriate recognized National Diploma or Bachelor's Degree in Procurement, Finance, Logistics, Supply Chain Management or other related qualification plus 3 years Managerial or Supervisory experience in the related field. Post Graduate Qualification will be an added advantage. Firm knowledge of CET Act, Income Tax Act, Preferential Procurement Policy Framework Act, Supply Chain Management Framework and other relevant legislation. Must have good verbal and written communication skills. Planning, organising and negotiating skills. Analysis and problem solving skills. Commercial Awareness and Customer Service Orientation. Assertive, resilient and flexible. Financial and budgetary competence. Valid Driver's license and willingness to travel at times

Key performance areas: Developing and maintaining internal and external stakeholder relations
Facilitating education and communication of supply chain policies and procedures to the entire organisation and external stakeholders. Management of tendering process. Management of the entire SCM processes including quotations. Management of fleet management services. Management and monitoring of contracts. Managing and maintaining data quality in ensuring that all suppliers are registered. Ensuring compliance to policy and procedure
Manage information/reporting. Review Supply Chain policies in accordance with new updates/changes
Capacity building and information sharing. Teamwork – engage other units to adhere to SCM processes, policies and procedures. Self-development – keep up with the latest job related information.

POST: Secretary x 1 Permanent

Salary Notch: R173 703 – R204 612 per annum

REF: CC2/10/2019

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 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 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: 18 October 2019 AT 11:00

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