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

GOLDFIELDS TVET COLLEGE

GOLDFIELDS TVET COLLEGE INVITES SUITABLE CANDIDATES TO APPLY FOR THE FOLLOWING 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 Human Resource Assistant Director at (057) 910 6000
or relevant Campus Manager: Mr PA Qhojeng (Skills Centre): (057) 9106000 during office hours.

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.

GOLDFIELDS COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER

Closing date: 17/07/2023 at 16:15

Post	**:**	**Facilitator/Assessor: Community Development Programme**
Duration	**:**	**15 Months**
Reference	**:**	**GC2023/43**
SALARY	**:**	**R 244 884.00 per annum, plus 37% in lieu of benefits**
Centre	**:**	**Skills and Innovation Centre**

REQUIREMENTS:
Education and Qualifications: A relevant degree or diploma in a related field such as community development, social work, sociology, or a related discipline. A teaching qualification or facilitation certificate may be considered as an advantage. Assessor certificate and registered with ETDP SETA as a Constituent Assessor for Further Education and Training Certificate: Community Development, at NQF Level 4, SAQA Qualification ID 67509.
Knowledge and Expertise: In-depth understanding of community development principles, theories, and practices. Familiarity with the National Qualifications Framework (NQF). Knowledge of relevant legislation and policies related to community development. Understanding of adult learning principles and facilitation techniques. Awareness of social issues, cultural diversity, and community dynamics.
Experience: Previous experience in community development work or related fields. Experience in facilitating training, workshops, or skills development programs. Practical experience in engaging with communities and implementing community development initiatives. Ability to create and maintain a safe and inclusive learning environment.
Communication and Interpersonal Skills: Excellent verbal and written communication skills. Active listening skills and the ability to engage and motivate learners. Strong interpersonal skills to build rapport and relationships with diverse groups of learners. Effective presentation and facilitation skills. Conflict resolution and problem-solving abilities.

Organizational and Administrative Skills: Ability to plan and organize training sessions or learning activit. Attention to detail for record-keeping and assessment purposes. Time management skills to ensure timely completion of course requirements. Proficiency in using relevant technology and instructional tools.
Ethical and Professional Conduct: Adherence to professional standards and codes of ethics. Respect for cultural diversity, inclusivity, and confidentiality. Commitment to promoting social justice and empowering communities. Continuous professional development and willingness to stay updated with relevant industry developments.

DUTIES:
Registration and induction of students. Facilitate general academic and career development of students, Prepare and present lessons in compliance with the SAQA and SETA Requirements, the Campus guidelines and College Quality Management system, assess students, effect appropriate remedial action and maintain the necessary training records. Ensure safe keeping of learner portfolios, facilitate the distribution of learning material and learner assessments, manage and monitor student attendance, prepare and deliver training to learners as per roll-out plan, manage own class attendance records, assessments, tests, and all related duties, prepare and manage the POE's. Assist in the management and facilitation of Learner Work Based Experience (WBE/Placement). Ensure the smooth running of the department and submit regular reports to the Head of the Department.