



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.

POST: Engineering and Related Design Lecturer x 1 Permanent

REF: SVD1/08/2022

SALARY NOTCH: R214 908 – R474 945 per annum

Requirements: An appropriate recognized National Diploma or Bachelor's Degree in Mechanical Engineering or N6 qualification specializing in one of the Mechanical Trades together with a Trade Test Certificate or recognized Bachelor's Degree or Diploma specializing in Technical/Vocational Education, and have the necessary knowledge in order to teach Professional Engineering Practice L4 and various other Engineering and related Design subjects for example but not limited to Engineering Fundamentals L2, Engineering Technology L2, Engineering Practice and Maintenance L3 and Applied Engineering Technology L4. A professional teaching qualification and teaching experience at TVET College will be an added advantage.

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: Financial Accounting Lecturer X 1 permanent

REF: PHL1/08/2022

SALARY NOTCH: R214 908 – R474 945 per annum

Requirements: An appropriate recognized National Diploma or Bachelor's Degree with Accounting/Financial Accounting as major subject. A professional teaching qualification will be an added advantage. One (1) year teaching experience in Financial Accounting will be an added advantage. Sound communication skills. Fully computer literate in MS Office; proof must be attached (certificate or statement). Knowledge of the relevant legislations and policies that governs in the Public TVET sector. Knowledge of LMS system will be an added advantage. Available to work flexi-hours. Registered with SACE. A valid driver's license.

Duties: Facilitation and assessment of Financial Accounting. 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. Management of students' records as well as all assets allocated to the class room. Analyse and report on student performance to management. Liaise with students, parents and other stakeholders. Support student development. Monitoring of students on WBE and provide students support and development. Be available for Work Integrated Learning to enhance own personal development. Encourage and sustain academic excellence and improved students' results

POST: English First Additional Language Lecturer X 1 permanent

REF: PHL2/08/2022

SALARY NOTCH: R214 908 – R474 945 per annum

Requirements: An appropriate recognized National Diploma or Bachelor's Degree with English III as major subject. A professional teaching qualification will be an added advantage. One (1) year teaching experience of the subject will be an added advantage. Sound communication skills. Fully computer literate in MS Office; proof must be attached (certificate or statement). Knowledge of the relevant legislations and policies that governs in the Public TVET sector. Knowledge of LMS system will be an added advantage. Available to work flexi-hours. Registered with SACE. A valid driver's license.

Duties: 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. Management of students' records as well as all assets allocated to the class room. Analyse and report on student performance to management. Liaise with students, parents and other stakeholders. Support student development. Monitoring of students on WBE and provide students support and development. Be available for Work Integrated Learning to enhance own personal development. Encourage and sustain academic excellence and improved students' results.

POST: Information and Data Processing Lecturer X 1 permanent

REF: PHL3/08/2022

SALARY NOTCH: R214 908 – R474 945 per annum

Requirements: An appropriate recognized National Diploma or Bachelor's Degree with Information Processing as a major subject. A professional teaching qualification will be an added advantage. One (1) year teaching experience in Information Processing will be an added advantage. Experience in teaching N6 Information Processing will be an added advantage. Sound communication skills. Advanced computer literacy skills (Word, Excel, and Power point & Internet). Knowledge of the relevant legislations and policies that governs in the Public TVET sector. Knowledge of LMS system will be an added advantage. Available to work flexi-hours. Registered with SACE. A valid driver's license

Duties: Facilitation and assessment of Information Processing N4 –N6. 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. Management of students' records as well as all assets allocated to the class room. Analyse and report on student performance to management. Liaise with students, parents and other stakeholders. Support student development. Monitoring of students on WBE and provide students support and development. Be available for Work Integrated Learning to enhance own personal development.

RE-POST: Career Guidance x 1 Permanent

Salary Notch: R 261 372 per annum

REF: CC1/08/2022

Requirements: An appropriate Diploma/Degree qualification Psychology or Social Sciences or any related qualification plus two to three years' relevant functional experience (Career Guidance). Knowledge of legislations in the TVET sector. Planning, Organizing and Presentation skills. Communication both verbal and written skills, A valid Driver's license and computer literacy.

Key performance areas: Plan and execute Career guidance activities to schools and community, Provide career choices services to students. Design instrument tool for selection and placement of new NCV and Report 191 students. Provide direction on the implementation of career guidance at the college. Compile monthly report to the management.

Post: Supply Chain and asset administration Clerk X 2 Temporary

Salary Notch: R176 310 – 207 681

Ref: CC1/08/2022

Requirements: Senior Certificate/Grade 12 or relevant NCV Certificate (Level 4). Recognized Diploma or Bachelors' Degree in Supply Chain/Finance/Financial Management/Accounting or any relevant equivalent qualification will be added advantage. At least one-year experience in Supply Chain Management. Knowledge and understanding of Supply Chain Management Policies. Valid Driver's Licence. Computer literate. Knowledge about Central Supplier Database will be added advantage.

Duties: Conduct needs assessment by collecting and analysing relevant data, categorising commodities and confirming availability of funds. Conduct a market and industry analysis. Draft specifications/terms of reference and issue RFQs. Rotate suppliers on Central Supplier Database. Provide administrative support in the SCM process. Make follow ups on outstanding quotations. Assist in both Asset and Inventory Management processes. Assist with the bidding administration function for the College Bid Committees. Provide supply chain clerical support services within the College.

POST: Grounds man x 1 permanent

SALARY NOTCH: R102 534 – R120 780 per annum

REF: PHL5/08/2022

Requirements: An appropriate ABET qualification or STD 6 as minimum requirement. Senior Certificate or Grade 12 or NVC Level 4 Certificate will be an added advantage. One (1) year experience in gardening and cleaning. Ability to work under pressure with little or no supervision. Must be able to communicate verbally in English (verbal/written) Must be physically healthy. Previous gardening experience will be an added advantage. A valid driver's license.

Duties: Minor maintenance of buildings, floors, stairs, minor plumbing, tiling, carpentry and ensuring other fixtures and fitting are in good working order. Maintain garden tools and report malfunctioning, repair minor defects of gardening equipment and tools. Ensuring tiles are cleanly and neatly laid out and making adjustment as needed, remove or repair damaged tiles. Maintain all assets which include doors, door handles, locks and related hardware and other fixtures on site

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: 02 September 2022 AT 12:00

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