



**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: Mechanical Engineering (NATED) – Lephalale Campus, PL 2 Ref: leptvet 01/2021 R347 703 per annum plus benefits – Permanent (Persal Appointment)**

### **Requirements:**

\*National Senior Certificate/Grade 12/Standard 10 or NCV Level 4 plus an appropriate recognized National Diploma/ Bachelor's Degree in Mechanical Engineering. \*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 License.

### **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, 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: Internal Auditor, SL8 - Ref: leptvet 02/2021, Central Office R316 791 per annum plus benefits – Permanent (Persal Appointment)**

### **Requirements:**

\*National Senior Certificate/Grade 12/Standard 10 or NCV Level 4 plus a three (3) year Bachelor degree or equivalent qualification in Internal Auditing, Accounting or Financial Management with Auditing as major subject. \*Membership with Institute of Internal Auditors (IIA) is compulsory. \*At least (3) three years relevant working experience in internal auditing. \* Experience in audits of Higher Learning Institutions will be an added advantage. \*Knowledge of PFMA, Treasury regulations, CET Act 16 of 2006 as amended and other related acts. \*Interpersonal relations, good communication skills, project management skills, good report writing skills, decisiveness and assertiveness, analytical thinking, effective problem solving skills, honesty, financial management skills, presentation skills and good interpretation and application of legislations. \* Must have advanced computer literacy skills and have a valid Driver's License.

### **Responsibilities:**

\*Internal Auditor will be responsible for planning, executing and reporting on operational, financial, regulatory and compliance related audits/reviews of the TVET College. \*Plans financial, regulatory, compliance or operational reviews/audits. \*Coordinates work with Risk, Legal Compliance and other control-related activities within Internal Audit Unit. \*Conducts follow-up risk management, internal and external audit report and identifies controls in place to mitigate identified risks and gaps respectively. \*Performs audit procedures to verify that controls are operating through testing and interviewing techniques. \*Analyses and concludes on effectiveness and efficiency of control environment. \*Identify control gaps and

opportunities for improvement. \*Document the results of audit work in accordance with audit department and the Institute of Internal Auditors (IIA) standards. \*Prepares timely audit reports for executive management, the Audit Committee and the Council. \*Assess, evaluate and promote compliance to internal policies. \*Contributes, as appropriate, in the year-end financial audit with the external auditor. \*Provides advice on internal control and participates in enhancing internal audit standards and practices within the College. \*Provide feedback on performance of Internal Auditors, on audit assignments, as applicable.

**Post: Lecturer: Boilermaker/ Fabrication – Lephale Campus, PL1 Ref: leptvet 03/2021 R211 098 per annum plus benefits – Permanent (Persal Appointment)**

#### **Requirements:**

\*National Senior Certificate/Grade 12/Standard 10 or NCV Level 4 plus an appropriate Bachelor's Degree/National Diploma Mechanical Engineering. \*Boilermaking Trade Certificate \*Professional Qualification in Education. \* Assessor and Moderator Certificates will be an added advantage. \*Teaching experience in TVET College environment. \*Planning, organizing, monitoring and evaluation skills. \*Good communication skills and interpersonal skills. \*Ability to handle pressure and meet deadlines. \*Computer Literacy (MS Word, Excel, PowerPoint, Access & Outlook). \*Valid registration with SACE.

#### **Responsibilities:**

\*Lecture Boilermaking related subjects in the NCV from L2 – L4. \*Assist with enrolment of students. \*Facilitate general academic and career development of students \*Prepare lesson plans. \*Compile PoA and PoE's. \*Provide guidance on syllabi, curriculum and learning outcomes. \*Create conducive classroom environment and ensure efficient classroom management and discipline of students. \*Assess students, capture marks and maintain the necessary documents. \*Manage and monitor students' attendance.

**Post: General Worker SL2 - Ref: leptvet 04/2021 Lephale Campus R102 534 per annum plus plus benefits – Permanent (Persal Appointment)**

#### **Requirements:**

\*Grade 10 or equivalent qualification. Certificate. A certificate in Health and Safety, First Aid, Landscaping or Maintenance will be an added advantage. \*Hardworking, commitment, good interpersonal relation skills, good communication skill, must be able to work long hours and must also be able to work under pressure.

#### **Responsibilities:**

\* General cleaning of College terrain, working with garden equipment such as weed eaters, blowers, chainsaws and hedge trimmers, planting and up keeping of gardens, cutting of branches and trees as needed. \*Cleaning of gutters and roofs.

**Post: Admin Assistant (Covid 19 Screening) – Modimolle Campus, Ref: leptvet 05/2021 R5 000. 00 per month – Four (4) months fixed- term contract**

#### **Requirements:**

\*National Senior Certificate/Grade 12/Standard 10 or NCV Level 4 plus an appropriate Diploma in Nursing. \*Computer Literacy (MS Word, Excel, PowerPoint, Access & Outlook). \*Good administrative skills and Good communication skills.

#### **Duties and Responsibilities:**

\*Administration support function in the College. \*Assist in compliance of Covid- 19 as outlined in the regulations \*Screening of lecturers, students, support staff and all stakeholders visiting the College.

**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: 27 APRIL 2021 @16h00.**

