



MOPANI SOUTH EAST TVET COLLEGE

"EXCELLENCE IS ALWAYS OUR CHOICE"

Mopani South East Technical and Vocational Education and Training College has challenging vacancies for Managers, Lecturers & Support staff with innovations and sound communication skills to join the Corporate Centre and Phalaborwa Campus in Phalaborwa town and Sir Val Duncan Campus in Namakgale township.

ASSISTANT DIRECTOR EXAMINATIONS AND ASSESSMENTS X 1 (PERMANENT)

REF NO: CC1/02/2021

SALARY: R 470 040 per annum

Requirements: An appropriate M+3 degree or diploma; a professional teacher qualification with a minimum of 5 years teaching experience; 3-5 years' experience in the management of assessments and examinations; Must be computer literate in MS Office (Word, Excel, PowerPoint and Outlook); Must possess a valid driver's license; assessor and / or moderator training will be an added advantage. Competencies: An extensive understanding of the DHET Examination & Assessment Policies and revised ICASS guidelines; Excellent management and organizational skills; Excellent verbal and written communication skills; Must be prepared to work long hours when the need arises. Must be able to work under pressure and adapt to changes in the TVET sector. Computer literate on Assessment & Examinations eLearning platforms.

Duties: Manage the College examination and Assessments Section Standardization of ICASS Assessments throughout campuses. Coordinate Regional Focus Groups on setting standardized assessments tasks. Co-ordinate the Site Based Assessments (SBA) as per DHET Guidelines & Policies Manage the campuses Internal Marking Centres. Ensure the submissions of all term marks to MIS and meeting deadlines. Verification of submitted college term marks on assessments & final resulting. Support the Integrity of the Implementation of ISAT throughout Campuses. Provide assessment and examination support to all campuses. Monitor all campuses on the implementation of examination related policies. Ensure the state of examination readiness for the college. Manage the process of pending results and post-examination for the college. Oversee the process of internal marking for the college. Manage all College scripts during examinations. Be a Distribution Point manager during the examination period. Oversee the implementation of DHET/College Management plans regarding assessments and examinations. Be the liaising person between the college and DHET on all the examination related matters Develop, review and implement the College examination related policies. Provide guidance to the graduation committee. Writing reports weekly, monthly; and for academic board.

POST: Life Skills and Computer Literacy Lecturer x 1 permanent

REF: SVD5/02/2021

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.

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 x 01024, 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 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: 05 March 2021 AT 12:00

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