



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



DEPARTMENT OF HIGHER EDUCATION AND TRAINING (GOLDFIELDS TVET COLLEGE)
Goldfields College for Technical and Vocational Education and Training (TVET) is inviting applications from suitably qualified candidates to fill the following Persal paid vacancies:

APPLICATIONS: Please forward all applications to: The Principal, Goldfields TVET College, Private Bag X 95, Welkom, 9459 or hand deliver to Central Office at 36 Buren Street, Flamingopark, Reception area
CLOSING DATE **07 APRIL 2017**, applications received after the closing date or faxed applications will not be considered.

NOTE: Applications must be submitted on form Z83 obtainable from any public service department and must be accompanied by recently updated CV; certified copies of qualifications, academic records/transcripts and certified copy of ID (certification must be within three months). The successful candidate will be subjected to a security clearance and verification of qualifications. Interviewed candidates will be subjected to a competency assessment where necessary. Correspondence will only be entered into with short-listed applicants. The College /department reserves the right to withdraw any of the advertised posts at any time depending on the need. If you did not receive feedback from the college within 90 days of the closing date consider your application unsuccessful.
Note: All costs incurred due to your application and interviews will be at your own expense. Preference will be given to persons from designated groups, especially with regard to race, gender and disability

OTHER POSTS

POST: SENIOR EDUCATION SPECIALIST)02 Posts:REF NO: GTVETC 10/03/2017

SALARY: R342 753.00 – R779 253.00 per annum Post Level: 3

CENTRE: Tosa Campus

Requirements: : A National Senior Certificate (Grade 12) or NCV level 4an appropriate recognised 3 years' bachelor's degree or diploma in Engineering Studies (REQV13) which must include teaching qualification. plus 3-5 years teaching experience in the field of Engineering Studies (TVET College teaching experience will serve as a recommendation). Must be qualified as assessor and a moderator. Registration with SACE. Knowledge of Report 191 and NCV Programmes. Must be Computer Literate (MS Word, Excel, and PowerPoint). Computer Aided Draughting will serve as recommendation. A valid driver's licence. Excellent communication and presentation skills. Report writing skills and an ability to work independently. Must be willing to travel to attend meetings and trainings.

Duties: Ensure that the college provides innovative learning programs which are responsive to Business, Commerce, Industry and Community needs in collaboration with the College Council, Academic Board. Manage and control activities of the department, assist with learner affairs and job placement; Ensure that on-the-job training of learners take place; Plan and implement quality management in the department or division; Contribute to the drafting of a year planner in advance featuring all operations; Promote outcomes-based education, skills training and Learnerships; Ensure that programmers are offered which will equip learners with employable skills. Analyse, interpret and make recommendations based on statistics; Contribute to the management of diploma ceremonies; Manage and control part-time studies, support tuition and afternoon classes; Manage and control the National Examinations and Assessments. Establish and maintain records of staff attendance, department or divisional structure. Communicate circulars. Draw up the learning delivery timetables (class and subject allocation). Assist the Campus Manager with management of IQMS. Determine training needs and organise capacity building workshops. Plan for assessment and compile analysis of results; Participate in LAC; Support and motivate Senior Lecturers; Encourage and sustain academic excellence and improve learner performance. Must be willing to rotate in Part-time programmes monitoring.

ENQUIRIES: DR RS Radile 057 910 6000

POST: SENIOR EDUCATION SPECIALIST)02 Posts:REF NO: GTVETC 11/03/2017

SALARY: R342 753.00 – R779 253.00 per annum Post Level: 3

CENTRE: Welkom Campus

Requirements: : A National Senior Certificate (Grade 12) or NCV level 4an appropriate recognised 3 years' bachelor's degree or diploma in Business Studies (REQV13) which must include teaching qualification. plus 3-5 years teaching experience in the field of Business Studies (TVET College teaching experience will serve as a recommendation). Must be qualified as assessor and a moderator. Registration with SACE. Knowledge of Report 191 and NCV Programmes. Must be Computer Literate (MS Word, Excel, and PowerPoint). A valid driver's licence. Excellent communication and presentation skills. Report writing skills and an ability to work independently. Must be willing to travel to attend meetings and trainings.

Duties: Ensure that the college provides innovative learning programs which are responsive to Business, Commerce, Industry and Community needs in collaboration with the College Council, Academic Board. Manage and control activities of the department, assist with learner affairs and job placement; Ensure that on-the-job training of learners take place; Plan and implement quality management in the department or division; Contribute to the drafting of a year planner in advance featuring all operations; Promote outcomes-based education, skills training and Learnerships; Ensure that programmers are offered which will equip learners with employable skills. Analyse, interpret and make recommendations based on statistics; Contribute to the management of diploma ceremonies; Manage and control part-time studies, support tuition and afternoon classes; Manage and control the National Examinations and Assessments. Establish and maintain records of staff attendance, department or divisional structure. Communicate circulars. Draw up the learning delivery timetables (class and subject allocation). Assist the Campus Manager with management of IQMS. Determine training needs and organise capacity building workshops. Plan for assessment and compile analysis of results; Participate in LAC; Support and motivate Senior Lecturers; Encourage and sustain academic excellence and improve learner performance. Must be willing to rotate in Part-time programmes monitoring.

ENQUIRIES: Mofokeng MA 057 910 1605

POST: EDUCATION SPECIALISTS):REF NO: GTVETC 12/03/2017

SALARY: R 287 862 – R 719 643 per Annum post level 2

CENTRE: Tosa Campus

REQUIREMENTS : A National Senior Certificate (Grade 12) or NCV level 4 recognised 3-year Degree/Diploma in Electrical Engineering which must include a Teachers qualification. At least 2-3 years lecturing experience, preferably in a TVET College. An Artisan qualification as well as accreditation as an Assessor and Moderator plus industrial experience would be strong recommendations. Ability to conduct practical training. Extensive knowledge of academic assessment and moderation procedures. Sound knowledge of the TVET Colleges landscape DHET policies pertinent to teaching and learning. Ability to handle quantitative and qualitative information, analyse and present it cogently and effectively as a basis for decision-making. Ability to handle pressure and meet deadlines. Strong leadership, communication, monitoring and evaluation, negotiation, networking, reporting, conflict resolution and problem solving skills. Strong events and project management skills. Ability to manage performance and provide critical feedback in an objective manner. Proven track record of successfully managing and coordinating the implementation of planned goals and working with a range of professional colleagues. SACE registration. Advanced computer skills (MS Word, MS Excel and PowerPoint). A valid driver's licence

DUTIES: Assist with recruitment, registration and induction of students. Facilitate general academic and career development of students. Prepare and present lessons in compliance with the College annual academic plan, the Campus time-table and the College's Quality Management system. Co-ordinate the procurement of the programme's training needs. Provide guidance on syllabi, curriculum and learning outcomes. Implement and monitor all policies that impact on learning delivery including examination and certification of students within the department. Create a conducive classroom environment and ensure efficient classroom management and discipline of students. Liaise with the Lectures, Head of Department and Student Support Officers in providing support interventions to students. Assess students, capture marks, analyse, interpret, effect appropriate remedial action and maintain the necessary ICASS and ISAT records. Facilitate the distribution of textbooks and student packs. Manage and monitor staff and student attendance. • Manage and facilitate Students Work Based Experience as well as Lectures work place integrated learning. Ensure the smooth running of the department and submit regular reports to the HoD. Chair meetings of Lectures and Students within the department. ENQUIRIES: DR RS Radile 057 910 6000

POST: EDUCATION SPECIALISTS):02 Posts REF NO: GTVETC 13/03/2017

SALARY: R 287 862 – R 719 643 per Annum post level 2

CENTRE: Welkom Campus

REQUIREMENTS : A National Senior Certificate (Grade 12) or NCV level 4 recognised 3 year Degree/Diploma in Business Studies which must include a Teachers qualification. At least 2-3 years lecturing experience, preferably in a TVET College. An accreditation as an Assessor and Moderator would be strong recommendations. Ability to conduct practical training. Extensive knowledge of academic assessment and moderation procedures. Sound knowledge of the TVET Colleges landscape DHET policies pertinent to teaching and learning. Ability to handle quantitative and qualitative information, analyse and present it cogently and effectively as a basis for decision-making. Ability to handle pressure and meet deadlines. Strong leadership, communication, monitoring and evaluation, negotiation, networking, reporting, conflict resolution and problem solving skills. Strong events and project management skills. Ability to manage performance and provide critical feedback in an objective manner. Proven track record of successfully managing and coordinating the implementation of planned goals and working with a range of professional colleagues. SACE registration. Advanced computer skills (MS Word, MS Excel and Powerpoint). A valid drivers licence.

DUTIES: Assist with recruitment, registration and induction of students. Facilitate general academic and career development of students. Prepare and present lessons in compliance with the College annual academic plan, the Campus time-table and the College's Quality Management system. Co-ordinate the procurement of the programme's training needs. Provide guidance on syllabi, curriculum and learning outcomes. Implement and monitor all policies that impact on learning delivery including examination and certification of students within the department. Create a conducive classroom environment and ensure efficient classroom management and discipline of students. Liaise with the Lectures, Head of Department and Student Support Officers in providing support interventions to students. Assess students, capture marks, analyse, interpret, effect appropriate remedial action and maintain the necessary ICASS and ISAT records. Facilitate the distribution of textbooks and student packs. Manage and monitor staff and student attendance. Manage and facilitate Students Work Based Experience

as well as Lectures work place integrated learning. Ensure the smooth running of the department and submit regular reports to the HoD. Chair meetings of Lectures and Students within the department.

ENQUIRIES : DR RS Radile

POST: PLACEMENT OFFICER):REF NO: GTVETC 14/03/2017

SALARY: R 171 069.00 – R 201 507.00 per Annum level 6

CENTRE: Welkom Campus

REQUIREMENTS: : A National Senior Certificate (Grade 12) or NCV level 4 an appropriate recognised 3-year bachelor's degree or diploma in Human Resources Management/Business Administration. 2-3 years experience on student's placement. TVET Experience will serve as strong recommendation. Excellent listening, empathy and rapport building, negotiations skills and networking, reporting, presentation and facilitation skills. Strong leadership, monitoring and evaluation, organising, financial and administrative skills, Advance computer Skills in MS Excel, MS Word and Powerpoint, valid driver's licence (code 8)

DUTIES: Plan and support the work placement process of graduates across the College. Organise work placement and support students in the work placement areas. Ensure the orientation and induction of interns and host employers so that they understand the work placement processes. To co-ordinate the training and placement activities of students. Liaise with industry for placement of students. Work in consultation with the coordinators in industry. Interact with the academic departments to identify students to be placed in industry. Receive feedback from host employers and students after placement. Tracking of students graduated and have completed internship with employers.

ENQUIRIES : Peters S 057 910 6000

POST: HEALTH AND SAFETY OFFICER):REF NO: GTVETC 15/03/2017

SALARY: R 171 069.00 – R 201 507.00 per Annum level 6

CENTRE: Tosa and Welkom Campus

Requirements: : A National Senior Certificate (Grade 12) or NCV level 4 +3 year Degree or National Diploma in Safety Management/SAMTRAC or relevant qualification. A minimum of 2 years' experience in the field of Occupational Safety, Health and Environment. Knowledge of prescripts and general legislation relating to Health and Safety. Good interpersonal and communication skills (verbal and written), high level investigative skills, report writing skills and planning ability, computer literacy (including Excel, Word, Access and PowerPoint) Ability to liaise with internal and external bodies. A valid driver's license.

DUTIES ; Manage and administer Health and Safety compliance issues at the College. Ensuring adherence to safety and health standards in accordance with OHSACT and COIDA. Carry out the following: health surveillance of premises, surveillance and prevention of communicable diseases, environments pollution control, food safety management. Conduct Hazard Identification and Risk Assessment (HIRA) across the college, conduct incident investigation.

ENQUIRIES : Maleke RD 057 910 6000

POST: ADMINISTRATION CLERK DEBTOR REF. NO.: GTVETC 16/03/2017.

SALARY: SL5 (R142 461 – R167 814) per annum level 5

CENTRE: Central Office

REQUIREMENTS: A National Senior Certificate (Grade 12) or NCV level 4 A recognised 3-year National Diploma in Financial/Business Management or equivalent qualification. 1-2 years experience in TVET will serve as recommendation Sound communication and interpersonal skills, computer literacy, Coltech .

DUTIES: Generate invoices correctly. Follow up on outstanding payments from customers and students. Capture deposits made by students for the payment of fees on Coltech accurately. Communicate and liaise with campuses, students and customers regarding invoices and respond timeously to queries. Provide statement on students request. Ensure completeness of documentation to take debts. Recording all debts owed to the College correctly and timeously. Recover monies owed by the debtors including the allocation of monies from debtors. Write off the debt in accordance with the debt write off policy. Preparation of reconciliation in relation to the debtors of the College. Credit and reconcile students accounts.

Enquiries: Ramafothole M 057 910 6000

POST: ADMINISTRATION CLERK):REF NO: GTVETC 17/03/2017

SALARY: R 142 461 .00 – R 167 814.00 per Annum level 5

CENTRE: Welkom Campus

REQUIREMENTS: A National Senior Certificate (Grade 12) or NCV level 4. A recognised 3-year National Diploma in Office Administration / Management Assistant (REQV 13). 1-2 years experience in TVET will serve as recommendation. Have competency in the following Computer Skills (PowerPoint, MS Word, Excel, Access, COLTECH Sound communication, interpersonal and problem solving skills

DUTIES: Registering and managing student data on the college MIS. Issuing out of statements, certificates, academic records, invoices and admission permits record keeping and filing of student's registration forms and other documentation. Capturing of marks on COLTECH, attendance registers and printing of control lists. Photocopying of documents and providing photocopy readings on time . Provide professional and knowledgeable telephonic service at the campus. Maintain stocks of standard forms and stationery and complete requisition orders to facilitate the replenishment of items prior to depletion. Print proof of registration. Attend to enquiries regarding student enrolment . Type letters of confirmations for student enrolment. Store information systematically in hard copy as well as electronically. Correct prelims for examination entries to DHET. Attend to all other administrative duties as may from time to time be assigned by the Supervisor/Management.

Enquiries: Mofokeng M 057 910 1605

**POST:HUMAN RESOURCES OFFICER: HUMAN RESOURCE MANAGEMENT AND ADMINISTRATION
(CONDITIONS OF SERVICE) REF NO: GTVETC 18/03/2017**

SALARY : R171 069 –R201 507.00per annum, Level 06

CENTRE: CENTRAL OFFICE

REQUIREMENTS : A National Senior Certificate (Grade 12) or NCV level 4. Bachelor's Degree or National Diploma in Human Resource Management. 2-3 years Experience in the appointment and conditions of service and Knowledge of Public Service Act and Regulations will be an advantage. Knowledge and experience of PERSAL System. Good communication skills with a high proficiency in writing. Computer Literacy (MS Word and Excel). Ability to work under pressure and willingness to work extended hours when required. A Valid drivers licence

DUTIES : To assist in the administrative/personnel needs of the staff in the department. Administer all PERSAL functions which include appointments, transfers, promotions. Administration of Service Termination. Administration of leave absence. Preparation of monthly statistical reports. Must be able to deal with all levels of staff indiscriminately and exceptional client service and life skills. Must have excellent communication skills which include the writing of submissions, memos and letters. The candidate will be expected to communicate on a professional and personal level with staff both personally and telephonically.

Enquiries : Mr MP Pinkoane 057 910 6032