



**LETABA TECHNICAL  
AND VOCATIONAL EDUCATION  
AND TRAINING COLLEGE**



**DEPARTMENT OF HIGHER EDUCATION AND TRAINING  
LETABA TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING (TVET) COLLEGE**

The College is committed to providing equal opportunities and practice affirmative action. It is our intention to promote representivity in terms of race, gender and disability in the College through the filling of vacant posts. Preference will be given to candidates whose appointment, transfer or promotion will promote representivity.

**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. 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:**

03 August 2018 at 16h00

**NOTE:**

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.

Applications must be submitted on Z83 form obtainable from any public service department or on the internet at [www.gov.za/documents](http://www.gov.za/documents) and must be accompanied by a comprehensive CV as well as certified copies of all qualifications including academic record, identity document (ID) and drivers licence (where it is required). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the requested documents will result in your application not being considered.

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 EDUCATION SPECIALIST (HOD) PL3: BUSINESS STUDIES  
(NATED AND NCV) REF: LET 21/07/2018**

**SALARY:**

**R391 677 PER ANNUM**

**CENTRE:**

**GIYANI CAMPUS**

**REQUIREMENTS:**

An appropriate Bachelor Degree or equivalent qualification at REQV13 in Education. A qualification in educational management or management will be an added advantage. At least five (05) years teaching/lecturing experience of which at least three years must be on supervisory or management level Post Level two (PL2). In- depth knowledge of legislative framework governing post school education and curriculum delivery in the TVET Sector. A sound knowledge of management, leadership and administration. Good technical, conceptual and human skills. Registration with SACE is compulsory. Must be Computer Literate and have a valid Driver's license.

**DUTIES:**

Management of Students, Lecturers and Curriculum delivery. Implementation of the administration processes within the Business section. Ensure implementation of the campus curriculum as required. Ensure effective and efficient utilization of resources. Coordinate all academic activities within the section that will include teaching and learning, time tables, attendance registers, Student Support Services, extra and co-curriculum activities. Monitoring and evaluation of teaching and learning. Develop and implement intervention strategies that will improve academic performance. 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 which also include Work Integrated Learning (WIL) for both the students and lecturers. Manage and supervise assessment and examination processes in the section including timeous marking of scripts and submission of marks, development of question papers, preparation of all ISAT and ICASS activities. Ensure adherence to policy on the attendance of classes. Liaise with Campus Management on academic activities.

**ENQUIRIES:**

Mr P Mokhonazi Tel. No. 015 307 5440

**POST:**

**DEPUTY MANAGER (SL9): INFRASTRUCTURE AND FACILITIES  
MANAGEMENT THREE YEARS CONTRACT. REF: LET 22/07/2018**

**SALARY:**

**R356 289 PLUS 37% IN LIEU OF BENEFITS PER ANNUM**

**CENTER:**

**CENTRAL OFFICE (TZANEEN)**

**REQUIREMENTS:**

An appropriate Bachelor Degree in Civil Engineering/ Building Science or equivalent qualification in the relevant construction field. Five years relevant working experience in Construction or civil of which three years must be on supervisory level. (Registration with a relevant professional body would be an added advantage – proof should be attached). An understanding of the Public Finance Management Act, 1999 (PFMA), Civil Engineering, Project Management. Skills and attributes: Conceptual, Technical and Human skills. Must be computer literate and have a valid driver's license.

**DUTIES:**

Monitor and report on infrastructure development and maintenance as well as performance in accordance with the relevant Laws and Regulations; Manage the contractors and service providers' functions by ensuring that all deliverables are met within the reasonable and agreed timelines; Prepare monthly, quarterly and annual reports for Management and Council; Prepare and monitor the Budget for the unit; Manage the staff and resources within the unit; Strengthen internal controls on project and contract management; Prepare the project file to all relevant stakeholders and assist to resolve audit queries.

**ENQUIRIES:**

Mr P Mokhonazi Tel. No. 015 307 5440

**POST:**

**LECTURER: MOTOR MECHANIC (PL1): REF: LET 23/07/2018**

**SALARY:**

**R198 774 / R262 899 PER ANNUM**

**CENTRE:**

**MAAKE CAMPUS**

**REQUIREMENTS:**

A Bachelor's Degree or equivalent qualification in Mechanical Engineering or Trade Diploma. A qualification in education will be an added advantage. One-year relevant working experience in Education and Training sector or industry. A trade test in Motor Mechanic will serve as a prerequisite. Knowledge of theory and practice in Mechanical Engineering (Automotive). Sound communication and Computer literacy skills.

**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 which also include students' attendance. 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, performance and all academic activities.

**ENQUIRIES:**

Mr P Mokhonazi Tel. No. 015 307 5440

**POST:**

**LECTURER: ENGINEERING AND RELATED DESIGN (WELDING)**

**SALARY:**

**REF: LET 04/03/2018**

**CENTRE:**

**R198 774 / R262 899 PER ANNUM (PL1)**

**REQUIREMENTS:**

**MAAKE CAMPUS**

A recognised relevant 3-year Diploma / Bachelor's Degree including a professional qualification in education. One year working experience in an Education and Training sector. A trade test in Welding. Knowledge of theory and practice in Welding. Sound communication and Computer literacy skills. Practical experience in Welding 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. Facilitates 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, performance and all academic activities.

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

Mr P Mokhonazi Tel. No. 015 307 5440

**ENQUIRIES:**