



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



**higher education
& training**
Department
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

LETABA TVET COLLEGE IS AN EQUAL OPPORTUNITY, AFFIRMATIVE ACTION EMPLOYER. IT IS OUR INTENTION TO PROMOTE REPRESENTIVITY IN THE PUBLIC SECTOR THROUGH THE FILLING OF THESE POSTS. APPLICATIONS ARE INVITED FROM SUITABLY QUALIFIED AND EXPERIENCED CANDIDATES FOR APPOINTMENT IN THE FOLLOWING VACANT POSITIONS.

**POST : ADMINISTRATION OFFICER: INFRASTRUCTURE
(6 MONTHS CONTRACT)**
SALARY : R 308154 (SL7) PER ANNUM PLUS 37% IN LIEU OF BENEFITS
REF NO : LET 18/03/2025
CENTRE : CENTRAL OFFICE

REQUIREMENTS: Grade 12 or NCV Level 4 or any relevant equivalent qualification and an appropriate recognised 3-year National Diploma/ Bachelors' Degree in Building Science or equivalent qualification in the relevant construction field. Three years relevant working experience in construction, quantity survey or civil. Skills and attributes: Communication and interpersonal, conceptual, analytical, presentation, report writing, leadership, computer literacy, problem solving and negotiation. Must have a valid driver's licence.

DUTIES: Assist with the implementation of the college maintenance plan and infrastructure development plan. Ensure that all college facilities are conducive for teaching and learning. Promote and ensure optimal utilisation of the college facilities. Manage the performance of the college professional service providers in infrastructure and maintenance services. Manage daily the existing preventative measures and routine maintenance of buildings, internal roads, paving and other services. Responsible for the ongoing improvement, and continued development of the college buildings and facilities in line with the maintenance plan and infrastructure development plan. Monitor and support the management of all construction projects within the college. Liaise and collaborate with all role players internally and externally on maintenance, renovation and construction projects. Prepare monthly, quarterly and annual reports for Management and Council. Assist with the preparation of the budget for the unit and contract management. Coordinate health and safety activities and ensure compliance with the Health and Safety laws and regulations. Supervise the staff and resources within the unit. Strengthen internal controls on project and contract management. Prepare the project file for auditors and assist with resolving of audit queries.

POST : TEMPORARY LECTURER: MATHEMATICS (6 MONTHS CONTRACT)
SALARY : R 256 395 (PL1) PER ANNUM PLUS 37% IN LIEU OF BENEFITS
REF NO : LET 19/03/2025
CENTRE : GIYANI CAMPUS

REQUIREMENTS: Grade 12 or NCV Level 4 or any relevant equivalent qualification and an appropriate recognised 3-year National Diploma/ Bachelors' Degree in Mathematics or any relevant field majoring in Mathematics or Statistics. A professional qualification in Education and relevant working experience in the Education Sector, and Assessor/Moderator qualification will serve as an added advantage. Knowledge of theory and practice in the relevant field. Sound communication skills. Computer literacy is highly recommended and SACE registration is a must.

DUTIES: The successful candidate(s) will be required to lecture NCV and/or report 191 programmes. Management of students and administration of records. Classroom facilitation. 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 and performance. Monitor the students in the workplace. Report to management from time to time.

POST : TEMPORARY LECTURER: LIFE SKILLS AND COMPUTER LITERACY (6 MONTHS CONTRACT)
SALARY : R 256 395 (PL1) PER ANNUM PLUS 37% IN LIEU OF BENEFITS
REF NO : LET 20/03/2025
CENTRE : GIYANI CAMPUS

REQUIREMENTS: Grade 12 or NCV L4 or equivalent qualification and an appropriate recognised 3-year National Diploma/ Bachelor's Degree in Education majoring in Computer Practice or any other relevant qualification. A professional qualification in Education and relevant working experience in the Education Sector, and Assessor/Moderator qualification will serve as an added advantage. Knowledge of theory and practice in the relevant field. Sound communication skills. Computer literacy is highly recommended and SACE registration is a must.

DUTIES: The successful candidate(s) will be required to lecture NCV and/or report 191 programmes. Management of students and administration of records. Classroom facilitation. 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 and performance. Monitor the students in the workplace. Report to management from time to time.

REQUIRED DOCUMENTS: **NEW Z83** Application for Employment Form indicating correct reference number, comprehensive Curriculum Vitae, copies of qualifications including academic records/transcripts and ID. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from the Human Resource Office. **NB:** Foreign applicants should attach the following documents: **SAQA EVALUATION CERTIFICATE, QUOTA WORK PERMIT, SACE AND POLICE CLEARANCE.** Interviewed candidates will be subjected to a competency assessment where necessary. The successful candidate will be required to participate in the integrated quality management system or to sign an annual performance agreement whichever is applicable and to sign an employment contract on appointment, disclose his/her financial interests and be subjected to security clearance.

NB: Coloureds, Indians, Whites, Africans and Persons with disabilities are encouraged to apply.

SUBMIT APPLICATIONS DIRECTLY 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 correspondence from us within three months after the closing date, consider your application as unsuccessful. Faxed or emailed applications will not be considered.

CLOSING DATE: 11 APRIL 2025 AT 16:00

ENQUIRIES: MR KL MOJELA / MS PL MOKGOBI ON 015 307 5440

APPROVED / ~~NOT APPROVED~~



**MR MB MOSHOMA
ACTING PRINCIPAL**