



MOPANI SOUTH EAST TVET COLLEGE

"EXCELLENCE IS ALWAYS OUR CHOICE"

Mopani South East Technical and Vocational Education and Training College has challenging vacancies for dynamic results driven, innovative and sound communicative individuals to join the Corporate Office and Phalaborwa Campus in Phalaborwa Town and Sir Val Duncan Campus in Namakgale Township.

RE-POST: Senior Education Specialist for Examination X 1 Permanent

Salary Notch: R414 003- R932 397 per annum

REF: CC1/12/2019

Requirements: An appropriate recognized National Diploma or Degree which includes a teaching qualification (REQV13 level) plus 5 years teaching experience, 5 years in supervision or coordinating of TVET College Examination. Report writing and communication skills. Sound knowledge of national and provincial examination and assessment policies. Ability to lead and work in a team and under pressure. Have project management, financial management and time management skills. Advanced computer skills (MS Office). Knowledge of COLTECH or any other MS would be an added advantage. A valid driver's license.

Duties: Liaising with National Examination and Assessment Directorate and College staff on examination matters. Dissemination of information, answering enquiries and dealing with complaints regarding external examinations with staff, students and parents or guardians. Monitoring, submissions of examination/assessment and enrolment data to relevant parties. Liaise with the campuses with regard to time-tables, invigilation, certification processes and safety of question papers. Ensure that examination processes are complied with and provide examination statistics after each examination cycle.

Re-Project Manager X Two Year Contract

Salary Notch: R376 596- R454 920

REF NO: CC5/12/2019

Requirements: An appropriate National Diploma or B. Tech Degree or a Bachelor's Degree with specialty in project management. Proven knowledge of project management Procedures, Practices and Techniques. Proven involvement with National Student Fund (NSF) will be an added advantage. Proven knowledge of TVET College Acts, Skills Development Act, and Promotion of information Act. Three years' experience working with SETA's. Must be highly organised, analytical and ability to motivate and manage others. Advanced Computer skills. A valid Driver's license.

Key performance areas: Manage NSF Projects and other funded projects by processing financial reports and monitoring performance of projects. Compile project plan, implementation plan and reports on the project both narrative and financials. Prepare for verification and project audit. Monitor implementation of the project and ensure that timelines and milestones are complied with. Ensure beneficiaries are placed at training and work places and process all relevant documents for success of project. Develop instruments for monitoring, controlling and evaluating success of projects.

POST: Student Support Officer X 1 permanent

Salary Notch: R316 791- R373 167 per annum

REF: SVD1/12/2019

Requirements: An appropriate recognized National Diploma/Degree specializing in Psychology, Social Sciences or Social Work. Relevant working experience will be an added advantage. The candidate should have experience as a facilitator dealing with student wellness, enrichment, academic support and career guidance. He/she should have knowledge of the Technical and Vocational Education and Training Sector and applicable legislations. Sound communication skills, a valid drivers' license and computer literacy.

Duties: Planning for academic support system. Provide catch up programmes into the system. Identifying students' academic needs and co-ordinate individual support intervention. Provide performance monitoring and feedback. Strengthening students personal support referrals (counseling). Assisting with parental involvement in learning programmes. Ensuring that all students have access to information and identify student mentors who can provide assistance to other students. Arrange and organize various support needed by students

POST: Senior Librarian x 1 Permanent

Salary Notch: R257 508- R303 339 per annum

REF: CC2/12/2019

Requirements: An appropriate recognized National Diploma/Degree in Library and Information Practice or Library and Information Science plus three (3) years relevant experience. Knowledge of legislations in the TVET sector. Ability to plan, lead, organize and control. Communication skills both verbal and written. A valid Driver's license and computer literacy.

Duties: Responsible for supervising library administration, book stock taking and book shelving, monitoring the distribution and receiving of text books. Organizing and management of information sources and facilities for easy accessibility to users. Assist students and staff with information searches. Issuing of books and media to staff and students as well as the management of records. Monitoring copyright for handouts material to students and compile monthly statistical report for library.

POST: Internal Audit Clerk x 1permanent

Salary Notch: R173 703 – R204 612 per annum

REF: CC3/12/2019

Requirements: Senior Certificate/Grade 12 or relevant NCV Certificate (Level 4) with Risk Management as a passed subject. Recognized Diploma or Bachelors' Degree in Internal Auditing or Risk Management will be an added advantage. One year experience in Internal Audit will be an added advantage. Advanced computer skills on MS Office, accounting software and database. Knowledge of auditing standards and procedures, laws, rules and regulations. Analytical skills and sound independent judgment. Knowledge of risk management.

Duties: Perform internal audit projects in accordance with standards set out in the standards for the professional practice of internal auditing. Prepare audit engagement programmes and document audit working papers and audit files. Prepare and present internal audit draft report that reflects audit results to the Assistant Director for Internal Audit. Conduct follow ups on previous audit findings (internal and external). Conduct follow up on identified risks and to monitor management's interventions and report. Serve as Scribe to internal audit meetings. Provide recommendations for the improvement of the college's operations, risk management and internal controls. Maintain open communication with management and audit committee. Perform compliance audits.

POST: Cleaner x 1permanent

Salary Notch: R102 534 – R120 780 per annum

REF: CC4/12/2019

Requirements: An appropriate ABET qualification or Standard 6 (Grade 8) as a minimum requirement. Knowledge of cleaning procedures, cleaning equipment, materials and detergents usage. Experience in cleaning will be an added advantage. Sound communication skills.

Duties: General cleaning of all Corporate Centre offices. Cleaning board rooms, passage ways and toilets. Preparing catering for visitors. Preparing venue for meetings and workshops. Prepare tea for executive managers. Keep and clean all kitchen utensils and equipment. Dust, wash, scrub and polish floors, walls and windows. Wash dust bins and remove waste. Do any other reasonable work which shall be given by the supervisor.

POST: Grounds man x 1 permanent

Salary Notch: R102 534 – R120 780 per annum

REF: SVD3/12/2019

Requirements: An appropriate ABET qualification or Standard 6 (Grade 8) as minimum requirement. Knowledge of cleaning procedures, cleaning equipment, materials and detergents usage. Experience in Maintenance and repair will be an added advantage. Sound communication skills.

Duties: Minor maintenance of buildings, floors, stairs, minor plumbing, tiling, carpentry and ensuring other fixtures and fitting are in good working order. Cleaning general areas, shifting furniture or equipment, assembling furniture or equipment, gardening/landscape installation and maintenance, painting and decorating, clearing gutters, changing filters on air conditioning systems and maintaining property exterior through different seasons.

POST: Diesel Mechanic Apprenticeship Facilitator x 1 Year contract

Salary Notch: R 211 098 – R 466 526

REF: SVD4/12/2019

Requirements: A Trade Certificate in Diesel Mechanic. A candidate must also have teaching qualification/facilitator/ assessor. Have at least 2 – 3 years industry experience. A sound knowledge of apprenticeship programme (modular based). Able to train artisan learners. Moderation certificate will be an added advantage. A driver's license and able to drive.

Duties: Facilitation of Diesel Mechanic Apprenticeship programme. Ensure learners complete all modular tasks and assessed. Designing and assisting learners to complete practical tasks and evidence are available. Managing workshop and tools. Building and preparation of POEs and POAs for assessment. Packaging of learner's documentation as per programme requirements. Assessment of Learners' theoretical POEs and workplace Logbooks. Liaising and coordinating programme activities and any other relevant duties.

POST: Industrial Electronics Lecturer x Four Months Contract

Salary Notch: R 211 731 – R467 925 per annum

REF: SVD2/12/2019

Requirements: An appropriate recognized N6 Certificate or National Diploma or Degree in Electrical Engineering plus Trade Test Certificate. Sound communication skills. Registered with SACE

Duties: To engage in class teaching, to plan, co-ordinate, control, administer, evaluate and report on students 'academic progress. To enhance learning as an active process and be prepared to use a variety of strategies to meet the subject and learning outcomes of the curriculum. To create and maintain classroom environment that stimulates positive learning and actively engage students in the learning process

Required Documents: Z83 Form indicating correct reference number, detailed CV, certified copies of qualifications and ID document. **NB:** Foreign applicants should attach the following documents: **SAQA EVALUATION CERTIFICATE, SACE, QUOTA WORK PERMIT AND POLICE CLEARANCE.**

SUBMIT APPLICATIONS TO: The Principal, Mopani South East TVET College, Private Bag x 01024, Phalaborwa, 1390, or hand deliver the applications to Cnr Combretum and Harlem Street, Phalaborwa, 1390. Should you not receive a correspondence from us within two months after closing date, consider your application as unsuccessful. Female applicants with relevant qualifications /requirements will be given preference. The College reserves the right to withdraw any advertised post at anytime as well as the right to verify the qualifications of the recommended candidates prior to issuing of the offer of employment. Applicants are discouraged from sending applications through registered mail as the College will not be responsible for the non-collection of the applications sent through registered mail.

CLOSING DATE: 09 January 2020 AT 15:00

Enquiries: Mr Mhlongo FA on 015 781 5721/5.