



higher education  
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Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA

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

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**Post:** Coordinator: Occupational Programmes  
**Ref:** PSU1/2019  
**Contract:** 12 months  
**Salary Level:** 8  
**Salary Notch:** R 316 791.00 plus 37% in lieu of benefits

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**Requirements:** A three (3) year tertiary qualification in Training and Development or any other relevant equivalent qualification • Proven knowledge of, and at least three years' experience in the development of and the rolling out of occupational programmes 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 • Valid RSA driver's license • A certificate and experience in Project Management will be strong advantage.

**Key Performance Areas:** • Engage with all relevant SETAs, Government departments and training providers • Identify necessary training programmes through engagements with industry and the community and then seek accreditation • Ensure appropriate delivery of occupational programmes according to the training schedule and implementation plan per project • Monitor and evaluate the staff performance • Manage the budget for occupational programmes • Handle the acquisition of required services and resources for occupational programmes • Report on the implementation and execution of the occupational programmes • Any other relevant reasonable duties as requested by supervisor.

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**Post:** Partnerships and Skills: Clerk - Fieldwork  
**Ref:** PSU2/2019  
**Contract:** 12 months  
**Salary Level:** 5  
**Salary Notch:** R 173 703.00 plus 37% in lieu of benefits

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**Requirements:** National Diploma in Public Administration / Human Resources Development / Human Resources Management / Management Assistant or other relevant equivalent qualification • Minimum 1 year experience in the training and development environment • Computer Literacy • Valid RSA driver's license • A PDP will be an advantage.



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**Key Performance Areas** • Secure workplaces for learners • Monitoring and evaluation of classroom and workplace training • Monitoring and collection of classroom and workplace attendance registers • Monitoring the completion of learner PoE's • Collection and distribution of learner documents and information • Assist in the development of monitoring tools • Transportation of learners to and from workplaces when necessary • Handle facilitator and learner related queries • Compiling necessary reports • Oversee completion of workplace logbooks • Attend regular meetings with supervisors • Any other relevant and reasonable duties as requested by supervisor.

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**Post:** Partnerships and Skills: Clerk - Verification  
**Ref:** PSU3/2019  
**Contract:** 12 months  
**Salary Level:** 5  
**Salary Notch:** R 173 703.00 plus 37% in lieu of benefits

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**Requirements:** National Diploma in Public Administration / Human Resources Development / Human Resources Management / Financial or any other relevant equivalent qualification • Minimum 1 year experience in the training and development environment • Computer Literacy

**Key Performance Areas:** • Assisting in recruitment and selection of learners • Assisting learners with completing registration documents and contracts • Verifying of learner attendance for stipend payment purposes and filing of learner attendance registers • Archiving of all training portfolios for verification • Manage the acquisition of statement of results and certificates for distribution to students • Handle the storing, retrieving and distribution of learning materials, stationery, training tools and equipment • Maintain the database for facilitators, assessors and moderators • Maintain the QMS file and all related templates for SETA verification • Compiling necessary reports • Develop necessary documentation in line with the job • Attend regular meetings with supervisors • Any other relevant and reasonable duties as requested by supervisor.

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**Post:** Partnerships and Skills: Receptionist/Secretary  
**Ref:** PSU4/2019  
**Contract:** 12 months  
**Salary Level:** 5  
**Salary Notch:** R 173 703.00 plus 37% in lieu of benefits

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**Requirements:** National Diploma in Public Administration / Human Resources Management / Management Assistant or any other equivalent qualification • Computer Literacy • Minimum 1 year relevant experience • Written and verbal



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communication skills • Excellent telephone etiquette and skills • Customer / client service oriented.

**Key Performance Areas:** • Receive messages and relay them to relevant people • Deal with queries from the public and clients effectively • Receive and sign for deliveries • Answer, screen and forward incoming calls to relevant departments or people • Provide basic and accurate information in person and via the telephone / email • Maintain office security by following safety procedures and controlling access via reception desk • Ensure knowledge of staff movements in and out of the organization • Act as the face of the college • Perform general administrative duties when required • Organise, attend and take minutes in meetings when necessary • Any other relevant and reasonable duties as requested by supervisor.

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**Post:** Partnerships and Skills: Data Capturer  
**Ref:** PSU5/2019  
**Contract:** 12 months  
**Salary Level:** 3  
**Salary Notch:** R 122 595. 00 plus 37% in lieu of benefits

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**Requirements:** Grade 12 or any equivalent NQF level 4 qualification • Proven computer skills in Microsoft Office Word, Excel and Access • Minimum 1 year relevant experience.

**Key Performance Areas:** • Develop and maintain the skills unit database for prospective learners • Capture learner information onto the SETA Learner Management Information System • Capture all enrolled learners into the college database • Capturing of learner attendance for stipend payment purposes • Keep record of dropouts and absconding learners for reporting purposes • Develop necessary documentation in line with the job • Attend regular meetings with supervisors • Any other relevant and reasonable duties as requested by supervisor.

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**Post:** Personal Assistant: College Principal (**Permanent**)  
**Ref:** HQ 2/2019  
**Salary Level:** 07  
**Salary Notch:** R257 508

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**REQUIREMENTS:** National Diploma in secretariat/ management assistant or any other relevant equivalent qualification • Three (3) years' secretarial experience. Medium to high level of computer competencies in MS Word, MS Excel and Power Point • Good working knowledge of internet and e-mail • Typing skills – minimum



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of thirty five (35) words per minute • Proven working knowledge of managing various projects as a secretary • Excellent interpersonal and communication skills • The following soft key skills: good organisational, administration and planning skills as well as problem solving skills and time management skills • Fluency in written and spoken English • Ability to work effectively under pressure and without immediate supervision • Willingness to work after hours as and when required.

**KEY PERFORMANCE AREAS:** Receptionist to the office of the Principal, typing, handling telephone calls, arranging appointments and welcoming visitors, manage principal's diary • Assist at college functions where necessary • Arrange flight and accommodation bookings and car hire for the principal's office as well as Council members • Secretary for Council meetings, Senior Management meetings as well as ad hoc meetings as required. • Prepare for Council meetings, SMT meetings and any other ad-hoc meetings called by the Principal • Follow-up on all matters that relates to Council meetings and submissions that needs to be done • Keep up to date all policies/procedures and guidelines • Assist Principal with report writing and other administrative correspondence • Responsible for Principal's office administration.

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**Post** : State Accountant (**Permanent**)  
**Ref** : HQ 01/2019  
**Salary Level** : 7  
**Salary Notch** : R257 508

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**Requirements:** • National Diploma/Bachelor's degree in Accounting/ Financial Management or Management Accounting with 1 to 2 years' experience in Financial accounting • Knowledge of the Public Finance Management Act (PFMA) • Experience in Financial management with strong public financial background • Must be able to work independently • Knowledge of using related transversal systems used by government (BAS and PERSAL). • Computer Literacy in Microsoft Excel (MS OFFICE) • Knowledge of Financial Management Legislation and prescripts.

**Key Responsibilities:** • Prepare monthly payroll • Maintain payroll information by collecting, calculating, and entering data • Determine payroll liabilities by calculating employee PAYE, UIF and other third party deductions • Resolve payroll discrepancies by collecting and analysing information • Provide payroll information by answering questions and requests • Maintain employee confidentiality and protect payroll operations • Prepare salary advices and distribute them • Perform any other accounting related duties.



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**Post:** Finance Clerk: Zwelitsha Campus (**Permanent**)  
**Ref:** Z01/2019  
**Salary Level:** 6  
**Salary Notch:** R 208 584

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**Requirements:** • An appropriate Bachelor's Degree/National Diploma in Finance or other relevant equivalent three-year qualification • Knowledge of pastel • Relevant working experience in educational institution, experience in DB2000 • Have a good communication skills both written and verbal, Must be able to take initiative and work under pressure • Code 8 Driver's licence is a prerequisite • Sound understanding of financial administration.

**Key Responsibilities:** Receive and verify invoices and requisitions • Prepare batches of invoices and student accounts for data entry and Manage the petty cash • Prepare monthly reports • Maintain filing system for all financial documents and assist with the completion of bank reconciliation • Handling student accounts, refunds and queries, prepare and distribute monthly statements on student accounts and College tenants • Reconciliation of cashbook and petty cash book per day • Act as procurement clerk for the campus, requesting, receiving and following up, dealing with incoming and outgoing correspondences, compiling debtors list and making following up on payment and • Any other duties assigned by the Campus Head or Immediate supervisor.

**Closing Date:** 01 July 2019

**Enquiries:** Ms N. Mjonono or Ms Jali at 087 238 2223

**Applications:** Must be submitted on the Z83 form obtainable from any Public Service Department and on the internet, and must be accompanied by a recently updated CV (with three contactable references), certified copies not older than three months of all qualifications with academic record and Identity Document (ID) including driver's license where it is required. It is the applicant's responsibility to have foreign qualifications verified by the South African Qualifications Authority (SAQA) and Evaluation Certificate from SAQA must be attached. Failure to complete Z83 and submit the required documents will result in application not being considered. 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



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acknowledged and correspondence will only be conducted with shortlisted 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.***