



# Letaba Technical Vocational Education & Training College

DEPARTMENT OF HIGHER EDUCATION AND TRAINING

LETABA TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING (TVET) 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.**

**APPLICATIONS:**

Please forward your application, quoting the reference number to: the Principal, Letaba TVET College, Private Bag x 4017 TZANEEN, 0850 or hand deliver to: 1 Claude Wheatley Street, Tzaneen, Limpopo Province. Correspondence will only be entered into with short-listed applicants. Applications received after the closing date or faxed and emailed applications will not be considered.

**CLOSING DATE:**

**21 September 2018 at 16h00**

**NOTE:**

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.

As of 1<sup>st</sup> July 2006, all new appointments in the public service have to be part of the government employee medical scheme (GEMS) in order to qualify for a government medical subsidy.

**POST:**

**SENIOR STATE ACCOUNTANT: ASSETS AND SUPPLY CHAIN MANAGEMENT:**

**REF: LET 10/06/2018 (THREE YEARS' CONTRACT)**

**SALARY:**

**R299 709 PER ANNUM (SL 8)**

**CENTRE:**

**CENTRAL OFFICE**

**REQUIREMENTS:**

An appropriate National Diploma/Bachelor Degree or equivalent qualification majoring in Financial Management/Accounting. Three 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.

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

**ENQUIRIES:**

Mr P Mokhonazi / Mr SD Sebela (015) 307540

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

**SALARY:** R198 774 PER ANNUM (PL1)

**CENTRE:** MAAKE CAMPUS - REF: LET 17/06/2018 (RE-ADVERT)

**CENTRE:** GIYANI CAMPUS – REF: LET 24/08/2018

**REQUIREMENT:** An appropriate National Diploma/Bachelor's Degree in Electrical Engineering or any equivalent qualification in the relevant field. Working experience in the Education Sector or industry 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 and assess 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.

**ENQUIRIES:** Mr P Mokhonazi / Mr SD Sebela (015) 307540

**POST:** LECTURER MATHEMATICS: X2 PERMANENT

**SALARY:** R198 774 PER ANNUM (PL1)

**CENTRE:** TZANEEN CAMPUS (REF: LET 25/08/2018)

**CENTRE:** MAAKE CAMPUS (REF: LET 28/08/2018)

**REQUIREMENT:** An appropriate National Diploma/Bachelor's Degree or equivalent qualification in Education or any relevant field majoring in Mathematics or Statistics. Working experience in the Education sector will be an added advantage. Knowledge of theory and practice in the relevant field. Sound communication skills. Computer literacy is highly recommended. Registration with SACE is Compulsory.

**DUTIES:** The successful candidate(s) will be required to lecture and assess 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.

**ENQUIRIES:** Mr P Mokhonazi / Mr SD Sebela (015) 307540

**POST:** LECTURER GENERIC MANAGEMENT REF: LET 26/08/2018 (PERMANENT)

**SALARY:** R198 774 PER ANNUM (PL1)

**CENTRE:** GIYANI CAMPUS

**REQUIREMENT:** An appropriate National Diploma/Bachelor's Degree or equivalent qualification in Education or any relevant field majoring in Project Management or Management Practice. Working experience in the Education sector will be an added advantage. Knowledge of theory and practice in the relevant field. Sound communication skills. Computer literacy is highly recommended. Registration with SACE is Compulsory.

**DUTIES:** The successful candidate(s) will be required to lecture and assess 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.

**ENQUIRIES:** Mr P Mokhonazi / Mr SD Sebela (015) 307540

**POST:** LECTURER MARKETING MANAGEMENT: REF: LET 27/08/2018 (CONTRACT X2  
**POSTS)**

**SALARY:** R198 774 PER ANNUM (PL1)

**CENTRE:** GIYANI CAMPUS

**REQUIREMENT:** An appropriate National Diploma/Bachelor's Degree or equivalent qualification in Education or any relevant field majoring in Marketing or Public Relations. Working experience in the Education 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 and assess 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.

**ENQUIRIES:** Mr P Mokhonazi / Mr SD Sebela (015) 307 5440