



DEPARTMENT OF HIGHER EDUCATION AND TRAINING AND WESTERN TVET COLLEGE INVITES ALL SUITABLE AND QUALIFIED CANDIDATES TO APPLY FOR THE FOLLOWING PERMANENT AND TEMPORARY ACADEMIC AND SUPPORT STAFF VACANCIES

POST: PL1 LECTURER: ELECTRICAL ENGINEERING NCV (1 POST) RE-ADVERT

**SALARY: REQV 13 - R256 395.00 per annum
REQV 14 - R333 624.00 per annum**

POST DESCRIPTION	ELECTRICAL ENGINEERING • L2 -L4
CAMPUS	KRUGERSDORP WEST
REFERENCE NUMBER	KW/AC/PL1/ELE-ENG/NCV/01
MINIMUM REQUIREMENTS	Matric/Grade12 Certificate plus a recognised 3-year National Diploma/Degree in Electrical Engineering with Mathematics as a major subject. Must have a professional qualification in Education. Must be registered with the South African Council for Educators (SACE). Must be computer literate. A valid driver's license will be an added advantage.
COMPETENCIES, KNOWLEDGE, AND SKILLS	Curriculum development and creation of a conducive learning environment. Lesson presentation and methodology. Lecture students in compliance with the college Annual Academic Plan and campus timetable. Assess students, maintain assessment records, and capture assessment marks electronically. Develop quality assessment tasks for students. Attend subject, invigilation, divisional meetings, and other meetings related to work. Classroom management. Recording and analysing data. Knowledge of digital learning. Knowledge of relevant prescripts, legislation and policies governing the TVET Sector. Assessor and Moderator qualification will be an added advantage.
DUTIES	Planning and implementation of the subject related plan according to the programme. Deliver quality service to students. Conduct classroom management according to policy and procedures. Assessment and moderation. Conducting classes according to the official syllabus. Keeping daily attendance register, which is audited. Tutoring of students during examination. Setting, marking, and moderating of internal and external assessments. Invigilating during all assessments and compile year marks. Finalising ICASS marks and final examination marks. Analyse results and submit reports. Participating in continuous professional development programmes.

**WESTCOL TVET COLLEGE
CORPORATE OFFICE PARK
PRIVATE BAG X 17
RANDFONTEIN 1760**

2024 -07- 12

TEL: 011 692 4082 FAX: 011 692 4080

M.H.

POST: PL1 LECTURER: ELECTRICAL ENGINEERING (1 POST)

**SALARY: REQV 13 - R256 395.00 per annum
REQV 14 – R333 624.00 per annum**

POST DESCRIPTION	ELECTRICAL ENGINEERING <ul style="list-style-type: none">• N1 – N4
SITE	WESTONARIA
REFERENCE NUMBER	WES/AC/PL1/ELE-ENG/02
MINIMUM REQUIREMENTS	Matric/Grade12 Certificate plus a recognised 3-year National Diploma/Degree in Electrical Engineering with Mathematics as a major subject. Must have a professional qualification in Education. Must be registered with the South African Council for Educators (SACE). Must be computer literate. A valid driver's license will be an added advantage.
COMPETENCIES, KNOWLEDGE, AND SKILLS	Curriculum development and creation of a conducive learning environment. Lesson presentation and methodology. Lecture students in compliance with the college Annual Academic Plan and campus timetable. Assess students, maintain assessment records, and capture assessment marks electronically. Develop quality assessment tasks for students. Attend subject, invigilation, divisional meetings, and other meetings related to work. Classroom management. Recording and analysing data. Knowledge of digital learning. Knowledge of relevant prescripts, legislation and policies governing the TVET Sector. Assessor and Moderator qualification will be an added advantage.
DUTIES	Planning and implementation of the subject related plan according to the programme. Deliver quality service to students. Conduct classroom management according to policy and procedures. Assessment and moderation. Conducting classes according to the official syllabus. Keeping daily attendance register, which is audited. Tutoring of students during examination. Setting, marking, and moderating of internal and external assessments. Invigilating during all assessments and compile year marks. Finalising ICASS marks and final examination marks. Analyse results and submit reports. Participating in continuous professional development programmes.

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M.H.



POST: PL1 LECTURER/FACILITATOR: HAIRDRESSING (1 POST) RE-ADVERT

SALARY: REQV 13 – R256 395.00 per annum

REQV 14 – R333 624.00 per annum

POST DESCRIPTION	HAIRDRESSING: OCCUPATIONAL PROGRAMME
CAMPUS	RANDFONTEIN
REFERENCE NUMBER	RFT/AC/PL1/HAIRDRESSING/03
MINIMUM REQUIREMENTS	Matric/Grade 12 Certificate plus an Artianship in Afro/Gents/Ladies Caucasian qualification. Must have atleast two hairdressing Trade Tests/Certificates in Afro/Caucasian/Gents. Must have a minimum of 1 year teaching experience. Must have an Assessor or Moderator certificate. A professional qualification in Education will be an added advantage. Registration with the South African Council for Educators (SACE) will be an added advantage. Must be computer literate. A valid driver's license will be an added advantage.
COMPETENCIES, KNOWLEDGE, AND SKILLS	Curriculum development and creation of a conducive learning environment. Lesson presentation and methodology. Lecture students in compliance with the college Annual Academic Plan and campus timetable. Assess students, maintain assessment records, and capture assessment marks electronically. Develop quality assessment tasks for students. Attend subject, invigilation, divisional meetings, and other meetings related to work. Classroom management. Recording and analysing data. Knowledge and implementation of digital learning. Knowledge of relevant prescripts, legislation and policies governing the TVET Sector. . Must have excellent communication skills (written and verbal).
DUTIES	Conduct theoretical and practical classes. Planning and implementation of the subject related plan according to the programme. Deliver quality service to students. Conduct classroom management according to policy and procedures. Assessment and moderation. Conducting classes according to the official syllabus. Keeping daily attendance register, which is audited. Tutoring of students during examination. Setting, marking, and moderating of internal and external assessments. Invigilating during all assessments and compile year marks. Finalising ICASS marks and final examination marks. Analyse results and submit reports. Participating in continuous professional development programmes.

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m.h.

POSTS: IT TECHNICIAN (SALARY LEVEL 7)

SALARY: R308 154.00 per annum

POST DESCRIPTION	IT TECHNICIAN
CAMPUS	CARLETONVILLE
REFERENCE NUMBER	CARL/IT/04
MINIMUM REQUIREMENTS	Matric/Grade12 Certificate plus a recognised 3-year Diploma/Degree in Information Technology/ Computer Science. Must have a minimum of 1 to 2 years relevant work experience in IT environment. Supervisory experience will be an added advantage. Must have a valid driver's license. Must be computer literate.
COMPETENCIES, KNOWLEDGE, AND SKILLS	Must have knowledge and understanding of IT hardware and software. Knowledge and understanding of desktop, networking, and voice communication infrastructure. Knowledge and understanding of IT help desk operation and program installations. Knowledge of IT first and second line of support. Knowledge and understanding of MIS, BAS, PERSAL, COLTECH and any related desktop systems. Should have good communication, time management, report writing, problem solving, client orientated, planning, organising, team leadership, people management skills. Ability to interact with service providers.
DUTIES	Setup user account on desktop and laptop (mailbox and windows). Unlocking of password using Admin Pack. Setting up desktop, printers, and data projectors. Assist in maintaining a service catalogue and standard operating procedures. Perform backups information, anti-virus support and offsite storage. Perform trouble shooting and diagnosis. Support the availability of emails services, internet services, application services on workstation and availability of connection to transversal mainframe system. Perform installation, configuration, testing and upgrade tasks that may require some research and analysis. Verify network cabling. Perform PC installations and software installations. Provide technical support of the configuration, installation, repair and replacement of computers, printers, and telephones. Provide support of data migration during computer setup. Render IT information management services. Plan, develop and improve computer-based information systems. Maintain information management systems such as database to ensure integrity and security of data. Provide assistance on ICT related project activities. Assist in the development, implementation, and monitoring of ICT policies.

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M. H.



POSTS: ADMINISTRATIVE CLERKS: FINANCE (SL5) X 2 POSTS

SALARY: R216 417.00 per annum plus 37%

DURATION: 6 Months

POST DESCRIPTION	NUMBER OF POSTS	CAMPUS	REFERENCE NUMBERS
FINANCE CLERK	1	CARLETONVILLE	CARL/FINANCE/05
FINANCE CLERK	1	KRUGERSDORP WEST	KW/FINANCE/06

MINIMUM REQUIREMENTS	Matric/Grade12 Grade 12 plus a recognised National Diploma in Finance/Financial Accounting/ Cost and Management Accounting / Internal Auditing. A minimum of 1 to 2 years relevant experience in the finance environment. Must be computer literate.
COMPETENCIES, KNOWLEDGE, AND SKILLS	Must have basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge of the Public Service financial legislations, procedures, and Treasury Regulations (PFMA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating, ability to perform adequately and methodically under pressure. Knowledge of COLTECH, SAGE evolution and other relevant business information management systems. Should have good administrative, basic numeracy, accuracy, people management, communication, problem solving, planning, and organising skills.
DUTIES	Render financial accounting transactions. Receive invoices, check correctness, verification, and approval. Process invoices (capture payments). Perform salary administration support services. Perform bookkeeping support services. Capture all financial transactions and clear suspense accounts. Provide support in the administration of debtors and creditors. Process electronic banking transactions and compile journals. Render budget support services. Assist in administration and controlling of petrol cards and college car bookings. Assist with the coordination of bursary allocations. Performing bank reconciliations. Administer the ordering of stationery and textbooks. Issue textbooks to students. Record issued stock. Administer asset management services. Assist with managing of all asset movement within the College. Capturing and recording of all physical (moveable and immovable) assets in the physical asset management registers.

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M.H.

POST: NATIONAL SKILLS FUND (NSF) PROJECT COORDINATOR

SALARY: R308 154.00 per annum (all inclusive)

DURATION: 2 YEARS

CENTRE	CORPORATE OFFICE
REFERENCE NUMBER	CORP/NSFPROJCORD/07
MINIMUM REQUIREMENTS	Matric/Grade12 Certificate plus a recognised 3-year National Diploma/Degree in Project Management/ Business Management/Business Administration or relevant qualification. Must have experience in working with SETAs, coordinating projects and budgets for different projects, portfolios of projects and/or programmes in the private or public sector. Proven experience in administration and monitoring of NSF or similar projects. Must be computer literate. Must have a valid driver's license. Must be willing to travel and work irregular hours.
COMPETENCIES, KNOWLEDGE, AND SKILLS	Knowledge of the TVET Sector framework relating to Occupational Qualifications; Special Projects, Trades, and all other NSF and/or SETAs funded programmes. Detailed knowledge of the SETAs and QCTO operations. Ability to communicate and interact with a wide range of stakeholders. Data verification. Problem solving, report writing, presentation and communication skills. Proven record of team management and financial skills. Ability to multi-task and manage various projects simultaneously.
DUTIES	Implement and coordinate skills projects on the approved programmes. Coordinate and present monthly and quarterly budget and progress reports to management and NSF. Ensure the smooth running of all NSF funded programmes. Form partnership with industries to ensure that college students and lecturers are placed with relevant and reliable host employers. Participate in regional and national structures to ensure effective skills development in the college. Co-ordinate and facilitate workshop accreditation processes. Ensure workplace verification and monitoring is conducted quarterly. Work closely with campuses to identify lecturer development training needs. Compilation of performance and financial reports. Lead the NSF project planning sessions. Manage relations with clients and stakeholders. Conduct project reviews and draw detailed reports. Identify ways to increase the projects profits. Ensure that projects are well executed, and deadlines are met. Work collaboratively with all units at the college.

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M . H.



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



POST: PROJECT ADMINISTRATORS (2 POSTS)

SALARY: R183 279.00 per annum (all inclusive)

DURATION: 1 YEAR

CENTRE	CORPORATE OFFICE
REFERENCE NUMBER	CORP/ PROJADMIN /08
MINIMUM REQUIREMENTS	Matric/Grade12 Certificate plus a recognised 3-year National Diploma/Degree Management Assistant/Office Management. Must have experience in organising and providing administrative assistance, handling a wide range of enquiries and in an excellent telephone manner. Must have excellent record keeping, data management and filing system. Must be computer literate. A valid driver's license will be an added advantage.
COMPETENCIES, KNOWLEDGE, AND SKILLS	Knowledge of the TVET Sector framework relating to Occupational Qualifications; Special Projects, Trades, and all other NSF and/or SETAs funded programmes. Knowledge of the SETAs and QCTO operations. Ability to communicate and interact with a wide range of stakeholders. Must have good planning, organising, problem solving, report writing, presentation and communication skills. Ability to multi-task and manage various projects simultaneously. Must have knowledge and understanding of record management.
DUTIES	Administrative support: Assist with relevant correspondence and administration related to SETA projects. Collecting and capturing of student information on BMS/Seta Learner system. Provide a bridge for smooth communication between the SETAs and the College. Perform any ad hoc duties as and when required. Assist with preparation of reports as required. Ensure secure storage of project documentation and manage the project filing system and Central Repository. Prepare payments documentation. Liaison between internal and external stakeholders. Prepare and update project status reports. Maintain and update records management systems.

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APPLICATIONS: Must be submitted accompanied by: (1) A signed **NEW Z83** form obtainable from any public service Department or DPSA website (2) A comprehensive CV including at least three contactable references, quoting the relevant reference number to the Principal, Western TVET College Corporate Office, 42 Johnstone Street, Randfontein, 1760. **Only shortlisted candidates will be required to submit certified copies of original documents with academic records/transcripts and other relevant supporting documents on or before the day of the interview following communication from the HR Office.**

Alternatively, applications may be hand delivered OR couriered to the HR Assistant Director, Western TVET College, Corporate Office Park: 42 Johnstone Street, Randfontein on or before the closing date and time as stipulated below.

PLEASE NOTE: NO FAXED or E-MAILED APPLICATIONS WILL BE ACCEPTED

CLOSING DATE: 26 JULY 2024 AT 12:00

N.B

1. Foreign qualifications must be accompanied by a SAQA evaluation report.
2. Candidates who have acted on higher positions are requested submit acting appointment letters covering the entire duration of the acting period.
3. If you have not been contacted within six months after the closing date, please consider your application as unsuccessful.
4. Successful candidates will be subjected to a vetting and financial disclosure process (criminal record, citizenship, qualification verification and employment verification).
5. Western TVET College is an equal opportunities employer and reserves the right not to fill the posts.
6. People with disability are encouraged to apply.

All enquiries should be directed to: Ms Mandisa Hlatshwayo (HR Manager) or Mr Peter Motai (Chief Personnel Officer) at (011) 692 4004 Ext: **1010/1061/1062.**

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