



**LEPHALALE TVET COLLEGE IS AN EQUAL OPPORTUNITY, AFFIRMATIVE ACTION EMPLOYER. IT IS THE COLLEGE'S INTENTION TO PROMOTE REPRESENTIVITY (RACE, GENDER AND DISABILITY) THROUGH THE FILLING OF THESE POSTS. APPLICATIONS ARE INVITED FROM SUITABLY QUALIFIED AND EXPERIENCED CANDIDATES FOR APPOINTMENT IN THE FOLLOWING POSITIONS.**

**Senior Education Specialist: Business Studies, PL3 – Ref: Leptvet 06/2020, Lephalale Campus R414 003 per annum plus benefits – Permanent (Persal Appointment)**

#### **Requirements:**

\*National Senior Certificate/Grade 12/Standard 10 or NCV Level 4 plus Bachelor's Degree/National Diploma or equivalent qualification. \*A recognized Teacher's qualification. \*At least three (3) years' management and supervisory experience. \*Valid SACE Registration. \*Computer Literacy (MS Word, MS Excel, MS Power Point & MS Outlook). \*Assessor and \*Moderator Certificates. \*Sound knowledge of the TVET College landscape. \*Sound knowledge of DHET policies pertinent to teaching and learning. \*Unendorsed Valid Driver's License.

#### **Responsibilities:**

\*Planning of educator work allocations and workloads. \*Compilation of the time-tables in line with College teaching and learning plans. \*Coordination of the procurement of the programme training needs. \*Provide guidance on implementation of syllabi, subject and learning outcomes. \*Monitor the implementation of ICASS guidelines and all policies that govern learning delivery and assessments. \*Monitor and control Lecturers' POAs, subject files and students' POEs. \*Monitor implementation of quality management systems in teaching and learning. \*Create conducive environment to ensure effective and successful teaching and learning. \*Planning of students' Work Based Exposure (WBE) and Lecturers Workplace Integrated Learning (WIL). \*Assist Senior Lecturers, Lecturers and Student Support Officer to provide academic support services. \*Management of performance appraisal of Educators including annual revision of job descriptions. \*Carry out all other duties related to the post including the administration part attached to the post.

**Senior Risk & Quality Management Officer, SL8 – Ref: Leptvet 08/2020, Central Office R316 791 per annum plus benefits – Permanent (Persal Appointment)**

#### **Requirements:**

\*National Senior Certificate/Grade 12 or NCV Level 4 plus a National Diploma/Degree in Internal Auditing/BCom/Risk Management. \*At least 3-5 years in Quality Management System/internal Auditing/Risk Management/ISO training. \*Knowledge of policies and governance environment of TVET Colleges including knowledge of the annual reporting requirements. \*Knowledge and understanding of the monitoring of performance management development systems. \*Knowledge and understanding of quality management practice following pieces of legislation: CET Act, ISO standards, Quality Management System etc. Knowledge and understanding of Quality Management System reporting processes and procedures. \*Good Communication Skills (written and oral), innovative thinking, ability to

work under pressure and meet deadlines. \*High Sense of confidentiality, fairness, diligent, loyalty and honesty. \*Planning and execution, organizing and must be able to work as team. \*Unendorsed valid Driver's Licence.

### **Responsibilities:**

\*Conduct customer satisfaction surveys for the college. \*Schedule and conduct management reviews for the college. \*Assist in preparing and conducting SABS surveillance Audits/ Recertification Audits for the college. \*Facilitate the provision of risk management services. \*Provide administrative duties and adhere to policies. Facilitate the provision of fraud and anticorruption services. Facilitate risk, fraud, ethics and integrity management awareness and trainings.

**Information Technology Technician, SL7 – Ref: leptvet 09/2020, Lephalale Campus R257 508 per annum plus benefits – Permanent (Persal Appointment)**

### **Requirements:**

\*A National Senior Certificate/Grade 12/ NCV Level 4 A recognised National Diploma / Degree qualification (NQF Level 6/7) in Information Technology or equivalent qualification. \*At least three years' work experience in the IT Field as an IT Technician. \*The industry recognised certifications such as MCSE/MCITP, A+, N+ Security +, ITIL will be an added advantages. \*Working experience in government transversal systems. \*Knowledge of supporting registration system i.e. Coltech/ ITS and/or similar. \*Good communication, problem solving, ICT infrastructure support and Customer relationship skills. \*Experience in Network Administration. \*Unendorsed valid Driver's Licence will be an added advantage.

### **Responsibilities:**

\*To provide Local Area Network and Desktop support services: Creating user account on desktop and laptop (mailbox and windows) Unlocking of passwords setting up desktop, printers and data projectors. \*Configuring mainframe applications. \*Provide support of data migration during computer setup. \*Provide telephonic support. \*Troubleshooting of all issues reported. \*Gather and analyse users' issues in ICT Sections and provide solutions.

**Lecturer: English, PL1 – Ref: Leptvet 10/2020, Lephalale Campus R211 098 per annum plus benefits – Permanent (Persal Appointment)**

### **Requirements:**

\*National Senior Certificate/Grade 12/Standard 10 or NCV Level 4 plus three (3) year National Diploma/ Degree or equivalent qualification in Education, majoring in English. \*Knowledge in specified subject area. \*Proven Sector experience. \*Computer Literacy (MS Word, Excel and PowerPoint). \*Assessor and Moderator certificates will be an added advantage. \*SACE Registration.

### **Responsibilities:**

\*Lecture NCV subjects. \*Set tests, assignments and all other assessments pertinent to the subjects. \*Invigilate both the internal and external exam. \*Mark all students' activities and tests. \*Monitor all class activities. Compile Lecturer's Portfolio of Assessments (POA) and Students' Portfolio of Evidence (POE). \*Assist with Student registration/ enrolment.

**Lecturer: Electrical Engineering, PL1 – Ref: Leptvet 11/2020, Lephale Campus R211 098 per annum plus benefits – Permanent (Persal Appointment) – Re – Advertisement**

**Requirements:**

\*National Senior Certificate/Grade 12/Standard 10 or NCV Level 4 plus three (3) year National Diploma/ Degree in Electrical Engineering or equivalent qualification in the relevant field. \* Trade Test Certificate in Electrical Engineering. \*Teaching qualification and will be an added advantage.

\*Proven working experience in the Education Sector or Industry. \*Sound knowledge of theory and practice in the relevant field. Computer Literacy (MS Word, Excel and PowerPoint). \*Assessor and Moderator certificates will be an added advantage. \*SACE Registration.

**Responsibilities:**

\*Lecture NCV subjects. \*Classroom/ Workshop facilitation. \*Set tests, assignments and all other assessments pertinent to the subjects. \*Invigilate both the internal and external exam. \*Mark all students' activities and tests. \*Monitor all class activities. \*Compile Lecturer's Portfolio of Assessments (POA) and Students' Portfolio of Evidence (POE). \*Assist with \*Student registration/ enrolment.

**Finance Clerk, SL5 – Ref: Leptvet 12/2020, Lephale Campus R173 703 per annum plus benefits – Permanent (Persal Appointment)**

**Requirements:**

\*National Senior Certificate/Grade 12/Standard 10 or NCV Level 4 plus a recognised National Diploma/ BCom Degree in Financial Management/ Accounting. \*Relevant experience in Finance environment. Knowledge of PFMA and Treasury Regulations. \*Good communication skills (both oral & written), planning, organising and interpersonal skills. \*Ability to function Accurately and methodically under pressure. \*Computer Literacy is a prerequisite. \*Valid Driver's Licence.

**Responsibilities:**

\*Verify project related claims such as Stipends and Suppliers before capturing payment. \*Capture all project related claims for payment. \*Calculate stipends before capturing a payments. \*Post all project transactions on Accounting System. \*Attend to project related queries. \*Ensure compliance with College and project policies, procedures and guidelines. \*Attend to any other duties requested by the Supervisor.

**Finance Administrator – Skills Development, SL5 – Ref: Leptvet 13/2020, Lephale Campus R173 703 per annum plus 37 % in lieu of benefits – 12 Months Fixed Term Contract**

**Requirements:**

\*National Senior Certificate/Grade 12/Standard 10 or NCV Level 4 plus a recognised National Diploma/ BCom Degree in Financial Management/ Accounting. \*Training certificate in Payroll and/ or Pastel will be an added advantage. \*Understanding and application of the financial related policies and acts. \*Ability to pay attention to detail and excellent organisational skills, ability to prioritise tasks and work under pressure, Good interpersonal skills, Good Communication skills (both verbal and written), Ability to work independently and meet tight deadlines. \*An unendorsed valid Driver's Licence will be an added advantage.



## Responsibilities:

\*Coordinate all income and expenditure budgets for training programmes (learning programmes). \*Prepare cash flows, financial reconciliation, payrolls, and stipends. \*Prepare, verify and process invoices. \*Compile monthly and/or quarterly reports for all occupational projects and perform other related duties as required.

**Project Administrator – Skills Development, SL5 – Ref: Leptvet 14/2020, Lephale Campus R173 703 per annum plus 37 % in lieu of benefits – 12 Months Fixed Term Contract**


## Requirements:

National Senior Certificate/Grade 12/Standard 10 or NCV Level 4 plus a recognised National Diploma/ Bachelor's Degree in Human Resource Development/ Human Resource Management/ Public Management or Administration. \*Understanding and application of the skills development related policies and acts. \*Ability to pay attention to detail, Good organisational skills, ability to prioritise tasks, ability to work under pressure, Good interpersonal skills, Good Communication skills (both verbal and written), Ability to work independently and meet tight deadlines. \*An unendorsed valid Driver's Licence will be an added advantage.

## Requirements:

\*Coordinate all WIL training programmes such as Internship, Skills Programmes, Learnerships, Apprenticeship, etc. \*Develop funding proposal to the relevant fund donors. \*Apply the accreditation for the college; identify and negotiate work-placement for the learners. \*Upload and register students on both college and SETA system. \*Compile student data and verify portfolios and other submissions. \*Plan and conduct monitoring and evaluating of training programmes and perform other related duties as required.

**NB:** All applications can be submitted to [recruitment1@leptvecol.edu.za](mailto:recruitment1@leptvecol.edu.za) or [recruitment2@leptvetcol.edu.za](mailto:recruitment2@leptvetcol.edu.za). Submit 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 six (6) months) of qualifications, ID and Driver's Licence where applicable. Please quote the relevant reference number. 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.

The College is guided by the principles of Employment Equity. Candidates with disabilities are encouraged to apply and an indication in this regard will be appreciated. 

**Disclaimer:** Considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentations. You must quote the name of the post and reference number in the subject line.

**CLOSING DATE: 05 OCTOBER 2020 @16h00.**

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

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