



**LOVEDALE  
TVET COLLEGE**



**higher education  
& training**

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: Part-Time Coordinator**  
**Ref: KC1/2019**  
**Contract: 3 years**  
**Post Level: 2**  
**Salary Notch: R347 703 plus 37% in lieu of benefits**

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**Requirements:** • Business Studies related three years qualification (Diploma/Degree) • A Teachers Qualification • At least 3-5 years' experience in an Educational environment • SACE certificate • Intermediate computer skills in Ms Office • Any workplace related experience will be an added advantage • Good Interpersonal skills • highly motivated person with willingness to spend additional time on personal development

**Key Performance Areas:** • Manage all part-time classes and related activities from 10:30 – 18:30 during the week • Manage any part-time classes that might run on Saturdays from 08:30 – 13:00 and/or during holidays • Be responsible for the administrative tasks within part-time department • Registration of Students • Monitor data capturing (registration, assessments, etc.), issuing invoices, student queries, etc. • Plan the roll-out of part-time classes per trimester, semester and/or year programmes, as applicable to the specific campus • Manage the budget of the part-time department effectively • Ensure safety of staff and students • Monitor and manage attendance and performance of staff and students and take corrective action, where needed • Report part-time matters to Campus Head on regular basis or as requested from time to time

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**Post: Supply Chain Clerk**  
**Ref: HQ03/2019**  
**Contract: 12 months**  
**Salary Level: 5**  
**Salary Notch: R173 703 plus 37% in lieu of benefits**

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**Requirements:** • Diploma in Financial Management, Supply Chain Management or any other relevant qualification • Minimum 1 year experience working in the field of Supply Chain Management • Computer Literacy • Valid RSA driver's license will be an added advantage • Excellent interpersonal and communication 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:** • Update the departmental supplier data base • Update the data base monthly to ensure that the information on the database is still valid • Receive requests from subsections and invite quotations • Assisting officials on getting services providers as per commodity from the list of prospective suppliers on database • Assist in compilation of specifications • Any other relevant and reasonable duties as requested by supervisor • Capture order on Pastel • Compile report per threshold quarterly • Compile and update the purchase requisition report weekly • Perform secretariat tasks on Bid Committee

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**Post: General Assistants x6 (Permanent)**  
**Ref: KC01/2019**  
**ZWE03/2019**  
**AL02/2019**  
**Salary Level: 2**  
**Salary Notch: R102 534**

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**Requirements:** • A Grade 10 certificate as 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 Performance Areas:** • 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 • Make adjustments and minor repairs • Co-operate with the rest of the staff • follow all health and safety regulations

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**Closing Date:** 26 July 2019

**Enquiries:** Ms 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 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.**