



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.

Assistant Director: Skills Development – Lephalale Campus, Salary Level 9 Ref: leptvet 13/2019 R376 596 per annum plus 37% in lieu of benefits – Three year Contract- Council Appointment

Requirements:

A recognized Bachelor's degree or Diploma or equivalent qualification. 3 year experience in managing skills projects with different SETAs is a prerequisite. Conversant with relevant legislation such as the NSD 111 and Skills Development Act. Computer literacy. A valid driver's license. Willingness to travel extensively and work irregular hours.

Advance Computer Skills. Qualified as Assessor and Moderator from any SETA

Attributes:

National mandates/policies regarding education, training and development including Skills Development Act and PFMA. Knowledge of Public Service regulations, policies and procedures

Knowledge of technical, vocational, education and training curriculum requirements and implementation procedures.

Ability to participate in contract negotiations. Facilitation and coordination skills. Financial Management and Management report writing skills.

Transformation management. Communication skills. Programme coordination and development.

Conflict management. Diversity management. Stakeholder relations management. Policy development, implementation, analysis, monitoring and evaluation.

Budgets compilation and reporting

Project and Programme Management, Change Management. Problem solving, analysis and decision making.

Service delivery and innovation. People management and empowerment.

Ability to network. Must be a self- starter who is able to work independently.

Responsibilities:

Manage the provision of skills development training and programmes.

Contribute to the conceptualization and planning of new projects. Facilitate application of grants to SETA's, NSF and other funding. Oversee the development, design and formulation of policy and procedures. Management and administration of skills development curriculum. Ensure that workshop attain accreditation status towards Artisan developments. Liaise with QCTO and industries and also execute NSF projects.

Organize project governance and team structures by defining roles, responsibilities and accountability. Deliver project on brief on time and on budget. Conduct research, analyse information, provide documentation and prepare reports

Liaise with relevant stakeholders on educational and skills training programmes. Ensure implementation of skills development programmes in accordance with prescribed policies and procedures. Ensure monitoring and evaluation of skills development and training programmes. Management of human resources, finances and assets.

Administration Officer: Registration Services, Salary Level 07 – Ref: leptvet 14/2019, Lephale Campus R257 508 per annum plus benefits – Permanent

Requirements:

Grade 12/NCV L4 plus relevant Degree/National N Diploma in Management Assistant/Public Management/Office Administration. 3-5 years' experience in student enrolment and assessments. Valid driver's licence. Computer literacy (word/excel). Must have knowledge and experience in Coltech System. Knowledge of Policy Framework on Administration and Management of Student Admissions in TVET Colleges. Ability to handle confidential information. Good communication and interpersonal relations. Ability to work under pressure. Knowledge and experience in the TVET sector will be an added advantage.

Responsibilities:

Enrolment of students. Capturing and controlling of enrolment related forms, marks and absentees. Attend to student queries/complaints. Verify student entries and marks before submission to DHET. Supervise officials attached to Registration and Copy Office, Interpret students' invoices and identify errors related to program fees, Liaise with HOD's and Finance Officials, Assist with enrolment, monitoring and audits, Provide Coltech training to interns, Send SMSs to students, Compile monthly reports.

Lecturer: Electrical Control and Digital Electronics, Post Level 1 – Ref: leptvet 15/2019, Lephale Campus R211 098/279 198 per annum plus benefits – Permanent (Re advertisement)

Requirements:

Grade 12/NCV Level 4 Certificate plus relevant Degree/National Diploma with Electronics/Electrical as a major subject. A teaching qualification, moderator and Assessor will be an added advantage. Computer literacy. Must be registered with SACE.

Responsibilities:

Lecturer Electrical Control and Digital Electronics or other electrical subjects as needed, Level 2 to 4. Plan teaching according to subject guidelines. Set tests, assignments and all other assessments. Invigilate internal and external exam. Mark all students' activities, tests, internal and external examinations where needed. Do statistical analysis of all assessments. Monitor all class activities. Compile lecturer's POA and ensure all students in your groups comply with POE requirements. Comply with handing in dates of marks and verifications. Assist with student registration.

Lecturer: Engineering Studies, Post Level 1 – Ref: leptvet 16/2019, Lephale Campus R211 089/279 198 per annum plus benefits – Permanent (Re advertisement)

Requirements:

Grade 12/NCV Level 4 Certificate plus relevant Degree/National Diploma in Engineering Studies. A teaching qualification, moderator and/or assessor will be an added advantage. Computer literacy. Must be registered with SACE.

Responsibilities

Lecturer Mechanical Engineering, Platers Drawing, Platers Theory, Mechanotechnology and Engineering Drawing. Plan teaching 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 needed. Do statistical

analysis of all assessments. Monitor all class activities. Compile lecturer's POA and ensure all students in your groups comply with POE requirements. Comply with handing in dates of marks and verifications. Assist with student registration.

**Senior Personnel Officer, Salary Level 05 – Ref: leptvet 17/2019, Lephale Campus
R173 703 per annum plus benefits – Permanent**

Requirements:

Grade 12/NCV Level 4 Certificate. A recognised National Diploma / Degree in Human Resources Management. A minimum of two years relevant working experience is required. Experience in the administration of leave, HR administration in areas of performance management, general registry HR Services Persal knowledge and experience is an added advantage. Good communication, organisational and interpersonal skills. Fully computer literate (MS Word, Outlook, Excel, and PowerPoint) Knowledge of relevant TVET sector.

Responsibilities:

Administer Recruitment and Selection processes within the HR Department, including the preparation of contracts. Administer terminations and exit of staff. Ensure validation of qualifications, Assist in administering the PMDS and IQMS (performance management). Administer staff remuneration (including part time and overtime) and other related staff benefits, Ensure that personnel files are properly updated and secured. Coordinate and reconcile college leave. Capture relevant information on and draw reports from PERSAL. Render an effective records management service.

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

CLOSING DATE: 13 December 2019 @10h00.

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

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