



## MOPANI TVET COLLEGE

"EXCELLENCE IS ALWAYS OUR CHOICE"

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

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**POST: Marketing and Communication Officer x Contract**

**REF NO: CC1/07/2024**

**SALARY NOTCH: R R308 154 – R362 994 per annum**

**REQUIREMENTS:** Grade 12/ NC(V) Level 4 Certificate plus National Diploma or bachelor's degree in Marketing Management or Public Relations or Communication. A minimum of two (2) years' experience in Marketing Management or Public Relations or Communication environment. Knowledge of Branding and culture development. Knowledge of events management and co-ordination. A Graphic Design certificate will be an added advantage. Computer literacy (Ms Word, Ms Power-Point, Ms Excel, and Ms Outlook). A valid driver's licence. Knowledge of Photoshop, Illustrator and Corel Draw. Knowledge of TVET sector/ Public sector. Excellent writing and communication skills. Good public speaking and presentation skills. Exposure to the marketing and communication environment. Strong interpersonal skills, planning and organizing skills and ability to work under pressure and willing to travel and work irregular hours. Analytical skills, financial and budgetary skills.

**DUTIES:** Co-ordinate marketing, promotions and branding services for the College. Develop and manage brand identity. Implement college brand strategy. Develop and produce college publications such as information brochures, annual reports and newsletter. coordinate public relations and media liaison services. Co-ordinate college events including exhibitions, official functions and special marketing events. Coordinate college campaigns on social media and online communication. Regularly maintain the content design and layout of the college website. Co-ordinate college events and provide

communication administrative support. Provide photographic services. Perform any other duties attached to the post.

**POST: Placement Officer x Contract**

**REF NO: CC2/07/2024**

**SALARY NOTCH: R R308 154 – R362 994 per annum**

**REQUIREMENTS:** Grade 12/ NC(V) Level 4 Certificate. National Diploma or bachelor's degree in marketing management or business administration or public management or Public Relations. A minimum of two (2) years' experience in employment services or Administration environment. Knowledge of employment services market. Computer literacy (Ms Word, Ms Power-Point, Ms Excel, and Ms Outlook). A valid driver's licence. Knowledge of PSET and CET Act. Knowledge of Public Prescripts. Knowledge of DHET policies and industrial operation. Computer literacy. Knowledge of TVET sector/ Public sector. Good communication skills.

**DUTIES:** Facilitate placement of students. Conduct job readiness training programmes. Liaison with commerce, industry and other relevant stakeholder. Maintain the student tracking system. Maintain and update employer and placement database. Develop quality electronic report and statistics. Monitoring and evaluation of work placement practices. Conduct work-based assessment for students.

**Accounting Clerk (Account Receivables) x Contract**

**REF: CC3//07/2024**

**SALARY NOTCH: R216 417 – R254 928 per annum**

**Requirements:** National Senior Certificate/ Grade 12 or NCV Level 4 Certificate with Accounting as major subject. A minimum of one (1) year experience in Finance will be an added advantage. A recognized National Diploma or bachelor's degree in financial management or accounting will be an added advantage. Knowledge of Financial systems, Computer literacy, Communication skills and interpersonal skills.

**Duties:** Capturing of revenue received on financial management system including internal account transfers, revenue from projects, DHET grant and subsidy, interest from investments, sales of tender documents and other income. Issuing invoices and preparing statements for all account receivables. Follow up on all outstanding debtors for payment. Verify and record monthly college paid employees' salaries, travelling and overtime on the payroll management (VIP) and prepare the payment voucher. Check availability of budget for procurement of goods and services. Filing and safe keeping of

all source documentations. Handling basic enquiries and assisting clients. Assist the finance team in other reasonable duties.

### **Administration Clerk (SCM) x Contract**

**REF: CC4//07/2024**

**SALARY NOTCH: R216 417 – R254 928 per annum**

**Requirements:** National Senior Certificate/ Grade 12 or NCV Level 4 Certificate. A minimum of one (1) year experience in Business Management or Public Management or Financial Management or SCM will be an added advantage. A recognized National Diploma or bachelor's degree in financial management or accounting, Business Management, Public Management or Supply Chain Management will be an added advantage. Computer literacy and Communication skills (Verbal & Written).

**Duties:** Receive requests for goods or services. Capture specification for goods or services on the specification template. Send request for quotations to suppliers of goods and service providers. Provide secretarial support to Bid Specification Committee. Prepare files for review and submit to senior official in supply chain. Update quotation register. Record all approved and cancelled purchase orders on the register. Follow up on purchase orders where goods or services have not been delivered/rendered within 30 days.

### **Administration Clerk (Inventory Management) x Contract**

**REF: CC5//07/2024**

**SALARY NOTCH: R216 417 – R254 928 per annum**

**Requirements:** National Senior Certificate/ Grade 12 or NCV Level 4 Certificate. A minimum of one (1) year experience in Business Management or Financial Management or Public Management or Supply Chain Management will be an added advantage. A recognized National Diploma or bachelor's degree in financial management or accounting or Public Management or Supply Chain Management will be an added advantage. Knowledge of Financial systems, Computer skills, Communication skills and interpersonal skills.

**Duties:** Prepare requests for procurement of inventory. Keep records of all purchase orders for inventory. Receive goods from the suppliers. Raise goods received vouchers on pastel system. Receive inventory requisition forms from the end-users. Issue inventory from pastel system and from stores. Keep records of all inventory issue forms. Reconcile inventory on pastel system and stores monthly.

**RE-POST: Engineering Fabrication Level 2 Facilitator x Six Months' Contract**

**REF: SVD1/07/2024**

**SALARY NOTCH: R244 884 – R522 735 per annum**

**Requirements:** Qualification in Mechanical Engineering specializing in Engineering/Fabrication/ Boiler Maker. ETDP SETA Facilitator/Assessor Statement of Results (SoR)/Certificate. Knowledge of learner ship/skills programme (Modular based). Minimum of One-year facilitation/teaching experience. ETDP SETA Moderation Sor/ Certificate will be an added advantage. One year industry experience will be an added advantage. Registered or willing to register as Facilitator/Assessor with QCTO. A valid Driver's license and be able to drive.

**Duties:** Facilitation of Engineering Fabrication Level 2 Learnership programme. Registration and induction of learners. Perform assessment of the learners' POEs and logbooks according to assessment principles. Recording and storing all information/evidence of the programme. Performing administration of the programme. Monitoring of learners at workplaces. Liaising and working with all parties including moderator in relation to moderation work to be done.

**RE-POST: Boiler Maker Apprenticeship Facilitator X One Year Contract**

**REF: SVD2/07/2024**

**SALARY NOTCH: R244 884 – R522 735 per annum**

**Requirements:** Artisan Boiler with Trade Certificate. Assessor/Facilitator Certificate or Teaching Certificate (Diploma in Education or PGCE). One year experience in facilitating Apprenticeship programme (Modular based or QCTO Occupational). Minimum of One-year facilitation/teaching experience. ETDP SETA Moderation Sor/ Certificate will be an added advantage. One year industry experience. Moderation Certificate and Trade Test preparation experience will be an added advantage. A valid Driver's license and be able to drive.

**Duties:** Facilitation of Boiler Maker Apprenticeship programme. Ensure learners complete all work as per the curriculum and is assessed. Designing practical tasks and assisting learners to complete and ensure evidence is available. Assessment of learners' theoretical POEs and workplace logbooks. Building and preparation of POEs for assessment and POAs. Safe keeping equipment and tools and managing workshop. Packing of learners' documentation as per programme requirements. Perform Trade

Test preparation for learners. Liaising and coordinating programme activities with involved stakeholders.

**REQUIRED DOCUMENTS:** Fully completed New Z83 form 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. 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: 08 August 2024 AT 12:00**

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