



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

Applications must be forwarded to:

Attention: The Principal, 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

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.

NOTE: The successful candidate will undergo a vetting process and will sign a Performance Agreement with the College Principal. People with disability are encouraged to apply.

CLOSING DATE: 27 MAY 2019 at 16:00

GOLDFIELDS COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER

ADMINISTRATIVE POSTS

Post : Human Resource Practitioner: Human Resource Administration and Development
Ref No. : GTVETC 01/04/2019
Salary : R 257 508 per annum (Salary Level 07)

Requirements: A National Senior Certificate (Grade 12) or NCV level 4. A 3 year recognised Degree or National Diploma in HRM/Development; 2 -3 year experience in Human resource environment, Knowledge of Skills Development Act, Skills Development Levies Act, Employment Equity Act, SAQA and understanding of SETA functions and requirements; Computer literacy in Microsoft packages and PERSAL Knowledge(**Introduction to PERSAL, Establishment Administration, Personnel Administration, Leave Administration, Salary Administration and Labour relations**, knowledge of Public Service Prescripts and Legislations Knowledge of Public Service Regulations Knowledge of Office Administration Knowledge of HR Policies and Procedures Knowledge of Labour Law, EE, Basic Conditions of Employment Knowledge of Public Service Act Knowledge of DPSA Determinations and Regulations. Must be analytical. Problem solving skills, Skills and Competencies: Analytical and decision-making skills; Computer literacy MS Office; Communication skills Verbal and written; Presentation and Facilitations skills; Policy development skills; Problem solving and sound judgment; Self-initiator and be innovative.

Duties: Provide advice and guidance on development, maintenance, administration of education and training programmes. administration of internship and mentorship programmes. Implement policies on education training programmes. Assist in development of Human Resource Development policy and procedures. Do transactions on Persal. ensure that resettlement is paid according to the policy and to qualifying officials only Assist in maintaining the organizational structure on Persal. Implement processes and procedures of Human Resource Practices and Administration. Facilitate the adherence to termination, appointment and transfers. A valid driver's licence is essential as traveling and extended working hours may be required.

Enquiries: Mr Mokoai Pheko
Telephone: 057 910 6000

Post : Admin Clerk - Human Resources Management
Ref No. : GTVETC 02/04/2019
Salary : R 173 703 per annum (Salary Level 05) (2 posts)

Requirements: A National Senior Certificate/Grade 12 or NCV Level 4 certificate, an appropriate Degree/National Diploma in Human Resource Management. Computer Literate (Word, Excel, PowerPoint, Outlook). Knowledge of HR administration and Persal system is essential. Planning, organizing and negotiation skills. Ability to work under pressure, independently and also as part of a team. Analytical and problem solving skills. Communication and listening skills. Time management skills. Conflict management skills.

Duties: The successful candidate will be responsible for providing Human Resources administrative support by capturing the leaves. Capturing of staff grievances. Administration the process of appointments and resignations of staff members. Administration of staff benefits. Filing, updating of personnel files and Performance Management.

Enquiries: Mr Mokoai Pheko
Telephone: 057 910 6000

Post : Assistant Network Controller
Ref No. : GTVETC 03/04/2019
Salary : R 173 703 per annum (Salary Level 05)

Requirements: A National Senior Certificate (Grade 12) or NCV level 4. A 3 year recognised Bachelor's Degree/National Diploma in Computer Science/ Information Technology with a minimum of 3 years' experience in ICT Enterprise environment. A+, N+ or CCNA will be an added advantage. Competencies: Good knowledge of ICT user requirement. Microsoft Office Suit. Desktop operation Systems. WAN and LAN infrastructure is essential. Hands on experience and knowledge of troubleshooting and resolving hardware and software related problems is required. Knowledge of Department transversal systems will be an added advantage. A valid driver's licence is essential as traveling and extended working hours may be required.

Duties: Log calls on Helpdesk. Status update on calls logged on Helpdesk. Escalate unresolved calls to the next level of support personnel. Provide 1st and 2nd line support services. Collaborate with vendor support to resolve technical issues. Facilitate network installations, upgrades or enhancements and assist in evaluation of new products. Set up new computers, connect to the domain and install software. Connect users to printers on the GFMS network and create user boxes and passwords. Maintain a register for ICT equipment upgrades/repairs.

Report user feedback and product requests. Record keeping. Develop and maintain installation and configuration procedures. Maintain the ICT infrastructure asset register. Ensure compliance with supply chain policies and procedures.

Enquiries: Mr Mokoai Pheko
Telephone: 057 910 6000

Post : Senior Administration Clerk (Examinations)
Ref No : GTVETC 04/04/2019
Salary : R 173 703 per annum (Salary Level 5)

Requirements: Senior Certificate/ Grade 12/NCV Level 4 plus a recognized Bachelor's degree or National Diploma in Management Assistant or Office Management or equivalent qualification.. A sound knowledge and understanding of Examination and Assessment 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.

Duties: Administer the Archiving of examination material and development of Auditing Instruments for the sections activities. Administer Printing, production and dispatch of question papers. Quality assure printing work and assessment tools. Oversee storage facilities and ensure proper security of all assessment and examination material. Attend the training of examination administration and ensure that confidentiality agreements are signed and filed. Ensure proper strong room management for the safekeeping of question papers and scripts. Arrange for Braille format question papers. Liaise with respective College and National role-players on Examinations and Assessment related matters.

Post : Senior Administrative Clerk - Bursaries
Ref No : GTVETC 05/04/2019
Salary : R 173 703 per annum (Salary Level 5)
Centre : Central Office

Requirements: Senior Certificate/ Grade 12 or NCV Level 4. A 3 year Bachelor's degree or National Diploma in Financial Management /Cost and Accounting or equivalent qualification. 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.

Enquiries: Mrs Mamono Mofokeng
Telephone: 057 910 6000

ACADEMIC DEPARTMENT

Post : Education Specialist – Hospitality and Catering Services
Ref No : GTVETC 07/04/2019
Salary : R 348 747.00 per annum (Post Level 2)

Requirements: A National Senior Certificate (Grade 12) or NCV level 4. A 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.

PLEASE TAKE NOTE OF AN ERRATUM FOR POST LEVEL 1 POSTS: THE NOTCH SUPPOSED TO BE R211 731.00 NOT 209 649.00

Post : Lecturer – Mathematics
Ref No : GTVETC 08/04/2019
Salary : R 211 731.00 per annum (Post Level 1)

Requirements: A National Senior Certificate (Grade 12) or NCV Level 4. A recognised 3-year Degree/Diploma specialising in Mathematics and a Teacher's qualification. Teaching experience in a TVET College will serve as a recommendation. Be able to teach Mathematics in Report 191 an 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 – Mathematics (2 posts)
Ref No : GTVETC 09/04/2019
Salary : R 211 731.00 per annum (Post Level 1)

Requirements: A National Senior Certificate (Grade 12) or NCV Level 4. A recognised 3-year Degree/Diploma specialising in Mathematics and a Teacher's qualification. Teaching experience in a TVET College will serve as a recommendation. Be able to teach Mathematics 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 - Communication and English
Ref No : GTVETC 10/04/2019
Salary : R 211 731.00 per annum (Post Level 1)

Requirements: A National Senior Certificate (Grade 12) or NCV Level 4. A recognised 3-year Degree/Diploma specialising in Communication and English and a Teacher's qualification. 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 - Physical Science
Ref No : GTVETC 11/04/2019
Salary : R 211 731.00 per annum (Post Level 1)

Requirements: A National Senior Certificate (Grade 12) or NCV Level 4 plus a relevant 3-year Degree/Diploma specialising in Physical Science and a Teacher's qualification. Teaching experience in a TVET College will serve as a recommendation. Be able to teach Physical Science 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 - Business Management and Accounting (2 posts)
Ref No : GTVETC 12/04/2019
Salary : R 211 731.00 per annum (Post Level 1)

Requirements: A National Senior Certificate (Grade 12) or NCV Level 4 plus a relevant 3-year Degree/Diploma specialising in Business Management/ Accounting and a Teacher's qualification. Teaching experience in a TVET College will serve as a recommendation. Be able to teach Business Management/ Accounting 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 - Communication and English
Ref No : GTVETC 13/04/2019
Salary : R 211 731.00 per annum (Post Level 1)

Requirements: A National Senior Certificate (Grade 12) or NCV Level 4 plus a relevant 3-year Degree/Diploma specialising in Communication and English and a Teacher's qualification. 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 – Office Practice
Ref No : GTVETC 14/04/2019
Salary : R 211 731.00 per annum (Post Level 1)

Requirements: A National Senior Certificate Grade 12 or NCV Level 4. A recognised 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 15/04/2019
Salary : R 211 731.00 per annum (Post Level 1)

Requirements: A National Senior Certificate (Grade 12) or NCV Level 4. A recognised 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 marketing 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 – Hospitality and Catering Services
Ref No : GTVETC 16/04/2019
Salary : R 211 731.00 per annum (Post Level 1)

Requirements: A National Senior Certificate Grade 12 or NCV 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 and Catering 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.

Student Liaison Officer : Academic Support and Development Programmes (2 Posts)
Ref No : GTVETC 17/04/2019
Salary Level : R 211 731.00 per annum (Post Level 1)

Requirements: A National Senior Certificate (Grade 12) or NCV Level 4. A recognised Bachelor's degree 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 student's 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.