Campus Manager (PL5) x 1 Post (Permanent)
Ref: SEKTVET08/2018
CN Phatudi Campus
Salary Range: R453 246.00 – R887 571.00

Requirements:
An appropriate Bachelor’s Degree/National Diploma (NQF level 7) teacher’s qualification (Minimum qualification: M+3), professionally qualified. Minimum seven (7) years relevant experience in a TVET College of which both NCV and Report 191 classroom teaching experience is essential. Minimum five (5) years of experience in a verifiable management position in a TVET College. Experience in design of internal administration system to ensure sound general administration. Good computer skills (incl. Word, Excel and PowerPoint). Must have Coltech knowledge. Sound report writing & presentation skills. Extensive knowledge of CET Act 16 of 2006, as amended. Valid driver’s license. SACE Certificate or proof of SACE.

Key Performance Areas
Assist senior management in the effective management and administration of the College in keeping with all relevant legislation, policy and procedures. Managing Academic and Administrative activities of the Campus. Implement quality management systems, policies and process for monitoring classroom practices, assessment, and moderation and performance records. Maintain effective communication and relations with management, staff, students and parents. Management and ensuring optimal utilization of the Campus academic and physical resources including buildings, assets as well as human resource. Responsible for performance management and development of campus staff. Ensuring the alignment of the Campus resources and the activities with the College Strategic Plan, Annual Performance Plan and Operation Plan. Responsible for ensuring good relations with College stakeholders including businesses, community and social partners. Maintain contact with parents, guardians and sponsors concerning the behavior and performance of students. Contribute to the audit review and monitoring processes related to corporate objectives. Market services and network with industries.

Head of Division/ Snr Education Specialist: Business Studies (PL3) x 1 Post (Permanent)
Ref No: SEKTVET05/2018
CS Barlow Campus
Permanent.
Salary Range: R367 773.00 – R836 139.00

Requirements: REQV13 or relevant qualification in Business Studies plus a professional teaching qualification. Five years lecturing experience within TVET Sector of which two years must be at Senior Lecturer position. Knowledge and understanding of the CET Act; Assessor and Moderator certificates. A valid driver’s licence. Must be registered with SACE and must be computer literate.

Key Performance Areas
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 time table in line with College Teaching and Learning plan. Co-ordinate the procurement of the programme’s training needs. Provide guidance on syllabus, 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 lecturers, 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 lecturers Workplace Integrated Learning (WIL). Management of Labour Relations Matters. Management of performance appraisals of educators including annual revision of job descriptions.
Head of Division/ Snr Education Specialist: Engineering Studies (PL3) x 1 post (Permanent)
Ref: SEKTVET06/2018
CN Phatudi Campus
Salary Range: R367 773.00 – R836 139.00

Requirements: REQV13 or relevant qualification in engineering studies plus a professional teaching qualification. Trade test will be an added advantage. Five years lecturing experience within TVET Sector of which two years must be at Senior Lecturer position. Knowledge and understanding of the CET Act, Assessor and Moderator certificates. A valid driver's licence. Must be registered with SACE and must be computer literate.

Key Performance Areas
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 time table in line with College Teaching and Learning plan. Co-ordinate the procurement of the programme’s training needs. Provide guidance on syllabus, 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 lecturers, 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 lecturers Workplace Integrated Learning (WIL). Management of Labour Relations Matters. Management of performance appraisals of educators including annual revision of job descriptions.

Lecturer: Civil Engineering  (PL1)x 1 post (Permanent)
Ref: SEKTVET07/2018
CS Barlow Campus
Salary Range: R185 769.00 - R414 432.00

Requirements:
REQV 13 or relevant qualification in Civil Engineering plus a trade test in Carpentry. Be capable and competent to offer civil engineering related subjects both NCV and R191. A relevant teaching qualification and experience, Assessor and Moderator qualifications will be an added advantage.

Key performance Area:
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 Co-ordinates the procurement of the Programme’s training needs. Provide guidance on syllabus, curriculum and learning outcomes. Implement and monitor all policies that have impact on teaching and learning within the department. Create a conducive classroom environment and ensure efficient classroom management and discipline of students. Liaise with Lecturers, Head of Departments and Student Support Officers in providing support interventions to students. Assess students, capture marks and maintain the necessary documents. Manage and monitor students’ attendance. Moderate PoE’s and PoA’s.

Senior State Accountant: Income and Budget (SL 8) x 1 post (Permanent)
Ref: SEKTVET09/2018
Central Office; Finance
Salary Range: R28 418.00 – R331 497.00)

Requirements:
M+3 years Degree or National Diploma in Accounting/Financial Management. At least 3 years relevant experience in Income and Budget. Practical knowledge for the development of annual financial statements. Sound knowledge of relevant legislation which includes CET Act, PFMA, Treasury Regulations, DORA, etc. Good communication, organization and supervisory skills. Ability to develop strategic plans. Ability to work independently and in a team under extreme pressure in a demanding environment. Ability to resolve problems, have a sense of responsibility, initiative, and creativity, be objective and demonstrate good work ethics as well as be service orientated towards Batho-Pele. Proven computer literacy, including advanced Excel and Power Point. Knowledge of management of institutional budgets.

Key Performance Area:
NOT LIMITED TO: Develop, review and ensure proper implementation of appropriate policies and procedures. Monitor income to ensure alignment with approved budget and cash flow projections. Compile annual budget. Compile monthly income reports. Monitor and ensuring that bank reconciliations are done monthly. Assist with the development of annual financial statements. Manage investments. Coordinate collection of student fees and other revenues. Manage debtors. Apply budget control measures. Supervise staff and manage resources within the section.
Internal Auditor (SL7) x 1 post (Permanent)
Ref: SEKTVET10/2018
Central Office
Salary Range: R226 611.00 – R266 943.00)

Requirements:
A recognised three year Bachelor’s Degree in Internal Auditing or relevant qualification with Internal Auditing as a major subject. At least 3 years relevant experience in Auditing. Good interpersonal, Communication and managerial skills, ability to work in a team and independently. Proven computer literacy, including advanced MS Word, MS Excel and MS PowerPoint. A valid Code EB drivers’ license.

Key Performance Area
Perform system description and assess business risks. Develop and implement strategic and audit plan. Plan and conduct operational audits to assess controls, efficiencies and compliance with policies, procedures and regulations. Resolve audit problems that occur and develop effective corrective action plans. Perform fraud and corruption awareness presentations and campaigns. Prepare and implement investigation plans

Librarian (SL 7) x1 Post (Permanent)
Ref: SEKTVET11/2018
CN Phatudi Campus.
Salary Range: R226 611.00 – R266 943.00)

Requirements:
A recognised three year relevant qualification (a Degree or Diploma in Library or Information Science) Relevant experience in the Library and Information Science field. A valid drivers’ license will be added advantage.

Key Performance Area
Deliver INSET programmes on Information skills and the multimedia resources to support learning and teaching. Support the use of electronic to support curriculum delivery. Assist learners and research programmes related to education and technological services. Train students on reading skills and facilitate the establishment of a reading culture in the College.

Admin Officer: Campus Admin Head (SL7) x 1 Post (Permanent)
Ref: SEKTVET12/2018
CN Phatudi Campus
Salary Range: R226 611.00 – R266 943.00)

Requirements:
A recognised three year relevant qualification. At least three years relevant Administration experience. Practical knowledge student information management systems e.g. Coltech etc. Good communication skills (written and Verbal). Computer skills. Interpersonal skills. A valid driver’s license

Key Performance Area
Supervise support staff. Participate in the Campus Planning and budgeting process. Coordinate all campus support services. Ensure that all support services prescriptions and policies are adhered to. Coordinate buildings and grounds maintenance. Ensure that monthly reconciliation of income is done at campus level. Assist with the management of student registration process. Ensure proper management of records at campus level.

CLOSING DATE: 16 March 2018

NB: All applications must be forwarded to The CEO, Sekhukhune TVET College, Private Bag X8660, Groblersdal, 0470 or be hand delivered to Sekhukhune TVET College (Central Office), Motetema, Stand 676. Submit an application letter or Z83 form, and a comprehensive CV accompanied by certified copies (not older than three months) of qualifications and ID copy. Please quote the relevant reference number. No faxed or e-mailed applications will be considered. If you do not receive any response within three months of this advertisement, kindly accept that your application was unsuccessful.

Sekhukhune TVET College reserves the right to withdraw any of the above positions.
Enquiries: Muthige Mashudu or Motimele LJ – 013 269 0278/0601/0647.