



**MOPANI TVET COLLEGE**  
"EXCELLENCE IS ALWAYS OUR CHOICE"

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

---

**RE-POST: Senior Education Specialist for Electrical Engineering & IT x 1  
Permanent**

**REF: SVD1/09/2022**

**SALARY NOTCH: R421 473 – 949 221 per annum**

**Requirements:** An appropriate Diploma or Bachelor's Degree in Electrical Engineering/Energy studies with related electrical subjects. Be in possession of professional teaching qualification. Three (3) years teaching; experience in the TVET College. Three (03) years management experience in the TVET College. Advanced Computer Literacy Certificate (MS Word, MS Excel and PowerPoint). A valid driver's license. Registered with SACE. Trained as an Assessor and Moderator will be an added advantage.

**Duties:** Manage registration of students and student induction procedure in cooperation with other line managers. Planning of educator work allocation, assisting Campus Manager with compilation of the time-table 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 programmes

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: Campus Administrator X 1 Permanent**

**Salary Notch: R261 372 – R307 890 per annum**

**REF: SVD2/09/2022**

**Requirements:** Senior Certificate/Grade 12 or relevant NCV Certificate (Level 4). Diploma/Bachelor's Degree in Administration will be an added advantage. Minimum of three (3) years' experience will be an added advantage. Knowledge and understanding of the TVET sector. Knowledge of the Public Service legislations and policies. Advanced Certificate (MS Office; Word and Excel). Experience in using Management Information System (MIS) will be an added advantage. Valid Driver's license.

**Duties:** Ensure the correct set up of the campus EMIS and to keep up the data capturing functions of the relevant staff. Assist the Assistant Director with administrative, financial and personnel control/ Monitor campus expenditure according to the approved campus budget. Attend inspection and campus audits and instate effective control measures to ensure compliance. Control all respective housekeeping functions and staff in respect of grounds and buildings. Maintain the general support service functions to education and training of the College strategic interventions. Liaise with all suppliers of services and goods to the campus to ensure that the procurement requirements are achieved.

**POST: Secretary x 1 Year Contract**

**Salary Notch R176 310 – 207 681**

**REF: CC1/09/2022**

**Requirements:** An appropriate Degree or National Diploma in Office Administration/ Management Assistant/Secretarial or relevant qualification. Knowledge of office administration and administration principles, Batho Pele principles, and advanced typing skills, Good telephone etiquette, customer relations, analytical skills, communication

(both verbal and written) skills. Computer literacy (MS Word, MS Excel, MS PowerPoint and Internet), interpersonal and report writing skills.

**Duties:** The candidate will be responsible for keeping the Manager's diary up-to-date and scheduling events for the office. General administrative duties and organizing the office, i.e. receiving clients and visitors. Making arrangements for business meetings and venues. Managing correspondences. Establishing and maintaining a filing system. Ensure that documents adhere to the set norm and standard. Ensure that all information needed for internal control is obtained. The implementation of proper office management, control and administrative systems.

**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 the 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: 23 September 2022 AT 12:00**

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