



higher education  
& training

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA

**Please note that this is a re-advertisement. All applicants who have applied for these posts before are encouraged to re-apply.**

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: R356 289

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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 Human Resources field in which three years must be supervisory experience in the Human Resources environment • Sound technical Human Resources skills 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 driver's 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: R196 407

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**Requirements:** • Three years Degree/Diploma or any relevant equivalent tertiary qualification in Human Resources Management • a considerable knowledge of the principles of Human Resources and working knowledge of HR practices • At least three years' experience in Human Resources environment. • Knowledge of Persal will be an added advantage • 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

**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.

## ACADEMIC POSITIONS

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Post: Programme Managers x 5 Permanent

Post Level: 2

Salary Notch: R 328 953

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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

### Zwelitsha Campus

Ref: Z17/2018: Electrical Infrastructure Construction-National Certificate  
(Vocational)- NQF Levels 2-4

### 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/Diploma in Agriculture

**Post Z17/2018:** • A relevant three-year Electrical Engineering Degree/Diploma • Be a qualified artisan (Trade Test Certificate) with a minimum of 3 years' relevant industrial experience after completion of a formal apprenticeship.

**For all 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.

**Closing Date: 13 December 2018**

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**Enquiries:** Ms Mjonono 0872382223 /043 6040 727

**Applications:** Must be submitted on Z83 Form obtainable from Public Service Departments and on Internet and must be accompanied by recently updated comprehensive CV with three contactable references, certified copies of all your qualifications, Identity document not older than three months including your driver's license where it is required. It is the applicant's responsibility to have foreign qualifications evaluated by South African Qualifications Authority 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 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.***