



higher education  
& training

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA



## **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 BP Sibiya: Acting Assistant Director: HRM&D at (057) 910 6000 or relevant Campus Managers:

- Posts at Tosa Campus- Mrs RS Maqelepo: Campus Manager at (057) 910 6715 during office hours.
- Posts at Welkom Campus: - Mr E Sehale: Acting Campus Manager at (057) 910 1600

### **PLEASE NOTE:**

A completed new Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details). According to DPSA Circular 19 no qualifications will be submitted (whether certified/not certified)., Communication from the HR regarding the required certified documents will be limited to shortlisted candidates.

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 will **NOT** be accepted.

Shortlisted 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. 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: 30 June 2023**

### ***GOLDFIELDS COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER***

**Post : Lecturer – Communication and English (Permanent)**  
**Ref No : GC2023/35**  
**Salary : R244 884.00 per annum, plus benefits**  
**Centre : Welkom Campus**

**Requirements:** Grade 12 or NC (V) Level 4 plus a relevant 3-year Degree/Diploma specialising in Communication or 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 Level 2-4. Computer skills in MS Office (Word, Excel, PowerPoint, Outlook and internet); must be registered with SACE. Competencies: Good planning and organising skills. Trained as Assessor and (Moderation will serve as recommendation).

**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 (Permanent)**  
**Ref No : GC2023/36**  
**Salary : R 244 884.00 per annum, plus benefits**

**Centre : Welkom Campus**

**REQUIREMENTS:** Grade 12 or NC (V) Level 4 plus a relevant 3-year Degree/Diploma specialising in Mathematics and Teacher's qualification. Teaching experience in a TVET College will serve as a recommendation. Be able to teach Mathematics related subjects 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. Trained as Assessor and (Moderation will serve as recommendation).

**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: Mechanical Engineering- Fitting (Permanent)**  
**Ref No : GC2023/37**  
**Salary : R244 884.00 per annum, plus benefits**  
**Centre : Tosa Campus**

**REQUIREMENTS:** Grade 12 or NC (V) Level 4 plus a relevant 3-year Degree/Diploma in Mechanical Engineering including Teaching qualification. Sound subject knowledge and work-related applications. Excellent communication and command in English (written & verbal) Teaching experience in a TVET College, qualified Artisans and/or industry experience will serve as a recommendation. Computer skills in MS Office (Word, Excel, PowerPoint, Outlook and internet); must be registered with SACE. Competencies: Good planning, administration, organising & presentation skills.

**DUTIES:** Prepare lessons plans and lecture students in compliance with college academic plans and DHET ICASS guidelines, timetable and college quality management systems. **Ability to teach Drawing related subject, including Fitting and Turning; Mathematics, Engineering Science and all subjects related course.** Assess students and maintain assessment records in compliance with college policies, processes and procedures. Continuously monitor and analyse students' performance and provide critical feedback in an objective and professional manner. Ability to relate to students in a professional manner, to create conducive classroom environment and ensure efficient classroom management and discipline of students. Management of

student's attendance and administration documents. Assist with enrolment, registration and induction of students. Facilitate general academic and career development of students Work collaboratively with student support services for student development.

**Post : Senior Lecturer: Marketing (Permanent)**  
**Reference : GC2023/38**  
**Salary : R 394 032.00 per annum, plus benefits**  
**Centre : Welkom Campus**

**Requirements:** A National Senior Certificate (Grade 12) or NCV level 4. A recognised 3-year Degree/Diploma in Marketing, which must include a 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, Outlook and Internet). 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 College Quality Management system, Assess students, capture marks, analyse, interpret, effect appropriate remedial action and maintain the necessary ICASS and ISAT records. Ensure safe keeping of ICASS marks for Lecturers, Facilitate the distribution of textbooks and student packs, manage, and monitor staff and student attendance, Prepare and deliver Lecturers to students as per departmental plan, manage own class attendance records, assessments, tests, year mark and all related duties, Prepare and manage the POA's and POE's, Assist in the management and facilitation of Student Work Base Experience (WBE) as well as Lecturer Workplace Integrated Learning (WIL). Ensure the smooth running of the department and

submit regular reports to the Head of the Department, Chair subject meetings within the department.

**POST : Senior Marketing & Communication Officer (SL8 Permanent)**  
**Ref No : GC2023/39**  
**SALARY : R 359 517.00 per annum, plus benefits**  
**CENTRE : Goldfields TVET College**

**REQUIREMENTS:** An appropriate M+3 National Diploma/Bachelor's Degree in Public Relations/ Journalism/ Communications Science/ Marketing; A minimum of 3 years working experience in the field of communication; a valid driver's license, Applicant must possess the following skills: report writing; verbal and written communication; client orientation and customer focus; networking and relationship building; ethical behaviour; honesty and integrity; ability to work effectively under pressure; ability to maintain a high level of confidentiality of information and respect copyrights/aversion to plagiarism. Must be prepared to work, if the need to arise, at any of the college campuses; Must be prepared to implement instructions delegated by supervisors/managers. Must be willing to travel.

**DUTIES:** Arrange and provide support to outreach internal programs of the College; Market the College services and maintain positive relations of the College with its stakeholders including the media; Manage all the marketing and promotional materials of the College; Package and disseminate information for the exhibition and road shows; Promote a positive image of the College; develop effective information, education and communication material; Support Communication activities and events of internal and external project partners; Ensure the dissemination of electronic and hard copy materials to relevant stakeholders; Ensure document management support and storage of communication materials and equipment. Design and layout of publications for printing; Assist in the development of and ensure the successful implementation of the communication policy to promote and enhance communication within and outside the College; Update information on the College website and liaise with the website Designer on matters related thereto; Handle various matters related to the drafting of responses to media and press releases, which includes assisting with the organization of press conferences; Rendering photography and audio services to the College; Monitor media coverage and compile a synoptic report of issues that affect and/or impact on the

College towards informing appropriate responses by the relevant authority; Arrange and /or assist with the arrangement and/or coordination of departments events in order to promote the image of the department. Represent the unit various meetings.

**POST : Chief Administration Clerk (SL7 Permanent)**  
**Ref No : GC2023/40**  
**SALARY : R 294 321.00 per annum, plus benefits**  
**CENTRE : Goldfields TVET College**

**REQUIREMENTS:** A National Senior Certificate/NCV Level 4. Recognized National Diploma in Human Resource Management / Development or equivalent qualification. 3-5 years' experience in Human Resource environment. Knowledge and understanding of the application of Public Service legislative framework (PSA, PFMA, PSR etc.). Understanding and utilisation of the PERSAL system. Understanding of legislative framework governing the Public Service. Store and retrieval procedures in terms of the working environment. Understanding of the work in registry. Relevant PERSAL certificate. Valid driver's license. Computer literary. Added Advantage: Experience in the Public Sector within Human Resource administration.

**DUTIES:** Identify vacant posts to be advertised and develop annual recruitment plan. Develop adverts and process advertisement of posts in line with the College and other relevant policies and Collective Agreements. Process applications and handle queries and responses. Sort, capture and screen CV's; prepare preliminary shortlists with responsible managers for submission to the shortlisting committee. Prepare for interviews. Coordinate the verification of all applicant's qualifications. Compile submission and reports for approval by Principal or delegated authority to appoint. Facilitate appointments and placements of suitable candidates. Develop and update recruitment database. Supervise staff. Ensure implementation of Performance Management and Development Systems. Ensure compliance with leave procedures and leave administration. Manage employee conditions of service. Perform delegated functions.

**POST : Cleaner (SL2 Permanent X2)**  
**Ref No : GC2023/41**  
**SALARY : R 127 041.00 per annum, plus benefits**  
**CENTRE : Goldfields TVET College**

**REQUIREMENTS:** ABET/ Standard 8/Grade 10 or equivalent qualification. Applicants should be committed, hardworking and must be able to work long hours and under pressure. Applicants must have good interpersonal relations and verbal communication skills. knowledge of repetitive tasks, knowledge of facilities policies, knowledge of relevant legislation, prescripts, policies and procedures and knowledge of hygiene

**DUTIES:** Maintaining the cleanliness of the building by performing various cleaning duties which includes but not limited to dusting and waxing office furniture, sweeping, scrubbing and waxing of floors, vacuuming and shampooing floors, cleaning walls, windows and floors, collecting and removing of waste papers, freshen the office areas, clean the college kitchen and basins, wash and pack kitchen utensils. Empty and wash waste bins and send recyclables to disposal area.