



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.

Post: HRD Practitioner x 1Permanent

SALARY NOTCH: R261 372 – R307 890 per annum

Ref: CC1/03/2022

Requirements: An appropriate recognized three-year National Diploma or Bachelor's Degree in Human Resource Management/ Development or equivalent qualification. Experience in Human Resource environment will be an added advantage. Knowledge and understanding of the application of Public Service legislative framework (PSA, PFMA, PSR etc.). Knowledge and understating of coordination and facilitation of training. Knowledge and understating of application of EEA. Knowledge and understanding of PMDS and IQMS. Computer literacy. Good communication and interpersonal skills. Relevant PERSAL Certificate. A certificate in facilitation/Assessor/Moderator will be an added advantage. A valid driver's license.

Duties: To implement all training and development programmes in line with approved plans. Facilitate the development and implementation of Work Skills Plan. Process bursaries in line with the Departmental policy. Coordinate the implementation of Internship and Learnership Programmes. Coordinate the implementation of Performance Management Development System, Integrated Quality Management System and Coordinate training of College staff. Facilitate the development of job descriptions. Provide assistance on the development, review and Implementation of Employment Equity Plan for the College.

POST: Wellness Officer X1permanent

Salary Notch: R261 372 – R307 890 per annum

REF NO: CC2/03/2022

Requirements: An appropriate recognized Diploma/ Degree in Psychology/ Social work or related field with three years' relevant experience. Registration with HPCSA/SACSSP is compulsory. Knowledge of HIV/AIDS legislation and related policies. Knowledge of employee wellness programme and processes. A proven track record of implementing wellness programmes. Knowledge of the Public Service Regulations, Public Service Act, Public Finance Management Act (PFMA), Constitution of the Republic of South Africa, Understanding of departmental legislation as well as Human Resources legislation and prescripts. Report writing and presentation skills. Sound communication skills, a valid Driver's license.

Duties: Co-ordinate and provide employee health and wellness services i.e conduct campaigns, organize interaction sessions, provide first line counselling and co-ordinate the Employee Assistance Programme (EAP) etc. Plan, co-ordinate and facilitate implementation of Employee Health and Wellness (EHW) framework as per Public Service strategic framework. Identify report and provide information on Employee Health and Wellness, HIVAIDS.

POST: Career Guidance Officer x 1 Permanent

Salary Notch: R261 372 – R307 890 per annum

REF: CC3/03/2022

Requirements: An appropriate recognized Degree/Diploma in Career Guidance and Development or Career Guidance certificate (120 credits) with three years' experience in Career Guidance. Knowledge of legislations in the TVET sector. Planning, Organizing and Presentation skills. Communication both verbal and written skills, A valid Driver's license and computer literacy.

Duties: Plan and execute career guidance activities to schools and community, provide career choices services to students. Design instrument tool for selection and placement of new NC(V) and Report 191 students. Provide career guidance to school learners. Compile monthly report to the management.

REQUIRED DOCUMENTS: Fully completed new Z83 form indicating the correct reference number, detailed CV, certified copies of qualifications, and ID document. **NB:** Foreign applicants should attach the following documents: **SAQA EVALUATION CERTIFICATE, 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 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: 22 April 2022 AT 12:00

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