



**LOVEDALE  
TVET COLLEGE**

Lovedale TVET College invites suitably qualified, innovative, result-orientated and self-motivated candidates to apply for the following vacancy:

**Post: Administration Clerk: Human Resources (Permanent)**

**Ref: HQ 21/2018**

**Salary Level: 5-Salary Notch: R163 563**

**Requirements:** •A Grade 12 Certificate plus three year Degree/Diploma in Human Resources Management or any relevant equivalent qualification • Two years minimum experience working in the Human Resources Environment •Knowledge of PERSAL system •Understanding of relevant legislation such as Basic Conditions of Employment Act, Labour Relations Act, Skills Development Act, CET Act etc. • Ability to work with little supervision •Good Interpersonal and communication skills • Computer Literacy.

**Key Responsibilities:** Implement conditions of service (leave, housing, medical aids, injury on duty, long service recognition, process pension claims, overtime, allowances) •Termination of services •Capturing transactions on PERSAL as required •Assist preparation of Human Resources Reports •Assist in any other Human Resources functions when required.

## **ACADEMIC POSITIONS ZWELITSHA CAMPUS**

**Post: PROGRAMME MANAGER:**

**Electrical Infrastructure Construction - National Certificate  
(Vocational) – NQF Levels 2-4**

**Post Level: 2**

**Salary Notch: R328 953**

**Ref: Z17/2018**

**Requirements:**

Post Z17/2018: Relevant three-year Electrical Engineering Diploma/Degree •Be a qualified artisan (Trade Test Certificate) with a minimum of three (3) years relevant industrial experience after completion of a formal apprenticeship •Relevant teaching qualification •Minimum 3 year's relevant teaching/training-related experience •Supervisory experience in the college education sector, will be an added advantage •An in-depth knowledge of the Report 191/190 as well as National Certificate (Vocational) qualifications offered at the College •An in-depth knowledge of academic support with proven experience •A proven understanding of vocational training and its importance for delivery of critical skills • Knowledge of all Education related legislative framework such as PAM, CET Act of 2006, as amended, all Assessment related policies & guidelines, Public Service Act, etc. •Qualified assessor and moderator will be an added advantage • Be in a possession of a valid code 8 driver's license • Knowledge of the TVET sector will be an added advantage • Experience in training College students will be an advantage • Knowledge of occupational programmes will be an added advantage • Sound Computer Skills in MS Office (Word; Excel; Power Point) •Good leadership skills • Good communication skills (verbal & written) • Good organizing, planning, problem solving and analytical skills • Registration with SACE • Short-listed applicants will be expected to perform a practical computer and/or trade assessment in the programme they are applying for.

**Key Responsibilities:** • Responsible for teaching some of the core subjects in programme • Manage the roll-out of the full programme in field of expertise •Manage all control functions of related programme •Manage, oversee and facilitate the teaching, integrated learning and practical training in the various subjects within related programme (thorough lesson planning according to the Subject & Assessment Guidelines) •Manage, oversee and facilitate all other related teaching responsibilities, including academic support •Manage students and staff within this programme at all times (discipline) •Create an environment that is conducive to learning • Oversee the development of training material and identification of techniques/models for training needs •Oversee the development of relevant assessment material •Administer student assessment •Ensure that deadlines are met • Assist with examinations related duties •Attend relevant training workshops and apply where applicable • Keep up to date with the latest development in field of study • Close working relationship with ALL staff members.

## **KING CAMPUS**

**Lecturer**

**Post Level: 1**

**Salary Notch: R198 774**

Ref: KC14/2018: Programme: National Certificate (Vocational): Life Orientation (Life and Computer Skills) – NQF levels 2 – 4

Ref: KC15/2018: Programme: National Certificate (Vocational): Life Orientation (Life and Computer Skills)

Ref: KC16/2018: Programme: Report 191: Management Communication N4 & Communication N4-N5

Ref: KC17/2018: Programme: Report 191: Public Management N4-N6

Ref: K18/2018: Programme: National Certificate NC(V): NQF levels 2-4 - Mathematics

## **ALICE CAMPUS**

**Lecturer**

**Post Level: 1**

**Salary Notch: R198 774**

Ref:AL 12/2018: Programme: Report 191: Farming Management N4 – N6 (Subjects to be taught: Farming Management and Human Resources Management N4 – N6)

Ref:AL 13/2018: Programme: National Certificate (Vocational) NQF 2 – 4: English

**Requirements:**

Post: KC14/2018: Degree in Psychology (with Computer Literacy)

Post: KC15/2018: Degree in Psychology (with Computer Literacy)

Post: KC16/2018: Degree in Communications

Post: KC17/2018: Degree/Diploma in Public Administration

Post KC18/2018: Three year Degree majoring in Mathematics

Post AL12/2018: Three-year Degree in Agriculture

Post AL13/2018: Three year Degree majoring in English

For all the academic posts the following is required:

**Requirements:** Minimum 3 year's relevant teaching/training-related experience •A recognized teaching qualification as an added advantage •Qualified assessor and moderator will be an added advantage •Be in a possession of a valid code 8 driver's license •Knowledge of the TVET sector will be an added advantage • Knowledge of occupational programmes •Sound Computer Skills in MS Office (Beginners) •Short-listed applicants will be expected to perform a practical computer and/or trade assessment in the programme they are applying for •Experience in training College students will be an advantage •Registration with SACE.

**Key Responsibilities:** Facilitate the teaching, integrated learning and practical training in the various subjects within related programme (thorough lesson planning according to the Subject & Assessment Guidelines) •Participate in all other related teaching responsibilities, including academic support •Manage students within the subject at all times (discipline) •Create an environment that is conducive to learning •Develop training material and identify relevant techniques/models for training needs •Develop relevant assessment material •Administration of student assessment • Assist with examinations related duties •Attend relevant training workshops and apply knowledge, where applicable •Keep up to date with the latest development in field of study •Assist to prepare students for the world of work •Any other related activity that needs assistance

**Closing Date: 18 July 2018**

**Enquiries:** Ms Mjonono 043 6040 727 or 043 604 0700

Applications: Must be submitted on Z83 Form obtainable from any Public Services Departments and on Internet and must be accompanied by recently updated comprehensive CV (with three contactable references and certified copies of all your qualifications), Identity Document (ID) not older than three (3) months including driver's license where it is required. It is the applicants' responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and Evaluation Certificate from SAQA must be attached. Failure to complete Z83 and submit the requested documents will result in your application not being considered.

Post your complete application to: The Vice Principal: Corporate Services, Lovedale TVET College, Private Bag X7403, King William's Town, 5600 OR hand-deliver to Headquarters Reception, Lovedale TVET College, 1 Amatola Row, King William's Town.

**Note:** All costs incurred due to your application and interviews will be at your own expense •No faxed or e-mailed applications will be accepted •Due to the large number of applications we envisage receiving, applications will not be acknowledged and correspondence will only be conducted with short-listed candidates •If you have not been contacted within 3 months of the closing date, please consider your application unsuccessful.

**Lovedale TVET College is an equal opportunity employer and reserves the right not to make an appointment.**