



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



Lovedale TVET College invites suitably qualified, innovative, result oriented and self-driven candidates to apply for the following council positions in terms of **CET ACT as amended**.

Post: Assistant Director (PSU)
Contract: 3 Year
Ref: H01/2017
Salary Notch: R311 174 (SL9)

Requirements: A three-year tertiary qualification in Training and Development or other relevant three-year qualification • At least three (3) years of verifiable experience in the development of and rolling out of learnerships in education sector • Verifiable experience in a management/supervisory position • Proven experience in dealing with and forming relationships with sector education and training authorities (SETAs), industries, relevant government departments • Sound knowledge and good understanding of SETA environment in terms of accredited qualifications, accreditations, programme approval processes • Ability to conduct research into the occupational skills and qualification environment and to understand, draft, and monitor MoUs and proposals • Sound understanding of financial administration, verification and audit processes for occupational funded projects • High level of computer literacy (competency in spreadsheet and database development essential) • Proven organizational planning and support skills • Excellent communication and proposal/report-writing skills. Must be able to take initiative and work under pressure • Valid driver's license • A certificate and experience in Project Management will be a strong recommendation.

Key Performance Areas: Interact effectively with all relevant SETAs, government departments and training providers • Manage the identification, development and implementation of learnerships and all other projects of the unit • Oversee the financial and supply chain activities of the unit • Ensure compliance to all reporting requirements that need to be submitted to respective college and stakeholder bodies, i.e. college management, training reports; funder reports etc. • Ensure compliance and accreditation of all training and facilitate training, both internal, external and induction training • Any other relevant and reasonable duties as may be expected of a unit manager.

Post: Centre Manager (Rapid Incubator/Centre for Entrepreneurship)

Contract: 3 Year

Ref: H02/2017

Salary Notch: R 262 272 (SL8)

Requirements: 3-Year Tertiary Qualification in Training and Development, Enterprise Development, Incubation Management, Entrepreneurship Management, Project Management or other relevant qualification • 5-10 Years' experience in enterprise development • Proven experience in an innovation and technology-driven industry or organization • Experience in assessing viability and sustainability of small enterprises • In depth understanding of SMME and incubation industry. Project management experience • Advanced computer literacy-MS Office and MS Projects • Valid South African Drivers' License • Experience starting, owning, operating and or managing a small business • Knowledge of Agricultural environment will be a recommendation

Key Responsibilities: Plan, coordinate, organize, and spearhead efforts to recruit and locate office ,technology, and industrial users, ensuring appropriate equipment and materials are available for successful operations related to these efforts • Represent the Rapid incubator / CFE to the public and outside groups, organisations, comments, and /or concerns, resolve related complaints • Coordinate day-to-day operations related to the Rapid Incubator / CFE's office, Technology, and industrial growth efforts, document efforts through Seda's reporting system • Ensure programme compliance with applicable internal and external requirements • Coordinate the development, evaluation and implementation of the incubation model through goals objectives, and activities related to rapid incubator/ CFE growth • Serves as liaison to university, college, and other third-party resources • Prepare proposals to clients and responds to inquiries/ request from rapid incubator/CFE stakeholders • Assist in developing and monitoring rapid incubator budgets • Sourcing of additional funding resources for the rapid incubator • Prepare and maintain a variety of records and reports related to assigned programmes, including financial reports that summarize and / or outline incoming and outgoing funds • Work with the college/ University Principal to make recommendations to board of directors and government officials on programmes which support the development strategy for entrepreneurial growth • Conduct research to identity emerging needs, trends, and services related to recruitment and location of incubates and affiliate members or other assigned areas of responsibility • Design and implement marketing material to ensure exposure of the rapid incubator, CFE programme offerings • Perform other duties of a similar nature or level • Encourage innovative thinking among staff and incubatees • Ability to network within the business community.

Post: Learnerships and Skills Officer
Contract: 3 Year
Ref: H03/2017
Salary Notch: R262 272 (SL8)

Requirements: A relevant tertiary qualification in Training and/or Development • Proven knowledge of, and at least two years' experience in the development of and the rolling out of learnerships in the technical and vocational education and training sector • Proven experience in liaising and forming relationships with sector education and training authorities (SETAs), industries, relevant government departments • Sound knowledge and good understanding of SETA environments in terms of accredited qualifications, accreditations, programme approval processes, options in terms of acquiring learning materials, etc. • Ability to conduct research into the occupational skills and qualification environment and to understand, draft, and monitor MoUs and proposals • Understanding of financial administration, verification and audit processes for occupational funded projects. Computer literacy (competency in spreadsheet and data base development essential) • Proven organizational, planning and support skills • Must be able to take initiative and work under pressure • Valid driver's license • A certificate and experience in Project Management will be a strong recommendation .

Key Performance Areas: Interact effectively with all relevant SETAs, Government departments and training providers • Identify develop and implement appropriate learnership programmes in conjunction with the unit manager and college management • Assist in managing the learnerships and skills programmes and SETA grants • Ensure compliance to all reporting requirements that need to be submitted to respective bodies, i.e. college management, training reports etc. • Ensure compliance and accreditation of all training, facilitate training, both internal, external and induction training • Prepare all relevant internal training reports and participate in ad hoc projects where needed • Any other relevant reasonable duties as requested by supervisor.

Post: Finance Officer (Partnership and Skills Unit)
Contract: 3 Year
Ref: H04/2017
Salary Notch: R211 194 (SL 7)

Requirements: Three-year Degree/Diploma in Finance-related qualification • At least three years' experience in a relevant financial environment. Computer literacy, with excellent competence in Excel and Pastel • A valid code 08 driver's license.

Key Responsibilities: Ensure compliance with all national and college financial policies • Planning and compiling of budgets for the Partnerships Unit • Ensuring that budgets are adhered to throughout the year • Overseeing all supply chain functions of the Unit. Checking all requisitions, liaising with SCM in

regard to procurement of goods, Compiling of quarterly / monthly financial reports for projects ● Requesting and checking of relevant bank statements ● Overseeing and monitoring of filing of all finance-related documentation ● Overseeing and monitoring the compiling of claims with relevant and correct supporting documentation ● Ensuring that all financial records are kept up to date. Ensuring that all relevant payments are made ● Liaising with main Finance Department and Supply Chain Management when necessary ● Any other financial tasks related to the Partnerships Unit.

Post: Administrative Officer (Special Programmes)
Contract: 3 Year
Ref: H05/2017
Salary Notch: R 211 194 (SL7)

Requirements: Training and Development, Project Management tertiary qualification or any other three-year relevant qualification ● At least two years' experience in the rolling out of learnerships or similar programmes in technical or vocational education and training sector ● Proven experience in dealing with Sector Education and Training Authorities (SETAs) ● Proven knowledge of training in line with NQF standards ● Computer literacy (competency in spreadsheet and data base development essential) ● Proven organizational, planning and support skills ● Must be able to take initiative and work under pressure ● Very good communication and report writing skills ● Valid driver's license ● A certificate and experience in Project Management will be a strong recommendation.

Key Performance Areas: Interact effectively with all relevant SETAs, government departments and training providers ● Identify, develop and implement appropriate learnership programmes and other projects in conjunction with unit manager and college management and SETA grant requirements ● Development of implementation plans ● Submission and presentation of the plans for approval and adoption ● Development of roll-out plans ● Ensure compliance to all reporting requirements that need to be submitted to respective bodies, i.e. college management, training providers, SETAs etc. ● Prepare all relevant internal training reports and participate in ad hoc projects where needed ● Any other duties that can reasonably be expected in relation to the nature of the position.

Enquiries: Mr Z Chola or Mrs Lotter at 043 6040 707/ 750

Closing Date: 10 February 2017

Applications: Please indicate the reference number and position you are applying for on your application form (Z83) ● Attach your CV, copy of driver's license, copy of ID and qualifications (all these copies must be certified with date not older than three months. Failure to comply with these instructions will disqualify applications from being processed. Post your complete application to: The Deputy Principal: Corporate Services, Lovedale TVET College, Private Bag 7403, 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 ● 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.