

# **WATERBERG FET COLLEGE (LIMPOPO PROVINCE) INVITES QUALIFIED AND EXPERIENCED CANDIDATES TO APPLY FOR THE FOLLOWING POSTS TO BE FILLED ACCORDING TO THE FET ACT NO.16 OF 2006 (as amended in 2012)**

**Ref: WFC 2014/03 - Campus Manager**  
**IT and Computer Science Centre (Mahwelereng)**  
**R366 891 (per annum) plus benefits**



**WATERBERG**  
**FET COLLEGE**  
 Together ensuring success

**Requirements**

REQV 13 qualification, including academic record. A recognised teaching qualification Sixyears' experience in an FET (or similar) institution, of which two years should be at managerial level. Knowledge of NCV, Report 191, Learnerships and Occupational Programmes. A valid Code EB drivers' licenc \* Proven computer literacy, including Ms Word, Excel and PowerPoint.

**Duties and Responsibilities:**

Effective learning delivery site management \* Monitor the delivery of programmes \* Internal administration systems and controls to ensure sound student support and effectively supported learning experience for students \* Oversee the compilation of the timetable and resolve timetable conflicts \* 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 \* Management of the entire Campus, students, staff and service providers linked to the campus.

**Ref: WFC 2014/04 - Occupational Programmes Manager**  
**Central Office (Mokopane)**  
**R270 804 (per annum) plus benefits**

**Requirements:**

REQV 13 qualification, including academic record\* A recognised teaching qualification \* Artisan Status \* training or course in project management \* Five years' experience, of which two years should be at supervisory level \* Occupational Programmes Knowledge\* Certified assessor/moderator \* A valid driver's licence \* Knowledge of programmes approval and accreditation\* Proven computer literacy, including MsWord, Excel and PowerPoint\* Stakeholder Liaison and Industry Linkages.

**Duties and Responsibilities:**

Occupational Curriculum Management \* Project Management: Compile the project budgets and manage all related expenditure \* Learner ships Delivery Management: Linkages with community forums, local business and local government \* Accreditation of Workshops and Work Environment Simulation requirements \* Unit Management: Manage the Unit's budget and cashflow \* Conduct performance appraisals with Unit staff and arrange and monitor individual development.

**Ref: WFC 2014/05 - Student Support Officer**  
**IT and Computer Science Centre (Mahwelereng)**  
**R 227 802 (per annum) plus benefits**

**Requirements:**

REQV 13 qualification, including academic record \* Five years' experience in Student Support Services \* Broad knowledge of students financial aid services and administration \* Problem solving skills \* Clear understanding of Student Wellness Systems \* Student Tracking knowledge \* Any counselling training or certificate will serve as an added advantage \* Valid driver's license \* Computer Literate.

**Duties and Responsibilities:**

Provides Career guidance to students \* Facilitates and provides counselling to peer and individual students \* Provides information to students with regard to bursaries made available by donor organization \* Manages Campus SRC training and provides guidance to the Campus SRC on administrative matters \* Facilitates extra mural activities and students involvement in community programmes \* Manages Disciplinary Community training for students and ensures compliance with Students Disciplinary policy \* Ensures implementation of students 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: WFC 2014/06 - Labour Relations Officer**  
**Central Office (Mokopane)**  
**R 227 802 (per annum) plus benefits**

**Requirements:**

REQV 13 qualification, including academic record in Labour Relations or Human Resources Management \* Five years' experience in Labour Relations and Disciplinary Processes \* Conduct Management\* Collective Agreements Management\* Grievance and Dispute Resolution Management \* Knowledge Contract Management \* Computer Literacy \* Valid driver's licence\* Knowledge of Leave Management (staff attendance) \* Knowledge of Policy Development and Reviews.

**Duties and Responsibilities:**

Operationalize policy and guidelines for the management of grievances \* Monitor and report on grievances lodged, resolution and settlements \* Disseminate the strike action plan \* Operationalize the processes and systems relating to the administration of conduct management \* Advise Management on labour updates and developments \* Train staff on Labour Relations processes \* Collect and verify data relating to absentees/ absences \* Verification of contracts entered into by the college \* Monitor staff master files (leave and LR files) Supervision of staff \* Ensure that the Health and Safety and wellness of staff is complied with \* Participate in the undertaking of Memorandum of Agreements, Contracts, of the college.

**Ref: WFC 2014/07-09 Education Specialist**  
**Sites as indicated below**  
**R 250 023 (per annum) plus benefits**

**Ref: WFC 2014/07 - Business Studies Centre (Maths and Maths Literacy)**

**Ref: WFC 2014/08 - IT and Computer Centre (Maths and Maths Literacy)**

**Ref: WFC 2014/09 - Business Studies Centre (Finance, Economics and Accounting)**

**Requirements:**

REQV 13 qualification, including academic record \* A recognised teaching qualification \* Five years' experience in Curriculum Management and Design \* Must be registered with SACE \* Proven computer literacy, including Ms Word, Excel and PowerPoint \* Valid driver's license \* Certified assessor/moderator certificate will be an added advantage \* Knowledge of

**IQMS**

**Duties and Responsibilities:**

Teaching NCV Level 2 - 4: Speciality in the post applying for \* Oversee the Curriculum Division at Campus Level \* Must be registered with SACE \* Liaise with the Senior Education Specialist and Centre Manager on all curriculum matters \* Oversee ICASS and ISAT processes \* Establish Subject Committees \* Provide all relevant academic statistics and information \* Monitor Lecturers academic progress, students attendance, progression and social activities \* Ensure that Integrated Quality Management System is administered to detail.

**Ref: WFC 2014/07 - 09 Hotel School Manager**  
**Central Office (Mokopane: Business Unit)**  
**R270 804 (per annum) plus benefits**

**Requirements**

REQV 13 qualification, including academic record in Hospitality\* Five year's experience in Hotel Management \* Galileo Certificate \* Computer Literacy \* Drivers Licence\* Client Relations knowledge \* Applied knowledge of Technical Vocational Education and Training (TVET) \* Work Based Education (WBE)

**Duties and Responsibilities:**

Hotel Operations Management \* Managing Restaurant Conferences and Preparations of meals \* Hotel School Financial Management \* Assets Administration and Marketing of Events \* Administration of Work Based Learning and Exposure for Students \* Meal Supplies Administration \* Menu Planning\* Food Preparation \* Meal Serving Environment and Hygiene Management.

**Ref: WFC 2014/10 Procurement Officer**  
**Business Studies Centre (Mahwelereng)**  
**R123 738 (per annum) plus benefits**

**Requirements:**

REQV 13 qualification, including academic record in Supply Chain Management/Accounting \* Three years' experience in supply chain administration, fleet management or general administration \* Proven experience in participating in stock takes and asset audits \* Knowledge of the public sector and its regulatory and legislative framework \* Proven computer literacy, including knowledge of MS Word and MS Excel \* A valid Code EB drivers' licence \* Knowledge of PMS

**Duties and Responsibilities:**

Supply Chain Requisitioning and Acquisition \* Contract Administration \* Asset Maintenance and Disposal \* Fleet Administration and Coordination \* Asset Record Administration \* Supply Chain Document Administration \* Ensure that the supply chain Policies, Rules and regulations are complied with and executed to detail.

**Ref: WFC 2014/11-12 Lecturer - Generic**  
**R150 375 (per annum) plus benefits**

**Ref: WFC 2014/11 - Business Studies Centre (Mahwelereng) / IT and Computer Science Centre (Mahwelereng)**

**Ref: WFC 2014/12 - Engineering and Skills Training Centre (Mahwelereng)**

**Requirements:**

REQV 13 qualification, including academic record \* Teaching qualification\* Two years teaching or industry-related work experience \* Registration of SACE

**Duties and Responsibilities:**

Development and Maintenance of POA and POE of Students \* Good record keeping and administrative skills \* Delivery Assessment \* Student Guidance and Support \* Assimilating and applying new job-related information in a timely manner \* Knowledge of subject area and work-related applications in the following programmes: Maths and Maths Literacy \* Finance Economics and Accounting \* English \* New Venture Creation \* Primary Agriculture \* Primary Health \* Electrical Engineering \* Civil Engineering and Building Construction\* Early Childhood Development \* ICDL

**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 month 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).**

**APPLICATIONS SHOULD BE FORWARDED TO:**

**POSTAL ADDRESS:** The Principal, Waterberg FET College, Postnet Suite #59, Private Bag X 2449, MOKOPANE, 0600

**OR**

**HAND DELIVERY:** The Principal, Waterberg FET College, 36 Hooge Street, MOKOPANE, 0601

**CLOSING DATE FOR SUBMISSIONS: Friday, 18 July 2014 at 14:00**

Enquiries: Mr. LF Mpebe, Tel no: 015 491 8581 / 071 405 9478