

WATERBERG TVET COLLEGE (LIMPOPO PROVINCE) INVITES QUALIFIED AND EXPERIENCED CANDIDATES TO APPLY FOR THE FOLLOWING POSTS TO BE FILLED ACCORDING TO THE CETC ACT NO.16 OF 2006 (ASAMENDED)



WTWET 2022/22-23 – CAMPUS MANAGER (x2)

POST LEVEL: 5
SALARY: R519 429.00 per annum plus benefits
WTWET 2022/22: CAMPUS MANAGER SITE: Engineering and Skills Training Centre (Lebowakgomo)
WTWET 2022/23: CAMPUS MANAGER SITE: Thabazimbi Campus (Regorogile) (RE-ADVERTISEMENT)
REQUIREMENTS: M+3-year degree or diploma which includes education as a qualification, plus 7 years teaching experience of which 3 years should be on PL3 in the TVET Sector * Sound knowledge and experience of financial management, project management, HR management and development strategies * Strong interpersonal, communication and presentation skills (both verbal and written) * Negotiation and problem-solving skills * Well-developed management skills * Must be Computer literate (MS Word, Excel and PowerPoint) * Valid driver's license * Registered with SACE.

KEY RESPONSIBILITY AREAS: Provide strategic leadership and management at the campus * Ensure co-ordination and alignment of the campus with the vision of the college and frequently monitor the performance of the campus against college targets * Oversee the entire administration, HR functions, Finance including the budget, supply chain management and maintain a regular updated asset register of the campus * Ensure that a labour-friendly environment exists * Manage leave as well as the performance of staff at the campus by guiding, supporting and developing the staff * Manage curriculum and programmes offered at the campus including where possible, projects and skills programmes * Assist with financial planning and control of the campus programmes to support students who are under-performing and perform all other relevant functions for the improvement of the College as directed by executive management.

WTWET 2022/24-28 – SENIOR EDUCATION SPECIALIST (SES) (x5) (RE-ADVERTISEMENT)

POST LEVEL: 3
SALARY: R415 743.00 per annum plus benefits
WTWET 2022/24: SENIOR EDUCATION SPECIALIST (SES): (FUNDAMENTAL) SITE: Business Studies Centre (Mahwelereng)
WTWET 2022/25: SENIOR EDUCATION SPECIALIST (SES): (BUSINESS STUDIES (VOCATIONAL: Office Administration/ Finance Economics & Accounting/Safety in Society/Primary Health.)) SITE: Business Studies Centre (Mahwelereng)
WTWET 2022/26: SENIOR EDUCATION SPECIALIST (SES): (ENGINEERING STUDIES (VOCATIONAL AND FUNDAMENTAL)) SITE: Engineering and Skills Training Centre (Lebowakgomo)
WTWET 2022/27: SENIOR EDUCATION SPECIALIST (SES): (VOCATIONAL - IT/ Primary Agriculture/ Tourism/ Hospitality Programmes) SITE: IT and Computer Science Centre (Mahwelereng)

WTWET 2022/28: SENIOR EDUCATION SPECIALIST (SES): (BUSINESS/ENGINEERING STUDIES) (VOCATIONAL AND FUNDAMENTAL) SITE: Thabazimbi Campus (Regorogile)
REQUIREMENTS: An appropriate National Diploma/Degree or equivalent qualification in Education * A professional Teachers Qualification is a requirement * A minimum of five-years' experience with at least two-years in curriculum supervision * Experience in a TVET sector will be an added advantage * Must be qualified as an Assessor and Moderator * Registration with SACE. Knowledge of Report 191 and NCV Programmes * Must be Computer literate (MS Word, Excel and PowerPoint) * Excellent communication and presentation skills. Report writing skills and ability to work independently * Must be willing to travel and able to work under pressure * Valid driver's license.

KEY RESPONSIBILITY AREAS: Oversee the campus Curriculum Section * Liaise with the Campus Managers and Education Specialists on all curriculum matters * Communicate all curriculum issues to the Campus Manager * Oversee all teaching and learning activities including ICASS and ISAT administration processes. Provide relevant academic, statistics and information on campus academic matters * See to it that all teaching and learning and materials/equipment are ordered for the campus academic programmes * Compile, administer and manage the curriculum budget at campus level * Coordinate and manage NATED programmes * Manage and control National Examinations and assessment * Manage and control lecturer and student attendance records * Communicate circulars. Assist the Campus Manager with management of IQMS * Support professional development of academic staff * Encourage and sustain academic excellence to improve learner performance.

WTWET 2022/29-30 – EDUCATION SPECIALIST (ES) (x2) RE-ADVERTISEMENT

POST LEVEL: 2
SALARY SCALE: R353 979.00 per annum plus benefits
WTWET 2022/29: EDUCATION SPECIALIST (ES): (VOCATIONAL – IT Programme) SITE: IT and Computer Science Centre (Mahwelereng)

REQUIREMENTS: An appropriate National Diploma/Degree (BSc/BSc Computer Science/Information Technology) and/or equivalent qualification (Attach Academic record) * A professional Teachers Qualification is a major requirement * A minimum of three-years' experience of teaching in Science/IT related fields. Experience in a TVET sector will be an added advantage. Must be qualified as an Assessor and Moderator * Registration with SACE. Knowledge of Report 191 and NCV Programmes * Must be Computer literate (MS Word, Excel and PowerPoint) * Excellent communication and presentation skills. Report writing skills and ability to work independently * Must be willing to travel and able to work under pressure * A valid driver's license.

KEY RESPONSIBILITY AREAS: Teach NCV Level 2 - Level 4/Report 191 programmes * Oversee the curriculum unit at centre level * Liaise with curriculum coordinator and Centre Manager on all curriculum matters * Supervise ICASS and ISAT processes. Establish subject committees * Attend all workshops and training on curriculum issues * Provide all relevant academic statistics and

information to curriculum coordinator and Centre Managers * See to it that all teaching and learning materials and equipment are ordered for academic programmes * Manage the curriculum budget in your unit.

WTWET 2022/30: EDUCATION SPECIALIST (ES): (FUNDAMENTAL – ENGLISH AND LIFE ORIENTATION) SITE: Engineering and Skills Training Centre (Lebowakgomo)

REQUIREMENTS: An appropriate National Diploma/Degree * A professional Teachers Qualification is a major requirement * A minimum of three-years' experience of teaching English/Communication and/or Life Orientation * Experience in a TVET sector will be an added advantage * Must be qualified as an Assessor and Moderator * Registration with SACE. Knowledge of Report 191 and NCV Programmes * Must be Computer literate (MS Word, Excel and PowerPoint) * Excellent communication and presentation skills * Report writing skills and ability to work independently * Must be willing to travel and able to work under pressure * Valid driver's license.

KEY RESPONSIBILITY AREAS: Teach NCV Level 2 - Level 4/Report 191 programmes * Oversee the curriculum unit at centre level. Liaise with curriculum coordinator and Centre Manager on all curriculum matters * Supervise ICASS and ISAT processes. Establish subject committees. Attend all workshops and training on curriculum issues * Provide all relevant academic statistics and information to curriculum coordinator and Centre Managers * See to it that all teaching and learning materials and equipment are ordered for academic programmes * Manage the curriculum budget in your unit.

WTWET 2022/31 – LECTURER (TOURISM)

SITE: IT and Computer Science Centre (Mahwelereng)

POST LEVEL: 1
SALARY: R214 908.00 per annum plus benefits
REQUIREMENTS: M+3 years recognized Degree or National Diploma in Tourism which includes education as a qualification * Registered with SACE * Must be Computer literate (MS Word, Excel and PowerPoint)

KEY RESPONSIBILITY AREAS: Not limited to: Undertake all teaching and learning functions relating to the Tourism curriculum components in the National Certificate Vocational (NC (V) L2-L4 programme and relevant subjects in Report 191(NATED) programmes * Perform relevant administrative duties and assist with extra-curricular activities.

WTWET 2022/32 – SENIOR STATE ACCOUNTANT: MANAGEMENT ACCOUNTING

SITE: Central Office (Mokopane)

SALARY LEVEL: 8
SALARY: R321 543.00 per annum plus benefits
REQUIREMENTS: M+3 years recognized National Diploma in Accounting/Financial Management or equivalent qualification plus 3-5 years' experience in the financial management environment * Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics * Basic knowledge of the Public Service financial legislation, procedures and Treasury Regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual) * Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc.)

KEY RESPONSIBILITY AREAS: To ensure overall supervision, coordination and provision of management accounting. Ensure overall supervision and coordination of annual budgeting process; Ensure overall supervision and perform monthly budgetary and expenditure analysis; Ensure overall supervision, analyse and interpret the requirements for the monthly cash flow and adjusted cash flow as prescribed by Treasury and recommend corrective action where required; Ensure overall supervision and coordination of budget adjustment process; Ensure overall supervision and monitor expenditure trends and reconciliation against budget and cash flow projections; Ensure overall supervision, coordinate, review, analyse and quality assure the management accounting reporting processes; Supervise human, physical and financial resources

WTWET 2022/33 – SENIOR LABOUR RELATIONS OFFICER (RE-ADVERTISEMENT)

SITE: Central Office (Mokopane)

SALARY LEVEL: 8
SALARY: R321 543.00 per annum plus benefits
REQUIREMENTS: An appropriate National Diploma/Degree in Labour Relations/Labour Law/Human Resource Management with specialisation in Labour/Industrial Relations * Three (3) years working experience in employee relations environment * Extensive knowledge of Labour legislation, negotiations, grievance procedures and dispute resolution * Problem solving, written and oral communication skills. Computer Literacy (MS Office package) * Valid driver's license.

KEY RESPONSIBILITY AREAS: Provide conflict management services, advise management and employees on the promotion of sound labour relations * Deal with disputes, grievances, complaints and disciplinary cases and ensure compliance with prescribed time frames. Give constant feedback to management at all levels with regard to labour relations * Conduct training of staff on labour relations * Facilitate transformation activities and engage with organized labour * Provide conflict management services.

WTWET 2022/34 – STUDENT SUPPORT OFFICER

SITE: Engineering and Skills Training Centre (Lebowakgomo)

SALARY LEVEL: 7
SALARY: R261 372.00 per annum plus benefits
REQUIREMENTS: An appropriate National Diploma/Degree in Social Science/Psychology/ Education or equivalent qualification. 3-5 years in the Student Support Administration /Teaching and Learning environment/related field * Knowledge of PSET and CET Act * Knowledge and understanding of Student Support Services framework * Knowledge and understanding of electoral processes for student governance * Knowledge of Teaching and Learning * Knowledge of career guidance and extra-curricular activities * Knowledge of Skills Development Act, Public Service Act, Public Service Regulations and Labour Relations Act * Knowledge of the National Student Financial Aid Scheme and related legislation. Knowledge of Public TVET sector and its regulation and legislative framework * Knowledge of Ethical Regulatory and legislative framework * Knowledge and understating of the Higher Education Sector * Knowledge of Education Act * Good communication and interpersonal skills * Computer Literacy (Ms Office package) * Valid driver's license.

KEY RESPONSIBILITY AREAS: Provide student support services * Provide student counselling or referral services. Implement student work placement and Work Integrated Learning (WIL) policies * Provide career guidance, counselling and academic support for students * Implement the sport, recreation, arts and cultural programs for student at the campus * Facilitate student governance, student leadership development and exit support programme * Supervise sub-odinites in the campus SSS Unit.

WTWET 2022/35 – REGISTRATION CLERK (STUDENT SUPPORT ASSISTANT)

SITE: Engineering and Skills Training Centre (Lebowakgomo)

SALARY LEVEL: 5
SALARY SCALE: R176 310.00 per annum plus benefits
REQUIREMENTS: Grade 12 or N(CV) Level 4 (REQV 13) post matric qualification or recognized three (3) year National Diploma in Business Administration, Public Management/ Administration or equivalent qualification will be an added advantage * 1-2 years in Student Support Administration environment or related field * Broad knowledge of students financial aid services and administration. Problem solving skills. Clear understanding of Student Wellness Systems * Student tracking knowledge * Any counselling/HIV Aids training or certificate will serve as an added advantage * Participation in sports, arts and cultural activities will add as an advantage * Proven Computer literacy (MS Office package) * Valid Driver's license.

KEY RESPONSIBILITY AREAS: Provides career guidance to students * Facilitates and provides for referrals in counselling to peer and individual students * Provides information to students with regard to bursaries as made available by donor organization * Support Campus SRC training and provides guidance to the Campus SRC on administrative matters * Facilitates support for extra mural activities and students involvement in community programmes * Disciplinary policy, offer support in implementation of students wellness programmes at Campus level * Administer all bursaries * Participate in social responsibility programmes of the Campus with students * Facilitate peer training and counselling sessions for the students * Advise Management on critical student issues for attention.

WTWET 2022/36 – FINANCE CLERK (SUPPLY CHAIN)

SITE: Central Office (Mokopane)

SALARY LEVEL: 5
SALARY: R176 310.00 per annum plus benefits
REQUIREMENTS: An appropriate National Diploma/Degree in Financial Management/Business Management/Public Management together with 18-months relevant experience and one year administrative experience. Knowledge of Public Finance Management Act (PFMA), PPPFA, BBB-EE Act and Treasury Regulations. In-depth knowledge of financial systems, e.g. LOGIS. A valid driver's license will be an added advantage. Skills and Competencies: Planning and organising skills. Good Interpersonal relations; Effective communication skills (written and verbal). Computer Literacy (Ms Office package). Ability to work independently and meet deadlines. Valid driver's license.

KEY RESPONSIBILITY AREAS: Sourcing of quotation as per National Treasury guidelines * Receive and assess quotation to ensure that they comply with the minimum requirements * Assist end users with the compilation of compliant specifications * Capture requisitions on the Supply Chain System * Request, prepare and compile quotes * Ensure that all relevant forms are attached * Extend the validity periods of quotes in advance of expiry dates * Capturing of awarded contracts on National Treasury contracts registration application (CRA) * Ensure procedures comply with SCM policies * Ensure proper filing and safe keeping of documents * Ensure timeous processing of payments to suppliers. Receiving and issuing of stock items * Perform other duties as delegated by the Supervisor.

REQUIRED DOCUMENTS:

New Z83 Application for Employment Form indicating correct reference number, comprehensive Curriculum Vitae, certified copies of qualifications including academic record/transcript and ID document (not older than six months). A valid SACE certificate for Lecturing posts. **NB:** Foreign applicants should attach the following: SAQA Evaluation Certificate, SACE and QUOTA Work permit and Police Clearance. **PEOPLE WITH DISABILITY ARE ENCOURAGED TO APPLY. PEOPLE WHO APPLIED BEFORE FOR THE RE-ADVERTISED POSTS MUST RE-APPLY.** Interviewed candidates will be subjected to a competency assessment where necessary. The successful candidate will be required to participate in the integrated quality management system or to sign annual performance agreement whichever is applicable and to sign an employment contract on appointment, disclose his/her financial interests and be subjected to security clearance.

SUBMIT APPLICATIONS TO:

POST OFFICE
 The Principal, Waterberg TVET College, Postnet Suite #59, Private Bag X2449, MOKOPANE, 0600 **OR** Hand deliver to Central Office, Cnr Totius & Hooge Streets, Mokopane
 Should you not receive correspondence from the College within three months after closing date, consider your application as unsuccessful.

CLOSING DATE: Friday, 1 July 2022 at 14.00 * ENQUIRIES: Mr LF Mpebe on 015 492 9021/071 420 4319