



DEPARTMENT OF HIGHER EDUCATION AND TRAINING AND WESTERN TVET COLLEGE INVITES ALL SUITABLE AND QUALIFIED CANDIDATES TO APPLY FOR THE FOLLOWING PERMANENT ACADEMIC AND SUPPORT STAFF VACANCIES

POST: PL1 LECTURER: BUSINESS STUDIES NATED (1 POST)

**SALARY: REQV 13 - R244 884.00 per annum
REQV 14 – R318 648.00 per annum**

POST DESCRIPTION	PUBLIC MANAGEMENT • N4 – N6
CAMPUS	RANDFONTEIN
REFERENCE NUMBER	RFT/AC/PL1/PUBMAN/NATED/01
MINIMUM REQUIREMENTS	Matric/Grade12 Certificate plus a recognised 3-year National Diploma/Degree in Education with Public Management as a major subject. Must be registered with the South African Council for Educators (SACE). Must be computer literate. A valid driver's license will be an added advantage.
COMPETENCIES, KNOWLEDGE, AND SKILLS	Curriculum development and creation of a conducive learning environment. Lesson presentation and methodology. Lecture students in compliance with the college Annual Academic Plan and campus timetable. Assess students, maintain assessment records, and capture assessment marks electronically. Develop quality assessment tasks for students. Attend subject, invigilation, divisional meetings, and other meetings related to work. Classroom management. Recording and analysing data. Knowledge of digital learning. Knowledge of relevant prescripts, legislation and policies governing the TVET Sector. Assessor and Moderator qualification will be an added advantage.
DUTIES	Planning and implementation of the subject related plan according to the programme. Deliver quality service to students. Conduct classroom management according to policy and procedures. Assessment and moderation. Conducting classes according to the official syllabus. Keeping daily attendance register, which is audited. Tutoring of students during examination. Setting, marking, and moderating of internal and external assessments. Invigilating during all assessments and compile year marks. Finalising ICASS marks and final examination marks. Analyse results and submit reports. Participating in continuous professional development programmes.

College Council

POST: PL1 LECTURER: BUSINESS STUDIES NATED (3 POSTS)

SALARY: REQV 13 - R244 884.00 per annum
REQV 14 – R318 648.00 per annum

POST DESCRIPTION	COMPUTER RELATED SUBJECTS <ul style="list-style-type: none">• INTRO N4– N6
CAMPUS	RANDFONTEIN
REFERENCE NUMBER	RFT/AC/PL1/COMPREL/NATED/02
MINIMUM REQUIREMENTS	Matric/Grade12 Certificate plus a recognised 3-year National Diploma/Degree in Education with Computer Practice or Information Processing as major subjects. Must be registered with the South African Council for Educators (SACE). Must be computer literate. A valid driver's license will be an added advantage.
COMPETENCIES, KNOWLEDGE, AND SKILLS	Curriculum development and creation of a conducive learning environment. Lesson presentation and methodology. Lecture students in compliance with the college Annual Academic Plan and campus timetable. Assess students, maintain assessment records, and capture assessment marks electronically. Develop quality assessment tasks for students. Attend subject, invigilation, divisional meetings, and other meetings related to work. Classroom management. Recording and analysing data. Knowledge of digital learning. Knowledge of relevant prescripts, legislation and policies governing the TVET Sector. Assessor and Moderator qualification will be an added advantage.
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College Council

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POST: PL1 LECTURER: BUSINESS STUDIES NATED (1 POST)

SALARY: REQV 13 - R244 884.00 per annum

REQV 14 – R318 648.00 per annum

POST DESCRIPTION	MARKETING <ul style="list-style-type: none">• N4 – N6
CAMPUS	RANDFONTEIN
REFERENCE NUMBER	RFT/AC/PL1/MARK/NATED/03
MINIMUM REQUIREMENTS	Matric/Grade12 Certificate plus a recognised 3-year National Diploma/Degree in Education with Marketing as a major subject. Must be registered with the South African Council for Educators (SACE). Must be computer literate. A valid driver's license will be an added advantage.
COMPETENCIES, KNOWLEDGE, AND SKILLS	Curriculum development and creation of a conducive learning environment. Lesson presentation and methodology. Lecture students in compliance with the college Annual Academic Plan and campus timetable. Assess students, maintain assessment records, and capture assessment marks electronically. Develop quality assessment tasks for students. Attend subject, invigilation, divisional meetings, and other meetings related to work. Classroom management. Recording and analysing data. Knowledge of digital learning. Knowledge of relevant prescripts, legislation and policies governing the TVET Sector. Assessor and Moderator qualification will be an added advantage.
DUTIES	Planning and implementation of the subject related plan according to the programme. Deliver quality service to students. Conduct classroom management according to policy and procedures. Assessment and moderation. Conducting classes according to the official syllabus. Keeping daily attendance register, which is audited. Tutoring of students during examination. Setting, marking, and moderating of internal and external assessments. Invigilating during all assessments and compile year marks. Finalising ICASS marks and final examination marks. Analyse results and submit reports. Participating in continuous professional development programmes.



College Council

POST: PL1 LECTURER: NCV STUDIES (3 POSTS)

SALARY: REQV 13 - R244 884.00 per annum
REQV 14 – R318 648.00 per annum

POST DESCRIPTION	ENGLISH, LIFE SKILLS AND COMPUTER LITERACY <ul style="list-style-type: none">L2 – L4
CAMPUS	RANDFONTEIN
REFERENCE NUMBER	RFT/AC/PL1/ENG-LIFE-COMP/NCV/04
MINIMUM REQUIREMENTS	Matric/Grade12 Certificate plus a recognised 3-year National Diploma/Degree in Education with Communication/English/Life Skills/Computer Studies as major subjects. Must be registered with the South African Council for Educators (SACE). Must be computer literate. A valid driver's license will be an added advantage.
COMPETENCIES, KNOWLEDGE, AND SKILLS	Curriculum development and creation of a conducive learning environment. Lesson presentation and methodology. Lecture students in compliance with the college Annual Academic Plan and campus timetable. Assess students, maintain assessment records, and capture assessment marks electronically. Develop quality assessment tasks for students. Attend subject, invigilation, divisional meetings, and other meetings related to work. Classroom management. Recording and analysing data. Knowledge of digital learning. Knowledge of relevant prescripts, legislation and policies governing the TVET Sector. Assessor and Moderator qualification will be an added advantage.
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POST: PL1 LECTURER: NCV STUDIES (2 POSTS)

SALARY: REQV 13 - R244 884.00 per annum

REQV 14 – R318 648.00 per annum

POST DESCRIPTION	OFFICE ADMINISTRATION <ul style="list-style-type: none">L2 – L4
CAMPUS	RANDFONTEIN
REFERENCE NUMBER	RFT/AC/PL1/OFF-ADMIN/NCV/05
MINIMUM REQUIREMENTS	Matric/Grade12 Certificate plus a recognised 3-year National Diploma/Degree in Education with Office Administration as a major subject. Must be registered with the South African Council for Educators (SACE). Must be computer literate. A valid driver's license will be an added advantage.
COMPETENCIES, KNOWLEDGE, AND SKILLS	Curriculum development and creation of a conducive learning environment. Lesson presentation and methodology. Lecture students in compliance with the college Annual Academic Plan and campus timetable. Assess students, maintain assessment records, and capture assessment marks electronically. Develop quality assessment tasks for students. Attend subject, invigilation, divisional meetings, and other meetings related to work. Classroom management. Recording and analysing data. Knowledge of digital learning. Knowledge of relevant prescripts, legislation and policies governing the TVET Sector. Assessor and Moderator qualification will be an added advantage.
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POST: PL1 LECTURER: NCV STUDIES (1 POST)

SALARY: REQV 13 - R244 884.00 per annum
REQV 14 – R318 648.00 per annum

POST DESCRIPTION	MATHEMATICS, LIFE SKILLS AND COMPUTER LITERACY <ul style="list-style-type: none">L2 – L4
CAMPUS	RANDFONTEIN
REFERENCE NUMBER	RFT/AC/PL1/MATHS-LIF-COMP/NCV/06
MINIMUM REQUIREMENTS	Matric/Grade12 Certificate plus a recognised 3-year National Diploma/Degree in Education with Mathematics as a major subject. Must be registered with the South African Council for Educators (SACE). Must be computer literate. A valid driver's license will be an added advantage.
COMPETENCIES, KNOWLEDGE, AND SKILLS	Curriculum development and creation of a conducive learning environment. Lesson presentation and methodology. Lecture students in compliance with the college Annual Academic Plan and campus timetable. Assess students, maintain assessment records, and capture assessment marks electronically. Develop quality assessment tasks for students. Attend subject, invigilation, divisional meetings, and other meetings related to work. Classroom management. Recording and analysing data. Knowledge of digital learning. Knowledge of relevant prescripts, legislation and policies governing the TVET Sector. Assessor and Moderator qualification will be an added advantage.
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POST: PL1 LECTURER: NCV STUDIES (2 POSTS)

SALARY: REQV 13 - R244 884.00 per annum

REQV 14 – R318 648.00 per annum

POST DESCRIPTION	HOSPITALITY <ul style="list-style-type: none">L2 – L4
CAMPUS	RANDFONTEIN
REFERENCE NUMBER	RFT/AC/PL1/HOSP/NCV/07
MINIMUM REQUIREMENTS	Matric/Grade12 Certificate plus a recognised 3-year National Diploma/Degree in Hospitality. A professional qualification in Education will be an added advantage. Registration with the South African Council for Educators (SACE) will be an added advantage. Must be computer literate. A valid driver's license will be an added advantage.
COMPETENCIES, KNOWLEDGE, AND SKILLS	Curriculum development and creation of a conducive learning environment. Lesson presentation and methodology. Lecture students in compliance with the college Annual Academic Plan and campus timetable. Assess students, maintain assessment records, and capture assessment marks electronically. Develop quality assessment tasks for students. Attend subject, invigilation, divisional meetings, and other meetings related to work. Classroom management. Recording and analysing data. Knowledge of digital learning. Knowledge of relevant prescripts, legislation and policies governing the TVET Sector. Assessor and Moderator qualification will be an added advantage.
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POST: PL1 LECTURER: BUSINESS STUDIES NATED (1 POST)

SALARY: REQV 13 - R244 884.00 per annum

REQV 14 – R318 648.00 per annum

POST DESCRIPTION	COMPUTER PRACTICE <ul style="list-style-type: none">• N4-N6
CAMPUS	KRUGERSDORP CENTRAL
REFERENCE NUMBER	KC/AC/PL1/COMP-INTRO/NATED/08
MINIMUM REQUIREMENTS	Matric/Grade12 Certificate plus a recognised 3-year National Diploma/Degree in Education with Computer Practice as a major subject. Must be registered with the South African Council for Educators (SACE). Must be computer literate. A valid driver's license will be an added advantage.
COMPETENCIES, KNOWLEDGE, AND SKILLS	Curriculum development and creation of a conducive learning environment. Lesson presentation and methodology. Lecture students in compliance with the college Annual Academic Plan and campus timetable. Assess students, maintain assessment records, and capture assessment marks electronically. Develop quality assessment tasks for students. Attend subject, invigilation, divisional meetings, and other meetings related to work. Classroom management. Recording and analysing data. Knowledge of digital learning. Knowledge of relevant prescripts, legislation and policies governing the TVET Sector. Assessor and Moderator qualification will be an added advantage.
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POST: PL1 LECTURER: NCV STUDIES (1 POST)

SALARY: REQV 13 - R244 884.00 per annum
REQV 14 – R318 648.00 per annum

POST DESCRIPTION	MATHEMATICAL LITERACY <ul style="list-style-type: none">L2-L4
CAMPUS	KRUGERSDORP CENTRAL
REFERENCE NUMBER	KC/AC/PL1/MATHS-LIT/NCV/09
MINIMUM REQUIREMENTS	Matric/Grade12 Certificate plus a recognised 3-year National Diploma/Degree in Education with Mathematics as a major subject. Knowledge Life Orientation and Office Practice will be an added advantage. Must be registered with the South African Council for Educators (SACE). Must be computer literate. A valid driver's license will be an added advantage.
COMPETENCIES, KNOWLEDGE, AND SKILLS	Curriculum development and creation of a conducive learning environment. Lesson presentation and methodology. Lecture students in compliance with the college Annual Academic Plan and campus timetable. Assess students, maintain assessment records, and capture assessment marks electronically. Develop quality assessment tasks for students. Attend subject, invigilation, divisional meetings, and other meetings related to work. Classroom management. Recording and analysing data. Knowledge of digital learning. Knowledge of relevant prescripts, legislation and policies governing the TVET Sector. Assessor and Moderator qualification will be an added advantage.
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POST: PL1 LECTURER: BUSINESS STUDIES NATED (1 POST)

SALARY: REQV 13 - R244 884.00 per annum
REQV 14 – R318 648.00 per annum

POST DESCRIPTION	FINANCIAL ACCOUNTING AND ENTREPRENEURSHIP <ul style="list-style-type: none">• N4-N6
CAMPUS	KRUGERSDORP CENTRAL
REFERENCE NUMBER	KC/AC/PL1/FIN-ACC/NATED/10
MINIMUM REQUIREMENTS	Matric/Grade12 Certificate plus a recognised 3-year National Diploma/Degree in Education with Financial Accounting and Entrepreneurship/ Business Management as major subjects. Knowledge Life Orientation and Office Practice will be an added advantage. Must be registered with the South African Council for Educators (SACE). Must be computer literate. A valid driver's license will be an added advantage.
COMPETENCIES, KNOWLEDGE, AND SKILLS	Curriculum development and creation of a conducive learning environment. Lesson presentation and methodology. Lecture students in compliance with the college Annual Academic Plan and campus timetable. Assess students, maintain assessment records, and capture assessment marks electronically. Develop quality assessment tasks for students. Attend subject, invigilation, divisional meetings, and other meetings related to work. Classroom management. Recording and analysing data. Knowledge of digital learning. Knowledge of relevant prescripts, legislation and policies governing the TVET Sector. Assessor and Moderator qualification will be an added advantage.
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POST: PL1 LECTURER: BUSINESS STUDIES NATED (1 POST)

SALARY: REQV 13 - R244 884.00 per annum
REQV 14 – R318 648.00 per annum

POST DESCRIPTION	PERSONNEL MANAGEMENT AND OFFICE PRACTICE <ul style="list-style-type: none">N4-N6
CAMPUS	KRUGERSDORP CENTRAL
REFERENCE NUMBER	KC/AC/PL1/PERS-MAN/NATED/11
MINIMUM REQUIREMENTS	Matric/Grade12 Certificate plus a recognised 3-year National Diploma/Degree in Education with Personnel Management/Office Practice as major subjects. Must be registered with the South African Council for Educators (SACE). Must be computer literate. A valid driver's license will be an added advantage.
COMPETENCIES, KNOWLEDGE, AND SKILLS	Curriculum development and creation of a conducive learning environment. Lesson presentation and methodology. Lecture students in compliance with the college Annual Academic Plan and campus timetable. Assess students, maintain assessment records, and capture assessment marks electronically. Develop quality assessment tasks for students. Attend subject, invigilation, divisional meetings, and other meetings related to work. Classroom management. Recording and analysing data. Knowledge of digital learning. Knowledge of relevant prescripts, legislation and policies governing the TVET Sector. Assessor and Moderator qualification will be an added advantage.
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POST: PL1 LECTURER: BUSINESS STUDIES NATED (1 POST)

SALARY: REQV 13 - R244 884.00 per annum
REQV 14 – R318 648.00 per annum

POST DESCRIPTION	MANAGEMENT COMMUNICATION <ul style="list-style-type: none">N4-N6
CAMPUS	KRUGERSDORP CENTRAL
REFERENCE NUMBER	KC/AC/PL1/MAN-COMM/NATED/12
MINIMUM REQUIREMENTS	Matric/Grade12 Certificate plus a recognised 3-year National Diploma/Degree in Education with Communication/ English as a major subject. Must be registered with the South African Council for Educators (SACE). Must be computer literate. A valid driver's license will be an added advantage.
COMPETENCIES, KNOWLEDGE, AND SKILLS	Curriculum development and creation of a conducive learning environment. Lesson presentation and methodology. Lecture students in compliance with the college Annual Academic Plan and campus timetable. Assess students, maintain assessment records, and capture assessment marks electronically. Develop quality assessment tasks for students. Attend subject, invigilation, divisional meetings, and other meetings related to work. Classroom management. Recording and analysing data. Knowledge of digital learning. Knowledge of relevant prescripts, legislation and policies governing the TVET Sector. Assessor and Moderator qualification will be an added advantage.
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POST: PL1 LECTURER: ELECTRICAL ENGINEERING (4 POSTS)

SALARY: REQV 13 - R244 884.00 per annum

REQV 14 – R318 648.00 per annum

POST DESCRIPTION	ELECTRICAL TRADE THEORY, ELECTROTECHNOLOGY, ELECTROTECHNICS AND INDUSTRIAL ELECTRONICS <ul style="list-style-type: none"> • N2-N6
CAMPUS	KRUGERSDORP WEST
REFERENCE NUMBER	KW/AC/PL1/ELE-ENG/NATED/13
MINIMUM REQUIREMENTS	Matric/Grade12 Certificate plus a recognised 3-year National Diploma/Degree in Electrical Engineering with a registered trade as a Qualified Artisan. A professional qualification in Education will be an added advantage. Must be registered with the South African Council for Educators (SACE). Must be computer literate. A valid driver's license will be an added advantage.
COMPETENCIES, KNOWLEDGE, AND SKILLS	Curriculum development and creation of a conducive learning environment. Lesson presentation and methodology. Lecture students in compliance with the college Annual Academic Plan and campus timetable. Assess students, maintain assessment records, and capture assessment marks electronically. Develop quality assessment tasks for students. Attend subject, invigilation, divisional meetings, and other meetings related to work. Classroom management. Recording and analysing data. Knowledge of digital learning. Knowledge of relevant prescripts, legislation and policies governing the TVET Sector. Assessor and Moderator qualification will be an added advantage.
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POST: PL1 LECTURER: ELECTRICAL ENGINEERING (1 POST)

SALARY: REQV 13 - R244 884.00 per annum

REQV 14 – R318 648.00 per annum

POST DESCRIPTION	MATHEMATICS , ENGINEERING SCIENCE AND INDUSTRIAL ELECTRONICS <ul style="list-style-type: none">• N1-N6
CAMPUS	CARLETONVILLE
REFERENCE NUMBER	CARL/AC/PL1/ELE-ENG/NATED/14
MINIMUM REQUIREMENTS	Matric/Grade12 Certificate plus a recognised 3-year National Diploma/Degree in Electrical Engineering with registered trade as a Qualified Artisan. A professional qualification in Education will be an added advantage. Must be registered with the South African Council for Educators (SACE). Must be computer literate. A valid driver's license will be an added advantage.
COMPETENCIES, KNOWLEDGE, AND SKILLS	Curriculum development and creation of a conducive learning environment. Lesson presentation and methodology. Lecture students in compliance with the college Annual Academic Plan and campus timetable. Assess students, maintain assessment records, and capture assessment marks electronically. Develop quality assessment tasks for students. Attend subject, invigilation, divisional meetings, and other meetings related to work. Classroom management. Recording and analysing data. Knowledge of digital learning. Knowledge of relevant prescripts, legislation and policies governing the TVET Sector. Assessor and Moderator qualification will be an added advantage.
DUTIES	Planning and implementation of the subject related plan according to the programme. Deliver quality service to students. Conduct classroom management according to policy and procedures. Assessment and moderation. Conducting classes according to the official syllabus. Keeping daily attendance register, which is audited. Tutoring of students during examination. Setting, marking, and moderating of internal and external assessments. Invigilating during all assessments and compile year marks. Finalising ICASS marks and final examination marks. Analyse results and submit reports. Participating in continuous professional development programmes.

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POST: PL1 LECTURER: NCV STUDIES (1 POST)

SALARY: REQV 13 - R244 884.00 per annum

REQV 14 – R318 648.00 per annum

POST DESCRIPTION	ENGLISH, LIFE SKILLS AND COMPUTER LITERACY <ul style="list-style-type: none">L2 – L3
CAMPUS	CARLETONVILLE
REFERENCE NUMBER	CARL/AC/PL1/ENG-LIFE-COMP/NCV/15
MINIMUM REQUIREMENTS	Matric/Grade12 Certificate plus a recognised 3-year National Diploma/Degree in Education with Communication/English/Life Skills/Computer Studies as major subjects. Must be registered with the South African Council for Educators (SACE). Must be computer literate. A valid driver's license will be an added advantage.
COMPETENCIES, KNOWLEDGE, AND SKILLS	Curriculum development and creation of a conducive learning environment. Lesson presentation and methodology. Lecture students in compliance with the college Annual Academic Plan and campus timetable. Assess students, maintain assessment records, and capture assessment marks electronically. Develop quality assessment tasks for students. Attend subject, invigilation, divisional meetings, and other meetings related to work. Classroom management. Recording and analysing data. Knowledge of digital learning. Knowledge of relevant prescripts, legislation and policies governing the TVET Sector. Assessor and Moderator qualification will be an added advantage.
DUTIES	Planning and implementation of the subject related plan according to the programme. Deliver quality service to students. Conduct classroom management according to policy and procedures. Assessment and moderation. Conducting classes according to the official syllabus. Keeping daily attendance register, which is audited. Tutoring of students during examination. Setting, marking, and moderating of internal and external assessments. Invigilating during all assessments and compile year marks. Finalising ICASS marks and final examination marks. Analyse results and submit reports. Participating in continuous professional development programmes.

College Council

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POST: EDUCATION SPECIALIST (PL2): ENGINEERING STUDIES (1 POST)

SALARY: R392 032.00 per annum

POST DESCRIPTION	MECHANICAL ENGINEERING
CAMPUS	RANDFONTEIN
REFERENCE NUMBER	RFT/AC/PL2/MECH-ENG/16
MINIMUM REQUIREMENTS	Matric/Grade12 Certificate plus a recognised 3-year National Diploma/Degree in Education. Must be able to lecture Mechanical Engineering subjects from N1 to N6. Must be registered with the South African Council for Educators (SACE). Must have 3 years relevant work experience of actual lecturing at a TVET College or at a recognised Higher Institution of Learning. Must be computer literate. A valid driver's license will be an added advantage.
COMPETENCIES, KNOWLEDGE, AND SKILLS	Must have knowledge and understanding of the policies and regulations governing the TVET Sector. Must have knowledge and understanding of the National Examination policies and guidelines. Must have a thorough knowledge and understanding of all teaching and learning policies and guidelines. Must have an understanding of the functioning of NCV and Report 191. Must have excellent communication, problem solving, analytical, client orientated, team leadership, project, and people management skills. Must be able to function independently and in a team.
DUTIES	Manage and coordinate students, lecturers, and administrative processes within the division. Manage and coordinate teaching and learning to ensure the implementation of the curriculum as required by the legislation. Ensure effective and efficient utilisation of resources in the division and the campus. Provide academic support to lecturing staff and students. Keep the management abreast of all aspects of academic services and administration in the division. Prepare and manage work plans and report on all activities in the division. Manage and coordinate assessment and examination processes in the division, including development of question papers, timeous marking of scripts and the recording of results. Preparation of ICASS activities and verification of student marks.

College Council

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POST: EDUCATION SPECIALIST (PL2): NCV STUDIES (1 POST)

SALARY: R392 032.00 per annum

POST DESCRIPTION	ENGINEERING RELATED DESIGN
CAMPUS	RANDFONTEIN
REFERENCE NUMBER	RFT/AC/PL2/ERD/17
MINIMUM REQUIREMENTS	Matric/Grade12 Certificate plus a recognised 3-year National Diploma/Degree in Education. Must be able to lecture NCV Engineering Related Design subjects from Level 2 to Level 4. Must be registered with the South African Council for Educators (SACE). Must have 3 years relevant work experience of actual lecturing at a TVET College or at a recognised Higher Institution of Learning. Must be computer literate. A valid driver's license will be an added advantage.
COMPETENCIES, KNOWLEDGE, AND SKILLS	Must have knowledge and understanding of the policies and regulations governing the TVET Sector. Must have knowledge and understanding of the National Examination policies and guidelines. Must have a thorough knowledge and understanding of all teaching and learning policies and guidelines. Must have an understanding of the functioning of NCV and Report 191. Must have excellent communication, problem solving, analytical, client orientated, team leadership, project, and people management skills. Must be able to function independently and in a team.
DUTIES	Manage and coordinate students, lecturers, and administrative processes within the division. Manage and coordinate teaching and learning to ensure the implementation of the curriculum as required by the legislation. Ensure effective and efficient utilisation of resources in the division and the campus. Provide academic support to lecturing staff and students. Keep the management abreast of all aspects of academic services and administration in the division. Prepare and manage work plans and report on all activities in the division. Manage and coordinate assessment and examination processes in the division, including development of question papers, timeous marking of scripts and the recording of results. Preparation of ICASS activities and verification of student marks.

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POST: EDUCATION SPECIALIST (PL2): NCV STUDIES (1 POST)

SALARY: R392 032.00 per annum

POST DESCRIPTION	OFFICE ADMINISTRATION
CAMPUS	RANDFONTEIN
REFERENCE NUMBER	RFT/AC/PL2/OFF-ADMIN/18
MINIMUM REQUIREMENTS	Matric/Grade12 Certificate plus a recognised 3-year National Diploma/Degree in Education. Must be registered with the South African Council for Educators (SACE). Must have 3 years relevant work experience of actual lecturing at a TVET College or at a recognised Higher Institution of Learning. Must be computer literate. A valid driver's license will be an added advantage.
COMPETENCIES, KNOWLEDGE, AND SKILLS	Must have knowledge and understanding of the policies and regulations governing the TVET Sector. Must have knowledge and understanding of the National Examination policies and guidelines. Must have a thorough knowledge and understanding of all teaching and learning policies and guidelines. Must have an understanding of the functioning of NCV and Report 191. Must have excellent communication, problem solving, analytical, client orientated, team leadership, project, and people management skills. Must be able to function independently and in a team.
DUTIES	Manage and coordinate students, lecturers, and administrative processes within the division. Manage and coordinate teaching and learning to ensure the implementation of the curriculum as required by the legislation. Ensure effective and efficient utilisation of resources in the division and the campus. Provide academic support to lecturing staff and students. Keep the management abreast of all aspects of academic services and administration in the division. Prepare and manage work plans and report on all activities in the division. Manage and coordinate assessment and examination processes in the division, including development of question papers, timeous marking of scripts and the recording of results. Preparation of ICASS activities and verification of student marks.

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POST: EDUCATION SPECIALIST (PL2): ENGINEERING STUDIES (1 POST)

SALARY: R392 032.00 per annum

POST DESCRIPTION	MECHANICAL ENGINEERING
CAMPUS	WESTONARIA
REFERENCE NUMBER	WES/AC/PL2/MECH-ENG/19
MINIMUM REQUIREMENTS	Matric/Grade12 Certificate plus a recognised 3-year National Diploma/Degree in Education. Must be able to lecture Mechanical Engineering subjects from N2 to N6. Must be registered with the South African Council for Educators (SACE). Must have 3 years relevant work experience of actual lecturing at a TVET College or at a recognised Higher Institution of Learning. Must be computer literate. A valid driver's license will be an added advantage.
COMPETENCIES, KNOWLEDGE, AND SKILLS	Must have knowledge and understanding of the policies and regulations governing the TVET Sector. Must have knowledge and understanding of the National Examination policies and guidelines. Must have a thorough knowledge and understanding of all teaching and learning policies and guidelines. Must have an understanding of the functioning of NCV and Report 191. Must have excellent communication, problem solving, analytical, client orientated, team leadership, project, and people management skills. Must be able to function independently and in a team.
DUTIES	Manage and coordinate students, lecturers, and administrative processes within the division. Manage and coordinate teaching and learning to ensure the implementation of the curriculum as required by the legislation. Ensure effective and efficient utilisation of resources in the division and the campus. Provide academic support to lecturing staff and students. Keep the management abreast of all aspects of academic services and administration in the division. Prepare and manage work plans and report on all activities in the division. Manage and coordinate assessment and examination processes in the division, including development of question papers, timeous marking of scripts and the recording of results. Preparation of ICASS activities and verification of student marks.

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POST: SENIOR STATE ACCOUNTANT: MANAGEMENT ACCOUNTING (SALARY LEVEL 8)

SALARY: R359 517.00 per annum

CENTRE	CORPORATE OFFICE
NUMBER OF POSTS	1
REFERENCE NUMBER	CORP/SUP/SSA/20
MINIMUM REQUIREMENTS	Matric/Grade12 Certificate plus a recognised 3-year National Diploma or Degree in Accounting / Financial Management/ Cost and Management Accounting. Must have a minimum of 3 to 5 years relevant work experience in a financial management or finance environment. Supervisory experience will be an added advantage. Must have a valid driver's license. Must be computer literate.
COMPETENCIES, KNOWLEDGE, AND SKILLS	Must have knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Must have knowledge of financial accounting procedures, methods and principles established for the processing of specific salary/ financial transactions. Must have knowledge of the Public Service legislations, procedures, and Treasury Regulations (PFMA, GRAP, Financial Manual). Knowledge of financial operating systems (COLTECH, SAGE, BAS, COLTECH, PASTEL etc). Should have good numeracy, accuracy, report writing, problem solving, planning, organising, team leadership and communication skills.
DUTIES	Assist in the facilitation of the annual budgeting process. Conduct monthly budgetary and expenditure analysis. Analyse and interpret monthly cash flow and adjusted cash flow. Assist in the facilitation of budget adjustments process services. Analyse expenditure trends and reconciliation against budget and cash flow projections. Supervise and coordinate the budget adjustment process. Coordinate, review, analyse and quality assure the management accounting reporting processes. Perform BAS/PERSAL reconciliation and financial declarations. Provide support in terms of accounts control. Gather and summarise financial data and compile financial and non-financial reports. Monitor tax administration and reconciliation. Monitor irregular and wasteful expenditure and ensure that measures are in place to prevent such. Supervise human, physical, and financial resources.

College Council

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POST: OCCUPATIONAL HEALTH AND SAFETY OFFICER (SALARY LEVEL 8)

SALARY: R359 517.00 per annum

CENTRE	CORPORATE OFFICE
NUMBER OF POSTS	1
REFERENCE NUMBER	CORP/SUP/OHS/21
MINIMUM REQUIREMENTS	Matric/Grade12 Certificate plus a recognised 3-year Diploma/Degree in Safety Management/ Building Management/ Construction Management. Must have a minimum of 3 to 5 years relevant work experience in facilities management, SHERQ and OHS environment. Supervisory experience will be an added advantage. Must have a valid driver's license. Must be computer literate.
COMPETENCIES, KNOWLEDGE, AND SKILLS	Must have knowledge of Public Service Act and Regulations, Occupational Health and Safety Act and Asset Management Act. Knowledge and understanding of fire control system and facilities management system. Should have good project management, administrative, report writing, problem solving, people management, presentation, planning and organising skills.
DUTIES	Ensure the overall supervision, coordination and proper implementation of Safety, Health, Environment, Risk and Quality programmes in the college. Ensure and monitor the implementation and compliance of OHS programmes. Ensure overall supervision and coordinate the establishment of the OHS committee. Conduct OHS training and continuous educational programmes. Develop, implement, and monitor Safety, Health, Environment, Risk and Quality management systems in the college. Identify hazards and risks at the college and initiate appropriate prevention systems.

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POSTS: STUDENT SUPPORT OFFICERS (SALARY LEVEL 7)**SALARY: R294 321.00 per annum**

CAMPUS	NUMBER OF POSTS	REFERENCE NUMBERS
CARLETONVILLE	1	CRL/SUP/SS0/22
KRUGERSDORP CENTRAL	1	KC/SUP/SS0/23
RANDFONTEIN	1	RFT/SUP/SS0/24
WESTONARIA	1	WES/SUP/SS0/25

MINIMUM REQUIREMENTS	Matric/Grade12 Certificate plus a recognised Degree in Psychology/ Social Science/ Social Work. Must have a minimum of 2 to 3 years relevant work experience in student support services and administration in a teaching and learning environment. Supervisory experience will be an added advantage. Must have a valid driver's license. Must be computer literate.
COMPETENCIES, KNOWLEDGE, AND SKILLS	Must have knowledge and understanding of Student Support Services Framework. Knowledge of career guidance and extra-curricular activities. Must have knowledge of Ethical regulatory and legislative framework, Public Service Regulations, Public Service Act, National Student Financial Aid Scheme, and other related legislation. Should have good communication, administrative, report writing, problem solving, people management, presentation, project management, team leadership, planning and organising skills.
DUTIES	Provide student support services at the college. Manage the pre induction and induction of students at the Campus. Prepare weekly and monthly reports. Provide welfare support to students. Assist with academic support plan for students. Address socio-economic students matters appropriately including substance and alcohol abuse and other related matters. Conduct home visits when necessary and interview / counsel students and other relevant stakeholders to identify contributing factors associated with low attendance concerns. Support students by establishing and delivering absence reduction programs. Provide student counselling or referral services. Implement student work placement and Work Integrated Learning (WIL) policies and entrepreneurship programmes. Provide career guidance, counselling, and academic support for students. Implement the sport, recreation, arts, and culture programs for student in the campus. Implement the disability desk. Forge partnerships with different stakeholders. Facilitate student governance and student leadership development and exit support programmes. Implement the tracking program for the students.

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POSTS: IT TECHNICIANS (SALARY LEVEL 7)

SALARY: R294 321.00 per annum

CENTRE/CAMPUS	NUMBER OF POSTS	REFERENCE NUMBERS
CORPORATE OFFICE	1	CORP/SUP/IT/26
KRUGERSDORP CENTRAL	1	KC/SUP/IT/27
KRUGERSDORP WEST	1	KW/SUP/IT/28
WESTONARIA	1	WES/SUP/IT/29

MINIMUM REQUIREMENTS	Matric/Grade12 Certificate plus a recognised 3-year Diploma/Degree in Information Technology/ Computer Science. Must have a minimum of 1 to 2 years relevant work experience in IT environment. Supervisory experience will be an added advantage. Must have a valid driver's license. Must be computer literate.
COMPETENCIES, KNOWLEDGE, AND SKILLS	Must have knowledge and understanding of IT hardware and software. Knowledge and understanding of desktop, networking, and voice communication infrastructure. Knowledge and understanding of IT help desk operation and program installations. Knowledge of IT first and second line of support. Knowledge and understanding of MIS, BAS, PERSAL, COLTECH and any related desktop systems. Should have good communication, time management, report writing, problem solving, client orientated, planning, organising, team leadership, people management skills. Ability to interact with service providers.
DUTIES	Setup user account on desktop and laptop (mailbox and windows). Unlocking of password using Admin Pack. Setting up desktop, printers, and data projectors. Assist in maintaining a service catalogue and standard operating procedures. Perform backups information, anti-virus support and offsite storage. Perform trouble shooting and diagnosis. Support the availability of emails services, internet services, application services on workstation and availability of connection to transversal mainframe system. Perform installation, configuration, testing and upgrade tasks that may require some research and analysis. Verify network cabling. Perform PC installations and software installations. Provide technical support of the configuration, installation, repair and replacement of computers, printers, and telephones. Provide support of data migration during computer setup. Render IT information management services. Plan, develop and improve computer-based information systems. Maintain information management systems such as database to ensure integrity and security of data. Provide assistance on ICT related project activities. Assist in the development, implementation, and monitoring of ICT policies.

College Council

POSTS: CAMPUS ADMINISTRATORS (SALARY LEVEL 7)**SALARY: R294 321.00 per annum**

CENTRE/CAMPUS	NUMBER OF POSTS	REFERENCE NUMBERS
CARLETONVILLE	1	CARL/SUP/CA/30
KRUGERSDORP WEST	1	KW/SUP/CA/31
WESTONARIA	1	WES/SUP/CA/32

MINIMUM REQUIREMENTS	Matric/Grade12 Certificate plus a recognised 3-year Diploma/Degree in Office Management and Technology/Public Management/Management Assistant. Must have a minimum of 1 to 2 years relevant work experience in the administration environment. Supervisory experience will be an added advantage. Must have a valid driver's license. Must be computer literate.
COMPETENCIES, KNOWLEDGE, AND SKILLS	Must have knowledge and understanding of office administration. Knowledge of Public Service legislations and policies. Knowledge and understanding of the TVET Administration. Understanding of the Higher Education sector. Understanding of corporate governance and any other related legislation. Should have good planning, organising, report writing, presentation, communication, leadership and good decision-making skills.
DUTIES	Responsible for management of campus and student administration function, including the implementation of Standard Operating Procedure on student enrolment. Thorough working knowledge of student enrolment, time period setup, linking of lecturers and students, creating and printing control lists and registers, capturing of marks and absenteeism, enrolment reports. Process the details of applications for programmes and credits. Prepare reports, presentations, and other correspondence. Arrange meetings, conferences, workshops, and other gatherings as required by campus management. Coordinate leave forms and submit them at corporate office. Coordinate PMDS & IQMS documents and submit to corporate office. Monitor the attendance register for all staff at the campus. Provide procurement services. Complete requisition forms, receive goods and services. Verify the correctness of goods and services supplied against the appropriate documentation. Put processes in place for proper record keeping (storage and retrieval) of all student data. Provide finance and asset management services at the campus. Assist in the development, implementation, and monitoring of data policies on student enrolments.

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POST: PERSONAL ASSISTANT: OFFICE OF THE PRINCIPAL (SALARY LEVEL 7)

SALARY: R294 321.00 per annum

CENTRE	CORPORATE OFFICE
NUMBER OF POSTS	1
REFERENCE NUMBER	CORP/SUP/PA/33
MINIMUM REQUIREMENTS	Matric/Grade12 Certificate plus a recognised 3-year Diploma/Degree in Office Management and Technology/Public Management/Management Assistant/Secretarial. Must have a minimum of 3 to 5 years relevant work experience in rendering support service to Senior Management. Supervisory experience will be an added advantage. Must have a valid driver's license. Must be computer literate.
COMPETENCIES, KNOWLEDGE, AND SKILLS	Must have knowledge and understanding of relevant legislation, prescripts, policies, and procedures. Basic knowledge of Financial Management. Record management of documents. Good telephone etiquette. Sound planning and organising skills. Good people skills. High level of reliability. Written and verbal communication skills. Ability to act with tact and discretion. Ability to do research, analyse documents and situations. Maintain confidentiality. Willingness to work extra hours when necessary.
DUTIES	Provide a secretarial support service to the principal. Performs advanced typing work. Operate and ensure that office equipment is in good working order. Records the engagements of the principal. Coordinates with and advises the principal regarding engagements. Compiles realistic schedules of appointments. Renders administrative support services. Ensures effective flow of information and documents to and from the office of the principal. Ensures the safekeeping of all documentation in the office of the principal in line with relevant legislation and policies. Ensures that travel arrangements are well coordinated. Handles the procurement of standard items like stationery, refreshments for the activities of the principal and unit. Obtains the necessary signatures on documents like procurement advice and monthly salary reports. Provides support to manager regarding meetings. Records minutes and decisions and communicates to relevant role players, follow-up on progress made. Coordinates logistical arrangements for meetings when required. Keeps record of expenditure commitments, monitors expenditure and alerts the principal of possible over and under spending. Checks and correlates BAS reports to ensure that expenditure is allocated correctly. Remains up to date with the prescripts, policies, and procedures applicable to his /her work terrain to ensure efficient and effective support to the principal. Remains abreast with the procedures and processes that apply in the office of the principal.

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POST: ADMIN CLERK: SUPPLY CHAIN AND ASSET MANAGEMENT (SALARY LEVEL 5)

SALARY: R202 233.00 per annum

CENTRE	CORPORATE OFFICE
NUMBER OF POSTS	1
REFERENCE NUMBER	CORP/SUP/SUPPLY/34
MINIMUM REQUIREMENTS	Matric/Grade12 Certificate plus a recognised 3-year Diploma/Degree in Supply Chain Management/ Logistics/Public Management. Relevant work experience in supply chain or asset management will be an added advantage. A valid driver's license will be an added advantage. Must be computer literate.
COMPETENCIES, KNOWLEDGE, AND SKILLS	Must have basic knowledge and understanding of supply chain and asset management duties and practices. Knowledge of assets disposal procedure. Knowledge and understating of the legislative framework governing Public Services. Knowledge of assets management. Knowledge of Supply Chain Policies. Should have good planning, organising, communication, customer services, report writing skills. High level of integrity and loyalty.
DUTIES	Ensuring that feedback on requisitions is provided within 48 hours. Ensuring that approval is granted for all requisitions before orders are placed. Updating supplier database on a regular basis. Ensuring completeness of all mandatory documents from suppliers and following up on all outstanding purchase orders. Reviewing monthly reports to ensure all purchase orders are closed and followed up where necessary. Communicating with suppliers and confirming delivery dates as per SCM policy. Verifying evaluation scoring sheet prior to the issuing of an order to suppliers. Capturing orders on Pastel Accounting System. Communicating with suppliers and campuses confirming delivery of goods, receipts, and invoices. Administer asset management services. Assist with managing of all asset movement within the College. Capturing and recording of all physical (moveable and immoveable) assets in the physical asset management registers



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POST: CLEANERS (SALARY LEVEL 2)

SALARY: R125 373.00 per annum

CENTRE/CAMPUS	NUMBER OF POSTS	REFERENCE NUMBERS
CARLETONVILLE	5	CARL/SUP/CLEANER/35
CORPORATE OFFICE	1	CORP/SUP/CLEANER/36
KRUGERSDORP CENTRAL	3	KC/SUP/CLEANER/37
KRUGERSDORP WEST	2	KW/SUP/CLEANER/38
RANDFONTEIN	7	RFT/SUP/CLEANER/39
WESTONARIA	3	WES/SUP/CLEANER/40

MINIMUM REQUIREMENTS	Grade 10 or ABET Level 4. Knowledge of cleaning and maintenance procedures. Basic knowledge of safety requirements attached to the duties of the post. Knowledge of basic hand tools. Must have basic numeracy and literacy skills to read operating instructions and notices.
COMPETENCIES, KNOWLEDGE, AND SKILLS	Applicants should be committed, hardworking and must be able to work long hours and under pressure. Applicants must have good interpersonal relations and verbal communication skills. Knowledge of repetitive tasks. Knowledge of hygiene and facilities policies. Knowledge of relevant legislation, prescripts, policies, and procedures.
DUTIES	Maintaining the cleanliness of the building by performing various cleaning duties which includes but not limited to dusting and waxing office furniture, sweeping, scrubbing, and waxing of floors, cleaning walls, windows, and floors. Collecting and removing of waste papers. Freshen the office areas. Clean the college/campus kitchen and basins. Wash and pack kitchen utensils. Empty and wash waste bins and send recyclables to disposal area. Cleaning of foyers and corridors.

College Council

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APPLICATIONS: Should be hand delivered at Western TVET College, Corporate Office Park: 42 Johnstone Street, Randfontein on or before the closing date and time as stipulated below.

PLEASE NOTE: NO FAXED or E-MAILED APPLICATIONS WILL BE ACCEPTED.

CLOSING DATE: THURSDAY, 14 DECEMBER 2023 AT 12:00

- NOTE:**
1. Applications must be submitted with a **fully completed**, initialised, and originally signed **NEW Z83 form** obtainable from any Public Service Department. Failure to initialise, originally sign and date the Z83 form will result in the application being rejected. **The NEW Z83 form must be accompanied by:**
 - A comprehensive Curriculum Vitae with three contactable references and e-mail addresses.
 2. Please send a separate application for each post, clearly state the correct reference number and the position you are applying for.
 3. **Only shortlisted candidates will be required to submit originally certified copies of qualifications with academic records/transcripts and other relevant supporting documents on or before the day of the interview following communication from the HR Office.**
 4. Foreign qualifications must be accompanied by a SAQA evaluation report.
 5. Candidates who have acted on higher positions are requested submit acting appointment letters covering the entire duration of the acting period.
 6. If you have not been contacted within six months after the closing date, please consider your application as unsuccessful.
 7. The college may subject candidates to a virtual or face to face practical assessment.
 8. Successful candidates will be subjected to a vetting and financial disclosure process (criminal record, citizenship, qualification verification and employment verification).
 9. Western TVET College is an equal opportunities employer and reserves the right not to fill the posts.

ENQUIRIES: Ms Mandisa Hlatshwayo (HR Manager) or Mr Peter Motai (Chief Personnel Officer) at (011) 692 4004 Ext: **1010/1061/1062.**

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