



**LETABA TECHNICAL  
AND VOCATIONAL EDUCATION  
TRAINING COLLEGE**



**LETABA TVET COLLEGE IS AN EQUAL OPPORTUNITY, AFFIRMATIVE ACTION EMPLOYER. APPLICATIONS ARE INVITED FROM SUITABLY QUALIFIED AND EXPERIENCED CANDIDATES FOR APPOINTMENT IN THE FOLLOWING VACANT POSITIONS.**

**POST: CAMPUS MANAGER: PERMANENT**

**SALARY: R453 246 PER ANNUM (PL5)**

**(REF: LET 07/06/2018)**

**CENTRE: MAAKE CAMPUS**

**REQUIREMENTS:** An appropriate Bachelor Degree or equivalent qualification at REQV13 and a professional qualification in Education. A qualification in educational management or management will be an added advantage. Five years' working experience in the institutional management or departmental management. A sound understanding in curriculum management, administration and management of programmes delivery. Sound understanding of prescripts governing the TVET sector, finance management, human and labour Relations. A proven knowledge of Computer Literacy. Good communication, negotiation and problem solving skills. A valid driver's license.

**DUTIES:** Ensure implementation of the TVET College's curriculum and skills programmes. Manage teaching and learning. Manage all operational activities within the campus. Ensure effective and efficient utilization of resources. Manage curriculum delivery, interventions and examinations. Provide leadership at campus level. Manage the implementation of student support framework. Manage students' fees, debts and bursaries. Establish partnerships and linkages with internal and external stakeholders.

**POST: DEPUTY MANAGER: FINANCE (ASSISTANT DIRECTOR): PERMANENT**

**SALARY: R334 545 PER ANNUM (SL 9)**

**(REF: LET 08/06/2018)**

**CENTER: CENTRAL OFFICE (TZANEEN)**

**REQUIREMENTS:** An appropriate National Diploma/Bachelor Degree or equivalent qualification majoring in Financial Management / Accounting. Five years relevant working experience in Finance of which two years must be at supervisory level. Completed SAICA/SAIPA articles with an Audit firm would be an added advantage – proof should be attached. An understanding of the Public Finance Management Act, 1999 (PFMA), Generally Recognised Accounting Principles (GRAP), Supply Chain Management, Preferential Procurement Policy Framework and Treasury Regulations; Knowledge of accounting, payroll systems and experience in drawing financial statements. Experience SAGE evolution will be an added advantage. Skills and attributes: Communication and interpersonal, Conceptual, analytical, presentation, report writing, leadership, computer literacy, problem solving and negotiation skills.

**DUTIES:** Monitor and report on expenditure and income as well as financial performance in accordance with the PFMA and treasury regulations; Manage the creditors payments function by ensuring that all transactions are supported by authentic and verifiable source documents; Investigate and clear suspense account; Perform month end closure and compilation of monthly, quarterly reports and annual financial statements for Management and Council; assist with the preparation of the Budget, Initiate monthly accrual journals; Asset management; Supply Chain Management and Contract management; Manage the staff and resources within the unit; Strengthen internal controls on financial management; Prepare the audit file for auditors and assist with resolving of audit queries. Develop the action plan to address the audit findings.

**POST: SENIOR LECTURER (EDUCATION SPECIALIST): ELECTRICAL ENGINEERING:  
PERMANENT**

**SALARY: R308 877 PER ANNUM (PL 2)**

**(REF: LET 09/06/2018)**

**CENTRE: MAAKE CAMPUS**

**Requirements:** An appropriate National Diploma/Bachelor's degree in Electrical Engineering or Trade Diploma and a professional qualification in education. Three years lecturing/teaching experience. Knowledge of national examination and assessment policies. A thorough understanding of outcome based assessment and development of guideline to support teaching

and learning. Good communication, interpersonal, planning, problem solving, negotiating and organizing skills. Must be Computer literate and have a valid driver's license.

**DUTIES:** Coordinate students, lecturers and administrative process within the Electrical Section. Ensure implementation of the Campus curriculum as required by legislation. Ensure effective and efficient utilization of resources. Coordinate teaching and learning. Coordinate all academic activities within the section including the management of the time tables, attendance, staff allocation and ordering of textbooks. monitoring and evaluation of curriculum delivery. Provide professional support to lecturing staff and students. Keep the management abreast of all aspects of academic services and administration in the section. Prepare and manage plans and report on all activities in the section. Manage and supervise assessment and examination processes in the section including timeous marking of script, development of question papers, and preparation of all ISAT and ICASS activities including the verification of marks. Ensure adherence to policies on the attendance and sub-minimum.

**POST: SENIOR STATE ACCOUNTANT: ASSETS AND SUPPLY CHAIN MANAGEMENT  
SALARY: R281 418 PER ANNUM (SL 8): THREE YEARS' CONTRACT  
(REF: LET 10/06/2018)**

**CENTER: CENTRAL OFFICE (TZANEEN)**

**REQUIREMENTS:** An appropriate National Diploma/Bachelor Degree or equivalent qualification majoring in Financial Management/Accounting. Four years relevant working experience in Assets and Inventory management and/ or Supply chain management. Knowledge of PFMA, GRAP and treasury regulations. Good communication, numerical, analytical and problem solving skills. Must have the ability to work under pressure with little or no supervision. Must be computer literate and have a valid driver's license.

**DUTIES:** Management of Assets in the College. Preparation of annual Capital Expenditure Budget. Monitoring and reporting of ongoing performance against capital budget. Support to Supply Chain Management (SCM) to ensure that asset and inventory ordering procedures are in compliance. Support to management in assessing, monitoring and implementing SCM procedures in the Contract Management of service providers where this impacts items of assets whether owned or leased. Preparation of a Monthly Report detailing the operational and financial aspects of Asset and Inventory activities. Supervise and manage the performance of the staff working with Assets, inventory and supply chain management.

**POST: STATE ACCOUNTANT: INCOME AND STUDENT FINANCIAL AID**

**SALARY: R226 611 PER ANNUM (SL 7): PERMANENT**

**REF: LET 11/06/2018)**

**CENTER: CENTRAL OFFICE (TZANEEN)**

**REQUIREMENTS:** An appropriate National Diploma/Bachelor Degree or equivalent qualification majoring in Financial Management/Accounting. Three years relevant working experience in Finance/ Student Financial Aid. Good Communication and Interpersonal skills. Knowledge of the PFMA, Treasury Regulations and Bursary rules and guidelines. Excellent Analytical/Numeracy skills. High level of initiative and commitment. Ability to work within strict and agreed deadlines. Must be Computer Literate and have a valid Driver`s License.

**DUTIES:** Prepare and update quarterly and yearly budgets and forecasts. Ensure effective debtor management. Ensure that all income is collected from various stakeholders. Responsible for accurate recording and reporting of all income into the college books. Assist with the reconciliation and compilation of the income statement. Assist in preparation of audit and handle audit queries. Receiving bursary forms from the Campus Bursary Administrators/Student Support Service. Capturing Bursary forms on the Means Test Bursary administration software. Verification of supporting documents and dispatching of applications to NSFAS. Managing the claims process of Students Bursaries from NSFAS and SETAs. Serve as secretariat for Bursary Committee Meetings. Compiling and submission of bursary reporting.

**POST: SWITCHBOARD OPERATOR (RECEPTIONIST)**

**SALARY: R127 851 PER ANNUM (SL 4): PERMANENT**

**(REF: LET 12/06/2018)**

**CENTRE: CENTRAL OFFICE (TZANEEN)**

**REQUIREMENTS:** Grade 12 Certificate or NCV level 4 certificate in Office Administration. One-year relevant work experience as a switchboard operator or as a Receptionist. Excellent communication skills, interpersonal relations, client focus and innovative thinking. Ability to work under pressure with little or no supervision. Adhere to Batho Pele principles, Telephone etiquette adequate, good interpersonal relations. Computer Literacy (knowledge of MS packages) and driver license.

**DUTIES:** Render general administrative support service to Central Office Management and staff including typing of documents, electronic and manual filing, data capturing, responsible for

reception, making and receiving calls/faxes, provide clerical support, perform reasonable task allocation.

**POST: PHOTOCOPIER OPERATOR: PERMANENT**

**SALARY: R90 234 PER ANNUM (SL 2)**

**(REF: LET 13/06/2018)**

**CENTRE: TZANEEN CAMPUS**

**REQUIREMENT:** A Grade 12 certificate or NCV level 4 certificate in Office Administration or Generic Management. One-year relevant work experience. Good Communication, planning, organizing and Interpersonal skills. Ability to function accurately, and methodically under pressure. Be able to operate multifunction photocopy machine and Electronic Document Management System. Computer Literacy (knowledge of MS packages) and driver license.

**DUTIES:** Make photocopies for staff; Report any malfunctioning of photocopier machines; Keep records of photocopier machine activities; Scanning of documents; Arrange for the servicing of and repair to the machines; Undertake the general maintenance and cleaning of the machines; Ensure that photocopying materials and equipment's are stored away securely; Arrange for the re-ordering of copy papers, staples and toners; Receive the request form and documents; Contact clients when documents are ready; Update the index; Attend to counter queries Binding and laminating of documents.

**POST: LECTURER: ELECTRONIC CONTROL AND DIGITAL ELECTRONICS: PERMANENT**

**SALARY: R185 796 PER ANNUM (PL1)**

**(REF NO: LET 02/03/2018)**

**CENTRE: GIYANI CAMPUS**

**Requirement:** An appropriate National Diploma/Bachelor's Degree or equivalent qualification in Electronics or Electrical Engineering (light current) or Trade Diploma. One-year relevant working experience in Education and Training sector or industry. A trade test in Electronic Control and Digital Electronics. Knowledge of theory and practice in Electronic Control and Digital Electronics. Sound communication and Computer literacy skills. Practical experience in Electronic Control and Digital Electronics as well as the ability to do practical training.

**DUTIES:** The successful candidate's responsibilities include but not limited to: lecture National Certificate and Vocational (NCV) and Report 191 (Nated). Management of students and

administration of records. Classroom/ workshop facilitation. Facilitate specified subjects on the levels required. Report to management. Ensure provisioning of quality education and training in line with the College/DHET requirements. Assess student's performance. Liaise with students, parents and other relevant stakeholders. Support student development and performance. Monitor the students in the workplace.

**RE ADVERT: ALL PEOPLE WHO APPLIED BEFORE ARE ENCOURAGED TO REAPPLY.**

**POST: LECTURER: INFORMATION PROCESSING: PERMANENT**

**SALARY: R185 796 PER ANNUM (PL1)**

**(REF: LET 15/06/2018)**

**CENTRE: GIYANI CAMPUS**

**REQUIREMENT:** An appropriate National Diploma/Bachelor's Degree or equivalent qualification in Education or any relevant field majoring in typing or information processing. One-year relevant working experience. An experience in the TVET Sector will be an added advantage. Knowledge of theory and practice in the relevant field. Sound communication skills. Computer literacy is highly recommended.

**Duties:** The successful candidate(s) will be required to lecture NCV and report 191. Management of students and administrative records. Classroom/ workshop facilitation. Facilitate specified subjects on the levels required. Report to management from time to time. Ensure provisioning of quality education and training in line with the College/DHET requirements. Assess students' performance. Liaise with students, parents and other relevant stakeholders. Support student development. Monitor the students in the workplace. Report to management from time to time.

**POST: LECTURER ELECTRICAL HEAVY CURRENT X2 PERMANENT**

**SALARY: R185 796 PER ANNUM (PL1)**

**CENTRE: GIYANI CAMPUS - REF: LET 16/06/2018**

**CENTRE: MAAKE CAMPUS - REF: LET 17/06/2018**

**Requirement:** An appropriate National Diploma/Bachelor's Degree in Electrical Engineering or any equivalent qualification in the relevant field. One- year relevant working experience in Education and Training sector or industry. An experience in the TVET Sector will be an added advantage. Knowledge of theory and practice in the relevant field. Sound communication skills. Must be Computer literate.

**Duties:** The successful candidate(s) will be required to lecture NCV and report 191. Management of students and administrative records. Classroom/ workshop facilitation. Facilitate specified subjects on the levels required. Report to management from time to time. Ensure provisioning of quality education and training in line with the College/DHET requirements. Assess students' performance. Liaise with students, parents and other relevant stakeholders. Support student development. Monitor the students in the workplace. Report to management from time to time.

**POST: LECTURER (PERMANENT)**

**MAAKE CAMPUS: CIVIL ENGINEERING PLUMBING AND SHEET METAL WORK**

**(REF NO: LET 03/03/2018)**

**SALARY: R185 796 PER ANNUM (PL1)**

**Requirement:** An appropriate National Diploma/Bachelor's Degree in Civil Engineering Plumbing and Sheet Metal work. One year working experience in Education and Training sector. A trade test in Civil Engineering (Plumbing and Sheet metal work). Knowledge of theory and practice in Plumbing and Sheet metal work. Sound communication and Computer literacy skills. Practical experience in Plumbing and Sheet metal. An ability to do drain laying will be an added advantage.

**Duties:** The successful candidate's responsibilities include but not limited to: lecture National Certificate and Vocational (NCV) and Report 191 (Nated). Management of students and administration of records. Classroom/workshop facilitation. Facilitate specified subjects on the levels required. Report to management. Ensure provisioning of quality education and training in line with the College/DHET requirements. Assess student's performance. Liaise with students, parents and other relevant stakeholders. Support student development and performance. **RE ADVERT: ALL PEOPLE WHO APPLIED BEFORE ARE ENCOURAGED TO REAPPLY.**

**POST: LECTURER MATHEMATICS: PERMANENT**

**SALARY: R185 796 PER ANNUM (PL1)**

**REF: LET 18/06/2018**

**CENTRE: MAAKE CAMPUS**

**Requirement:** An appropriate National Diploma/Bachelor's Degree or equivalent qualification in Education or any relevant field majoring in Mathematics or Statistics. One-year relevant working experience in Education and Training sector. An experience in the TVET Sector will be an added advantage. Knowledge of theory and practice in the relevant field. Sound communication skills. Computer literacy is highly recommended.

**Duties:** The successful candidate(s) will be required to lecture NCV and report 191. Management of students and administrative records. Classroom/ workshop facilitation. Facilitate specified subjects on the levels required. Report to management from time to time. Ensure provisioning of quality education and training in line with the College/DHET requirements. Assess students' performance. Liaise with students, parents and other relevant stakeholders. Support student development. Monitor the students in the workplace. Report to management from time to time.

**POST: LECTURER ENGLISH: TEMPORARY**

**SALARY: R185 796 PER ANNUM (PL1)**

**REF: LET 19/06/2018**

**CENTRE: MAAKE CAMPUS**

**Requirement:** An appropriate National Diploma/Bachelor's Degree or equivalent qualification in Education or any relevant field majoring in English or Communication. One-year relevant working experience in Education and Training sector. An experience in the TVET Sector will be an added advantage. Knowledge of theory and practice in the relevant field. Sound communication skills. Computer literacy is highly recommended.

**Duties:** The successful candidate(s) will be required to lecture NCV and report 191. Management of students and administrative records. Classroom/ workshop facilitation. Facilitate specified subjects on the levels required. Report to management from time to time. Ensure provisioning of quality education and training in line with the College/DHET requirements. Assess students' performance. Liaise with students, parents and other relevant stakeholders. Support student development. Monitor the students in the workplace. Report to management from time to time.

**POST: LECTURER OFFICE DATA PROCESSING: PERMANENT**

**SALARY: R185 796 PER ANNUM (PL1)**

**REF: LET 20/06/2018**

**CENTRE: TZANEEN CAMPUS**

**Requirement** An appropriate National Diploma/Bachelor's Degree or equivalent qualification in Education or any relevant field majoring in office data processing, Computer Practice, information Processing. One- year relevant working experience in Education and Training sector. An experience in the TVET Sector will be an added advantage. Knowledge of theory and practice in the relevant field. Sound communication skills. Must have advanced computer skills. Practical



experience in specific aspects of the subject field as well as the ability to do practical training will be a recommendation.

**Duties:** The successful candidate(s) will be required to lecture NCV and report 191. Management of students and administrative records. Classroom/ workshop facilitation. Facilitate specified subjects on the levels required. Report to management from time to time. Ensure provisioning of quality education and training in line with the College/DHET requirements. Assess students' performance. Liaise with students, parents and other relevant stakeholders. Support student development. Monitor the students in the workplace. Report to management from time to time.

**POST: LECTURER COMPUTER PRACTICE AND INFORMATION PROCESSING:  
PERMANENT**

**SALARY: R185 796 PER ANNUM (PL1)**

**REF: LET 21/06/2018)**

**CENTRA: TZANEEN CAMPUS**

**REQUIREMENT:** An appropriate National Diploma/Bachelor's Degree or equivalent qualification in Education or any relevant field majoring in office data processing, Computer Practice, information Processing. One- year relevant working experience in Education and Training sector. An experience in the TVET Sector will be an added advantage. Knowledge of theory and practice in the relevant field. Sound communication skills. Must have advanced computer skills. Practical experience in specific aspects of the subject field as well as the ability to do practical training will be a recommendation.

**DUTIES:** The successful candidate(s) will be required to lecture NCV and report 191. Management of students and administrative records. Classroom/ workshop facilitation. Facilitate specified subjects on the levels required. Report to management from time to time. Ensure provisioning of quality education and training in line with the College/DHET requirements. Assess students' performance. Liaise with students, parents and other relevant stakeholders. Support student development. Monitor the students in the workplace. Report to management from time to time.

**Required Documents:** Z83 Form indicating correct reference number, detailed CV, certified copies of qualifications including academic record/transcript and ID document. **NB:** Foreign applicants should attach the following documents: **SAQA EVALUATION CERTIFICATE, SACE**

**and QUOTA WORK PERMIT AND POLICE CLEARANCE. PEOPLE WITH DISABILITY ARE ENCOURAGED TO APPLY.** Interviewed candidates will be subjected to a competency assessment where necessary. The successful candidate will be required to sign an annual performance agreement and employment contract on appointment, disclose his/her financial interest and be subjected to security clearance.

**SUBMIT APPLICATIONS TO:** The Principal, Letaba TVET College, Private Bag x 4017 Tzaneen, 0850 or hand deliver to: 1 Claude Wheatley Street, Tzaneen, Limpopo Province. Should you not receive a correspondence from us within a two month after closing date, consider your application as unsuccessful.

**CLOSING DATE: 06 July 2018 AT 16:00**

**Enquiries: Mr P Mokhonazi/Mr D Sebela on 015 307 5440.**