

## 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 (College Council) Non- Personal 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 JULY 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). It is the applicant's responsibility to have foreign qualifications evaluated by the South African qualification authority (SAQA) and the evaluation certificate from SAQA must be attached.

Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). 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

### 1. ACADEMIC DEPARTMENT

#### BUSINESS STUDIES

**POST: LECTURER COMMUNICATION AND ENGLISH PL1 REF NO: GTVETC 19/06/2017 (2 posts)**  
**SALARY: R185 769 per annum (12 months contract.)**  
**CENTRE: Goldfields TVET College – Welkom Campus**

**REQUIREMENTS:** Grade 12 or NC(V) Level 4 plus a relevant 3-year Degree/Diploma specialising in Communication and English and a Teacher's qualification. Teaching experience in a TVET College will serve as a recommendation. Be able to teach Communication related subjects in Report 191 and English in NCV Levels 2-4. Computer skills in MS Office (Word, Excel, PowerPoint, Outlook and internet); must be registered with SACE. Competencies: Good planning and organising skills.  
**DUTIES:** Assist with enrolment, registration and induction of students. Facilitate general academic and career development of students. Prepare lesson plans and programme plan, compile PoA and PoE. Provide guidance on syllabi, curriculum and learning outcomes. Create a conducive classroom environment and ensure efficient classroom management and discipline of students. Assess students, capture marks and maintain the necessary documents. Manage and monitor students' attendance.

**POST: LECTURER MATHEMATICS PL1 (1 post)**  
**REF NO: GTVETC 20/06/2017**  
**SALARY: R185 769 per annum (12 months contract)**  
**CENTRE: Goldfields TVET College – Welkom Campus**

**REQUIREMENTS:** Grade 12 or NC(V) Level 4 plus an appropriate 3-year Degree/Diploma in Business/Engineering Studies with Mathematics

And Teacher's qualification; Teaching experience in a TVET College will serve as a recommendation. Be able to

teach Mathematics and Mathematical Literacy in NCV Levels 2-4. Computer skills in MS Office (Word, Excel, PowerPoint, Outlook and internet); must be registered with SACE. Competencies: Ability to handle pressure and meet deadlines. Good planning, organising, monitoring and evaluation skills

**DUTIES:** Assist with enrolment, registration and induction of students. Facilitate general academic and career development of students. Prepare lesson plans and programme plan, compile PoA and PoE. Provide guidance on syllabi, curriculum and learning outcomes. Create a conducive classroom environment and ensure efficient classroom management and discipline of students. Assess students, capture marks and maintain the necessary documents. Manage and monitor students' attendance.

**ENQUIRIES: Mr RD Maleke 057 910 6700/1605**

#### ENGINEERING STUDIES

**POST: LECTURER ELECTRICAL ENGINEERING PL1 REF NO: GVETC 21/06/2017**  
**SALARY: R185 769 per annum (12 months contract.)**  
**CENTRE: Goldfields TVET College – Tosa Campus**

**REQUIREMENTS :** Grade 12 or NC(V) Level 4 plus a relevant 3-year Degree/Diploma specialising in Electrical Engineering; a Teacher's qualification; Teaching experience in a TVET College. Be able to teach Electrical Engineering related subjects in NCV Levels 2-4. Computer skills in MS Office (Word, Excel, PowerPoint, Outlook and internet); must be registered with SACE. Competencies: Ability to handle pressure and meet deadlines. Good planning, organising, monitoring and evaluation Skills

**DUTIES:** Assist with enrolment, registration and induction of students. Facilitate general academic and career development of students. Prepare lesson plans and programme plan, compile PoA and PoE. Provide guidance on syllabi, curriculum and learning outcomes. Create a conducive classroom environment and ensure efficient classroom management and discipline of students. Assess students, capture marks and maintain the necessary documents. Manage and monitor students' attendance.

**ENQUIRIES: Mrs RM Maqelepo 057 910 6700**

**DEPARTMENT : CORPORATE AFFAIRS**

**POST: ADMINISTRATION CLERK /RECEPTIONIST  
REF NO: GTVETC 22/06/2017**

**SALARY: R 152 682 .00 – R 180 063.00 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 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, Sound communication, interpersonal and problem solving skills

Duties: responsible for day to day functioning of reception desk, act as an overflow switchboard, compile statistical reports on clients/visitors, Receive, direct and reply telephone messages and fax messages, assist in the planning and preparation of meetings, take minutes during meetings, provide secretarial support, filling, drafting of letters and MEMOS ,binding of documents open and stamp all general correspondence.Support members of Senior management with filing,minutes taking,submissions and management of their diaries

**ENQUIRIES: Mr MP Pinkoane 057 910 6032**

**GOLDFIELDS COLLEGE IS A EQUAL OPPORTUNITY  
EMPLOYER**