



**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 the Corporate Centre, Phalaborwa Campus in Phalaborwa Town, and Sir Val Duncan Campus in Namakgale Township.

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**POST: Student Support Services Manager X 1 Permanent**

**SALARY NOTCH: R491 403 – R578 841 per annum**

**REF: CC1/02/2023**

**Requirements:** An appropriate National Diploma or Bachelor's degree with Psychology as a major or Education qualifications equivalent to REQV 13. Three (3) years' experience - working with students. Understanding and knowledge of Work Based Experience (WBE) and Work Integrated Learning (WIL). Knowledge of Legislative Framework governing TVET Colleges. Knowledge of Student Support Services Framework and knowledge of NSFAS Policy and SETA funders. Planning and organizing skills. Analytical and innovation skills. Computer literacy (MS word, MS Excel, MS PowerPoint and internet). Verbal and Written communication skills. Ability to communicate well with the people. Valid driver's license.

**Duties:** Plan and provide Career Guidance services. Manage the bursary scheme. Plan and manage placement test to new students. Identify learning gaps for students. Facilitate Work Based Exposure and Liaise with Industries and stakeholders for job placement. Conduct Entrepreneurship training. Conduct graduate tracking and alumni. Facilitate academic support programme, Health and Wellness activities. Monitor online and paper-based bursary application process. Facilitate student Sport Arts and Cultural events. Provide disability support to affected students. Engage with Students Representative Council and provide necessary support.

**POST: Education Specialist English First Additional Language x 2 Permanent**

**REF: SVD1/02/2023**

**SALARY NOTCH: R364 599 – R902 907 per annum**

**Requirements:** An appropriate National Diploma or Bachelor's degree (REQV13) with English as major or third year including professional qualification in Education. Three (3) years teaching experience of the subject. Ability to analyse, interpret policies and develop guideline to support students at the campus. Good communication and writing skills. Computer literacy (MS Word, Excel, and PowerPoint). Ability to work in a team and under pressure. Extensive knowledge of policies governing academic assessment and moderation procedures. Trained as facilitator, assessor and Moderator will be an added advantage. Registered with SACE.

**Duties:** Supervise and manage all activities pertaining teaching and learning of the programme. 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. Teach, assess and moderate subjects in the programme. Manage blended learning in the Section.

**POST: Education Specialist for NC(V) office Administration x 1 permanent**

**REF: PHL1/02/2023**

**SALARY NOTCH: R364 599 – R902 907 per annum**

**Requirements:** An appropriate Diploma or Bachelor's degree in Management Assistant or Office Administration with Information Processing or equivalent as a major subject. Be in possession of professional teaching qualification. Three (3) years' experience in teaching subjects related to NC(V) Office Administration. Supervisory or management experience will be an added advantage Sound communication and writing skills. Fully computer literate, proof must be attached (certificate or subject statement). A valid driver's license. Knowledge of the relevant legislations and policies that governs in the Public TVET sector. Knowledge of LMS system will be an added advantage Must be able to work flexi hours. Registered with SACE.

**Duties:** Ensure Curriculum delivery in the Section. Co-ordinate students, lecturers, and administrative processes in the Section. Monitor and control all academic activities in the Section including the management of staff and student attendance, staff allocation, monitoring and evaluation of curriculum delivery. Ensure the effective control of all assets in the Section. Ensure that all assessments and examinations are credible and in

line with policies. Facilitation and assessment of NC(V) Office Administration subjects as per load. Ensure that classroom management and management of students records in the section. Analyse, and report on student performance to management. Provide guidance on the latest developments and approaches in the field. Provide guidance and support in the implementation and utilization of LMS. Provide guidance to newly and experienced appointed lecturers. Liaise with students, parents and other relevant stakeholders and support student and staff development. Monitoring of students on WBE (Work based Exposure). Be available for Work Integrated Learning (WIL) to enhance own personal development. Encourage and sustain academic excellence and improved learner results.

**POST: Civil Engineering Lecturer x 1 Permanent**

**REF: SVD2/02/2023**

**SALARY NOTCH: R221 355 – R489 192 per annum**

**Requirements:** An appropriate recognized National Diploma or Bachelor's degree (REQV13) in Civil Engineering. A professional qualification in Education will be an added advantage. 1year lecturing experience of the subject will be an added advantage. Background of Materials L2 to L4 in NCV on top of the above qualification will be added advantage. Trained as an Assessor and Moderator. Registered with SACE.

**Duties:** Assist in registration of students and student induction course procedure. Work in cooperation with the immediate supervisor and other managers on the hierarchy. Teaching and learning which includes reporting on student engagement in teaching activities. Teaching administration like preparing work schedule, lesson plan (the entire lecturer subject file, POE, POA).

**POST: Information & Technology Lecturer x 1 permanent**

**REF: SVD3/02/2023**

**SALARY NOTCH: R221 355 – R489 192 per annum**

**Requirements:** An appropriate Diploma or bachelor's degree in Information and Technology. A professional teaching qualification will be an added advantage. Able to teach vocational subjects and facilitate practical in NCV Level 2-4. Ability to analyse, interpret policies and develop guideline to support students at the campus. Good communication and writing skills. Computer literacy skill is recommended. Ability to

work in a team and under pressure. One (01) year lecturing experience of the subject will be an added advantage. Registered with SACE.

**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.

**POST: Wellness Officer X1 permanent**

**SALARY NOTCH: R269 214 – R317 127 per annum**

**REF NO: CC2/02/2023**

**Requirements:** An appropriate recognized National Diploma or Bachelor's degree in psychology/ Social work or related field with three (3) years' relevant working experience. Registration with HPCSA/SACSSP is compulsory. Knowledge of the HIV/AIDS legislation and related policies. Knowledge of the 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.

**Required Documents:** New Z83 Form indicating correct reference number, detailed CV, certified copies of qualifications 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

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: 17 March 2023 AT 12:00**

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