



**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: Campus Manager – Lephalale Campus, PL5 Ref: leptvet 15/2020 R511 752 per annum plus benefits – Permanent (Persal Appointment)**

### **Requirements:**

\*National Senior Certificate/Grade 12/Standard 10 or NCV Level 4 plus an appropriate Degree/Diploma in Education. \*A minimum of seven (7) years working experience in the TVET sector education institution of which at least three (3) years should be at managerial level. \*Must be registered with SACE. \*Computer Literacy (MS Word, Excel, PowerPoint, Access & Outlook) and must also be in possession of an unendorsed valid Driver's License.

### **Competencies, Knowledge and Skills:**

\*Thorough Knowledge and understanding of the relevant legislation related to TVET Sector. \*Extensive knowledge and experience of financial, project and HR development strategies. \*Interpersonal skills. \*Sound communication skills. \*Problem Solving and analytical skills. \*Initiative skills. \*Ability to work under pressure and meet deadlines. \*Ability to work independently as well as in a team. \*Planning and execution, organizing, leading and control skills. Report writing and Presentation skills.

### **Duties and Responsibilities:**

\*Responsible for the overall management of the campus. \*Lead and coordinate day to day management of staff, students and campus activities. \*Lead and support designated staff to ensure learner attainment. \*Responsible for institutional quality assurance at campus level. \*oversee the professional development of both academic and support staff members. \*Accountable for all assets and financial transactions of the campus. \*Monitor and evaluate campus administration processes. \*Effective management of discipline and conflict management within the campus. \*Prepare management plan to achieve targets as well as needs of the students and other stakeholders. \*Plan, manage and monitor the student enrolment processes. \*Responsible for the effective utilization of resources allocated to the campus. \*Assist with formulation, implementation and monitoring of policies and procedures to ensure effective and efficient management of internal audit and risk management systems at the campus. \*Plan and manage all campus related projects within the allocated budgets. \*Play an active role in promoting extra and curricular activities on the campus. \*Liaise with all college stakeholders. \*Encourage and support initiatives with other academic institutions with regards to education and training.

Please forward your application to this email address: [leptvet15@leptvetcol.edu.za](mailto:leptvet15@leptvetcol.edu.za)

*NB: Kindly quote name of the post you are applying for and its reference number in the subject line.*

**Post: Senior Provisioning Admin Officer: SCM – Central Office, SL8 Ref: leptvet 16/2020 R316 791 per annum plus benefits – Permanent (Persal Appointment)**

### **Requirements:**

\*National Senior Certificate/Grade 12/Standard 10 or NCV Level 4 plus an appropriate Degree/National Diploma in Supply Chain Management/Logistics/Purchasing/Financial Management. \*At least three (3) years' experience in Supply Chain Management/Procurement. \*Computer Literacy (MS Word, Excel, PowerPoint, Access & Outlook) and must also be in possession of an unendorsed valid Driver's License.

## **Competencies, Knowledge and Skills:**

\*Knowledge of Public Finance Management Act (PFMA), Treasury Regulations, Preferential Procurement Policy Framework Act (PPPFA), Broad Based Black Economic Empowerment

(BBBEE) Act. \*Understanding and interpretation of applicable system and Central Supplier Database (CSD). \*Good organizational and administrative skills, good analytical skills, good communication skills (both verbal and written), high sense of confidentiality, ability to work under pressure.

## **Duties and Responsibilities:**

\*Render demand and acquisition support: Control turnaround time of requisition and orders. \*Check and sign off on invoices/ documents submitted for payment. \*Monitor issuing of office stock take and/or controlling order levels. \*Check, place and verify orders for goods. \*Receive requests from end users. \*Maintain goods register. Give feedback on progress to the end users regarding the submitted requests for goods and services. \*Facilitate procurement process for Informal Tender process upon receipt of requisitions with specifications. \*Publish tender invitations, receive and open bid documents. \*Compile adjudication and evaluation reports. Facilitate procurement processes for Formal tenders. \*Complete tender register. \*Provide secretarial and logistical support during the bid consideration and contracts conclusion process. \*Ensure the recording of deviations. \*Compile adverts for bids. Coordinate review and source quotation from service providers in the database according to the threshold values determined by the National Treasury. \*Provide secretarial support to all Bid Committees (BSC, BEC and BAC) and ensure that the minutes are timely distributed. \*Ensure that the official (successful/ unsuccessful) letters reach all Bidders. \*Ensure supplier contract register is up to date. \*Ensure regular update of supplier database. \*Attend site meetings with Bidders and Contractors. \*Manage internal communication of successful bidders. \*Compile relevant reports, Develop, review and implementation of policies and procedures. \*Supervise and undertake logistical support services. \*Supervise staff in the section.

Please forward your application to this email address: [leptvet16@leptvetcol.edu.za](mailto:leptvet16@leptvetcol.edu.za)

*NB: Kindly quote name of the post you are applying for and its reference number in the subject line.*

**Post: Administration Officer: Registration Services, SL7- Ref: leptvet 17/2020, Lephalale Campus R257 508 per annum plus benefits – Permanent (Persal Appointment) Re- Advertisement**

## **Requirements:**

\*National Senior Certificate/Grade 12/Standard 10 or NCV Level 4 plus an appropriate Degree/National Diploma/ National N Diploma in Public Management/ /Office Administration/ Business Management or Management Assistant. \*At least three (3) years' working experience in student enrolment and assessments in the TVET Sector. \*Computer Literacy (MS Word, Excel, PowerPoint, Access & Outlook) and must also be in possession of an unendorsed valid Driver's License.

## **Competencies, Knowledge and Skills:**

\*Sound knowledge and experience on Coltech System. Knowledge of Policy Framework on Administration and Management of Student Admissions in TVET Colleges. \*Ability to handle confidential information. \* Communication and interpersonal relations. \*Ability to work under pressure.

## **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 and compile monthly reports.

Please forward your application to this email address: [leptvet17@leptvetcol.edu.za](mailto:leptvet17@leptvetcol.edu.za)

*NB: Kindly quote name of the post you are applying for and its reference number in the subject line.*

**Post: Lecturer: Computer Practice & Office Data Processing PL1- Ref: leptvet 17/2020 Modimolle Campus R211 098 / R279 198 per annum plus plus benefits – Permanent (Persal Appointment)**

#### **Requirements:**

\*Grade 12/ NCV Level 4 Certificate plus a recognized three (3) year qualification at REQV 13 with computer related subjects. \*Proven computer training in MS Office. \*A teaching qualification, Assessor and Moderator certificates will be an added advantage. \*Practical experience in specific aspects of the subject fields as well as the ability to do practicals will be an added advantage and the successful candidate must be registered with SACE.

#### **Knowledge, Skills and Competencies:**

- \*Good administrative skills
- \*Good communication skills

#### **Responsibilities:**

\*The successful candidate will be required to lecture Office Data Processing Level 2 & 3 and Computer Practice N4 – N6. Set tests, assignments and all other assessments. \*Invigilate internal and external exam. \*Mark all students' activities, tests, internal and external examinations where needed. \*Monitor all class activities. \*Compile lecturer's POA and ensure all students in your groups comply with POE requirements. \*Comply with deadlines for the submission of marks and verifications. \*Assist with student registration.

Please forward your application to this email address: [leptvet18@leptvetcol.edu.za](mailto:leptvet18@leptvetcol.edu.za)

*NB: Kindly quote name of the post you are applying for and its reference number in the subject line.*

**NB: Please ensure that you use the correct email address as set in each position. Application with supporting documentation, including a signed Z83 Form be emailed to the respective email addresses provided. Applications sent to incorrect email addresses will regrettably not be considered. 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 (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.**

**CLOSING DATE: 14 DECEMBER 2020 @16h00.**

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

**Enquiries:** Potego Mphethi / Neriah Morena – 014 763 2252 Extension 220 / 221.