



MOPANI TVET COLLEGE

"EXCELLENCE IS ALWAYS OUR CHOICE"

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

POST: ADMINISTRATOR FOR EDU-DISTANCE X 2

REF: PHL1/04/2025

REF: SVD1/04/2025

Requirements: A Senior Certificate (Grade 12) with five (5) years' experience in TVET student administration or bachelor's degree/National Diploma with one (1) year of student administration experience in the TVET sector. Sound communication skills. Computer literate (Word, Excel, PowerPoint, 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 Saturdays.

Duties: 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 facilitators' claims regarding the number of sessions, attendance records and contact session plans. Authenticate claims and submit for approval to Edu-distance Coordinator prior to submission to the Campus Manager. Ensure availability of venues. Capture all marks on Coltech and ensure that they are verified as per timeframes and assessment schedules. Provide administrative support to lecturers and Co-ordinator.

REQUIRED DOCUMENTS: Fully completed New Z83 indicating the correct reference number, detailed CV, certified copies of qualifications, SACE certificate, and ID document. **NB:** Foreign applicants should attach the following documents: **SAQA EVALUATION CERTIFICATE, SACE, VALID WORK PERMIT (QUOTA) 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 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: 11 April 2025 AT 12:00h

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