



**LEPHALALE TVET COLLEGE IS AN EQUAL OPPORTUNITY, AFFIRMATIVE ACTION EMPLOYER. APPLICATIONS ARE INVITED FROM SUITABLY QUALIFIED AND EXPERIENCED CANDIDATES FOR APPOINTMENT IN THE FOLLOWING POSITIONS.**

**Post: Secretary to College Council – Central Office, Salary Level 7 Ref: Leptvet 01/2020  
R257 508 per annum plus 37% in lieu of benefits – Five (5) Year Contract – Council  
Appointment**

Requirements: Grade 12/NCV Level 4 Certificate plus a recognised 3-year relevant National Diploma / Bachelor's Degree or equivalent qualification in Management Assistant / Office Management / Public Management / Administration with at least three (3) years' experience as Personal Assistant / Secretariat. TVET College experience will be an added advantage. Proficiency in MS Office (Ms Word, Ms Excel, Ms PowerPoint, and Internet and E- mail). Excellent written and verbal communication skills, Ability to work independently and under pressure and must be willing to work extra hours. Good Minute taking and typing skills.

**Duties and responsibilities:** Timeous compilation of agendas, minutes, reports and correspondence related to respective meetings. Keeping hard and soft copies of all documents related to respective meetings and general administrative duties, including, but not limited to attending council meetings, typing, taking minutes, filing, compiling, reports, prepare for council meetings and other related activities.

**Post: Lecturer PL1 Electrical Engineering – Lephalale Campus, Ref: Leptvet 02/2020  
R211 098 per annum plus benefits – Permanent**

Requirements: Grade 12/NCV Level 4 Certificate plus a recognised 3-year relevant National Diploma / Bachelor's Degree, including a professional qualification in education coupled with a minimum of 1-year appropriate experience. Experience working at a TVET College in the teaching and learning discipline will be an added advantage. Must be registered with SACE.

**Duties and responsibilities:** The successful candidate's responsibilities will be required to teach N4-N6 and NCV. Plan lecturing according to subject guidelines. Set tests, assignments and all other assessments. Invigilate internal and external exams. Mark all students' activities, tests, internal and external examinations where required. Do statistical analysis of all assessments. Monitor all class activities. Compile Lecturer's POA and ensure that all students in groups comply with POE requirements. Comply with handing in dates of marks and verification. Assist with students' registration / enrolment.

**Post: Photocopy Operator – Lephalale Campus, Salary Level 3 Ref: Leptvet 03/2020  
R122 595 per annum plus benefits – Permanent**

## **REQUIREMENTS:**

Grade 12/NCV Level 4 Certificate. Proven knowledge and usage of Photocopy Machine. Must have good communication skills, Good interpersonal relations and must have knowledge of Batho Pele Principle. Computer literacy in Ms Word, Excel and PowerPoint.

## **DUTIES AND RESPONSIBILITIES**

Manage archives. Filing. Capture enrolment forms. Compile weekly and monthly reports. Operate the Photocopy Machine. Make provision of copies for various sections when need arise. Manage both papers and printouts.

**CLOSING DATE: 06 April 2020 @16h00.**

**NB:** All applications must be forwarded to The Principal, Lephalale TVET College, Private Bag x210, Lephalale, 0555 or be hand delivered to Lephalale TVET College (Central Office), Corner Nelson Mandela and Ngoako Ramatlhodi Drive, Onverwacht, Lephalale, 0557.

Submit a Z83 form (Application for Employment in the Public Service obtainable from any Government department), and a comprehensive CV accompanied by certified copies (not older than three months) of qualifications and ID copy. Please quote the relevant reference number. No faxed or e-mailed applications will be considered. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Where applicable, candidates will be subjected to a skill/knowledge test. If you do not receive any response within three months after the closing date of this advertisement, kindly accept that your application was unsuccessful.

**Lephalale TVET College reserves the right to withdraw any of the above positions.**

**Enquiries:** Potego Mphethi / Amos Mabje – 014 763 2252 Extension 220 / 261.