



MOPANI TVET COLLEGE

"EXCELLENCE IS ALWAYS OUR CHOICE"

Mopani Technical and Vocational Education and Training College has challenging vacancies for lecturing staff with innovation and sound communication skills to join the Sir Val Duncan Campus in Namakgale Township.

POST: EDUCATION SPECIALIST: EXAMINATION X 1 PERMANENT

REF NO: SVD1/12/2020

SALARY NOTCH: R R348 747 -863 655 per annum

Requirements: An appropriate recognized National Diploma or Bachelor's Degree and teaching qualification. Three (3) years' experience in education. Knowledge of examination and assessment policies. Extensive knowledge and ability to generate reports through the use of computer packages such as MS Office, Excel, Advanced knowledge of excel, Access and Information Management System e.g. COLTECH. A valid driver's license.

Duties: Liaising with National Examination and Assessment Directorate, Campus staff on examination matters. Dissemination of information, answering enquiries and dealing with complaints regarding external examinations with staff, students and parents or guardians. Monitoring, submissions of examination/assessment data to relevant parties. Ensure safety of question papers and certification processes. Compile invigilation time-tables and manage invigilation. Ensure all examination processes are complied with and provide examination statistics after each examination cycle.

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

REF: SVD2/12/2020

SALARY NOTCH: R R348 747 -863 655 per annum

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

Duties: Co-ordinate students, lecturers and administrative process within the Automotive Section. Co-ordinate teaching and learning activities. Co-ordinate all academic activities within the section including management of staff attendance and students, staff allocation, monitoring and evaluation of curriculum delivery. Manage and supervise assessments and examination processes in the section. Provide professional support to lecturers and students. Ensure adherence to academic policies. Teach various subjects in the ERD department.

POST: Engineering and Related Design (Fitting and Turning) Lecturer X 1 Permanent

REF: SVD3/12/2020

SALARY NOTCH: 211 731- R467 925

Requirements: An appropriate recognized Diploma or Bachelor's degree in Mechanical Engineering and Trade Test Certificate in Fitting & Turning. Professional qualification in Education will be an added advantage. Knowledge to teach fitting & turning and various other engineering and related Design subjects (Engineering systems, Engineering Fundamentals, Engineering Practice and maintenance). Registered with SACE.

Duties: 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. Prepare Fitting and Turning Workshops for practical training sessions.

POST: Diesel Mechanic Apprenticeship Facilitator x 1 Year Contract

REF: SVD4/12/2020

SALARY NOTCH: R211 731 – R467 925 per annum

Requirements: An appropriate recognized Teacher's Diploma or Artisan Diesel Mechanic Trade Certificate. Assessor/Facilitator Certificate. Knowledge of Apprenticeship programme or Modular based. A minimum of two (2) years' experience in Industry. Moderator Certificate will be added advantage. A valid Driver's license and be able to drive.

Duties: Facilitation of Diesel Mechanic Apprenticeship programme. Ensure learners complete all modular tasks and assessment. Design and assist learners to complete practical tasks and availability of evidence. Manage Workshop and tools. Building and preparation of POEs and POAs for assessment. Packing of learners' documentation as per programme requirements. Assessment of the learners' theoretical POEs and workplace logbooks. Liaising and co-ordinating programme activities with the involved stakeholders.

REQUIRED DOCUMENTS: Fully completed Z83 indicating the correct reference number, detailed CV, certified copies of qualifications, SACE and certified 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 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. Women and persons with disabilities are encouraged to apply. 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: 06 January 2021 AT 16:00

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