

GOLDFIELDS TVET COLLEGE INVITES SUITABLE CANDIDATES TO APPLY FOR THE FOLLOWING PERSAL PERMANENT POSTS:

DEPARTMENT : ACADEMIC AFFAIRS

1.SENIOR EDUCATION SPECIALIST(BUSINESS STUDIES)(1 posts)(PL3) - SALARY : R 342 753.00 – R779 253.00 per annum plus benefits as applicable to Public sector REFERENCE NO: GTVETC 03/08/2018

2.SENIOR EDUCATION SPECIALIST(ENGINEERING STUDIES)(1 posts)(PL3) - SALARY : R 342 753.00 – R779 253.00 per annum plus benefits as applicable to Public sector REFERENCE NO : GTVETC 04/08/2016

Requirements: an appropriate recognised 3 years bachelor's degree or diploma (REQV13) plus 3 years teaching experience in a field of Business Studies OR Engineering Studies, Qualified assessor and moderator(TVET Teaching experience will serve as recommendation),Registration with SACE .Knowledge of Report 191 and NCV Programmes A valid driver's licence and Computer literacy (attach evidence)Excellent communication skills , ability to work independently, willing to travel to attend meetings and trainings.

Duties: Manage registration of students and student induction procedure in co-operation with other line managers. Planning of educator work allocation ,Assisting Campus Manager with compilation of the time table, Prepare and deliver lecturers to student as per work plan Manage own class attendance records ,assessments ,tests , year marks and all related duties. Prepare and manage the POA'S and POE'S. Management of Labour relations Matters .Management of performance appraisal of educators including annual revision of job descriptions.

Enquiries : DR D Radile at 057 910 6715

DEPARTMENT : ACADEMIC AFFAIRS

(3 EDUCATION SPECIALIST : BUSINESS STUDIES (2 POSTS)(PL2) SALARY: R 287 862 R719 643.00 per annum plus benefits as applicable to Public sector REFERENCE NO : GTVETC 05/08/2016

(4) EDUCATION SPECIALIST : ENGINEERING STUDIES (TOSA CAMPUS (2 POSTS) (PL2) SALARY: R 287 862 R719 643.00 per annum plus benefits as applicable to Public sector REFERENCE NO : GTVETC 06/08/2016

Requirements: An appropriate recognised 3 year Bachelor's Degree /Teachers Diploma (REQV 13)plus 2 years teaching experience at TVET College in the field of Business Studies OR Engineering Studies, Qualified Assessor and Moderator. Sound communication skills, Computer Literacy(Attach Evidence)Ability to to teach both NCV Level 2-4 and Report 191 (Nated)Business Studies/Engineering Subjects. A valid driver's licence (code 8)

Duties: Assist with the recruitment of the students, manage their induction, attendance records and determine their training needs, discipline and placements, monitor the assessments and moderation Give professional support and guidance to lecturers and assist HOD with day to day management duties. Oversee the preparation and management of POA's and POE's as well as prepare own documentation .Manage and control educators in the division including regular monitoring as per academic year plan. The submission of test and year marks and all other related duties .Ensure quality service delivery in the section and adherence to the College and Subject policies. Report on monthly basis to the prescribed format.

Enquiries : DR D Radile at 057 910 6715

DEPARTMENT : CORPORATE SERVICES

1.ASSISTANT DIRECTOR: HUMAN RESOURCE MANGEMENT

SALARY LEVEL : R311 784.00 - R 376 626.00per annum (Level 9)

REFERENCE: GTVETC 07/08/2016

REQUIREMENTS: An appropriate Bachelor's Degree/National Diploma/NQF level 6 in Human Resource Management/ Labour Relations or equivalent qualification. A minimum of 5 years' experience in Human Resource Administration with proven experience of at least 3 years Supervisory experience in Human Resources Management Environment. . Experience in the appointment and conditions of service of Lecturers and Support Staff will be an advantage. Extensive knowledge and experience of PERSAL System. Must be able to understand and interpret HR prescripts and policies. Must have effective leadership abilities, interpersonal relations and conflict management skills with regard to people management. Good communication skills with a high proficiency in writing. Advanced level of computer literacy (Ms Word, Excel and PowerPoint). Ability to work under pressure and willingness to work extended hours when required. A valid driver's licence

DUTIES: To manage the administrative/personnel needs of the staff in the Department and to assist in the management of the conditions of service for all staff of the Department. Ensure that the College's Staff Establishment is maintained and updated Manage all PERSAL functions which include appointments, transfers, promotions etc. Training skills must be of a satisfactory level to ensure that the candidate will be able to train, evaluate and mentor subordinates and inform departmental staff of prescripts with knowledge and confidence. Writing of submissions, memos and letters. Oversee the Human resources development, Employment Equity, Staff performance Management and employee assistance and wellness functions the candidate will be expected to communicate on a professional and personal level with staff both personally and telephonically, Travel on regular basis to attend meetings

Enquiries: Mr Moeletsi Pinkoane at 057 910 6032

2.ASSISTANT-DIRECTOR :MONITORING AND EVALUATION

SALARY :R 311 784.00 - R 376 626.00 per annum (level 9)plus benefits as applicable to Public sector

REFERENCE NO:GTVETC 08/08/2016

REQUIREMENTS: A three year Degree or National Diploma, 5 years relevant experience which must include. 3 years' experience in TVET College Must have effective leadership abilities, interpersonal relations and conflict management skills with regard to people management. Good communication skills with a high proficiency in writing. Advanced level of computer literacy (Ms Word, Excel and PowerPoint). Ability to work under pressure and willingness to work extended hours when required. A Valid driver's licence

DUTIES: Monitor and report on the implementation of the Strategic Plan and Annual Performance Plan against pre-determined objectives. Schedule and facilitate departmental performance review sessions with Senior Management in the department's branches to ensure reliability, usefulness and the correctness of information reported. Conducted periodic capacity building sessions on performance monitoring frameworks and guidelines to promote compliance on reporting requirements. Manage and monitor the implementation of improved business processes and rendering of advice to branch managers concerning business processes. (Compilation of standard operating procedure on collection, verification and reporting of performance information per department in the college. Development of policies and procedures to address the collection, verification and reporting on performance targets achieved , Facilitate the submissions and the presentations of departmental performance reports to Senior Management .

Enquiries: Mr Moeletsi Pinkoane at 057 910 6032

DEPARTMENT : STUDENT SUPPORT SERVICES

3.ASSISTANT-DIRECTOR :STUDENT SUPPORT SERVICES

SALARY :R 311 784.00 - R 376 626.00 per annum (level 9)plus benefits as applicable to Public sector

REFERENCE NO: GTVETC 09/08/2016

REQUIREMENTS : A three year Degree or National Diploma , 5 years relevant experience which must include experience in rendering Students Support Services i.e Students Wellness interventions; Sports and Recreation, dealing with Student Representative bodies and extra-curricular events as well as experience in supervising and management of staff and the drafting and control of the budgets. . Must have effective leadership abilities, financial management skills as an advantage will serve interpersonal relations and conflict management skills with regard to people management. Good communication skills with a high proficiency in writing. Advanced level of computer literacy (Ms Word, Excel and PowerPoint). Ability to work under pressure and willingness to work extended hours when required. A Valid driver's licence

DUTIES: Planning and implementation of student extra-curricular activities including functions of the SRC; Drafting of an annual operational plan for extra-curricular activities in co-operation with relevant stakeholders. The plan must include inter alia: SRC elections, induction and activities for the year; drafting of budgets; student extra-curricular activities such as sport; art and culture events and recreation; oversee implementation of plan; budget control and reporting on progress. Planning and implementation of student wellness programmes that include HIV/AIDS interventions and campaigns; referrals; counselling services, Manage student bursaries and out-reach programmes. General managerial duties including the supervision of staff in the division; reporting; attendance of meetings (internal and external).The incumbent will be expected to work over weekends/during holidays from time to time as well as to travel on a frequent basis to meetings and functions related to student support services (provincially and nationally).

Enquiries: Mrs PP Zonke at 057 910 6029

All application must be submitted on the Z83 application for employment form obtainable from the Campuses. Applications must be accompanied by original certified copies of formal and informal qualifications, identity document and detailed C.V. and quote the relevant reference number on application forms and on the envelope forward the application form to the address indicated in the advertisement. Please note that incomplete, Faxed, Email and late application forms will not be considered. Only shortlisted candidates will be contacted. No CV's will be returned.

The College/department reserves the right to withdraw any of the advertised posts at any time depending on the need.

The Acting Principal: Goldfields TVET College, Private Bag X95, WELKOM 9460 OR by hand: 36 Buren Street, Central Office (Flamingo park) WELKOM

Enquiries: HR Department at 057 910 6000

CLOSING DATE FOR APPLICATIONS 26 AUGUST 2016

GOLDFIELDS TVET COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER

DEPARTMENT : STUDENT SUPPORT SERVICES

4.PLACEMENT OFFICER

SALARY LEVEL 6 R171 069- R201 507 P PER ANNUM PLUS BENEFITS AS APPLICABLE TO PUBLIC SECTOR

REFERENCE NO : GTVETC 10/08/2016

A recognised 3 year Degree/Diploma (REQV 13).Marketing/Human Resources/Public Administration/Teaching. 5 year experience in the TVET environment with three years' experience in a college student support environment, vocational lecturing and/or work placement environment. Working knowledge and understanding of the TVET College landscape and its student support framework. Excellent listening, empathy and rapport-building, negotiations and networking skills. Strong leadership, monitoring and evaluation, organising, financial and administrative skills. Good communication (verbal and written), negotiation and networking, reporting, presentation and facilitation skills. Ability to work under pressure and meet deadlines. Advanced computer skills in MS Excel and MS Word and PowerPoint. A valid driver's licence.

DUTIES: Plan and support the work placement process of graduates across the College. Organise work placements and support students in the work placement process. Conduct placement visits to monitor the progress of students, and deal effectively with any issues/concerns that may arise. Ensure the orientation and induction of interns and host employers so that they understand the work placement process, the level of support available and are fully equipped to undertake successful work placement. Support the development and maintenance of a database of appropriate host employers and industry links. Monitor the progress of work placement throughout the college. Attend work placement meetings with various stakeholders when necessary. Communicate effectively with interns, host employers, SETAs and various stakeholders on the work placement progress.

Enquiries: Mrs PP Zonke at 057 910 6029