



# higher education & training

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA



**APPLICATIONS :** Attention: The Principal, Goldfields TVET College, Private Bag X95, Welkom, 9459 or be hand delivered at Goldfields TVET College (Central Office), 36 Buren Street, Flamingo Park, Welkom 9459

**ATTENTION :**  
**CLOSING DATE :** **21 September 2018 at 11H30**

**NOTE :** A fully completed Z83 form, signed and dated should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details), **Original certified copies** (not older than three months) of all qualifications with academic transcripts/record, ID document and drivers licence. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date as well as faxed or emailed applications will **NOT** be accepted.

Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks [where applicable], qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. The College/DHET reserves the right not to make appointments and correspondence will be limited to shortlisted candidates only.

If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application was unsuccessful.

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.

**POST :** **ASSISTANT DIRECTOR – CURRICULUM DEVELOPMENT AND INTERNAL ASSESSMENTS**

**REF NO. :** **GTVETC 14/01/2018**

**SALARY :** **SALARY LEVEL 10 – R 444 693.00 – R 523 818.00 per annum**

**CENTRE :** **GOLDFIELDS TVET COLLEGE**

**REQUIREMENTS:** A National Senior Certificate (Grade 12) or NCV level 4. A recognized 3-year Degree/Diploma in Business or Engineering studies, which must include teaching qualification. At least 7 years lecturing experience and 5 years supervisory experience in the management of curriculum, preferably in a TVET College. Trained as an Assessor and Moderation. Extensive knowledge of policies governing academic assessment and moderation procedures. Sound knowledge of the TVET Colleges landscape DHET policies pertinent to teaching and learning such as NDP, CETA, Act, Employment Equity Act, Labour Relations Act, NSDS III, SAQA. 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 license is essential as traveling and extended working hours may be required.

**DUTIES :** Manage and supervise implementation of programmes as prioritized by the Department of Higher Education and Training. Monitoring and evaluation of college programme offering in line with college Teaching and Learning plan. Ensure Quality Assurance of Learning Programmes.

Provide advice to Academic Managers on student and Curriculum matters. Manage External and Internal Assessments of college programme. Provide support in the planning of educator work allocation, Assist Campus Manager with compilation of the timetable in line with College Teaching and Learning plan. 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. Provide support in the creation of conducive classroom environment and ensure efficient classroom management and discipline of students. Liaise with the Lectures, other programme managers and Student Support Officers in providing support interventions programme to students.

**ENQUIRIES :** **Mr MG Pheko – Assistant Director: HRM – 057 910 6000**

**POST :** **PROJECT MANAGER: COLLEGE CAPITAL AND EFFICIENCY GRANT**

**SALARY :** **R 356 289.00 – R 419 679.00per annum (Level 9)**

**REF NO. :** **GTVETC 15/01/2018  
(3 year contract)**

**CENTRE :** **GOLDFIELDS TVET COLLGE**

**Requirements :** An appropriate bachelor's degree/ National Diploma (NQF level 6/7) or equivalent qualification specializing in Construction. At least 3 years in managing construction projects. A post graduate qualification in Project management will be an added advantage. Position requires as individual with a conceptual understanding of the rules and standards governing project administration and management and to ensure that the requirements for each project are spelt out by the job packaging/ statutory requirements. Further requirements are risk management experience in project management. Good communication, written and spoken skills. Proficiency analyzing and solving problems related to projects. Outstanding human relations, skills evident in the ability to work with the team and excellence in gathering help needed in developing a working project management plan. Strong ability to give attention to details as well as tested organizational skills. Strong knowledge and expertise in using modern information and communication technologies to projects. Adherence to project specifications, as well as to the regulatory body guidelines for the project (NIAMMS etc). Knowledge of procurement processes. A driver's license is a prerequisite.

**DUTIES :** The incumbent will be responsible to supervise different tasks in completing construction or repairs and maintenance projects. Responsible for the flow of information from college level projects supervisor (the organizational point where the service/ project is required) to the team regarding the project in the Department of Higher Education and Training (Department). Make the arrangement for projects documentation on the recommendation and specification of the Department and ensure that specifications are met. Make the arrangement for the project documentation on the recommendation and specification of the Department and ensure that specifications are met. Meet the project owner, ensure that appropriate specifications are set, or meet a higher standard. Update information on the project management tools. Make arrangement for the project completion based on specification of the project owner. Put a proficient team together to achieve the purpose of the work in a changing circumstances and fixed circumstances, and in a responsive circumstance using leadership and management expertise. Plan, communicate, execute, supervise and roundup assigned projects.

**ENQUIRIES :** **Mr MG Pheko – Assistant Director: HRM – 057 910 6000**

#### RE- ADVERTISED POSTS

**Post :** **SENIOR EDUCATION SPECIALIST – TOSA CAMPUS**

**SALARY :** **R 356 289 per annum (Level 9)**

**REF NO. :** **GTVETC 10/01/2018**

**Centre :** **GOLDFIELDS TVET COLLEGE**

**Requirements :** A National Senior Certificate/ Grade 12 or National Certificate Vocational Level 4. A recognised and an appropriate recognised 3 years Bachelor's Degree or Diploma in Engineering

Studies (REQV13) and a Teaching qualification plus 3 years management experience in a field of Engineering Studies. (Trade certificate will serve as an advantage). Trained as Assessor and Moderator. Teaching experience in the TVET College will serve as recommendation. Extensive knowledge of policies governing academic assessment and moderation procedures. Sound knowledge of the TVET Colleges landscape DHET policies pertinent to teaching and learning. 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. Advanced computer skills (MS Word, MS Excel and PowerPoint). Registration with SACE. Knowledge and understanding of Report 191 and NCV Programmes. Excellent communication skills, ability to work independently. Willing to travel to attend meetings and trainings. A valid driver's licence is essential, as traveling and extended working hours will be required.

**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 timetable in line with College Teaching and Learning plan. 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, other programme managers and Student Support Officers in providing support interventions programme to students. Manage and facilitate of Students Work Based Experience (WBE) as well as Lectures Workplace Integrated Learning (WIL). Management of Labour relations Matters. Management of performance appraisal of educators (IQMS) including annual revision of job descriptions.

**Mr MG Pheko – Assistant Director: HRM – 057 910 6000**

**POST** : **ADMINISTRATION CLERK - MARKETING**  
**REF NO** : **GTVETC 01/01/2018**  
**SALARY** : **R163 563.00 – R 192 666.00 per annum (Salary Level 5)**  
**CENTRE** : **GOLDFIELDS TVET COLLEGE**

**REQUIREMENTS:** A National Senior Certificate/Grade 12 or National Certificate Vocational (NCV) Level 4 certificate. An appropriate Degree/National Diploma in Marketing or equivalent qualification in a relevant field will be an added advantage, Computer Literacy (MS Office). A candidate must be well versed in English Language with excellent writing skills. Energetic and focused on reaching targets. Proven experience with regard to student recruitment skills. Ability to manage time effectively and problem-solving skills. Report writing skills.

**DUTIES** : Communication with external markets across the College's catchment area through Public Relations functions, career exhibitions, school visits, Campus visits and more. Network with relevant role-players and stakeholders by attending functions, workshops, exhibitions and Imbizos. Student and internal market research. Facilitate external market research and generate new opportunities for recruitment. Gather relevant news and compile articles with photographs for internal and external publications. Co-ordinate and facilitate door-to-door campaigns, recruitment roadshows and various other recruitment methods to reach targets. Maintain the corporate image across all College sites. Organize and participate in internal and external functions and events. Co-ordinate effective marketing to foster an establishment of the College. Must be prepared to work after hours when necessary. Must be prepared to travel.

**ENQUIRIES: Mr MG Pheko – Assistant Director: HRM – 057 910 6000**