



**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: Education Specialist: Business Studies (NATED) – Lephalale Campus, PL 2 Ref: leptvet 06/2021 R348 747 per annum plus benefits – Permanent (Persal Appointment)**

### Requirements:

\*National Senior Certificate/Grade 12/Standard 10 or NCV Level 4 plus an appropriate recognized three (3) year National Diploma/ Degree or equivalent qualification in the relevant field. \*Professional Qualification in Education. A minimum of three (3) years teaching experience in the TVET Sector. \*Assessor and Moderator certificates. \*Sound knowledge and understanding of Report 191 and NC(V) programmes. \*Sound communication skills \*Good report writing skills. \*Must be able to work independently. \*Must be registered with SACE. \*Computer Literacy (MS Word, Excel, PowerPoint, Access & Outlook). \*A valid Driver's Licence.

### Responsibilities:

\*Liaise with Lecturers, Head of Departments and Student Support Officers in providing support intervention to students. \*Facilitate general academic and career development of students, prepare lessons in accordance with the time table, and ensure classroom management and discipline of students. \*Assist students with career- paths as well as study methods. \*Give support to students in developing critical job- hunting skill. \*Assist the Head of Department/ Division with day to day management duties. \*Give professional guidance and support to Lecturers. \*Oversee assessments and moderation. \*Assist with lecturing where required. \*Monitor lectures and students with regard to attendance and performance records. \*Conduct class visits and monitor PoA and PoE's.

**Post: Marketing and Communication Officer, SL8 - Ref: leptvet 07/2021, Central Office R316 791 per annum plus benefits – Permanent (Persal Appointment)**

### Requirements

\*National Senior Certificate/Grade 12/Standard 10 or NCV Level 4 plus National Diploma/ Degree in Marketing Management/ Public Relations/Communication. \*Three (3) years working experience in Marketing or public relations environment. \*Good interpersonal skills, planning and organizing skills, good verbal and written communication skills, computer literacy. \*The candidate must be willing to travel, work extra hours and be committed to meet deadlines. \* Knowledge of the TVET Sector will be an added advantage. \*A valid drivers' licence.

### Responsibilities

\*Develop Marketing Management plan, rendering effective marketing of the College programs through learner recruitment campaigns such as school visits, career exhibitions and road shows, liaise with internal and external stake holders. \*Network with relevant role players and stakeholders by attending functions, workshops and imbizos. \*Conduct student and internal market research, develop and administer surveys, generate new ideas for students' recruitment. \*Maintain corporate identity and brand visibility, organise internal and external functions and events, like graduations ceremony, opening and closing functions, staff awards, strategic planning sessions, compile various reports to management and also compile budget for the Marketing Section. \*Compile and edit the College's newsletter.

**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. Applications must be submitted on a Z83 Form obtainable on the internet at [www.gov.za/documents](http://www.gov.za/documents) and must be accompanied by a comprehensive CV and certified copies (date stamp not older than six months) of qualifications (including matriculation & academic record(s), Identity Document and Driver's Licence where applicable. It is the applicant's responsibility to have foreign qualifications evaluated by South African Qualifications Authority (SAQA). Candidates whose appointments promote representativity will receive preference. If you do not receive any response within (3) three months after the closing date of this advertisement, kindly accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/ study verification and previous employment verification). Applications received after the closing date will not be considered.**

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

**Enquiries: Potego Mphethi / Neriah Morena – 014 763 2252 Extension 220 /1.**

**CLOSING DATE: 09 MAY 2021 @16h00.**

