

(FUNDAMENTAL – ENGLISH AND LIFE ORIENTATION) (PL2) RE-ADVERT

SALARY: R221 355 per annum

SITE: Engineering and Skills Training Centre (Lebowakgomo)

Requirements: An appropriate National Diploma/Degree. A professional Teachers Qualification is a major requirement. A minimum of three-years' experience of teaching English/Communication and/or Life Orientation. Experience in a TVET sector will be an added advantage. Must be qualified as an Assessor and Moderator. Registration with SACE. Knowledge of Report 191 and NCV Programmes. Must be Computer literate (MS Word, Excel and PowerPoint). Excellent communication and presentation skills. Report writing skills and ability to work independently. Must be willing to travel and able to work under pressure. A valid driver's license.

Duties: Teach NCV Level 2 - Level 4/Report 191 programmes. Oversee the curriculum unit at centre level. Liaise with curriculum coordinator and Centre Manager on all curriculum matters. Supervise ICASS and ISAT processes. Establish subject committees. Attend all workshops and training on curriculum issues. Provide all relevant academic statistics and information to curriculum coordinator and Centre Managers. See to it that all teaching and learning materials and equipment are ordered for academic programmes. Manage the curriculum budget in your unit.

REF: WTVET 2022/80 - LECTURER -PRIMARY HEALTH NCV-PROGRAMMES (PERMANENT) (PL1)

SALARY: R221 355 per annum

SITE: Business Studies Centre (Mahwelereng)

Requirements: Matric / NCV level 4 or equivalent plus Diploma/Degree in Nursing (registered with a Professional Nursing Council) or Diploma/Diploma in Education, majoring in Primary Health or related subjects.

Duties: Able to teach Community Oriented Primary Care/Public Health/South African Health Care Systems Level 2-Level 4 and any other related subjects.

Key Responsibilities: Not limited to undertaking all teaching and learning functions relating to the Primary Health Curriculum for NCV Programmes and relevant subjects in Report 191/NATED programmes where applicable. Perform relevant administrative duties and assist with extracurricular activities.

REF: WTVET 2022/81 - LECTURER – OFFICE ADMINISTRATION (PERMANENT) (PL1)

SALARY: R221 355 per annum

SITE: Business Studies Centre (Mahwelereng)

Requirements: Matric / NCV level 4 or equivalent plus Diploma/Degree in Administration or Office Administration majoring in Office Practice or related subjects plus profession teaching qualification.

Duties: Able to teach Office Practice/Business Practice or other related subjects at Level 2-Level 4 for NCV programmes.

Key Responsibilities: Not limited to undertaking all teaching and learning functions relating to the Office administration NCV Programmes and relevant subjects in Report 191/NATED programmes where applicable. Perform relevant administrative duties and assist with extracurricular activities.

REF: WTVET 2022/82 - Lecturer – Mathematics(Temporary 3 months contract) (PL1)

SALARY: R221 355 per annum

SITE: Business Studies Centre (Mahwelereng)

Requirements: Matric/NCV level 4 or equivalent plus a relevant Diploma/Degree in with specialisation in English and/or Life Orientation plus a professional teaching qualification. Experience in a TVET sector will be an added advantage.

Must be qualified as an Assessor and Moderator. Registration with SACE. Must be Computer literate (MS Word, Excel and PowerPoint). Excellent communication and presentation skills. A valid driver's license.

Duties: Able to teach English and Life Orientation Level 2-4 for NCV programmes.

Key Responsibilities: Not limited to undertaking all teaching and learning functions relating to the Fundamental subjects for NCV Programmes and relevant subjects in Report 191/NATED programmes where applicable. Perform relevant administrative duties and assist with extracurricular activities.

REF: WTVET 2022/83 - LECTURER – MATHEMATICS (PERMANENT) (PL1)

SALARY: R221 355 per annum

SITE: IT & Computer Studies Centre (Mahwelereng)

Requirements: Matric/NCV level 4 or equivalent plus Degree/ Diploma majoring in Mathematics plus a professional teaching qualification. Experience in a TVET sector will be an added advantage. Must be qualified as an Assessor and Moderator. Registration with SACE. Must be Computer literate (MS Word, Excel and PowerPoint). Excellent communication and presentation skills. A valid driver's license.

Duties: Able to teach Mathematics/Mathematical Literacy L2 to L4 for NCV programmes.

Key Responsibilities: Not limited to undertaking all teaching and learning functions relating to the Fundamental subjects for NCV Programmes and relevant subjects in Report 191/NATED programmes where applicable. Perform relevant administrative duties and assist with extracurricular activities.

REF: WTVET 2022/84 LECTURER – NCV FUNDAMENTALS: ENGLISH AND LIFE ORIENTATION (TEMPORARY – 3 MONTHS CONTRACT)

SALARY: R221355 per annum(SL 6) plus 37% in lieu of benefits

SITE: Business Studies Centre (Mahwelereng)

Requirements: Matric/NCV level 4 or equivalent plus a relevant Diploma/Degree in with specialisation in English and/or Life Orientation plus a professional teaching qualification. Experience in a TVET sector will be an added advantage. Must be qualified as an Assessor and Moderator. Registration with SACE. Must be Computer literate (MS Word, Excel and PowerPoint). Excellent communication and presentation skills. A valid driver's license.

Duties: Able to teach English and Life Orientation Level 2-4 for NCV programmes.

Key responsibilities: Not limited to undertaking all teaching and learning functions relating to NCV Programme Fundamentals (English and Life Orientation) and related subjects in Report 191/NATED programmes. Perform relevant administrative duties and assist with extracurricular activities.

REF: WTVET 2022/85 - LECTURER – REPORT 191 TOURISM N5 – N6 (TEMPORARY – 6 MONTHS CONTRACT) (PL1)

SALARY: R221 355 per annum

SITE: IT & Computer Studies Centre (Mahwelereng)

Requirements: Matric/NCV level 4 or equivalent plus a relevant Diploma/Degree in Travel and Tourism Studies plus a professional teaching qualification. Experience in a TVET sector will be an added advantage. Must be qualified as an Assessor and Moderator. Registration with SACE. Must be Computer literate (MS Word, Excel and PowerPoint). Excellent communication and presentation skills. A valid driver's license.

Duties: Able to teach Travel Services N5 – N6.

Key Responsibilities: Not limited to undertaking all teaching and learning functions relating to the Tourism Curriculum for Report 191/NATED programmes and related subjects in NCV Programmes. Perform relevant administrative duties and assist with extracurricular activities.

REF: WTVET 2022/86 - LECTURER – REPORT 191 MANAGEMENT ASSISTANT (TEMPORARY – 6 MONTHS CONTRACT) (PL1)

SALARY: R221 355 per annum

SITE: Thabazimbi Campus

Requirements: Matric/NCV level 4 or equivalent plus a relevant Diploma/Degree in Business Studies/IT & Computer Studies plus a professional teaching qualification. Experience in a TVET sector will be an added advantage. Must be qualified as an Assessor and Moderator. Registration with SACE. Must be Computer literate (MS Word, Excel and PowerPoint). Excellent communication and presentation skills. A valid driver's license.

Duties: Able to teach Information Processing N6.

Key Responsibilities: Not limited to undertaking all teaching and learning functions relating to the Management Assistant Curriculum for Report 191/NATED programmes and related subjects in NCV Programmes. Perform relevant administrative duties and assist with extracurricular activities.

REF: WTVET 2022/87 - PERSONAL ASSISTANT TO THE PRINCIPAL (SL7)

SALARY: R221 355 per annum

SITE: Central Office (Mokopane)

Requirements: An appropriate national senior certificate/grade 12 certificate (Vocational) / (NCV) Level 4 certificate. A minimum of one (1) to two (2) years of employment experience in rendering administrative and secretarial support; Good interpersonal and communication skills to interface with people from various backgrounds;

Reasonable experience in using computer applications in office management including MS Word, Excel, PowerPoint, and Outlook; Good organizational and basic events management skills; Ability to create and managing databases, presentations and financial matters will be an added advantage.

Duties: Provide administrative support in the managers' office. Manage and administer the Principal's diary and itinerary. Type and prepare all the necessary documentation for the Principal. Ensure the safekeeping and filing of all documentation and records in the office of the Principal in line with the relevant legislation and policies. Ensure the smooth running of the Principal's office by handling all correspondence and queries requiring the attention of the Principal. Respond to enquiries received from internal and external stakeholders. Obtain inputs, collate and compile reports, e.g., progress, monthly and management reports. Scrutinize routine submissions/reports and make notes and/or recommendations for the Principal. Respond to enquiries received from internal and external stakeholders. Clarify instructions and notes on behalf of the Principal. Handle and manage cash flow in the office of the Principal including petty cash. Perform routine duties in the office of the Principal including telephone, travel arrangements, hotel bookings and arranging appointments and meetings, taking minutes. Interface with clients and visitors

REF: WTVET 2022/88 - FINANCIAL AID (BURSARY) OFFICER (SL7)

SALARY: R269 214 per annum

SITE: Engineering and Skills Training Centre (Lebowakgomo)

Requirements: Manage day to day functionality of Student Financial Aid; Liaise with students and parents; Ensure that all applications received are captured on the NSFAS System and are recorded on the control list; Liaise with Campus Coordinators to determine the allowance of students; Ensure that there is a proper record management of all claims and payment received; Liaise with Student representative on NSFAS and other bursary related matters; Manage Financial Aid Clerks Create an awareness on compliance with policies and procedures about NSFAS and other bursaries that falls under NSFAS; Enforce Student Financial Aid policies and procedures; Ensure compliance with policies and guidelines of DHET and NSFAS Management of staff and delegation of duties to staff; Ensure that all payments received are allocated to students' accounts; Monthly recons on payments received vs claims and allocation on the students' accounts; Follow up with NSFAS and other funders on outstanding payments; Provide weekly updates on NSFAS and other bursaries to the Assistant Director; Provide information to internal and external auditors when required; Provide information to funders whenever it is requested; Build and maintain a good relationship with internal and external stakeholders.

Skills & Competencies: Sound knowledge of the student registration systems; The understanding, interpreting and correct application of financial policy and prescripts is essential; Must be a computer literate in Office packages (Ms Word, Excel, Outlook and PowerPoint), excellent numeric skills, verbal and written communication skills; Be able to meet tight deadlines and be team oriented; A valid driver's license is essential.

REF: WTVET 2022/89 - ADMINISTRATIVE CLERK HR (SL5) RE-ADVERTISEMENT

SITE: Thabazimbi Campus (Regorogile)

SALARY: R181 599 per annum

Requirements: Matric/NCV level 4 or equivalent plus a relevant Diploma/Degree in Human Resource /Personnel Management. Appropriate experience in Human Resource Administration. Computer Literacy. Valid Divers' license. TVET Sector experience will be an added advantage
Duties: Assist in the provision of conditions of service and Human Resource Records Management; Render support in the provision of recruitment and selection: Capture pension, Housing Allowance and long service benefits, in accordance with the Regulator's Conditions of Service policy. Assist in processing employee leave and maintaining staff files (employment contracts, details, leave forms e.t.c); Receive and process all termination paperwork and terminate as and when required. Assist with enquiries relating to the Pension Fund and Medical Aid; File and safekeep Human Resource Records in line with the Records Management System; Source and consolidate records required for auditing purposes; Capture applications, handle responses and shortlisting processes; Provide logistical and secretariat support during shortlisting/interviews(arrangement of interviews such as dates, venues and invitations to candidates); Compile appointment letters and receive assumption of duty letters from the appointable candidates; Conduct reference checks for successful candidates.

REF: WTVET 2022/90 - ADMINISTRATIVE CLERK (REGISTRATIONS/SSS) (SL5) RE-ADVERTISEMENT

SITE: Engineering and Skills Training Centre (Lebowakgomo)

SALARY: R181559 per annum

Requirements: Grade 12 or N(CV) Level 4; (REQV 13) post matric qualification or recognized three (3) year National Diploma in Business Administration, Public Management/ Administration or equivalent qualification will be an added advantage. 1-2 years in Student Support Administration environment or related field. Broad knowledge of financial aid services and administration. Problem solving skills. Clear understanding of Student Wellness Systems. *Student tracking knowledge *Any counselling/HIV Aids training or certificate will serve as an added advantage *Participation in sports, arts and cultural activities will add as an advantage * Proven Computer literacy (MS Office package) * Valid Driver's license.

Duties: Provides career guidance to students * Facilitates and provides for referrals in counselling to peer and individual students * Provides information to students with regard to bursaries as made available by donor organization * Support Campus SRC training and provides guidance to the Campus SRC on administrative matters * Facilitates support for extra mural activities and student involvement in community programmes * Disciplinary policy, offer support in implementation of student wellness programmes at Campus level *Administer all bursaries * Participate in social responsibility programmes of the Campus with students, * Facilitate peer training and counselling sessions for the students * Advise Management on critical student issues for attention.

REF: WTVET 2022/91 - LECTURER – REPORT 191 TOURISM N5 – N6 (TEMPORARY – 6 MONTHS CONTRACT) (PL1)

SALARY: 221355 per annum(SL 6) plus 37% in lieu of benefits

SITE: IT & Computer Studies Centre (Mahwelereng)

Requirements: Matric/NCV level 4 or equivalent plus a relevant Diploma/Degree in Travel and Tourism Studies plus a professional teaching qualification. Experience in a TVET sector will be an added advantage. Must be qualified as an Assessor and Moderator. Registration with SACE. Must be Computer literate (MS Word, Excel and PowerPoint). Excellent communication and presentation skills. A valid driver's license.

Duties: Able to teach Travel Office Procedures N5 – N6.

Key Responsibilities: Not limited to undertaking all teaching and learning functions relating to the Tourism Curriculum for Report 191/NATED programmes and related subjects in NCV Programmes. Perform relevant administrative duties and assist with extracurricular activities. Experience in a TVET sector will be an added advantage. Must be qualified as an Assessor and Moderator. Registration with SACE. Must be Computer literate (MS Word, Excel and PowerPoint). Excellent communication and presentation skills. A valid driver's license.

NOTE:

Applications must be submitted on new Z83 form obtainable from all Government Departments or can be downloaded from www.dpsa.gov.za. **Applicants are to specify the centre on z83 form, which must be completed in full, originally signed, with reference number indicated and dated by the applicant.** Application should be accompanied by a recent updated comprehensive CV and copies of qualifications including academic records/transcripts and ID document. Only shortlisted applicants are required to submit certified copies of their educational qualifications and other relevant documents on or before the day of the interviews. Foreign applicants should attach: SAQA Evaluation results, passport, Work permit and police clearance. **PEOPLE WITH DISABILITY ARE ENCOURAGED TO APPLY.** Failure to submit the requested documents will result in your application not being considered. The College will not carry any related costs (transport, accommodation, and meals) for candidates attending interviews. The employer reserves the right not to fill the posts. Suitable candidates will be subjected to a personnel suitability check (i.e. verification of educational qualifications, previous work experience, citizenship, reference checks, criminal record check, verification of financial/assets record check and security vetting). Applications received after the closing date whether posted or hand-submitted will not be considered. If you have not heard from us within 90 days of the closing date, please accept that your application has been unsuccessful. **People who previously applied for posts marked re-advertisement should re-apply.**

SUBMIT APPLICATION TO:

The Principal, Waterberg TVET College, Postnet Suite #59, PRIVATE BAG X2449, MOKOPANE, 0600

OR

**Hand deliver at : Central Office(Waterberg TVET College), Corner Hooge and Totius Streets
FROM 03 JANUARY 2023**

**CLOSING DATE: Friday, 06 January 2023 at 14:00
ENQUIRIES: Mr LF Mpebe on 015 492 9000/9021**