



MOPANI TVET COLLEGE
"EXCELLENCE IS ALWAYS OUR CHOICE"

Mopani Technical and Vocational Education and Training College has challenging permanent vacancies for dynamic results driven, innovative and sound communicative individuals to join Corporate Centre in Phalaborwa Town and Sir Val Duncan Campus in Namakgale Township.

RE-POST: Senior Education Specialist (PL3): NC(V) Vocational Subjects X 1 Permanent

REF: PHL1/05/2022

SALARY NOTCH: R421 473 – R947 221 per annum

Requirements: An appropriate recognized National Diploma or Bachelor's Degree majoring in Business Studies field (Financial/Business/Management Assistant or Hospitality or Tourism with professional teaching qualification. Five (5) years teaching experience in Business Studies/Tourism/Hospitality field. Three (3) years' supervisory or management experience. Knowledge of policies that governs the public TVET sector. Knowledge of LMS system will be an added advantage. Registered with SACE. Computer literacy skills (attach certificate or subject certificate). Sound communication skills. A valid driver's license. Available to work flexi-hours.

Duties: Management of students, lecturers and curriculum delivery in the Section. Implementation of administrative processes within the division. Ensure effective use and control of resources within the Section. Responsible for drafting and management of the Sectional budget. Plan and implement quality management in the Section in line with policies. Planning of the annual activities in the Section and contribute to the drafting of the time-table. Facilitation and assessment of allocated subjects. Analyse, interpret and report on student and lecturer performance in the Section to management. Provide guidance on the latest developments and approaches in the subject field and ensure that subject committees are functional. Provide guidance and support in the implementation and utilisation of the LMS. Support and motivate Senior Lecturers and ensure the continuous development of staff in the section. Assist with the placement and monitoring of students in Work Based Experience (WBE). Be available for Work Integrated Learning (WIL) to enhance own personal development. Encourage and sustain academic excellence and improved learner results.

RE-POST: Senior Education Specialist: Electrical Engineering X 1 Permanent

REF NO: SVD1/05/2022

SALARY NOTCH: R421 473 – R947 221per annum

Requirements: An appropriate recognized National Diploma or Bachelor's Degree in Electrical Engineering plus a relevant Teacher's qualification. Three (3) years' management experience in engineering field is recommended. Trained as an Assessor and Moderator. Extensive knowledge of policies governing academic assessment and moderation procedures. Sound knowledge of the TVET College sector, DHET policies pertinent to teaching and learning. Ability to handle pressure and meet deadlines. Strong leadership, communication, monitoring & evaluation, negotiation, networking, reporting, conflict resolution and problem solving skills. Strong events and project management skills. Ability to manage performance and provide critical feedback in an objective manner. Proven track record of successfully managing and co-ordinating the implementation of the planned goals and working with a range of professional Colleagues. SACE registration. Advanced computer skills such as MS Word, MS Excel and Power Point. Knowledge and understanding of NCV Programmes. Excellent communication skills, ability to work independently. Willing to travel; to attend meetings and trainings. A valid driver's license is essential.

Duties: Manage registration of students and student induction procedure in co-operation with other line managers. Planning of Educators' work allocation, assist Campus Manager with compilation of the timetable in line with teaching and learning plan. Co-ordinate the procurement of the programme's training needs. Provide guidance on syllabi, curriculum and learning outcomes. Implement and monitor all policies that impact on learning delivery including examination and certification of students within the department. Create a conducive classroom environment and ensure efficient classroom management and discipline of students. Liaise with lecturers, other programme managers and Student Support Officers in providing support interventions programme to students. Manage and facilitate students Work Based Experience (WBE) as well as Lecturers Workplace Integrated Learning (WIL). Management of Labour relations matters. Management of performance appraisal of educators including annual revision of job descriptions. Provide the Campus Manager with Sectional reports from time to time.

POST: Education Specialist: Examination X 1 Permanent

REF NO: PHL2/05/2022

SALARY NOTCH: R R353 979 - 876 609 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 (attach certificate or subject certificate) 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: Assistant Director: Risk, Fraud, Ethics and Integrity Management X 1 Permanent

REF: CC1/05/2022

SALARY NOTCH: R477 090 – 561 981 per annum

Requirements: A minimum of three (3) years National Diploma or Bachelor's Degree in Risk Management/Auditing. Five (5) years' relevant administrative experience in a risk management and compliance environment. Experience in Business Continuity Management and/or Internal Audit. Knowledge of King Reports of Corporate Governance and best practices governing risk management. Experience in conducting risk assessment. Experience in report writing and analysis. Valid Driver's Licence. Knowledge of Standard Operating Procedures and Practices. Knowledge and understanding of Public Service Regulations, Public Service Act, PFMA, Treasury Regulations and MISS. Research, Ethics, Project management, Communication skills (verbal & written), Planning and Organising, Relationships management, Problem Solving & Analytical skills. Monitoring and Evaluation skills. Policy development and implementation skills. Ability to work independently and as part of a team. Interpersonal skills. Willingness to work irregular hours. Membership with professional body governing Risk Management and/or Compliance will be an added advantage. Proficient in MS Office packages.

Duties: Risk Assessments: Facilitate the risk assessments for each Division and update risk registers every quarter. Obtain evidence for control assessments and progress on action plans on a quarterly basis. Obtain and collate feedback from Senior Managers on updates to the risk registers and progress (tracker) of action plans. Update project risk register for all projects. Obtain information for the compilation of BCPs for the Divisions Co-ordinate all tests for the BCPs as scheduled. Provide inputs into the Risk Management Framework. Implement the approved Risk Management Framework. Risk Training: Facilitate and coordinate all training sessions per the training plan. Facilitate Risk training in Divisions. Administration around Financial Disclosures. Conduct Fraud Prevention/Ethics training as required by the Divisions in line with the training plan. Reporting: Gather all reports, registers and documentation for all Divisional EXCO and management meeting of the Divisions. Prepare BCP progress reports on the status of business continuity in Divisions. Extract information from risk registers and other forums reports. Prepare monthly/quarterly reports to the Office of the Principal.

POST: Senior Risk- Management Officer X 1 Permanent

REF: CC1/05/2022

SALARY NOTCH: R321 543 – 378 765 per annum

Requirements: Recognised National Diploma (**NQF 6**) in Risk Management or Internal Audit or Auditing Knowledge and understanding of the Risk Fraud, Ethics and Integrity Management environment. Minimum of three (3) years' experience in Risk Fraud, Ethics and Integrity Management or related field.

Duties: Ensure overall supervision and facilitate the provision of ethics and integrity management services. Facilitate the promotion of the implementation of code of conduct e.g. remunerative work & gift register. Facilitate the promotion of financial disclosure system.

POST: Professional Nurse x 2-years contract (Council post)

REF: PHL3/05/2022

SALARY NOTCH: R261 372 – R307 890 per annum

Requirements: An appropriate recognized National Diploma or Bachelor's Degree in Nursing. A valid Registration with the South African Nursing Council as a professional Nurse. Two (2) years' experience and valid South African driver's license will be an added advantage. Valid South African Nursing Council (SANC) receipt. Valid certified copy of South African identity document.

Duties: Provision of high quality nursing care that is holistic and is patient centred. Ensuring that nursing care provided is with the scope of practice for nurses and legal framework. Maintain a professional and

ethical practice as well as enabling environment. Maintain constructive working relationship with other nurses and other stakeholders including clinics or partners. Participate in management and utilize material, financial and human resource to fulfil operational and developmental functions in accordance with legislation and policies. Provide students and staff training and compliance to patient's rights. Compile reports and submit/present to management.

POST: Cleaner x 2 permanent

SALARY NOTCH: R102 534 – R120 780 per annum

REF: PHL4/05/2022

REF: SVD2/05/2022

Requirements: An appropriate ABET qualification or Standard 6 as minimum requirement. Knowledge of cleaning procedures, cleaning equipment, materials and detergents usage. Experience in cleaning will be an added advantage. Must be able to communicate verbally in English. Must be physically healthy. Knowledge on how to handle cleaning equipment, when to use different types of cleaning materials. Previous experience as a Cleaner will be an added advantage. **Duties:** Adhere to strict hygiene protocols (sanitizing of work spaces). Perform cleaning related duties in offices, class rooms or any other facilities as determined by the supervisor.

Duties Adhere to strict hygiene protocols (sanitizing of work spaces). Perform cleaning related duties in offices, classrooms or any other facilities as determined by the supervisor. Duties include but not limited to sweeping, dusting, washing off floors, walls, polishing furniture and floors, vacuum of carpets and washing of table clothes when needed. Cleaning of allusion facilities as per schedule. Cleaning the kitchens and washing of dishes Report any defects in the workplace, equipment to immediate Supervisor.

REQUIRED DOCUMENTS: Fully completed New Z83 form indicating the correct reference number, detailed CV, certified 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 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: 10 June 2022 AT 12:00

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