



# higher education & training

Department:  
Higher Education and Training  
**REPUBLIC OF SOUTH AFRICA**



**LOVEDALE  
TVET COLLEGE**

Lovedale TVET College invites suitably qualified, innovative, result-orientated and self-motivated candidates to apply for the following vacancies:

## COLLEGE APPOINTMENT POSTS

**Post: Career Guidance and Learner Affairs Clerk**

**Ref:AL01/2019**

**Salary Level:5**

**Salary Notch: R173 703 plus 37% in lieu of benefits**

**Contract Duration: Three (3) Years**

**Requirements:** Bachelor of Art (Social Science) or any other three year relevant qualification majoring in Psychology.  
• Proven knowledge of, and at least two years' experience in Student Affairs at a college • Computer literacy (competency in spreadsheet and database development essential) • Proven organizational, planning and support skills • Must be able to take initiative and work under pressure • Communication and report writing skills • Ability to communicate in English and Xhosa • A driver's license would be an added advantage • Ability to work with students of different socio-economic backgrounds • Ability to deal with special needs learners • Willingness to work long hours and over weekends • Must have knowledge of Student Support Services Framework and Manual • Must have knowledge of amended CET Act 2006 • Must have knowledge of the Student Support Service Plan.

**Key Responsibilities:** • Compile and monitor the campus Student Support Services plan • Co-ordinate student committees at campuses • Administration and coordination of the students' general year plan • Responsible for the induction and orientation of students • Assist with counselling / referral activities • Manage academic support activities at campus • Coordinate Sport, Art and Culture activities at the campus and college • Advise the Liaison Officer and Student Support Services Manager on matters pertaining to student to student development at the campus • Monitor and manage student fund budgets at campuses.

**Post: Administrative Officer: Student Support And Career Guidance**

**Ref: HQ03/2019**

**Salary Level: 7**

**Salary Notch: R257 508 plus 37% in lieu of benefits**

**Contract Duration: Three (3) Years**

**Requirements:** • A three year qualification majoring in Psychology • Three years' experience in the Student Affairs field at a TVET College • Teaching experience will be an added advantage • Code 8 Drivers License • Computer Literacy in Word, Excel, PowerPoint, Internet, and E-mail • Supervisory experience will be an added advantage • Report writing skills are essential.

**Key Responsibilities:** • Co-ordinate student health and wellness (HEAIDS) • Facilitate the guidance of students in career paths (career guidance) • Assist with the identification of learners living with disabilities and arrange for the appropriate support • Facilitate the teaching of life skills and promote the HIV / AIDS awareness • Co-ordinate and take responsibility for academic support at the campuses with reference to the Imparting of good study methods • Co-ordinate remedial education sessions for underachieving students • Compile monthly reports of student health, wellness and academic support • Consult with Campus Head and Programme Heads at all Campuses with regards to Academic Support • To be responsible for the Health Centre.

**Post: Coordinator: Occupational Programmes**

**Ref: PSU1/2019**

**Contract Duration: 12 months**

**Salary Level: 8 plus 37% in lieu of benefits**

**Salary Notch:R 316 791.00**

**Requirements:** Three (3) years Diploma or Degree in Human Resources Management, Financial Management, Marketing Management or Training and Development, or other relevant equivalent qualification • Proven knowledge of, and at least three years' experience in the development of training and the rolling out of occupational programmes in the technical and vocational education and training sector • Proven experience in liaising and forming relationships with Sector Education and Training Authorities (SETAs), industries, relevant government departments • Valid RSA driver's license • A certificate and experience in Project Management will be a strong recommendation.

**Key Performance Areas:** • Engage with all relevant SETAs, Government departments and training providers • Identify necessary training programmes through engagements with industry and the community • Obtain accreditation for training programmes • Ensure appropriate delivery of occupational programmes according to the training schedule and implementation plan per project • Monitor and evaluate the staff performance • Manage the budget for occupational programmes • Handle the acquisition of required services and resources for occupational programmes • Report on the implementation and execution of the occupational programmes • Any other relevant reasonable duties as requested by supervisor.

## PERMANENT POST

**Post: Finance Clerk (Alice Campus)**

**Ref: AL04/2019**

**Salary Level: 05**

**Salary Notch: R173 703**

**Requirements:** • An Appropriate Bachelor's Degree / National Diploma in Finance or any other relevant equivalent three year qualification • Knowledge of Pastel • two years' experience working in in finance. Relevant working experience in educational institution, will be an advantage • Have good written and verbal communication skills • Must be able to take initiative and work under pressure • Code 8 driver's license is a prerequisite • Sound understanding of financial administration.

**Key Responsibilities:** • Receive and verify invoices and requisitions • Prepare batches of invoices and student accounts for data entry and manage the petty cash • Prepare monthly reports • Maintain filing system for all financial documents and assist with the completion of bank reconciliation • Handle student accounts, refunds and queries • Prepare and distribute monthly statements on student accounts and college tenants • Daily reconciliation of cashbook and petty cash • Act as procurement clerk for the campus by requesting, receiving and following up on orders • Deal with incoming and outgoing correspondences • Compile debtors list and make follow up on payments • Any other duties assigned by the Campus Head or immediate supervisor.

## ACADEMIC POSITIONS

### PERMANENT POST

**Post: Lecturer**

**Post Level: 1**

**Salary Notch: R211 098**

### ALICE CAMPUS

**REF: AL03/2019: Programme: Report 191 Art & Design: Ceramics N4 – N6**

**Requirements: Post AL03/2019:** Three year Degree/Diploma in Fine Art, Majoring in Ceramics • Drawing and/or History of Art would be advantageous • Application to be submitted with a comprehensive CV and portfolio showing evidence of work exhibited at art festival, galleries and competition entries • Some experience of curatorship will be an advantage as well as teaching/facilitation/studio management experience. • Registration with SACE • An in-depth knowledge of Report 191/90 as well as National Certificate (Vocational) qualifications offered at the College • Knowledge of all Education related legislative framework such as PAM, CET act of 2006 as amended, all Assessment related policies & guidelines, curriculum guidelines, Public Service Act, etc.

**Key Responsibilities:** • Facilitate the teaching, integrated learning and practical training in the various subjects within related programme (thorough lesson planning according to the Subject & Assessment Guidelines) • Participate in all other related teaching responsibilities, including academic support • Manage students within the subject at all times (discipline) • Create an environment that is conducive to learning • Develop training material and identify relevant techniques/models for training needs • Develop relevant assessment material • Administration of student assessment • Assist with examinations related duties • Attend relevant training workshops and apply knowledge, where applicable • Keep up to date with the latest development in field of study • Assist to prepare students for the world of work

**Closing Date: 12 December 2019**

**Enquiries: Ms S Jali/ Ms Mjonono 087 238 2223 / 043 6040 727.**

**Applications:** Must be submitted on the Z83 Form obtainable from any Public Services Departments and on Internet and must be accompanied by recently updated comprehensive CV, with three contactable references and certified copies of all your qualifications with ACADEMIC RECORDS), Identity Document (ID) NOT older than six (6) months including drivers license where its required. It is the applicant's responsibility to have foreign qualifications evaluated by South African Qualifications Authority and Evaluation Certificate from SAQA must be attached. Failure to complete Z83 and submit the requested documents will result in your application not being considered. Post your complete application to: The Deputy Principal: Corporate Services, Lovedale TVET College, Private Bag X7403, King William's Town, 5600 OR hand-deliver to Headquarters Reception, Lovedale TVET College, 1 Amatola Row, King William's Town

**Note:** All costs incurred due to your application and interviews will be at your own expense • No faxed or e-mailed applications will be accepted • Due to the large number of applications we envisage receiving, applications will not be acknowledged and correspondence will only be conducted with short-listed candidates • If you have not been contacted within 3 months of the closing date, please consider your application unsuccessful.

**Lovedale TVET College is an equal opportunity employer and reserves the right not to make an appointment.**