

## ACADEMIC POSTS

### GOLDFIELDS TVET COLLEGE INVITES SUITABLE CANDIDATES TO APPLY FOR THE FOLLOWING POSTS:

Applications must be forwarded to:

Attention: The Principal, Mr FS Mahlangu Goldfields TVET College, Private Bag X95, Welkom, 9459 or be hand delivered at Goldfields TVET College (Central Office), 36 Buren street, Flamingo Park, Welkom

Enquiries may be directed to Mr MG Pheko: Manager; Human Resource Management at (057) 910 6000. NB: Closing date 10 December 2018

#### PLEASE NOTE:

A completed Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details), **Original certified copies** (not older than three months) of all qualifications with academic transcripts/record, ID document and drivers licence.

Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date as well as faxed or emailed applications will **NOT** be accepted.

Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks [where applicable], qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. The College/DHET reserves the right not to make appointments and correspondence will be limited to shortlisted candidates only.

If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application as unsuccessful.

**Note:** All costs incurred due to your application and interviews will be at your own expense. **Preference will be given to persons from designated groups, especially with regard to race, gender and disability.**

**Post** : Education Specialist – Hospitality and Catering Services  
**Ref No** : GTVETC 01 /01/2019  
**Salary** : R 328 901.00 per annum (Post Level 2)

**Requirements:** A National Senior Certificate (Grade 12) or NCV level 4 recognised 3-year Degree/Diploma in Hospitality Services (Hotel and Catering), which must include teaching qualification. At least 3 years lecturing experience, preferably in a TVET College. Trained as Assessor and (Moderation will serve as recommendation). Extensive knowledge of policies governing academic assessment and moderation procedures. Sound knowledge of the TVET Colleges landscape DHET policies pertinent to teaching and learning. Ability to handle pressure and meet deadlines. Strong leadership, communication, monitoring and evaluation, negotiation, networking, reporting, conflict resolution and problem solving skills. Strong events and project management skills. Ability to manage performance and provide critical feedback in an objective manner. Proven track record of successfully managing and coordinating the implementation of planned goals and working with a range of professional colleagues. SACE registration. Advanced computer skills (MS Word, MS Excel and PowerPoint). A valid driver's licence is essential as traveling and extended working hours may be required.

**Duties:** Assist with recruitment, registration and induction of students. Facilitate general academic and career development of students. Prepare and present lessons in compliance with the College Teaching and Learning plan, the Campus time-table and the College's Quality Management system. Assess students, capture marks, analyse, interpret, effect appropriate remedial action and maintain the necessary ICASS and ISAT records. Facilitate the distribution of textbooks and student packs. Manage and monitor staff and student attendance. Prepare and deliver lectures to student as per departmental plan. Manage own class attendance records, assessments, tests, year marks and all related duties. Prepare and manage the POA'S and POE'S. Assist in the management and facilitation of Students Work Based Experience (WBE) as well as Lectures Workplace Integrated Learning (WIL). Ensure the smooth running of the department and submit regular reports to the Head of Department. Chair subject meetings within the department.

**Post** : Education Specialist – Mechanical Engineering  
**Ref No** : GTVETC 02 /01/2019  
**Salary** : R 328 901.00 per annum (Post Level 2)

**Requirements:** A National Senior Certificate (Grade 12) or NCV level 4, Artisan Certificate and a recognised 3-year Degree/Diploma in Engineering Studies, which must include a Teachers qualification. At least 3 years lecturing experience, preferably

in a TVET College. Trained as Assessor and (Moderation will serve as recommendation). Extensive knowledge of policies governing academic assessment and moderation procedures. Sound knowledge of the TVET Colleges landscape DHET policies pertinent to teaching and learning. Ability to handle pressure and meet deadlines. Strong leadership, communication, monitoring and evaluation, negotiation, networking, reporting, conflict resolution and problem solving skills. Strong events and project management skills. Ability to manage performance and provide critical feedback in an objective manner. Proven track record of successfully managing and coordinating the implementation of planned goals and working with a range of professional colleagues. SACE registration. Advanced computer skills (MS Word, MS Excel and PowerPoint). A valid driver's licence is essential as traveling and extended working hours may be required.

**Duties:** Assist with recruitment, registration and induction of students. Facilitate general academic and career development of students. Prepare and present lessons in compliance with the College Teaching and Learning plan, the Campus time-table and the College's Quality Management system. Co-ordinate the procurement of the programme's training needs. Provide guidance on syllabi, curriculum and learning outcomes. Implement and monitor all policies that impact on learning delivery including examination and certification of students within the department. Create a conducive classroom environment and ensure efficient classroom management and discipline of students. Liaise with the Lectures, Head of Department and Student Support Officers in providing support interventions programmes to students. Assess students, capture marks, analyse, interpret, effect appropriate remedial action and maintain the necessary ICASS and ISAT records. Facilitate the distribution of textbooks and student packs. Manage and monitor staff and student attendance. ● Manage and facilitate Students Work Based Experience as well as Lectures work place integrated learning. Ensure the smooth running of the department and submit regular reports to the Head of Department. Chair subject meetings within the department.

**Post** : Lecturer - Communication and English  
**Ref No** : GTVETC 03/01/2019  
**Salary** : R198 774.00 per annum (Post Level 1)

**Requirements:** Grade 12 or NC (V) Level 4 plus a relevant 3-year Degree/Diploma specialising in Communication and English and trained as a Teacher. Teaching experience in a TVET College will serve as a recommendation. Be able to teach Communication related subjects in Report 191 and English in NCV Levels 2-4. Computer skills in MS Office (Word, Excel, PowerPoint, Outlook and internet); must be registered with SACE. Competencies: Good planning and organising skills.

**Duties:** Assist with enrolment, registration and induction of students. Facilitate general academic and career development of students. Prepare lesson plans and programme plan, compile PoA and PoE. Provide guidance on syllabi, curriculum and learning outcomes. Create a conducive classroom environment and ensure efficient classroom management and discipline of students. Assess students, capture marks and maintain the necessary documents. Manage and monitor students' attendance.

**Post** : Lecturer - Electrical Engineering  
**Ref No** : GTVETC 04/01/2018  
**Salary** : R198 774.00 per annum (Post level 1)

**Requirements:** Grade 12 or NC(V) Level 4 plus a relevant 3-year Degree/Diploma specialising in Electrical Engineering and trained as a teacher. Teaching experience in a TVET College will serve as a recommendation. Be able to teach Electrical Engineering related subjects in NCV Levels 2-4. Computer skills in MS Office (Word, Excel, PowerPoint, Outlook and internet); must be registered with SACE. Competencies: Ability to handle pressure and meet deadlines. Good planning, organising, monitoring and evaluation skills

**Duties:** Assist with enrolment, registration and induction of students. Facilitate general academic and career development of students. Prepare lesson plans and programme plan, compile PoA and PoE. Provide guidance on syllabi, curriculum and learning outcomes. Create a conducive classroom environment and ensure efficient classroom management and discipline of students. Assess students, capture marks and maintain the necessary documents. Manage and monitor students' attendance.

**Post** : Lecturer - Mathematics and Mathematical Literacy (3 posts)  
**Ref No** : GTVETC 05/01/2019  
**Salary** : R198 774.00 per annum (Post level 1)

**Requirements:** Grade 12 or NC(V) Level 4 plus an appropriate 3-year Degree/Diploma with Mathematics and trained as a teacher. Teaching experience in a TVET College will serve as a recommendation. Be able to teach Mathematics and Mathematical Literacy in NCV Levels 2-4. Computer skills in MS Office (Word, Excel, PowerPoint, Outlook and internet); must be registered with SACE. Competencies: Ability to handle pressure and meet deadlines. Good planning, organising, monitoring and evaluation skills.

**Duties:** Assist with enrolment, registration and induction of students. Facilitate general academic and career development of students. Prepare lesson plans and programme plan, compile PoA and PoE. Provide guidance on syllabi, curriculum and learning outcomes. Create a conducive classroom environment and ensure efficient classroom

management and discipline of students. Assess students, capture marks and maintain the necessary documents. Manage and monitor students' attendance.

**Post** : Lecturer – Hospitality and Catering Services  
**Ref No** : GTVETC 06/01/2019  
**Salary** : R198 774.00 per annum (Post Level 1)

**Requirements:** Grade 12 or NC (V) Level 4 plus a relevant 3-year Degree/Diploma specialising in Hospitality and Catering Services (Hotel and Catering) and trained as a teacher. Teaching experience in a TVET College will serve as a recommendation. Be able to teach hospitality related subjects in Report 191 and NCV Levels 2-4. Computer skills in MS Office (Word, Excel, PowerPoint, Outlook and internet); must be registered with SACE. Competencies: Good planning and organising skills.

**Duties:** Assist with enrolment, registration and induction of students. Facilitate general academic and career development of students. Prepare lesson plans and programme plan, compile PoA and PoE. Provide guidance on syllabi, curriculum and learning outcomes. Create a conducive classroom environment and ensure efficient classroom management and discipline of students. Assess students, capture marks and maintain the necessary documents. Manage and monitor students' attendance.

**Post** : Lecturer – Office Practice  
**Ref No** : GTVETC 07/01/2019  
**Salary** : R198 774.00 per annum (Post Level 1)

**Requirements:** Grade 12 or NC (V) Level 4 plus a relevant 3-year Degree/Diploma specialising in Office Practise and trained as a teacher. Teaching experience in a TVET College will serve as a recommendation. Be able to teach Office Practice related subjects in Report 191 and NCV Levels 2-4. Computer skills in MS Office (Word, Excel, PowerPoint, Outlook and internet); must be registered with SACE. Competencies: Good planning and organising skills.

**Duties:** Assist with enrolment, registration and induction of students. Facilitate general academic and career development of students. Prepare lesson plans and programme plan, compile PoA and PoE. Provide guidance on syllabi, curriculum and learning outcomes. Create a conducive classroom environment and ensure efficient classroom management and discipline of students. Assess students, capture marks and maintain the necessary documents. Manage and monitor students' attendance.

**Post** : Lecturer – Marketing

**Ref No** : GTVETC 08/01/2019  
**Salary** : R198 774.00 per annum (Post Level 1)

**Requirements:** Grade 12 or NC (V) Level 4 plus a relevant 3-year Degree/Diploma specialising in Marketing and trained as a teacher. Teaching experience in a TVET College will serve as a recommendation. Be able to teach Be able to teach all marketing related subjects in Report 191 and NCV Levels 2-4. 4. Computer skills in MS Office (Word, Excel, PowerPoint, Outlook and internet); must be registered with SACE. Competencies: Good planning and organising skills.

**Duties:** Assist with enrolment, registration and induction of students. Facilitate general academic and career development of students. Prepare lesson plans and programme plan, compile PoA and PoE. Provide guidance on syllabi, curriculum and learning outcomes. Create a conducive classroom environment and ensure efficient classroom management and discipline of students. Assess students, capture marks and maintain the necessary documents. Manage and monitor students' attendance.

**Student Liaison Officer** : Academic Support and Development Programmes  
**Ref No** : GTVETC 09/01/2019  
**Salary Level** : R 198 774.00 (Post level 1)

**Requirements:** An appropriate recognised Bachelor's degree or National diploma, backed by professional qualification in Education/Psychology equivalent to REQV 13. Excellent verbal and communication skills. Ability to prioritise, work independently and meet deadlines. Excellent project management skills. Excellent planning and organizing skills, interpersonal and decision-making skills. Good written and verbal communication skills. Good computer literacy (MS Word and Excel). Willingness to travel and work extra hours. A valid driver's licence is essential as traveling and extended working hours may be required.

**Duties:** Plan and implement student's orientation and induction programmes. Implement the college student code of conduct. Co-ordinate support groups for students related health/ social challenges. To manage the College Student Representative Council in line with College policies and procedures. To be responsible for organising, promoting and supervising a calendar of social and extra-curricular activities for students including clubs, societies and external and internal events. To co-ordinate the election of Student Representatives Council and nominate Student Representatives for positions within the College's relevant structures. To train Student Representatives Council in their role and provide on-going support and mentoring.

## ADMINISTRATIVE POSTS

**Post** : Senior Administrative Clerk - Bursaries  
**Ref No** : GTVETC 10/01/2019  
**Salary** : R163 562.00 per annum (Salary Level 5)

**Requirements:** Senior Certificate/ Grade 12/NCV Level 4 plus a recognized Bachelor's degree or National Diploma in Financial Management /Cost and Accounting or equivalent qualification. A minimum of three years experience relevant to the post. A valid driver's license and computer literacy. A sound knowledge and understanding of Departmental bursary policies and procedures and other relevant legislative framework governing the Public Service. Good communication skills (verbal and written). Ability to work under pressure and meet tight deadlines. Problem solving, interpersonal relationship, planning and organizing skills. Good understanding of bursary requirements and National Students Financial Aid Scheme (NSFAS). A valid driver's licence is essential as traveling and extended working hours may be required.

**Duties:** Planning for the start of the bursary process. Ensure that NSFAS applications are correctly filled in. Compile detailed NSFAS application schedules, Update bursary schedules with feedback from NSFAS. Facilitate timeous submissions of allowance payments for qualifying students to finance. Listing/compiling a schedule of all payments made by finance. Keeping reconciliation of monies outstanding due to students throughout the year. Ensuring that all qualifying students are paid before the year ends. Compile reports for Financial Aid Committee and Academic Board Committee, Marketing the DHET/TVET bursary schemes. Supervise staff in the Department.

Management in challenges facing the students in the centre, keep the centre always clean, makes sure that students are not making noise in the centre, make sure that students do not eat in the centre. The person will also be responsible for assisting the Student Centre in all areas of administration.

**Post** : Media Centre Coordinator- Student Support Centre  
**Ref No** : GTVETC 19/10/2015)  
**Salary** : R163 562.00 (Salary Level 5)

**Requirements:** A National Senior Certificate/Grade 12 or National Certificate Vocational (NCV) Level 4 certificate. An appropriate Degree/ National Diploma in End User Computing (e.g. ICDL or MOS) Practice or equivalent qualification in a relevant field will be an added advantage. Training in computer technology either through direct experience working with the technology or by completing courses designed to provide

troubleshooting skills and use of MS Office applications. A candidate must be well versed in English Language with excellent writing skills. Energetic and focused on assisting students with computer related problems. Ability to manage time effectively and problem solving skills. Report writing skills.

**Duties:** Provide student support and customer service to the centre. Opens and/or closes the computer lab and provides for the general cleanliness, safety and security of the laboratory area. Reports maintenance problems to the IT Department as they occur. Enforces procedures for the use of the laboratory area and the use of equipment, supplies, materials, software, hardware and peripherals. Troubleshoots and diagnoses basic problems with computer equipment. Performs minor maintenance and repair on equipment, as necessary. Refers problems to the IT Department if unable to resolve. Responds to questions from students, staff, and instructors with information relating to the computer laboratory, both over the phone and in person. Maintains records of activities undertaken in the computer lab which includes tracking the number of students utilizing the lab, determining what class students are taking and how much paper is used by students. Have a knowledge and understanding of the Microsoft programmes. Ability to manage time. Must be prepared to work after hours when necessary