

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 2013/7 - OCCUPATIONAL PROGRAMMES MANAGER
CENTRAL OFFICE: SALARY LEVEL 9 (R252,144 - R304,587 pa)



Occupational Health and Safety * Communication and report writing skills * Computer Literate * Knowledge of Occupational Health and Safety Act and other related legislation * Valid driver's license * Knowledge of the FET sector * Knowledge in OHS audit and inspection * First Aid Skills.

Duties and Responsibilities:

Develops the College OHS Policy and procedures that is in compliance with the relevant National Legislation and update this Policy on an annual basis * Work towards the accreditation for all College workshops. * Ensures the maintenance and updating of all relevant OHS records on a monthly basis on the Information Management System * In addition, assist the College with the development of the EAP (Employee Assistance Programme).

Ref: WFC 2013/19-20 - IT TECHNICIAN x 2
CENTRES AS SPECIFIED BELOW

Ref: WFC 2013/19: Central Office - SALARY LEVEL 8 (R212,106 - R249,849 pa) (Supervision)

Ref: WFC 2013/20: Central Office - SALARY LEVEL 5 (R115,212 - R135,714 pa)

Requirements:

A Diploma or Degree in Information Technology or equivalent qualification * At least two years credible experience in programming, networking, hardware, software, website and data management * Valid driver's license Computer Skills

Duties and Responsibilities:

Provide IT support to all sites * Manage with the IT Manager the networking within the College and all connectivity matters (College VPN) * Ensure that the information data system is functional, effective and efficient * Assist the IMS Manager with regular backups * Ensure all IT equipment is in a working condition * Ensure optimum and responsible usage of IT services within the College * Facilitate updates of the College website * Maintain software and hardware systems * Conduct trouble shooting * Manage the internet and e-mail services of the College.

Ref: WFC 2013/21 - FINANCE OFFICER

IT & COMPUTER SCIENCE CENTRE: SALARY LEVEL 7 (R170,799 - R201,195 pa)

Requirements:

REQV 13 or equivalent qualification in finance (major in Accounting) * At least two years experience in the financial field * Knowledge of the PFMA and other related finance laws and regulations * Knowledge of FET sector * Valid driver's * Computer Literate

Duties and Responsibilities:

Manage and reconcile students Accounts with regard to Debtors and Creditors * Control and capture deposits slips * Manage the monthly reconciliations of the Campus bank accounts * Manage and control the campus petty cash * Responsible for the campus assets management.

Ref: WFC 2013/22 - RECEPTIONIST

BUSINESS STUDIES CENTRE: SALARY LEVEL 4 (R96,363 - R113,511 pa)

Requirements:

NCV Level 4 or N6 * Two years experience in Office Administration, Management Assistant or Office Admin Simulation * Computer Literate * Knowledge of Batho Pele Principles * Knowledge of FET Sector * Good Communication skills * Switchboard operating skills.

Duties and Responsibilities:

Control switchboard operations * Make outgoing calls related to official duties for management * Control the fax and photocopy machines * Distribute faxes to the relevant people * Typing, photocopying and binding of documents for management * Requisition corporate stationery, record and distributes * Remain aware of emergency procedures and numbers.

Ref: WFC 2013/23-24 - BOARDING MASTER x 2

CENTRES AS SPECIFIED BELOW - SALARY LEVEL 3 (R81,312 - R95,784)

Ref: WFC 2013/23: IT and Computer Science Centre

Ref: WFC 2013/24: Engineering and Skills Training Centre

Requirements:

Grade 12 Certificate or equivalent qualification * At least five years experience as student residence Supervisor * Valid Driver's License * Ex Teacher, Policy, Nurse etc.

Duties and Responsibilities:

Manage student affairs in the hostel * Liase with Chef in terms of catering services contracted * Ensure cleanliness of hostel facilities and equipments * Enforce order and discipline in students residences * General Supervision in the hostel and submission of weekly written report to the Campus Manager on all student residence related matters * **Hostel duties are 24/7.**

Ref: WFC 2013/25-27 - GENERAL ASSISTANT - GROUNDSMAN/CLEANER

CENTRES AS SPECIFIED BELOW - SALARY LEVEL 3 (R81,312 - R95,784 pa)

REF: WFC 2013/25: Business Studies Centre (Groundsman)

REF: WFC 2013/26: Central Office (Cleaner)

REF: WFC 2013/27: Central Office (Cleaner)

Requirements:

Two (2) years gardening/landscaping/cleaning experience * Grade 10 will be an added advantage * Ability to work as a team member * Ability to distribute mail to staff * Good communication skills.

Duties and Responsibilities:

Cleaning of College facilities* Gardening* Sweeping* Perform any other duty delegated to him/her by Supervisor * Flexibility in performing the above duties and responsibilities.

Ref: WFC 2013/28-30 - FACILITATORS

The Waterberg FET College offers a wide range of Occupational Programmes and need Facilitators to do the training. You are invited to apply for the following facilitator vacancies:

Ref: WFC 2013/28 - ECD NQF Level 4

Requirements:

Relevant Degree or NQF L5 qualification * Be a registered assessor with ETDP-SETA * Five (5) years experience in Facilitation.

Ref: WFC 2013/29 - ICDL Facilitators

Requirements:

Qualified trainer and tester in ICDL.

Ref: WFC 2013/30 - Business Administrator

Requirements:

A degree in Business Administration or Business Management * An assessor qualification will be an added advantage.

Duties and responsibilities - Facilitators:

Facilitation of the occupational programme * Class management and record keeping * Continuous student performance assessment (theory and practical training) * Writing report for submission * Marking of assessments * **Period of service for the above posts will depend on the Occupational Programme's requirements and duration.**

PLEASE NOTE THE FOLLOWING:

The above mentioned applications should be submitted on a **Z83** form obtainable from all Public Service Departments, accompanied by a detailed CV and certified copies of all qualifications, ID copy and Driver's License where applicable * Applicants must use the reference number allocated to the post * Faxed or e-mailed applications will not be considered * Communication will only be entered into with short-listed candidates and the successful applicant * If you have not heard from the College within two (2) 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 is an affirmative and equal opportunity employer, people with disabilities are encouraged to apply.

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, 10 January 2014 at 14:00

Late submissions will not be considered.

Enquiries: Mr. LF Mpebe, Tel no: 071 405 9470

Requirements:
REQV 13 or equivalent qualification * A recognised teaching qualification * Artisan Status * Additional training or course in project management * Five year's experience, of which three years should be at supervisory level * Certified assessor/moderator * A valid driver's licence * Knowledge of learnership and occupational programme protocols and procedures (QCTO & SETA-related) and accreditation with SETA's * Proven computer literacy, including MSWord, Excel and Powerpoint.

Duties and Responsibilities:

Occupational Curriculum Management: Identify and manage appropriate learnerships and other occupational programmes * **Project Management:** Oversee the development of project plans, resource requirements and timeframes * Compile the project budgets and manage all related expenditure * **Learnership Delivery Management:** Manage and oversee the performance and development of learnership facilitators * Report to the Academic Board 's, community forums, local business and local government) * **Work Environment Simulation:** Identify work environment simulation needs for each learnership and prepare a plan of specific requirements including resourcing options * **Unit Management:** Manage the Unit's budget and cashflow * Conduct performance appraisals with Unit staff and arrange and monitor individual development.

Ref: WFC 2013/8 - DEPUTY MANAGER: INFORMATION TECHNOLOGY
CENTRAL OFFICE: SALARY LEVEL 9 (R252,144 - R304,587 pa)

Requirements:

REQV 13 (An appropriate three year diploma or equivalent qualification) * Five years' experience in the IT industry or in an IT role * Knowledge of different types of Information Management Systems * Knowledge of the FET sector * Valid driver's license * Advanced computer skills.

Duties and Responsibilities:

Information System Management: Formulate information management policies and procedures * Administer and monitor IT security and electronic access * Establish systems to safeguard hardware and data * Perform system backups * **Network Management and Maintenance:** Maintain the WAN and LAN networks * Provide specifications to the SCM Unit for the purchase of software and hardware * **Technical Training and Support:** Manage the provision of IT training * Monitor the provision of software application support by technicians * Manage the schedule of computer repairs and maintenance; and installations. **Unit Management:** Formulate job profiles for all posts within the Unit * Conduct meetings with internal staff and plan and assign work within the Unit * Manage the Unit's budget and cashflow * Compile the annual operational plan * Conduct performance appraisals with Unit staff and arrange and monitor individual development.

Ref: WFC 2013/9 - INTERNAL AUDITOR

CENTRAL OFFICE: SALARY LEVEL 9 (R252,144 - R304,587 pa)

Requirements:

An appropriate three year diploma or equivalent qualification in performance and/or compliance auditing * Training and certification in safety practices (NOSA) * Up to five years relevant experience * A valid driver's licence.

Duties and Responsibilities:

Quality Management System Administration: Maintain and administer the register of non-compliance incidents * Process incidents to update the non-conformance analysis * Keep the electronic QMS presentation up to date * **Compliance and Performance Auditing:** Conduct audits at all College sites and premises * **Risk Assessment:** Conduct assessments in accordance with the plans * **Investigation Support:** Conduct forensic investigations.

Ref: WFC 2013/10-12 - SENIOR EDUCATION SPECIALIST x 3

CENTRES AS SPECIFIED BELOW - SALARY LEVEL 9 (R277, 194 - R630, 198)

Ref: WFC 2013/10: Business Studies Centre

Ref: WFC 2013/11: IT and Computer Science Centre

Ref: WFC 2013/12: Engineering and Skills Training Centre

Requirements:

REQV 13 or equivalent post matric qualification * A recognised teaching qualification * Five years experience in Curriculum Management * Must be registered with SACE * Trained as an Assessor and Moderator * Knowledge of the FET Sector will be an advantage * Knowledge of RPL and Curriculum design * Valid Driver's License.

Duties and Responsibilities:

Oversee the Centre Curriculum section * Liaise with the Centre Managers and Education Specialists on all Curriculum matters * Communicate all Curriculum issues to the Centre Manager * Oversee the ICASS and ISAT process at the Centre * Establish Curriculum Committees * Attend workshops and training on curriculum issues * Provide relevant academic statistics and information on Centre academic matters * See to it that all text books and equipment is ordered for the Centre Academic programmes * Compile, administer and manage the curriculum budget at centre level.

Ref: WFC 2013/13-15 - HEAD OF ADMIN x 3

CENTRES AS SPECIFIED BELOW - SALARY LEVEL 8 (R212 106 - R249,849 pa)

REF: WFC 2013/13: Business Studies Centre

REF: WFC 2013/14: IT and Computer Science Centre

REF: WFC 2013/15: Engineering and Skills Training Centre

Requirements:

Appropriate Diploma in Business Management, Administration or Social Science * Three years' experience in a general or office administration environment or * A valid drivers' licence * Proven computer literacy, including knowledge of MSWord and MSExcel software * Working knowledge of: public sector compliance and reporting requirements.

Duties and Responsibilities:

Enrolment Administration Support: Implement enrolment administration procedures * **Examination Administration:** Provide administrative support during College examinations * Generate requisite reports * Office Equipment Administration * Post Administration and Distribution * **Office Security:** Monitor the incoming and outgoing of visitors and the associated registration * Manage the general security of the office in accordance with College policy guidelines * **Registry Administration:** Ensure the safe storage of portfolios of evidence and student records * Subordinate Supervision

Ref: WFC 2013/16 - PROJECT COORDINATOR

CENTRAL OFFICE: SALARY LEVEL 8 (R212,106 - R249,849 pa)

Requirements:

REQV 13 or equivalent qualification * A recognised teaching qualification * Additional training or course in project management * At least three year's experience in implementing skills and learnership programmes * Certified assessor/moderator * A valid driver's licence * Knowledge of learnership and occupational programme protocols and procedures (QCTO & SETA-related) and accreditation with SETA's * Proven computer literacy, including MSWord, Excel and Powerpoint.

Duties and Responsibilities:

Initiate, facilitate and co-ordinate curriculum development activities * Co-ordinate and manage the availability of learning material, equipment and facilities for new project * Plan moderation and verification processes * Develop administrative systems for each project

Ref: WFC 2013/17 - STUDENT SUPPORT OFFICER

IT & COMPUTER SCIENCE CENTRE: SALARY LEVEL 8 (R212,106 - R249,849 pa)

Requirements:

REQV 13 or equivalent qualification * At least three years proven experience in Student Support Services * Knowledge of the FET Sector * Any counseling 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 counseling 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.

Ref: WFC 2013/18 - OCCUPATIONAL HEALTH AND SAFETY OFFICER

CENTRAL OFFICE - SALARY LEVEL 8 (R212,106 - R249,849 pa)

Requirements:

REQV 13 or equivalent Diploma in OHS * At least three years practical experience in the