



MOPANI TVET COLLEGE

"EXCELLENCE IS ALWAYS OUR CHOICE"

Mopani Technical and Vocational Education and Training College has challenging vacancies for individuals with innovations and sound communication skills to join the Corporate Centre in Phalaborwa town and Sir Val Duncan Campus in Namagale township.

ASSISTANT DIRECTOR: CURRICULUM MANAGER X 1 Permanent

REF NO: CC1/04/2021

SALARY NOTCH: R 470 040 per annum

Requirements: Recognised relevant National Diploma/Bachelor's Degree (NQF7) in Education or related qualification in Education. 5 years' experience in TVET College sector. 3 years management experience in Curriculum delivery for TVET College sector. Must have proven understanding of DHET's & College strategic vision and priorities; be knowledgeable of academic policies and legislation governing TVET Colleges in South Africa; A valid Code 8 driver's license. Computer literacy certificate which includes MS office package. Knowledge of PSET and CET Act. Knowledge of Teaching and Learning. Knowledge of Skills Development Act, Public Service Regulations, Public Service Act and Labour Relations Act. Knowledge of the Public TVET sector, Education Act. Skills: Administrative, planning and organising, financial management, report writing, communication and interpersonal, problem solving, analytical, client oriented, project management, team leadership and people management. Values/Attributes: Client service focus, integrity, committed, proactive, loyal, ethical.

Duties: Oversee curriculum management and administration. Oversee and manage all curriculum support activities to learning and teaching sites. Oversee the development, implementation and monitoring of curriculum services. Oversee Academic Management. Ensure provision of guidance for improvement of curriculum content and delivery based on engagement with public and private industry stakeholders. Analyse assessment and examination results and develop and manage the campus and college improvement plan. Provide and manage development of learning materials. Manage human and human resource development, financial and other resources of the unit. Meaningful participation and support of the College Academic Board and provide strategic leadership regarding the proficient delivery of all College programmes offering. Liaising with all staff e.g: Heads of Departments regarding tools; monitor the moderation process in all levels, lead, coordinate, and facilitate the implementation of new curriculum as required. Formulate strategies and policies related to performance and ensure its implementation and target achievement as per monitoring and evaluation tool, monitor implementation of staff training sessions in conjunction with other sections. Establish and maintain sound relationships with quality assurances bodies to ensure quality programme delivery and compliance.

POST: Engineering and Related Design Lecturer x 1 Temporary

REF: SVD1/04/2020

SALARY NOTCH: R211 731 – R467 925 per annum

Requirements: An appropriate recognized National Diploma or Bachelor's Degree in Mechanical Engineering. A professional teaching qualification will be an added advantage. Trade Test Certificate and teaching experience will be an added advantage. Knowledge in lecturing various Engineering and Related Design subjects such as Engineering Practice and Maintenance and Material Technology.

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

REQUIRED DOCUMENTS: Fully completed new Z83 form 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 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: 21 May 2021 AT 12:00

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