



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

**POST: ASSISTANT DIRECTOR: PARTNERSHIP & SKILLS UNIT**  
**SALARY LEVEL: 9**  
**SALARY NOTCH: R356 289**

**Requirements:** • A three-year 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 • A valid drivers' licence • A certificate and experience in Project Management will be a strong recommendation.

**Key Responsibilities:** • 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: FARM MANAGER**  
**SALARY LEVEL: 2**  
**SALARY NOTCH: R328 953**

**Requirements:** • Relevant 3-year degree/diploma in Agriculture with relevant major subjects and at least a minimum of 5 years' experience of managing a (commercial) farm in crop and animal production • Managerial Skills • Drivers will be an advantage • Sound computer Skills in MS Office • Experience in training higher education students • Good Interpersonal skills and self-motivation is very important • Willingness to spend additional time on subject/personal development.

**Key Responsibilities:** • Manage ALL farming activities of the campus • Ensure the viability of running a small scale farm on the campus (self-sustainable) • Work hand-in-hand with lecturers to provide integrated practical skills for students • Manage budget and infrastructure planning for farm activities • Plan daily farm activities (including animal and health programmes) and assign duties to former and current students • Oversee the maintenance and safety of farming equipment • Supervise all agricultural related activities and report on a monthly basis • Address problematic areas and give guidance/solutions • Create an environment that is conducive to learning with a practical integrated focus • Assist lecturers with the assessment of practical tasks • Maintain discipline and safety of farm workers and students at all times • Attend relevant training workshops and apply where applicable • Keep up to date with the latest development in field of study.

**POST: FARM ASSISTANTS X2**  
**SALARY LEVEL: 2**  
**SALARY NOTCH: R96 549**

**Requirements:** • A Grade 10 certificate or any relevant equivalent qualification • Experience in farming will be an added advantage • Drivers will be an advantage • Strong interpersonal and communication skills • Hardworking, trustworthy and self-motivated • Be prepared to work flexi time.

**Key Responsibilities:** • Responsible for herding animals • Assist in crop production • Daily Maintenance, health and breeding of animals • Counting and recording number of animals on daily basis • Assist in handling animals for students practicals • be able to identify, report and vaccinate sick animals.

**POST: GENERAL ASSISTANTS X9**  
**SALARY LEVEL: 2**  
**SALARY NOTCH: R96 549**

**Requirements:** • A Grade 10 as a minimum requirement • proven working experience as a cleaner • Interpersonal Skills • Ability to handle cleaning equipment and machinery • Good communication skills • Knowledge of cleaning chemicals • Understanding of Safety Regulations.

**Key Responsibilities:** • Clean and Supply designated facility areas • Dusting, sweeping, vacuuming, mopping, restrooms, offices and classes • Scrub, waxing and polishing of floors • perform and document routine inspection and maintenance activities Notify management of any occurring deficiencies or needs for repairs • Make adjustments and minor repairs • Co-operate with the rest of the staff • Follow all health and safety regulations.

**POST: EXAMINATION OFFICER**  
**SALARY LEVEL: 6**  
**SALARY NOTCH: R196 407**

**Requirements:** • A Diploma/Degree in Administration • Minimum of two years' experience working in examination/administration environment • Valid Driver's Licence • Above average computer skills • Maintain confidentiality in all examination-related matters • Self-motivated, enthusiastic, energetic, and good team player • Good verbal and written communication skills in English • Work experience in an examination environment will be an added advantage .

**Key Responsibilities:** • Implement and monitor policies and processes relevant to all examination-related matters • Ensure that all examination instructions are adhered to • Ensure that all students are enrolled for the relevant examination • Check accuracy of examination enrolments and make corrections, where necessary • Plan and manage every examination session effectively • Issue Statements of Results to students • Issue certificate to students • Maintain accurate records of statements of results and certificates issued • Maintain accurate records of all examination - related documents • Maintain good filing system • Provide regular feedback and reports to campus management and academic registrar

**LECTURING POSITIONS**  
**POST LEVEL: POST LEVEL 1 (M +3)**  
**SALARY NOTCHES: R198 774**

### ALICE CAMPUS

#### PERMANENT

#### NATIONAL CERTIFICATE (VOCATIONAL) – NQF Levels 2–4

**Ref: AL 11/2018:** Soil Science; Plant Production as well as Advanced Plant Production and Farm Planning & Mechanisation

#### REPORT 191 (NATED) PROGRAMMES N4 – N6

**Ref: AL13/2018:** Financial Accounting N4 – N6; Cost & Management Accounting N5 & N6

**Ref: AL14/2018:** Information Processing N4 – N6; Computer Practice N4–N6

**Ref: AL15/2018:** Graphic Interpretation N4; Graphic Design N5 & N6; Painting N5 & N6

#### COUNCIL APPOINTMENT

**Ref: AL12/2018:** Programme - Farm Management: Data Management & Information Processing N5 & N6

**Ref: AL16/2018:** Programme: Report 191: Farming Management and Human Resources N4 – N6

**Ref: AL17/2018:** National Certificate (Vocational): English 1st Additional Language

**Ref: AL18/2018:** Programme: Report 191: Art & Design: Ceramics N4 – N6

### KING CAMPUS

#### NATIONAL CERTIFICATE (VOCATIONAL) – NQF Levels 2 – 4

#### PERMANENT

**Ref: KC14/2018:** Programme: Fundamentals Life Orientation (Theory)

**Ref: KC15/2018:** Programme: Office Administration Business Practice & Office Data Processing

**Ref: KC16/2018:** Programme: Management Financial Management

**Ref: KC17/2018:** Programme: Management: Operations Management & Management Practice

#### COUNCIL APPOINTMENT

**Ref: KC18/2018:** Programme: Fundamentals – English 1st Additional Language

**Ref: KC19/2018:** Programme: Fundamentals – Mathematics & Mathematical Literacy

**Ref: KC20/2018:** Programme: Fundamentals – Mathematics & Mathematical Literacy

**Ref: KC21/2018:** Programme: National Certificate (Vocational): Fundamentals Life Orientation (Computer related)

**Ref: KC22/2018:** Programme: National Certificate (Vocational): Fundamentals English 1st Additional Language

**Ref: KC23/2018:** Programme: National Certificate (Vocational): Fundamentals Life Orientation (Computer related)

**Ref: KC24/2018:** Programme: National Certificate (Vocational): Fundamentals Life Orientation (Theory)

#### REPORT 191 (NATED) PROGRAMMES

#### PERMANENT

**Ref: KC25/2018:** Programme: Report 191: Public Administration N4 – N6

**Ref: KC26/2018:** Programme: Report 191: Public Administration N4 – N6

**Ref: KC27/2018:** Programme: Report 191: Communication & Management Communication N4

**Ref: KC28/2018:** Programme: Report 191: Municipal Administration N4 – N6

**Ref: KC29/2018:** Programme: Report 191: Communication & Management Communication N4

**Ref: KC30/2018:** Programme: Report 191: Introductory Accounting N4 & Entrepreneurship & Business Management N4 – N6

**Ref: KC31/2018:** Programme: Report 191: Computer Practice N4 – N6

#### COUNCIL APPOINTMENT

**Ref: KC32/2018:** Programme: Report 191: Computer Practice N4 – N6

**Ref: KC33/2018:** Programme: Report 191: Computerised Financial Systems N4–N6

**Ref: KC34/2018:** Programme: Report 191: Municipal Administration N4 – N6

**Ref: KC35/2018:** Programme: Report 191: Financial Accounting N4 – N6 & Cost & Management Accounting N5 & N6

**Ref: KC36/2018:** Programme: Report 191: Communication & Management Communication N4

**Ref: KC37/2018:** Programme: Report 191: Computer Practice N4 – N6 & Information Processing N4 – N6

**Ref: KC38/2018:** Programme: Report 191: Public Finance N5 – N6

**Ref: KC39/2018:** Programme: Report 191: Public Finance N5 – N6

**Ref: KC40/2018:** Programme: Report 191: Municipal Administration N5–N6

#### Requirements:

### ALICE CAMPUS

#### NATIONAL CERTIFICATE (VOCATIONAL)

**Post: AL11/2018:** Three-year Degree/Diploma in Agriculture, Plant Production or Soil Science

#### REPORT 191 (NATED) PROGRAMMES

**Post: AL13/2018:** Three-year Degree/Diploma in Financial Management or any other relevant qualification

**Post: AL14/2018:** Three-year Degree/Diploma in Office Administration or any other relevant qualification majoring in Information Processing and/or Computer Practice

**Post: AL15/2018:** Three-year Degree/Diploma in Fine Arts majoring in graphic design and painting

#### COUNCIL APPOINTMENT

**Post: AL12/2018:** Three-year Degree/Diploma in computer related subjects (information processing will be an added advantage)

**Post: AL16/2018:** Three-year Degree/Diploma in Agricultural Management/Economics or any other related qualification

**Post: AL17/2018:** Three-year Degree/Diploma in English or any other relevant qualification

**Ref: AL18/2018:** Three-year Degree/Diploma in Fine Arts majoring in ceramics and drawing

### KING CAMPUS

#### PERMANENT

#### NATIONAL CERTIFICATE (VOCATIONAL) – NQF LEVELS 2 – 4

**Post: KC14/2018:** Relevant Degree/Diploma with Life Orientation as a major subject; Psychology as a major (will be an added advantage)

**Post: KC15/2018:** Degree/Diploma in Office Administration majoring in Office Data Processing

**Post: KC16/2018:** Degree/Diploma in Financial Management or any other relevant qualification

**Post: KC17/2018:** Degree/Diploma in Management or Human Resources Management

**Post: KC18/2018:** Degree/Diploma in Communications with English as a major subject

**Post: KC19/2018:** Relevant Degree/Diploma majoring in Mathematics

**Post: KC20/2018:** Relevant Degree/Diploma majoring in Mathematics

**Post: KC21/2018:** Degree/Diploma with Computer Practice as a major subject; Life Orientation (will be an added advantage)

**Post: KC22/2018:** Degree/Diploma in Communications with English as a major subject

**Post: KC23/2018:** Degree/Diploma with Computer Practice as a major subject; Life Orientation (will be an added advantage)

**Post: KC24/2018:** Relevant Degree/Diploma with Life Orientation as a major subject; Psychology as a major (will be an added advantage)

#### REPORT 191 (NATED) PROGRAMMES

**Post: KC25/2018:** Degree/Diploma in Public Administration

**Post: KC26/2018:** Degree/Diploma in Public Administration

**Post: KC27/2018:** Degree/Diploma in Communication or any other relevant qualification

**Post: KC28/2018:** Degree/Diploma in Public Administration

**Post: KC29/2018:** Degree/Diploma in Communication or any other relevant qualification

**Post: KC30/2018:** Degree/Diploma in Business Management with Entrepreneurship (as a major) and Accounting as a subject

**Post: KC31/2018:** Degree/Diploma majoring in Computer Practice (software support)

**Post: KC32/2018:** Degree/Diploma majoring in Computer Practice (software support)

**Post: KC33/2018:** Degree/Diploma in Financial Accounting with Computerised Financial Systems

**Post: KC34/2018:** Degree/Diploma in Public Administration

**Post: KC35/2018:** Degree/Diploma in Accounting or Financial Management or any other relevant qualification

**Post: KC36/2018:** Degree/Diploma in Communication or any other related qualification

**Post: KC37/2018:** Degree/Diploma in Office Administration or any other computer related qualification with information processing as a subject

**Post: KC38/2018:** Degree/Diploma in Public Administration

**Post: KC39/2018:** Degree/Diploma in Public Administration

**Post: KC40/2018:** Degree/Diploma in Public Administration

#### For all the academic posts the following is required:

• Minimum 2 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 (will be an added advantage) • Knowledge of the TVET sector • Knowledge of occupational programmes will be an added advantage • Sound Computer Skills in MS Office (Beginners)  
• 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 • Be prepared to assist with any other teaching & learning activity that might be expected of applicant.

#### LECTURING POSITIONS

**POST LEVEL: POST LEVEL 1 (M +3)**  
**SALARY NOTCHES: R198 774**

### ZWELITSHA CAMPUS

#### PERMANENT

**Ref: Post Z20/2018:** Report 191: Electrical Engineering Studies: Electrical Trade Theory N1 & 2; Electro-Technology N3; Engineering Technology (NCOR)

#### COUNCIL APPOINTMENT

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

**Ref: Post Z16/2018:** National Certificate (Vocational): Automotive Repair & Maintenance: Engineering Fundamentals Level 2; Engineering Practice & Maintenance L3 & Professional Engineering Practice L4

**Ref: Post Z17/2018:** National Certificate (Vocational): Electrical Infrastructure Construction: Engineering Systems and Construction L2, L3 & L4; Engineering Principles & Practice L2, 3 & L4

**Ref: Post Z18/2018:** Programme: National Certificate (Vocational): Fundamentals English 1st Additional Language

**Ref: Post Z19/2018:** Report 191: Civil Engineering Studies: Woodworkers' Theory N1 – 3; Building Drawings N1 – N3; Engineering Drawings (NCOR)

**Ref: Post Z21/2018:** Programme: National Certificate (Vocational): Fundamentals: Mathematics Levels 2 - 4

#### REQUIREMENTS:

**Post: Z15/2018:** Relevant Civil Engineering Diploma/Degree; Knowledge of building drawings will be an added advantage;

**Post: Z16/2018:** Relevant Mechanical Engineering Diploma/Degree with specialization in welding; Knowledge of engineering drawings will be an added advantage;

**Post: Z17/2018:** Relevant Electrical Engineering Diploma Degree with specialization in heavy current; Knowledge of engineering drawings will be an added advantage

**Post: Z19/2018:** Relevant Civil Engineering Diploma/Degree with specialization in carpentry; Sound knowledge of building drawings and building science will be an added advantage

**Post: Z20/2018:** Relevant Civil Engineering Diploma/Degree with specialization in heavy current; Knowledge of engineering science will be an added advantage

**Post: Z18/2018:** Relevant Diploma/Degree specializing in English. Programme: National Certificate (Vocational): Fundamentals English 1 Additional Language, Levels 2; 3 & 4

**Post: Z21/2018:** Relevant Diploma/Degree specializing in Mathematics Programme: National Certificate (Vocational): Fundamentals Mathematics, Levels 2; 3 & 4

#### FOR POSTS: Z15/2018; Z16/2018; Z17/2018; Z19/2018 & Z20/2018:

• A qualified artisan (Trade Test Certificate) with a minimum of two (2) years relevant industrial experience after completion of a formal apprenticeship • Minimum two(2) year's relevant teaching/training-related experience • A recognized teaching qualification (will be an added advantage) • Qualified assessor and moderator (will be an added advantage) • Be in possession of a valid code 8 driver's license (will be an added advantage) • Knowledge of the TVET sector • Sound Computer Skills in MS Office (Beginners) • Experience in training College students • Registration with SACE (will be an added advantage).

#### FOR POSTS: Z18/2018; Z21/2018 & Z22/2018

• Minimum two (2) year's relevant teaching/training-related experience • A recognized teaching qualification • Qualified assessor and moderator (will be an added advantage) • Be in possession of a valid code 8 driver's license (will be an added advantage) • Knowledge of the TVET sector • Sound Computer Skills in MS Office (Beginners) • Experience in training College students • Registration with SACE (will be an added advantage).

#### 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 • Be prepared to assist with any other teaching & learning activity that might be expected of applicant.

#### CLOSING DATE: 19 DECEMBER 2018

#### ENQUIRIES: MS MJONONO OR MS JALI 087 238 2223

**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.

Preference will be given to suitably qualified applicants from the following designated groups: Blacks, Coloureds, Indians, Females, and people with disabilities.

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