

WATERBERG FET COLLEGE INVITES QUALIFIED AND EXPERIENCED CANDIDATES TO APPLY FOR THE FOLLOWING POSTS TO BE FILLED ACCORDING TO THE FET ACT NO 16 OF 2006



LECTURER: CS1 Posts

Requirements:

An appropriate recognized Bachelor degree or equivalent qualification (REQV 13) plus a professional qualification in Education • In the case of posts related to Technical subjects like Technical Drawing a professional qualification in Education may not be required, but a Trade test or B Tech Degree or recognized qualification (REQV 13) in the relevant field is required • Knowledge of theory and practice in the relevant field • Sound communication skills • Lecturing experience and assessor training will be an advantage • Practical experience in specific aspects of the subject field as well as the ability to do practical training will be a recommendation.

Duties and responsibilities:

Class management and record keeping • Continuous student performance assessment • Lecture in relevant subjects on the level allocated • Ensure quality education and adhere to College and subject policies • Liaise with students, parents and employees.

POSTS AVAILABLE AT THE BUSINESS STUDIES CENTRE IN MAHWELERENG:

POSTS FOR NCV Level 2 - 4 COURSES WILL BE PERMANENTLY FILLED.

1. Ref. No 2008/9 Lecturer: NCV Life Orientation Computer Practice (2 posts)
2. Ref. No 2008/10 Lecturer: NCV Life Orientation (Theory)
3. Ref. No 2008/11 Lecturer: NCV New Venture Creation
4. Ref. No 2008/12 Lecturer: NCV Office Data Processing
5. Ref. No 2008/13 Lecturer: NCV Office Practice
6. Ref. No 2008/14 Lecturer: NCV Contact Centre Operations
7. Ref. No 2008/15 Lecturer: NCV Marketing Communication
8. Ref. No 2008/16 Lecturer: NCV Financial Management and New Venture Creation
9. Ref. No 2008/17 Lecturer: NCV Advertising and promotions
10. Ref. No 2008/18 Lecturer: NCV Maths Literacy (2 posts)
11. Ref. No 2008/19 Lecturer: NCV Office Practice and Business Practice
12. Ref. No 2008/20 Lecturer: NCV Business Practice

POSTS AVAILABLE AT THE IT AND COMPUTER SCIENCE CENTRE (THE FORMER EMPC) IN MAHWELERENG:

POSTS FOR NCV Level 2-4 COURSES WILL BE PERMANENTLY FILLED.

1. Ref. No 2008/21 Lecturer: NCV Primary Agriculture Plant and Animal Production)
2. Ref. No 2008/22 Lecturer: NCV Fundamentals English (2 Posts)
3. Ref. No 2008/23 Lecturer: NCV Life Orientation (Theory)
4. Ref. No 2008/24 Lecturer: NCV Life Orientation Computer Practice (2 Posts)
5. Ref. No 2008/25 Lecturer: NCV Mathematics/Maths Literacy (2 Posts)
6. Ref. No 2008/26 Lecturer: NCV Tourism (Tourism Operations and Client services & Human Relations (3 Posts)

POSTS AVAILABLE AT THE ENGINEERING AND SKILLS TRAINING CENTRE IN LEBOWAKGOMO:

POSTS FOR NCV Level 2-4 COURSES WILL BE PERMANENTLY FILLED.

1. Ref. No 2008/27 Lecturer: NCV Electrical Engineering
2. Ref. No 2008/28 Lecturer: NCV Engineering & Related Design (Automotive Repair) (2 Posts)
3. Ref. No 2008/29 Lecturer: NCV Engineering & Related Design (Welding) (2 Posts)
4. Ref. No 2008/30 Lecturer: NCV Fundamental English (2 Posts)
5. Ref. No 2008/31 Lecturer: NCV Civil Engineering (2 Posts)
6. Ref. No 2008/32 Lecturer: NCV Fundamental Mathematics (3 Posts)

NB: Please note the following:

Applications must be accompanied by a written application letter stating the relevant reference number, a recent CV, as well as certified copies of all qualifications and ID document. • Failure to submit the requested documentation will result in you're application not being considered. • No faxed or e-mailed applications will be considered. • Communication will only be entered into with short-listed candidates and the successful applicant. • If you have not heard from the College in a month of the closure of the advertisement, please accept that your application has not been successful.

POSTS AVAILABLE AT THE CENTRAL OFFICE: MOKOPANE

Post Ref 2008/33 - COLLEGE COUNCIL SECRETARY

Salary Level: 10

Requirements:

- REQV 13 or an equivalent qualification • Computer Literate (Good Typing Skills) • Sound Communication skills
- Office Administration skills • Knowledge of FET Sector

Duties and responsibilities:

Manage arrangements and notify members of all Council meetings • Manage the compilation of booklets for meetings • Manage the distribution of documentation for meetings • Manage the lay-out, formatting and development of minutes • Assists the PA to the CEO in ensuring that the College Constitution is updated • Type all correspondence for the Chairperson of Council • Coordinate and maintain effective office procedures • Control all filing • Manage all bookings and travel arrangements for all Council members

**Ref 2008/34 - SENIOR EDUCATION SPECIALIST:
CURRICULUM CO-ORDINATOR: Post Level 3**

Requirements:

- REQV 13 / Equivalent post matric qualification • Experience in Curriculum Management • Trained assessor and moderator will be an advantage • Knowledge of the FET Sector will be an advantage • Knowledge of RPL and Curriculum design • Valid driver's license

Duties and Responsibilities:

Oversee the Curriculum division • Liaise with the Centre Managers on all Curriculum matters • Will communicate all Curriculum issues to the CEO and Centres • Will report directly to the Academic Board on all academic issues • Oversee the ICAS and ISAT process • Establish Curriculum Committees • Attend all workshops and training on curriculum issues • Will provide all relevant academic statistics and information to the Department • See to it that all text books and equipment is ordered for the Academic programs • Compile, administer and manage the Curriculum budget

**Ref 2008/35 - SENIOR EDUCATION SPECIALIST:
MARKETING OFFICER: Post Level 3**

Requirements:

- REQV 13 /Equivalent post matric qualification • Experience in Marketing Management • Knowledge of the FET Sector will be an advantage • Valid driver's license

Duties and Responsibilities:

Facilitates and ensures research that will be institutionally based • Manages the development of an effective and efficient College Marketing Strategy • Implements the College Marketing Strategy and Operational Plan • Manages the recruitment of new students • Develops relationships with Stakeholders to promote the College, develop partnerships and pursue sponsorships • Ensures utilization of the College Website for marketing purposes • Ensures the implementation of effective and efficient Event Management • Compile, administer and manage the Marketing budget

**Ref /2008/36 - SENIOR EDUCATION SPECIALIST:
QUALITY ASSURANCE Post Level 3**

Requirements:

- REQV 13 / Equivalent post matric qualification • Experience in Quality Management • Knowledge of the FET Sector • Advanced computer literacy • Training in Quality Assurance and knowledge of ISO 9001:2000 will be an advantage

Duties and Responsibilities:

Implements the Total Quality Management System (TQMS) of the College • Develops and manages the TQMS to meet all the requirements of the vision, objectives, policies etc pertaining to the maintenance and improvement of quality of services • Ensures that all initiatives are implemented within the framework of a quality system • Develops and implements the Quality Assurance Manual which included policies, rules and procedures • Monitors the process approach within the college • Ensure the implementation of a performance management system • Monitors client and stakeholder requirements and satisfaction • Ensures the implementation of the required actions to continuously improve process performance • Quality control all documents and procedures at the centres as well as the Central Office • Implements the Quality Realisation processes and quality remedial requirements • Quality control all documents and procedures at the centres as well as the Central Office

**Ref /2008/37 - CHIEF PERSONNEL OFFICER
Post Level 3**

Requirements:

- REQV 13 / Equivalent post matric qualification • Experience in Human Resource Management • Knowledge of the FET Sector • Valid driver's license.

Duties and Responsibilities:

Manages the development of all the relevant HR Policies and procedures required for the sound functioning of the College • Develops the annual budget for the HR Unit • Ensures the maintenance and updating of staff establishment records on the DB2000 Information Management System • Manages the provision of information for the monthly payroll of College Council employees through the relevant HR Officer • Receives, records and distributes to staff all LDoE initiates salary cheques • Ensures that staff recruitment, appointments, resignations and termination of services is done in compliance with College policy and procedures • Manages the effective

and efficient management of grievances, dispute procedures and disciplinary enquiries • Manages compliance with all the provisions of the Occupational Health and Safety Act • Manages and development and monitors the implementation of a Staff Wellness Programme • Manages the annual audit/survey of training needs through the Skills Development Facilitator • Manages the provision of all training required for the implementation and maintenance of academic programmes • Manages external enquiries relating to College staff • Manages all activities related to the College Council HR Committee

**Ref /2008/38 - SENIOR EDUCATION SPECIALIST:
BUSINESS MANAGEMENT INFORMATION SYSTEM OFFICER
Post Level 3**

Requirements:

REQV 13 /Equivalent post matric qualification • Experience in IT • Knowledge of the FET Sector • Valid driver's license

Duties and Responsibilities:

Ensures that the College Business Management Information Systems is functional, effective and efficient • Facilitates the functioning, coordination and maintenance of the Business Management Information System • Manages sub-ordinates staff and ensure that all staff are kept abreast of the latest development in the IT sector • Manages the EMIS to provide the following operations: Academic Services, Student Support Services, Learnership and Skills, Planning Research and Institutional Development, Finance, Administrative Services, Human Resource, Student Registration and EMIS • Manages the IT Network (connectivity) at Central Office and Centres • Develops, implements and monitor adherence to IT Policy • Manages information data and ensures that back-ups are done on a ongoing basis • Ensures the effective and efficient utilization of all IT services • Manages and updates the College website • Develops, implements and ensures the ongoing availability of internet access to users at the College

**Ref /2008/39 – SENIOR EDUCATION SPECIALIST:
STUDENT SUPPORT OFFICER PL3**

Requirements:

REQV 13 /Equivalent post matric qualification • Three years experience as Student Support Officer • Knowledge of the FET Sector will be an advantage • Any Counseling training or certificates in counseling will be advantage

Duties and Responsibilities:

Oversee the operations of Student Support Centres • Co-ordinate and monitor the implementation of the Student Support Services Framework • Manage the Student Support Office, and coordinate sports, arts and culture in the College • Report to the Academic Board on all related Student issues • Support the administration and management of programmes • Compile reports and report to the CEO and Management • Compile , administer and manage the Student Support Budget

**Ref /2008/40 - DEPUTY MANAGER FINANCE:
INCOME AND EXPENDITURE**

Requirements:

REQV 13 // Equivalent post matric qualification • Extensive Experience in institutional Financial Management • Knowledge of the FET Sector • Knowledge of Financial Management, PFMA and other finance regulations will be a strong recommendation • Valid driver's license

Duties and Responsibilities:

Manages the preparation/approval/implementation and ongoing monitoring of the expenditure of the College budget • Develops the multi-year budget for submission to the LdoE • Ensures the monthly preparation and submission of financial reports to the CEO • Maintains and monitors the functioning of all Supply Chain Management committees • Ensures the management of monthly reconciliation of Bank Statements • Ensures and manages the preparation of payments to service providers • Ensures and manages monthly control of expenditure and reconciliation of Petty Cash at Central Office and all centres • Facilitates, manages and monitors the Annual External Audit of the College finances • Monthly controls the implementation of the payroll for Council employees • Ensures the development and maintenance of an Asset Management Policy including provision for the disposal of College Assets • Ensures the ongoing updating of all College Asset Registers • Ensures control, supervision and authorization of official usage of vehicles • Ensures the monitoring of Log Books/Sheets and submission of Log Sheets to the LDoE • Performs supervisory duties for his/her subordinates e.g. leave management, performance management, office management etc. • Provides assistance with the development of appropriate and relevant policies applicable to the Finance Division

Ref /2008/41 – STATE ACCOUNTANT

Requirements:

REQV 13 /Equivalent post matric qualification • Experience in Finance • Knowledge of the FET Sector • Valid driver's license

Duties and Responsibilities:

Payments: Receives Creditors Invoices and prepares al requisitions for payment for signing by the CFO who will release payment and make printouts as proof of payment • Manages the Central Office Petty Cash • Develops Finance Management Reports and FINCOM Financial Reports on a monthly basis • Creates a relevant and appropriate filing system and files copies of all relevant documentation

Salaries: Prepares all payments of salaries for signing by the CFO who will release payment and make printouts as proof of payment • Manages the payment of monthly salaries as per Salary Advices • Completes Form EMP201 for submission to SARS in respect of deductions made from staff salaries • Submits documentation depicting all deductions/contributions from staff salaries to the DoL

Ref /2008/42 - CHIEF PROVISIONING ADMIN CLERK

Requirements:

Grade 12 plus relevant experience • Experience in Procurement • Knowledge of the FET Sector • Valid driver's license

Duties and Responsibilities:

Procurement: Register all prospective suppliers/service providers on the College Supplier Database • Maintains the College Supplier Database on suppliers and services on an ongoing basis • Determines the need for services/goods received based on requests received • Receives requisitions and specifications developed at centres and ensures that no variances on specifications for the same services/goods occur between centres • Issues need-requisitions for the procurement of goods/services to obtain quotations • Ensures that goods and services are delivered/provided as per College order • Ensures that delivery notes are received and signed for, for all goods and services procured • Ensures that consumable stock levels at Central Office and centres are checked • Ensures the annual stock taking of all College stock • Ensures the maintenance of Central Office and Centre stock registers on a monthly basis • Supervises subordinate staff

Ref /2008/43 - PROVISIONING CLERK

Requirements:

Grade 12 plus relevant experience • Knowledge of accounting • Computer Literacy and sound communication skills will be an added advantage

Duties and Responsibilities:

Register all prospective supplier / service provider on the College Data Base • Maintains the College Data base on supplier / service providers on an ongoing basis • Determine the need for services / goods required based on requests received for services from Divisional Heads and Campus managers • Receives requisitions and specifications developed at campuses and ensures that no variances on specifications for the same services / goods occur between campus • Ensures that goods and services are derived / provided as per the Official Order forms • Ensure that delivery notes are received and signed for, for all goods and services procured • Ensures that consumables stock levels at Central Office and Campuses are checked on a monthly basis and that orders to maintain stock levels are processed timely • Ensures the annual stock taking of all College stock

NB: Please note the following:

Above-mentioned applications should be submitted on form Z83 obtainable from all Public Service Departments, accompanied by a detailed CV and certified copies of all qualifications and ID document • Applicants must please see to it that they use the reference number allocated to the post • Faxed or E- mail applications shall 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 in a month of the closure of the advertisement, please accept that your application has not been successful

Applications must be forwarded to:

**The CEO
Waterberg FET College
36 Hooge Street
Mokopane
0601**

or

**The CEO
Waterberg FET College
Postnet Suite #59
Private Bag X2449
Mokopane
0600**

NOTE: Due to ongoing internal processes, the College reserves the right to withdraw any post at any time. The College reserves the right to verify the qualifications of every recommended candidate prior to the issuing of an offer of appointment. No correspondence will be allowed between the applicants and any of the employees of the College.

CLOSING DATE FOR SUBMISSION: 23 December 2008 at 12:00

No late submissions will be recorded.

*For further enquiries please contact Mr SP Mailula at 015 – 491 8581/8602.
The Waterberg FET College is an equal opportunity employer.*