



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 Phalaborwa Campus in Phalaborwa Town and Sir Val Duncan Campus in Namakgale Township.

POST: Life Orientation Lecturer x 1 permanent

REF: SVD1/03/2020

SALARY NOTCH: R211 731 – R467 925 per annum

Requirements: An appropriate recognized National Diploma or Bachelor's Degree backed by professional teaching qualification (REQV13). One year teaching experience in Education Sector 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: English and Life Orientation Lecturer x 1 permanent

REF: SVD2/03/2020

SALARY NOTCH: R211 731 – R467 925 per annum

Requirements: An appropriate recognized National Diploma or Bachelor's Degree backed by professional teaching qualification (REQV13). Majoring in English and Life Orientation. One year experience working in Education Sector 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: Mathematics Lecturer x 1 permanent

REF: SVD3/03/2020

SALARY NOTCH: R211 731 – R467 925 per annum

Requirements: An appropriate Diploma or Bachelor's Degree majoring in Mathematics. A professional teaching qualification will be an added advantage. Ability to analyse, interpret policies and develop guideline to support students at the campus. Good communication and writing skills. Computer literacy skill is recommended. Ability to work in a team and under pressure. One (01) year lecturing experience of the subject will be an added advantage. 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: Boiler- Making Lecturer x 1 permanent

REF: SVD4/03/2020

SALARY NOTCH: R211 731 – R467 925 per annum

Requirements: An appropriate recognized Trade Test Diploma in Boiler- making or Bachelor's Degree in Mechanical Engineering. A professional teaching qualification will be an added advantage. One (01) year teaching experience of the subject will be an added advantage. Registered with SACE.

Key performance areas: Accountable for theoretical and practical training as well as competency assessment of students. Maintain records and monitor students' progress. 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: Engineering and Related Design Lecturer x 3 permanent

REF: SVD5/03/2020

SALARY NOTCH: R211 731 – R467 925 per annum

Requirements: An appropriate recognized Trade Test Diploma or Bachelor's Degree in Mechanical Engineering. A professional teaching qualification will be an added advantage. Knowledge in lecturing experience various subjects i.e Engineering Systems, Engineering Fundamentals, Engineering Practice and Maintenance. Registered with SACE.

Key performance areas: Accountable for theoretical and practical training as well as competency assessment of students. Maintain records and monitor students' progress. 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: Civil Engineering & Mathematics Xi Lecturer x 1 permanent

REF: SVD6/03/2020

SALARY NOTCH: R211 731 – R467 925 per annum

Requirements: An appropriate Diploma or Bachelor's Degree majoring in Mathematics & Civil Engineering backed by Trade Test Certificate. A professional teaching qualification will be an added advantage. Able to teach vocational subjects and facilitate practical in NCV Level 2-4. Ability to analyse, interpret policies and develop guideline to support students at the campus. Good communication and writing skills. Computer literacy skill is recommended.

Ability to work in a team and under pressure. One (01) year lecturing experience of the subject will be an added advantage. 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: Mathematics and Science (PLP) Lecturer x 1 permanent

REF: SVD7/03/2020

SALARY NOTCH: R211 731 – R467 925 per annum

Requirements: An appropriate Diploma or Bachelor's Degree majoring in Mathematics & Science. A professional teaching qualification will be an added advantage. Ability to analyse, interpret policies and develop guideline to support students at the campus. Good communication and writing skills. Computer literacy skill is recommended. Ability to work in a team and under pressure. One (01) year teaching experience of the subject will be an added advantage. 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: Information & Technology Lecturer x 1 permanent

REF: SVD8/03/2020

SALARY NOTCH: R211 731 – R467 925 per annum

Requirements: An appropriate Diploma or Bachelor's Degree in Information and Technology. A professional teaching qualification will be an added advantage. Able to teach vocational subjects and facilitate practical in NCV Level 2-4. Ability to analyse, interpret policies and develop guideline to support students at the campus. Good communication and writing skills. Computer literacy skill is recommended. Ability to work in a team and under pressure. One (01) year lecturing experience of the subject will be an added advantage. 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: Electrical Engineering Lecturer x 2 permanent

REF: SVD9/03/2020

SALARY NOTCH: R211 731 – R467 925 per annum

Requirements: An appropriate Diploma or Bachelor's Degree in Electrical Engineering. A professional teaching qualification will be an added advantage. Able to teach vocational subjects and facilitate practical in NCV Level 2-4. Ability to analyse, interpret policies and develop guideline to support students at the campus. Good communication and writing skills. Computer literacy skill is recommended. Ability to work in a team and under pressure. One (01) year lecturing experience of the subject will be an added advantage. 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: English Lecturer x 1 permanent

REF: SVD10/03/2020

SALARY NOTCH: R211 731 – R467 925 per annum

Requirements: An appropriate recognized National Diploma or Bachelor's Degree backed by professional teaching qualification (REQV13). Majoring in English III. One year teaching experience of the subject will be an added advantage. 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: Hospitality lecturer x 3 permanent

REF: PHL1/03/2020

SALARY NOTCH: R211 731 – R467 925 per annum

Requirements: An appropriate recognized National Diploma or Bachelor's Degree in Hospitality or related Industry. Sound communication skills. Computer literacy skills (Word, Excel, Power Point, and Internet). One (01) year lecturing experience of the subject will be an added advantage. A professional teaching qualification will be an added advantage. Must be available to work flexi-hours. Registered with SACE

Duties: Facilitation and assessment of food preparation. Hospitality services and Hospitality Generics, Client services and human relations. Classroom and practicum (kitchen) management. Management of student records. Analyse and report on student performance to management. Liaise with students, parents and other relevant stakeholders. Support student development. 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. Monitoring of students on WBE and provide student support and development. Be available for WIL or Work Integrated Learning to enhance own personal development.

POST: Life Orientation Lecturer x 1 permanent

REF: PHL2/03/2020

SALARY NOTCH: R211 731 – R467 925 per annum

Requirements: An appropriate recognized National Diploma or Bachelor's Degree backed by professional teaching qualification (REQV13). One year teaching experience in Education Sector 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). Must be able to work flexi-hours. Registered with SACE

Key performance areas: Facilitation and assessment of Life Orientation theory and ICT. 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. Management of students' records as well as all assets allocated to the class room. Analyse and report on student performance to management. Liaise with students, parents and other relevant

stakeholders. Monitoring of students on WBE and provide students support and development. Be available for Work Integrated Learning to enhance own personal development.

POST: Tourism Lecturer x 3 permanent

REF: PHL3/03/2020

SALARY NOTCH: R211 731 – R467 925 per annum

Requirements: An appropriate recognized National Diploma or Bachelor's Degree majoring in Tourism. A professional teaching qualification will be an added advantage. One year teaching experience in Education Sector will be an added advantage. Sound communication skills. Computer skills (Word, Excel, Power Point, and Internet). Must be able to work flexi-hours. Registered with SACE

Key performance areas: Facilitation and assessment of all Tourism subjects (Tourism Operations, Science of Tourism, Sustainable Tourism and Client Services and Human relations). 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. Management of students' records as well as all assets allocated to the class room. Analyse and report on student performance to management. Liaise with students, parents and other relevant stakeholders. Monitoring of students on WBE and provide students support and development. Be available for Work Integrated Learning to enhance own personal development.

POST: Marketing Management x 1

REF: PHL4/03/2020

SALARY NOTCH: R211 731 – R467 925 per annum

Requirements: An appropriate recognized National Diploma or Bachelor's Degree majoring in Marketing Management. Sound communication skills. Computer literacy skills (Word, Excel, Power Point, and Internet). A professional teaching qualification will be an added advantage. One (01) year teaching experience of the subject will be an added advantage. Must be able to work flexi-hours. Registered with SACE

Key performance areas: Facilitation and assessment of Marketing Management and Operations Management as well as all related subjects. 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. Management of students' records as well as all assets allocated to the class room. Analyse and report on student performance to management. Liaise with students, parents and other relevant stakeholders. Support student development. Monitoring of students on WBE and provide students support and development. Be available for Work Integrated Learning to enhance own personal development.

POST: Computer Practice X 1 permanent

REF: PHL5/03/2020

SALARY NOTCH: R211 731 – R467 925 per annum

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). A professional teaching qualification will be an added advantage. One year teaching experience in Computer Practice N6 will be an added advantage. Must be able to work flexi-hours. Registered with SACE.

Key performance areas: Facilitation and assessment of Computer Practice. 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. Management of students' records as well as all assets allocated to the class room. Analyse and report on student performance to management. Analyse and report on student performance to management. Liaise with students, parents and other stakeholders. Support student development. Monitoring of students on WBE and provide students support and development. Be available for Work Integrated Learning to enhance own personal development.

POST: Information Processing and Office Practice X 1 permanent

REF: PHL6/03/2020

SALARY NOTCH: R211 731 – R467 925 per annum

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, and Power point & Internet). A professional teaching qualification will be an added advantage. One year teaching experience in Information Processing and Office Practice will be an added advantage. Must be able to work flexi-hours. Registered with SACE.

Key performance areas: Facilitation and assessment of Information Processing and Office Practice (N4-N6). 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. Management of students' records as well as all assets allocated to the class room. Analyse and report on student performance to management. Liaise with students, parents and other stakeholders. Support student development. Monitoring of students on WBE and provide students support and development. Be available for Work Integrated Learning to enhance own personal development.

POST: English/Communication X 1 Permanent

REF: PHL7/03/2020

SALARY NOTCH: R211 731 – R467 925 per annum

Requirements: An appropriate recognized Diploma or Bachelor's Degree with English as major subject. A professional teaching qualification will be an added advantage. One year teaching experience will be an added advantage. Sound communication skills. Computer literacy skills (Word, Excel, and Power point & Internet). Must be able to work flexi-hours. Registered with SACE.

Key performance areas: Facilitation and assessment of all English and Communication related subjects. 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. Management of students' records as well as all assets allocated to the class room. Analyse and report on student performance to management. Liaise with students, parents and other stakeholders. Support student development. Monitoring of students on WBE and provide students support and development. Be available for Work Integrated Learning to enhance own personal development.

. POST: Financial Management x 2 permanent

REF: PHL8/03/2020

SALARY NOTCH: R211 731 – R467 925 per annum

Requirements: An appropriate recognized National Diploma or Degree in Financial Management majoring in Financial Accounting and Economics. A professional teaching qualification will be an added advantage. One year teaching experience will be an added advantage. Sound communication skills. Advanced Computer literacy skills (Word, Excel, and Power point & Internet). Must be able to work flexi-hours. Registered with SACE.

Key performance areas: Facilitation and assessment of Financial and Cost Accounting, entrepreneurship. 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. Management of students' records as well as all assets allocated to the class room. Analyse and report on student performance to management. Liaise with students, parents and other stakeholders. Support student development. Monitoring of students on WBE and provide students support and development. Be available for Work Integrated Learning to enhance own personal development.

POST: Education Specialist for NATED, Specialising in Computer related Subjects x 1 permanent

REF: PHL9/03/2020

SALARY NOTCH: R348 747 -863 655 per annum

Requirements: An appropriate Diploma or Bachelor's Degree with Computer Practice N6 or Equivalent subject. Be in possession of professional teaching qualification. Three years teaching experience of the subjects. Supervisory or management experience will be an added advantage Sound communication and writing skills. Computer literacy skills (Word, Excel, and Power point & Internet). A valid driver's license. Must be able to work flexi-hours. Registered with SACE

Key performance areas: To execute all management functions in the section to ensure effective teaching and learning is taking place as well as the effective management of all assets in the section. Ensure that all assessments are credible and in line with policies. Control the attendance of students and lecturers. Facilitation and assessment of computer subjects' e.g Computer Practice and Information Processing. Class room management and management of students records. Analyse and report on student performance to management. Liaise with students, parents and other stakeholders. Support student development. Monitoring of students on WBE and provide students support and development. Be available for Work Integrated Learning to enhance own personal development.

POST: Education Specialist for NATED, Specialising in Marketing Management x 1 permanent

REF: PHL10/03/2020

SALARY NOTCH: R348 747 -863 655 per annum

Requirements: An appropriate Diploma or Bachelor's Degree in Marketing Management or Equivalent. Be in possession of professional teaching qualification. Three years teaching experience of the subjects. Supervisory or management experience will be an added advantage Sound communication and writing skills. Advanced Computer literacy skills (Word, Excel, and Power point & Internet). A valid driver's license. Must be able to work flexi-hours. Registered with SACE

Key performance areas: To execute all management functions in the section to ensure effective teaching and learning is taking place as well as the effective management of all assets in the section. Ensure that all assessments are credible and in line with policies. Control the attendance of students and lecturers. Facilitation and assessment of subjects in Marketing Management. Class room management and management of students records. Analyse and report on student performance to management. Liaise with students, parents and other stakeholders. Support student development. Monitoring of students on WBE and provide students support and development. Be available for Work Integrated Learning to enhance own personal development.

POST: Mathematics Literacy Lecturer x 2 permanent

REF: PHL11/03/2020

SALARY NOTCH: R211 731 – R467 925 per annum

Requirements: An appropriate Diploma or Bachelor's Degree majoring in Mathematics II or III. A professional teaching qualification will be an added advantage. Sound communication skills. Computer literacy skill is recommended. One (01) year teaching experience of the subject will be an added advantage. Must be able to work flexi-hours. 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.

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: 22 April 2020 AT 15:00

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