



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

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Post: Assistant Director: Human Resource Management (Permanent)  
Ref: HQ 20/2018  
Salary Level: 9  
Salary Notch: R334, 545

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**Requirements:** • Professional recognised three year qualification in Human Resources Management or any other relevant equivalent qualification • Post graduate qualification will be an added advantage. Five years' experience in the Human Resources field in which three years must be supervisory experience in the Human Resources Environment • Sound technical Human Resources knowledge and practical application of employment legislations • Experience in working within TVET Colleges Human Resources environment will be advantageous • Proven ability to establish professional credibility and confidence with a diverse customer base • Knowledge of PERSAL system • Excellent interpersonal skills • Excellent verbal and written communication skills • Strong attention to detail • Resilient, flexible with ability to cope under pressure • Cross cultural understanding • A valid drivers' licence.

**Key Responsibilities:** • Support managers to draw up job descriptions, role requirements and appropriate remuneration range • Work with relevant managers to determine selection of candidates and interviews to fit with college and own expectations • Review effectiveness of recruitment methods and provide feedback, make changes, wherever necessary, and in line with legislation • Actively manage the offer process, ensuring correct contracts are in place • Manage the process of induction of all new staff • Manage Human Resources and control staff establishment • Manage and monitor the conditions of service for College staff • Make available reports and returns on personnel statistics as required • Manage ALL Human Resources administration processes including leave administration.

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Post: Personnel Officer (Permanent)  
Ref: HQ 21/2018  
Salary Level: 6  
Salary Notch: R183, 558

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**Requirements:** Professional recognised three year qualification in Human Resources Management or any other relevant equivalent qualification • Considerable knowledge of the principles of Human Resources and working knowledge of HR practices • At least two years' experience in Human Resources environment. • Understanding of the legislative framework such as Labour Related legislation such as Labour Relations Act, Basic Conditions of Employment, Skills Development Act and Public Service Act • Be self-motivated, and enthusiastic,

energetic and a passionate team player, determined and committed to achieve the goals and objectives set for the team and the college. • Be result orientated and have a proven track record of executing his/her duties in a disciplined and professional manner • Excellent interpersonal skills • Valid drivers' license is required.

**Key Responsibilities:** Ensure that all HR policies are implemented in the college  
• Ensure that HR practices in the college are in line with the requirements of the Department of Higher Education • Manage the HR function in the college • HR planning, administration and provisioning • Responsible for recruitment, selection and implementation of salary adjustments • Administer employee request for transfer, promotion, leaves of absence, termination or retirement from services • Assist in the maintenance of positive staff morale. • Maintain records as required by law.

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### ACADEMIC POSITIONS

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Post: Programme Managers x 4 Permanent  
Post Level: 2  
Salary Notch: R 308, 877

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#### KING CAMPUS

Ref: KC14/2017: Programme: National Certificate (Vocational):  
Management – NQF levels 2 - 4  
Ref: KC15/2017: Programme: National Certificate (Vocational):  
Finance, Economics & Accounting – NQF levels 2 - 4

#### ALICE CAMPUS

Ref: AL10/2018: Programme: National Certificate (Vocational):  
Primary Agriculture – NQF levels 2 - 4  
Ref: AL 11/2018: Programme: Report 191: Farming Management N4  
– N6

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#### Requirements:

**Post KC14/2017:** Three-year Degree/Diploma in Management or Business Management;

**Post KC15:2017:** Three-year Degree/Diploma in Finance, Economics and Accounting;

**Post AL10/2018:** Three-year Degree/Diploma in Agriculture;

**Post AL11/2018:** Three-year Degree in Agriculture;

For all the academic posts: Relevant teaching qualification • At least three years teaching experience in the TVET College Sector • 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, curriculum guidelines, Public Service Act, etc. • Be in a possession of a valid code 8 driver's license • Sound Computer Skills in MS Office (*Beginners – Intermediate level*) and self-motivation • Good leadership skills • Good communication skills (verbal and spoken) • Good organising, 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.

**ZWELITSHA CAMPUS**  
**Department of Engineering**

Post: Lecturer – x 2 Permanent  
Post Level: 1  
Salary Notch: R185 769

Ref: Post Z15/2018: National Certificate (Vocational): Civil Engineering & Building Construction: Masonry Level 2, 3 & 4  
Ref: Post Z16/2018: National Certificate (Vocational): Mechanical Engineering: Level 2, 3 & 4

**Requirements:**

**Post Z15/2018:** Relevant Civil Engineering Diploma/Degree • N6 as a minimum qualification, knowledge of building drawings will be an added advantage;

**Post Z16/2018:** Relevant Mechanical Engineering Diploma/Degree with specialization in welding; • N6 as a minimum qualification, knowledge of engineering drawings will be an added advantage;

For all posts: A qualified artisan (Trade Test Certificate) with a minimum of three (3) years relevant industrial experience after completion of a formal apprenticeship • Minimum 3 year's relevant teaching/training-related experience • A recognized teaching qualification • 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

**Closing Date: 07 July 2018**

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

**Applications:** Please indicate the reference number and position you are applying for on your application form (Z83). Certified copies of all relevant documentation must be attached to the Curriculum Vitae (Certified copies not older than 3 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 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.***