



MOPANI TVET COLLEGE

"EXCELLENCE IS ALWAYS OUR CHOICE"

Mopani Technical and Vocational Education and Training College has a challenging part-time vacancy for dynamic results driven, innovative and sound communicative individuals to join Phalaborwa Campus in Phalaborwa Town.

POST: ADMINISTRATOR FOR EDU-DISTANT ADMINISTRATOR

REF: PHL5//05/2022

Requirements: An appropriate Grade 12 with 5 years' experience in TVET student administration or Bachelor's Degree/National Diploma with one (1) year student administration experience in the TVET sector. Sound communication skills. Computer literate (Word, Excel, Power Point, Internet). Attach certificate or statement of results. Advanced Coltech skills. Attach Coltech training certificate. Working hours from 17h00 – 19h00 and can be required to work on weekends.

Duties: Ensure that student information is correctly captured on COLTECH to inform class lists and lecturers' linkage. Develop and implement filing system of students' records. Assist with registration of students and ensure learners are enrolled for the exam. Ensure updated registers are available and lecturers are linked correctly to the students and class groups. Verify the validity of the facilitators' claims regarding the number of the sessions, attendance records and contact session plans. Authenticate claims and submit for approval to Edu-distant coordinator prior to submission to the Campus Manager. Ensure availability of venues. Capturing of all marks on Coltech and ensure that marks are verified as per timeframes and assessment schedules. Provide administrative support to lecturers and Coordinator.

REQUIRED DOCUMENTS: Fully completed New Z83 indicating the correct reference number detailed CV, certified 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 Haarlem 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: 18 May 2022 AT 12:00

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