



**POST 1 : CAMPUS MANAGER (REF – IKHALA AN16/03/19)
SALARY : PL 5 Salary Notch plus benefits
CENTRE : Aliwal North Campus**

MINIMUM REQUIREMENTS:

Grade 12/ NC(V) Level 4 or equivalent; A Diploma/Degree qualification (REQV 13) A professional qualification in Education; Proof of SACE registration; Proof of Computer Literacy. Minimum of 7 years teaching experience in the TVET College/sector and 3 years at a supervisory level. Proof of drivers licence.

KNOWLEDGE AND SKILLS:

Sound knowledge of transformational issues within the TVET sector. Experience in managing people, projects, finance, labour relations and good governance practices relevant to the TVET Sector. Sound knowledge and insight into the relevant pieces of legislation, policies and procedures governing the TVET sector. Extensive management, administrative and organisational skills. Good communication skills (verbal and written). Decision-making and problem-solving skills. Knowledge/experience of supervision, timetables development, staff utilisation, quality assurance systems and examinations/assessments.

KEY PERFORMANCE AREAS:

Management of: Teaching and Learning, Credible Internal Assessments and Examinations, Student Support Activities, Registration of students at campus, Campus assets, Lecturer-Student-Support Material (LSSM), Campus vehicles. Maintain and promote stakeholder relations, create a conducive environment for Teaching and Learning. Managing performance of staff and students. Managing Work-Integrated-Learning for lecturers and students. Manage Lecturer Support System.

**POST 2 : PL2 SENIOR LECTURER: REPORT 191 AND
NCV: ENGINEERING STUDIES (REF – IKHALA SS17/03/19)
SALARY : PL 2 Salary Notch plus benefits
CENTRE : Sterkspruit Campus**

MINIMUM REQUIREMENTS:

Grade 12/ NC (V) Level 4 or equivalent; A relevant Diploma/Degree qualification (REQV 13) in Engineering; A professional qualification in Education; Proof of SACE registration; Proof of Computer Literacy. Minimum of 3 years teaching experience in the TVET College is a requirement. Proof of drivers licence.

**POST 3 : PL2 SENIOR LECTURER PL2: REPORT 191 AND
NCV: BUSINESS STUDIES (REF – IKHALA SS18/03/19)
SALARY : PL 2 Salary Notch plus benefits
CENTRE : Sterkspruit Campus**

MINIMUM REQUIREMENTS:

Grade 12/ NC (V) Level 4 or equivalent; A relevant Diploma/Degree qualification (REQV 13) in Business Management/Accounting/Finance/Marketing; A professional qualification in Education; Proof of SACE registration; Proof of Computer Literacy. Minimum of 3 years teaching experience in the TVET College is a requirement. Proof of drivers licence.

**POST 4: PL2 SENIOR LECTURER: REPORT 191: ACCOUNT-
ING, ECONOMICS AND FINANCE (REF – IKHALA QTN19/03/19)
SALARY : PL 2 Salary Notch plus benefits
CENTRE : Queenstown Campus**

MINIMUM REQUIREMENTS:

Grade 12/ NC (V) Level 4 or equivalent; A relevant Diploma/Degree qualification (REQV 13) in Accounting and Finance; A professional qualification in Education; Proof of SACE registration; Proof of Computer Literacy. Minimum of 3 years teaching experience in the TVET College is a requirement. Proof of drivers licence.

**POST 5 :PL2 SENIOR LECTURER: REPORT 191:
PUBLIC MANAGEMENT/TOURISM/FARMING MANAGEMENT
(REF – IKHALA QN20/03/19)
SALARY : PL 2 Salary Notch plus benefits
CENTRE : Queen Nonesi Campus**

MINIMUM REQUIREMENTS:

Grade 12/ NC (V) Level 4 or equivalent; A relevant Diploma/Degree qualification (REQV 13) in Public Management/Tourism/Farming Management; A professional qualification in Education; Proof of SACE registration; Proof of Computer Literacy. Minimum of 3 years teaching experience in the TVET College sector is a requirement. Proof of drivers licence.

**POST 6 : PL1 LECTURER: REPORT 191: PUBLIC MANAGEMENT
(REF – IKHALA QTN21/03/19)
SALARY: PL 1 Salary Notch plus benefits
CENTRE : Queenstown Campus**

MINIMUM REQUIREMENTS:

Grade 12/ NC(V) Level 4 or equivalent; A Diploma/Degree qualification (REQV 13) with Public Management. Be able to teach Public Administration (N4-N6), Municipal Administration (N4-N6), Public Law (N4-N6), Public Finance (N4-N6). A professional qualification in Education; Proof of SACE registration; Proof of Computer Literacy. Teaching experience in the TVET College sector will be an added advantage. Must be willing to teach NC(V).

**POST 7 : PL1 LECTURER: NC(V)/REPORT 191: BUSINESS
STUDIES (REF – IKHALA QTN22/03/19)
SALARY : PL 1 Salary Notch plus benefits
CENTRE : Queenstown Campus**

MINIMUM REQUIREMENTS:

Grade 12/ NC(V) Level 4 or equivalent; A Diploma/Degree qualification (REQV 13) with Information Processing as a major subject; Be able to teach Office Data Processing (L2-L4) and Information Processing (N4-N6). A professional qualification in Education; Proof of SACE registration; Proof of Computer Literacy. Teaching experience in the TVET College sector will be an added advantage.

**POST 8 : PL1 LECTURER: NC(V) and REPORT
191: BUSINESS STUDIES (REF – IKHALA QTN23/03/19)
SALARY : PL 1 Salary Notch plus benefits
CENTRE : Queenstown Campus**

MINIMUM REQUIREMENTS:

Grade 12/ NC(V) Level 4 or equivalent; A Diploma/Degree qualification (REQV 13) in Accounting/Finance/Business Studies. Be able to teach Financial Management (L2-L4) and Accounting (N4-N6). A professional qualification in Education; Proof of SACE registration; Proof of Computer Literacy. Teaching experience in the TVET College sector will be an added advantage.

**POST 9 : LECTURER PL1: REPORT
191: HUMAN RESOURCE MANAGEMENT
(REF – IKHALA QTN24/03/19)
SALARY : PL 1 Salary Notch plus benefits
CENTRE : Queenstown Campus**

MINIMUM REQUIREMENTS:

Grade 12/ NC(V) Level 4 or equivalent; A Diploma/Degree qualification (REQV 13) in Human Resource Management. Be able to teach Labour Relations (N5-N6), Personnel Management (N4-N6) and Personnel Training (N5-N6).; A professional qualification in Education; Proof of SACE registration; Proof of Computer Literacy. Teaching experience in the TVET College sector will be an added advantage. Must be willing to teach NC(V).

**POST 10 :PL1 LECTURER: NC (V) AND REPORT
191: BUSINESS STUDIES (REF – IKHALA SS25/03/19)
SALARY : PL 1 Salary Notch plus benefits
CENTRE : Sterkspruit Campus**

MINIMUM REQUIREMENTS:

Grade 12/ NC(V) Level 4 or equivalent; A Diploma/Degree qualification (REQV 13) in Business Management. Be able to teach Office Practice (L2-L4) and Business Practice (N4-N6). A professional qualification in Education; Proof of SACE registration; Proof of Computer Literacy. Teaching experience in the TVET College sector will be an added advantage.

**POST 11 : 2 X PL1 LECTURERS: NC (V)/ REPORT
191: BUSINESS STUDIES (REF – IKHALA SS26/03/19)
SALARY : PL 1 Salary Notch plus benefits
CENTRE : Sterkspruit Campus**

MINIMUM REQUIREMENTS:

Grade 12/ NC(V) Level 4 or equivalent; A Diploma/Degree qualification (REQV 13) with Information Processing as a major subject; Be able to teach Office Data Processing (L2-L4), Information Processing (N4-N6) and Computer Practice (N4). A professional qualification in Education; Proof of SACE registration; Proof of Computer Literacy. Teaching experience in the TVET College sector will be an added advantage.

**POST 12 : PL1 LECTURER PL1: REPORT 191: PUBLIC MAN-
AGEMENT (REF – IKHALA AN27/03/19)
SALARY : PL 1 Salary Notch plus benefits
CENTRE : Aliwal North Campus**

MINIMUM REQUIREMENTS:

Grade 12/ NC (V) Level 4 or equivalent; A Diploma/Degree qualification (REQV 13) with Public Management. Be able to teach Public Administration (N4-N6), Municipal Administration (N4-N6), Public Law (N4-N6), Public Finance (N4-N6). A professional qualification in Education; Proof of SACE registration; Proof of Computer Literacy. Teaching experience in the TVET College sector will be an added advantage. Must be willing to teach NC (V).

**POST 13 : PL1 LECTURER: REPORT 191: HOSPITALITY
AND CATERING SERVICES
(REF – IKHALA AN28/03/19)
SALARY : PL 1 Salary Notch plus benefits
CENTRE : Aliwal North Campus**

MINIMUM REQUIREMENTS:

Grade 12/ NC(V) Level 4 or equivalent; A Diploma/Degree qualification (REQV 13) in Hospitality. Be able to teach Hospitality & Catering Services (N4-N6), Catering Theory & Practical (N4-N6), Applied Management (N4-N6), Food & Beverages (N4-N6) and Sanitation & Safety (N4-N6). A professional qualification in Education; Proof of SACE registration; Proof of Computer Literacy. Teaching experience in the TVET College sector will be an added advantage. Must be willing to teach NC (V).

**POST 14: PL1 LECTURER: REPORT 191: ENGINEERING
STUDIES (REF – IKHALA EE29/03/19)
SALARY: PL 1 Salary Notch plus benefits
CENTRE: Ezibeleni Engineering Campus**

MINIMUM REQUIREMENTS:

Grade 12/ NC(V) Level 4 or equivalent; A Diploma/Degree qualification (REQV 13) in Mechanical Engineering. Be able to teach Mechanical Engineering Subjects (N1-N6). A professional qualification in Education; Proof of SACE registration; Proof of Computer Literacy. Teaching experience in the TVET College sector will be an added advantage. Must be willing to teach NC(V). Trade Test Certificate is required.

**POST 15: LECTURER PL1: REPORT 191: ENGINEERING
STUDIES (REF – IKHALA EE32/03/19)
SALARY : PL 1 Salary Notch plus benefits
CENTRE: Ezibeleni Engineering Campus**

MINIMUM REQUIREMENTS:

Grade 12/ NC(V) Level 4 or equivalent; A Diploma/Degree qualification (REQV 13) in Water Waste Treatment. Be able to teach Plant Operation (N1-N2), Water and Waste Water Treatment Practice (N1-N2), Water Treatment Practice (N3) and Waste Water Treatment Practice (N3). A professional qualification in Education; Proof of SACE registration; Proof of Computer Literacy. Teaching experience in the TVET College sector will be an added advantage. Must be willing to teach NC(V).

**POST 16: 2 x PL1 LECTURERS: REPORT 191: ENGINEERING
STUDIES (REF – IKHALA EE30/03/19)
SALARY: PL 1 Salary Notch plus benefits
CENTRE: Ezibeleni Engineering Campus**

MINIMUM REQUIREMENTS:

Grade 12/ NC(V) Level 4 or equivalent; A Diploma/Degree qualification (REQV 13) in Electrical Engineering. Be able to teach Electrical Engineering Subjects (N1-N6). A professional qualification in Education; Proof of SACE registration; Proof of Computer Literacy. Teaching experience in the TVET College sector will be an added advantage. Must be willing to teach NC(V). Trade Test Certificate is required.

**POST 17: PL1 LECTURER: NCV: FUNDAMENTALS (REF –
IKHALA EE31/03/19)
SALARY: PL 1 Salary Notch plus benefits
CENTRE: Ezibeleni Engineering Campus**

MINIMUM REQUIREMENTS:

Grade 12/ NC(V) Level 4 or equivalent; A Diploma/Degree qualification (REQV 13) with English as a major subject. Be able to teach English (L2-L4). A professional qualification in Education; Proof of SACE registration; Proof of Computer Literacy. Teaching experience in the TVET College sector will be an added advantage. Must be willing to teach NC(V).

**POST 18: LECTURER PL1: NCV: FUNDAMENTALS (REF –
IKHALA EE32/03/19)
SALARY: PL 1 Salary Notch plus benefits
CENTRE: Ezibeleni Engineering Campus**

MINIMUM REQUIREMENTS:

Grade 12/ NC(V) Level 4 or equivalent; A Diploma/Degree qualification (REQV 13) with Mathematics as a major subject. Be able to teach Mathematics (L2-L4). A professional qualification in Education; Proof of SACE registration; Proof of Computer Literacy. Teaching experience in the TVET College sector will be an added advantage. Must be willing to teach NC(V).

**POST 19: CAREER GUIDANCE OFFICER (SL7)
(REF – IKHALA SS33/03/19)
SALARY: R257 508 per annum plus benefits
CCENTRE: Sterkspruit Campus**

MINIMUM REQUIREMENTS:

Matric and A recognised 4-year Bachelor of Psychology Degree or equivalent qualification. Registration with HPCSA as a registered counsellor or registered Psychometric. A valid driver's licence is a prerequisite. At least one-year experience in the TVET sector.

KEY PERFORMANCE AREAS:

Registration and enrolment support. Students counselling and referrals. Students career guidance support. Coordinate student wellness programs. Facilitate outreach programme for students. Assist with student's events organisation and administration. Assist with placement of students.

**POST 20 : BURSARY CLERK (SL 5) (REF – IKHALA
SS34/03/19)
SALARY : R173 703 per annum plus benefits
CENTRE: Sterkspruit Campus**

MINIMUM REQUIREMENTS:

Grade 12/ NC (V) Level 4 or equivalent. National Senior Certificate/ Grade 12/ NCV Level 4 with Mathematics and/or Accounting as a passed subject. A good understanding of DHET TVET College Bursary Scheme requirements and regulations of the National Students Financial Aid Scheme (NSFAS). Basic knowledge of financial functions, practices as well as the ability to capture data. Operate computer and collate financial statistics. Communication skills (verbal and written). Interpersonal relations. Basic numeracy skills. Teamwork. Ability to perform routine tasks. Ability to operate office equipment. Working under pressure. Meeting deadlines. Extensive working skills on MS Excel is required for this position. MS Excel skills will be determined during a practical that forms part of the verbal interview score. A driver's licence will be an added advantage.

KEY PERFORMANCE AREAS:

Provide student financial assistance support at all registration times. Provide advocacy on all financial aid support to new students during registration and orientation period. Provide advocacy on all financial aid support to progressing and gap year students. Support students and facilitate smooth registration and application of DHET financial assistance to both new and progressing applicants. Provide support and facilitate NSFAS online system. Capture campus NSFAS applicants on the registration template for submission to NSFAS. Assist students with private accommodation and travel allowance applications. Collect student personal bank information for disbursement of allowances. Print student attendance report requisitions. Capture student allowance claims requisitions and submit to Finance Department to effect payment. Verify student accommodation with property owners. Be responsible for verbal and written enquiries from students, parents and other stakeholders on all funding. Perform general office administration. Attend and contribute to monthly section meeting and bursary committee meetings. Compile monthly, quarterly and final reports.

**POST 21 : ADMIN CLERK: INFRASTRUCTURE (SL 5)
(REF – IKHALA AC35/03/19)
SALARY: R173 703 per annum plus benefits
CENTRE : Ezibeleni Admin Centre**

REQUIREMENTS:

Grade 12 or equivalent NQF level 4 qualification and Diploma or N6 Certificate in Construction or related field. Organising skill. Knowledge of the public service procedures, rules and regulations. Understanding of PFMA, Treasury Regulations and other related prescripts. Good computer literacy in Microsoft Office Suit. Training on OHS Act. Other Skills: Good office coordination skills plus filing. Good verbal and written communication skills. Planning and organizing skills. Effective office administration. Good customer care attitude and skills. ADDED ADVANTAGE: Valid Driver's License (O8/EB).

KEY PERFORMANCE AREAS:

Coordinate all the administrative functions and office assistance of the Facilities Management Section. Assist delivery sites in drafting Annual Maintenance Plans and ensure compliance and implementation. Ensure Maintenance Plan for Admin Office is implemented. Compile and keep monthly record of all defects reported, completed and assigned. Assist with Fleet Management control and administration. Assist with the supervision and monitoring of cleaning/grounds personnel. Procuring of cleaning material.

Assist the Assistant Director: Facilities Management in directing and coordinating the College physical facilities services by developing, maintaining, and monitoring plans for the condition, quality, and appearance of the College's facilities, grounds and equipment; directing the activities of personnel engaged in physical facilities operations; managing construction projects as well as guide security, cleaning and emergency evacuation plans.

Applications must be sent to the following address:

Human Resources Section
Ikhala TVET College
Private Bag X7110
QUEENSTOWN
5320

For enquiries: S. Makapela 047 873 8893/8855/8849 or 073 137 8405

CLOSING DATE: 31 December 2019

TO APPLY: Applications must be submitted on a completed and signed Z83 form for lecturing posts, detailed CV, certified copy of green South African Identity Document and certified copies of all academic qualifications and credit records. Persons in possession of foreign qualifications MUST submit an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit the requested documents will result in the application not being considered. Certification stamp must not be older than 3 months on all qualifications.

Faxed and late applications will not be accepted. Applicants who have not been informed about the outcome of their applications within two months after the closing date may regard their application as being unsuccessful.

Ikhala TVET College is an equal opportunity employer and reserves the right not to appoint. People with disabilities and coloured females are encouraged to apply.