

# **WATERBERG TVET COLLEGE (LIMPOPO PROVINCE) INVITES QUALIFIED AND EXPERIENCED CANDIDATES TO APPLY FOR THE FOLLOWING POSTS TO BE FILLED ACCORDING TO THE CETC ACT NO.16 OF 2016 (ERRATUM)**

## **Ref: WTVET 2017/55 - CAMPUS MANAGER**

**SITE:** IT and Computer Science Centre (Mahwelereng)  
**POSITION:** **Permanent** Position  
**SALARY:** R417,552 per annum plus benefits

### **Requirements:**

REQV 13 qualification, including academic record. \* A recognised teaching qualification. \* Six years' experience in a TVET institution, of which two years should be at managerial/Supervisory level. \* Knowledge of NCV, Report 191, Learnerships and Occupational Programmes. \* A valid drivers' licence \* Proven computer literacy, including Ms Word, Excel and Powerpoint. \* SACE registration. \* Experience in managing people, projects, finance, labour relations and good governance practices of the TVET sector. \* Good communication and interpersonal skills. \* Decision Making and problem solving skills. \* Policy analysis and Review skills.

### **Duties and Responsibilities:**

Provision of strategic leadership and Management in the Campus. \* Effective learning delivery site management \* Monitor the delivery of programmes \* Internal administration systems and controls to ensure sound student support services, administration and management of NSFAS and donor funding for the students and staff. \* Oversee the compilation of the timetable \* Conduct internal and external stakeholder liaison and meetings \* Comply with and implement effective institutional governance processes and procedures \* Compile the annual campus income, expenditure and capital budgets and monitor actual performance \* Secure, manage and maintain the fixed and moveable property of the campus \* Operational Decision-making \* Ensure that a labour friendly environment exists in the campus.

## **Ref: WTVETC 2017/56 - SENIOR EDUCATION SPECIALIST (PL3)**

**SITE:** Business Studies Centre (Mahwelereng)  
**POSITION:** **Permanent** Position  
**SALARY:** R367,773 per annum plus benefits

### **Requirements:**

A National Senior Certificate (Grade 12) or NCV Level 4 and appropriate recognised REQV 13 qualification \* A recognised teaching qualification \* Five years experience with at least 2 years curriculum supervision \* TVET College teaching experience will be an added advantage \* Must be qualified as assessor and a moderator \* Registration with SACE \* Knowledge of Report 191 and NCV programmes \* Must be Computer literate ( Ms Word, Excel and PowerPoint) \* A Valid driver's license \* Excellent communication and presentation skills \* Report writing skills and ability to work independently \* Must be willing to travel and able to work under pressure.

### **Duties and Responsibilities:**

Oversee the campus Curriculum Section \* Liaise with the Campus Managers and Education Specialists on all curriculum matters \* Communicate all curriculum issues to the Campus Manager \* Oversee the ICASS and ISAT process on curriculum issues \* Provide relevant academic statistics and information on campus academic matters \* See to it that all text books and equipment are ordered for the campus Academic Programmes \* Compile, administer and manage the curriculum budget at campus level \* Manage and control part-time studies \* Manage and control National Examination and assessments \* Establish and maintain records of staff attendance, department or divisional structure \* Communicate circulars \* Assist the Campus Manager with management of IQMS \* Support and motivate Senior Lecturers \* Encourage and sustain academic excellence and improve learner performance.

## **Ref: WTVETC 2017/57-58 - LECTURER - ELECTRICAL ENGINEERING (LIGHT CURRENT) x 2**

### **Ref: WTVETC 2017/57 - LECTURER - ELECTRICAL ENGINEERING (LIGHT CURRENT)**

**SITE:** Engineering and Skills Training Centre (Lebowakgomo)  
**POSITION:** **Permanent** Position  
**SALARY:** R185,769 per annum plus benefits

### **Ref: WTVETC 2017/58 - LECTURER - ELECTRICAL ENGINEERING (LIGHT CURRENT)**

**SITE:** Engineering and Skills Training Centre (Lebowakgomo)  
**POSITION:** **Temporary** Position (Contract: 31 January - 31 December 2018)

**SALARY:** R185,769 per annum plus plus 37% in lieu of benefits

### **Requirements for both Electrical Engineering posts:**

National Senior Certificate (Grade 12)/NCV Level 4 and REQV 13

qualification (National Diploma/Degree) in Electronics \* 2 years teaching experience \* A recognised teaching qualification \* Registration with SACE \* Computer literacy in Ms Word, Excel and PowerPoint.

### **Duties and Responsibilities:**

Teaching NCV Level 2-4 \* Class management and records keeping \* Continuous student performance assessment \* Ensure quality education and adhere to college and subject policies \* Liaise with students, parents and other stakeholders \* Student guidance and support \* Marking of scripts and invigilation of examination.

## **Ref: WTVETC 2017/59 - LECTURER - PRIMARY AGRICULTURE**

**SITE:** IT and Skills Training Centre (Mahwelereng)  
**POSITION:** **Permanent** Position  
**SALARY:** R185,769 per annum plus benefits

### **Requirements:**

National Senior Certificate (Grade 12) / NCV Level 4 and REQV 13 qualification (Diploma/Degree) in Agriculture with farm mechanization as one of the major subjects \* A recognised teaching qualification \* Registration with SACE \* At least two years teaching experience in agricultural subjects \* Registered as Assessor and Moderator \* A Driver's Licence \* Computer literacy in MS Word, Excel, PowerPoint.

### **Duties and Responsibilities:**

Teaching NCV Level 2-4 \* Class management and records keeping \* Continuous student performance assessment \* Ensure quality education and adhere to college and subject policies \* Liaise with students, parents and other stakeholders \* Student guidance and support \* Marking of scripts and invigilation of examination.

## **Ref: WTVETC 2017/60 - LECTURER - ENGLISH/LIFE ORIENTATION**

**SITE:** Engineering and Skills Training Centre (Lebowakgomo)  
**POSITION:** **Temporary** Position (Contract: 31 January - 31 December 2018)

**SALARY:** R185,769 per annum plus benefits

### **Requirements:**

National Senior Certificate/NCV Level 4 and REQV 13 qualification (Diploma/Degree) majoring in English, be computer literate and able to teach Life Orientation (theory and practical) \* A recognised teaching qualification \* Registration with SACE \* At least 2 years teaching experience at a TVET college \* Registered as Assessor and/or Moderator \* A Driver's License \* Computer literacy, including MS Word, Excel and PowerPoint.

### **Duties and Responsibilities:**

Teaching NCV Level 2 - 4 subjects \* Classroom management and records keeping, continuous student performance assessments \* Ensure provision of quality education and adhere to College and subject policies \* Liaise with students, parents and other stakeholders \* Student guidance and support, marking of scripts and invigilation of examination.

**Waterberg TVET College is INVITING APPLICANTS who have not previously participated in any INTERNSHIP PROGRAMME and currently unemployed, to gain work experience and exposure in the following posts:**

## **Ref: WTVETC 2017/61-64 - INTERNS (ADMINISTRATION OFFICER) x 4**

**Ref: WTVETC 2017/61** - Central Office  
**Ref: WTVETC 2017/62** - Business Studies Centre  
**Ref: WTVETC 2017/63** - IT and Computer Science Centre  
**Ref: WTVETC 2017/64** - Engineering and Skills Training Centre  
**STIPEND:** R 5 000 per month  
**DURATION:** 12 months  
**REQUIREMENTS:** National Diploma/Degree in Management (with Information Processing/Computer Practice)

## **Ref: WTVETC 2017/65 - INTERN (IT SUPPORT OFFICER)**

**SITE:** Central Office (Mokopane)  
**STIPEND:** R 5 000 per month  
**DURATION:** 12 months  
**REQUIREMENTS:** National Diploma/Degree in IT Support Services

## **Ref: WTVETC 2017/66-67 - INTERNS (INTERNAL AUDIT) x 2**

**SITE:** Central Office (Mokopane)  
**STIPEND:** R 5 000 per month  
**DURATION:** 12 months  
**REQUIREMENTS:** National Diploma/Degree in internal Auditing

## **Ref: WTVETC 2017/68 - INTERN (FINANCIAL MANAGEMENT)**

**SITE:** Rooywal Farm (Sterkrivier)  
**STIPEND:** R 5 000 per month  
**DURATION:** 12 months  
**REQUIREMENTS:** National Diploma/Degree in Financial Management/ Accounting

## **Ref: WTVETC 2017/69 - INTERN (FARM FOREMAN)**

**SITE:** Rooywal Farm (Sterkrivier)  
**STIPEND:** R 5 000 per month  
**DURATION:** 12 months  
**REQUIREMENTS:** National Diploma/Degree in Agriculture

## **Ref: WTVETC 2017/70 - INTERN (GOVERNANCE)**

**SITE:** Central Office (Mokopane) - Governance  
**STIPEND:** R 5 000 per month  
**DURATION:** 12 months  
**REQUIREMENTS:** National Diploma/Degree specialising in Labour Relations/Law/Legal

## **Ref: WTVETC 2017/71 - INTERN (PUBLIC RELATIONS OFFICER)**

**SITE:** Central Office (Mokopane) - Marketing Unit  
**STIPEND:** R 5 000 per month  
**DURATION:** 12 months  
**REQUIREMENTS:** National Diploma/Degree in Public Relations/ Marketing

## **Ref: WTVETC 2017/72 - INTERN (MARKETING OFFICER)**

**SITE:** Central Office (Mokopane) - Marketing Unit  
**STIPEND:** R 5 000 per month  
**DURATION:** 12 months  
**REQUIREMENTS:** National Diploma/Degree in Marketing

## **Ref: WTVETC 2017/73-75 - INTERN (WORKSHOP ASSISTANTS) x 3**

**SITE:** Engineering and Skills Training Centre (Lebowakgomo)

**Ref: WTVETC 2017/74** - Plumbing

**Ref: WTVETC 2017/75** - Mechanical/ERD/Diesel

**Ref: WTVETC 2017/73** - Electrical

**STIPEND:** R 5 000 per month  
**DURATION:** 12 months  
**REQUIREMENTS:** National Diploma/Degree in Mechanical/Electrical Engineering / Artisan graduates for ERD, Civil and Electrical Engineering

### **PLEASE NOTE THE FOLLOWING:**

Applicants should ensure that they meet the requirements of the post they apply for \* The above mentioned applications should be submitted on a Z83 form, obtainable from all Public Service Departments (reflecting the relevant reference number) accompanied by a detailed CV and certified copies of all Qualifications, ID and Driver's License \* Faxed, e-mailed and late applications will not be considered \* If you have not heard from the College within two months of the closing date, you should consider your application as unsuccessful \* The College reserves the right not to make appointment(s) to the advertised post(s). The college will unfortunately not incur any cost due to the process of appointment of candidates to these posts.

### **APPLICATIONS SHOULD BE FORWARDED TO:**

**POSTAL ADDRESS:** The Principal, Waterberg TVET College, Postnet Suite #59, Private Bag X 2449, MOKOPANE, 0600 **OR HAND DELIVERY:** The Principal, Waterberg TVET College, Cnr. Totuis and Hooge Street, MOKOPANE

