



Sedibeng TVET College hereby invites applications from suitably qualified persons to fill the following permanent positions. The following posts will be filled according to the CET Act No. 16 of 2006 (as amended).

POST/POSITION: PRACTITIONER PERFORMANCE MANAGEMENT (**Level 07**) Ref: Sedcol 01/2022

SALARY: Min R261 372 - Max R307 890 per annum

POST LEVEL / SALARY LEVEL: SL 7

NAME OF THE COMPONENT: HUMAN RESOURCE DEVELOPMENT

REQUIREMENTS: Grade 12 or NCV Level 4 Certificate. A recognized Bachelor's degree/Diploma (NQF level 6) in Human Resource Management or equivalent qualification. A minimum of 3 years relevant experience in Performance Management within an HR environment is required. Good knowledge of drafting performance agreements and conducting performance appraisals in the Public Service. Understanding of Public Service legislation, regulations and policies, Ability to interpret and implement the Performance Management and Development System (PMDS) and Integrated Quality Management System (IQMS) policies, relevant Directives, and Circulars. Computer literacy in MS Word, Excel, PowerPoint, and Outlook, Good coordination and report writing skills, and a driver's license is a prerequisite.

DUTIES. Provide advice and guidance on the Implementation of PMDS and IQMS. Support effective implementation of the Performance Management and Development System and Integrated Quality Management System (IQMS). Support effective management of individuals' performance management. Ensure alignment of performance agreements with the Annual Performance Plan (APP) of the Department and Operational Plans of the units. Capture all PMDS documents on Persal and spreadsheet. Develop an effective performance management database. Effective record management. Assist in conducting training sessions on the PMDS Policy. Facilitate and coordinate Branch, College Moderation processes. Provide support and assistance with Work plan development, drafting of performance agreements, and conducting performance appraisals Facilitate and present in IQMS/ PMDS-related workshops and training sessions; Ensure legislative and policy compliance. Assist in the development, review and implementation of the Employment Equity Plan for the college. Assist in preparation and submission of work skill plan(WSP) and Annual Training Report(ATR).

POST/POSITION: CHIEF ADMINISTRATIVE CLERK ADMINISTRATION (**Level 07**) Ref: Sedcol 02/2022

SALARY: Min R261 372 - Max R307 890 per annum

POST LEVEL / SALARY LEVEL: SL 7

NAME OF THE COMPONENT: HUMAN RESOURCE ADMINISTRATION

REQUIREMENTS: Grade 12 or NCV Level 4 Certificate. A recognized Bachelor's degree/Diploma (NQF level 6) in Human Resource Management or equivalent qualification. A minimum of 3 years relevant experience in Human Resource Management and Administration is required. Experience in the appointment and conditions of service of Public Servants and Educators. Knowledge of Pension and Policy on Incapacity Leave and Ill Health Retirement (PILIR) will be an added advantage. Knowledge and experience of PERSAL System. Knowledge and Understanding of HR prescripts and Policies. Good communication skills with high proficiency in writing. Advanced level of computer literacy (Ms Word, Excel, and Outlook). Ability to work under pressure and willingness to work extended hours when required. A valid driver's license is a prerequisite.

DUTIES: To assist in the administrative/personnel needs of the staff in the college. Render conditions of services, Administer all PERSAL functions and remuneration of employees (leave, housing, medical, injury on duty, long service recognition, overtime, relocation, pension, allowances, PILIR, etc.) Implement termination of services. Render Recruitment and Selection services in line with the Departmental policy and delegation (Advertisements, appointments, transfers, verification of qualifications, secretariat functions at interviews, absorptions, probation periods, inductions etc. Must be able to deal with all levels of staff indiscriminately and be able to write submissions, memos, and letters. Maintain good relations and communicate professionally with clients, team members, and senior managers both verbally, written, and through presentations. Must be able to train, mentor, and evaluate subordinates. Communicate at a professional level with staff both personally and telephonically.

POST/POSITION: SENIOR REGISTRATION OFFICER (**Level 08**) Ref: Sedcol 03/2022

SALARY: Min R321 543 – Max R378 765 per annum

POST LEVEL / SALARY LEVEL: SL 8

NAME OF THE COMPONENT: REGISTRATION SERVICES

REQUIREMENTS: Grade 12 or NCV Level 4 Certificate. Recognised National Diploma in Business Administration, Public Management/ administration or equivalent qualification. 3 years relevant experience in college / university / school administration environment. Recommendation: High computer skills in administration software e.g Excel, student registration software. Good leadership or management experience. Good interpersonal relations. A sound understanding in implementing and managing student registration services and TVET management information system. Ability to work independently as well as in a team. Sound understanding of prescripts governing the TVET sector this include but not limited to CET Act, Registration Manual, Admission policy, National Policies on the Conduct of Administration, ICASS and ISAT policies etc. Advanced Computer Literacy. Good communication, negotiation and problem-solving skills. A valid driver's licence.

DUTIES: Provide Support to registration officials and users. Ensure that the functioning of the Student Registration system is maintained and monitored. Provide terminal access to users that need access to the student registration system. Ensure student registration system upgrade is done. Ensure access control and access rights are implemented in the student registration system. Ensure all registration setups are installed, coordinated, maintained, and monitored. Monitor and implement enrolment deadline dates for the submission of enrolments and marks. Perform exam procedures. Liaise with DHET exam section. Ensure that ICASS and ISAT weight values are set up and final marks calculated correctly. Submit ICASS and ISAT marks. Import exam results; student enrolment and result queries. Ensure that backups are made on the registration system; Develop, manage and implement student registration services, Provide advice and guidance on the enrolment of students. Validate the reliability of registration documentation. Perform Management Information systems concerning registration and examination. Provide support to campuses in the printing of attendance registers and student cards. Validate, correct and submit TVETMIS registration data on time as per DHET schedule. Provide high-level reporting and statistical data analysis on registration and examination. Ensure that systems are in place to comply with DHET enrolment and data standards and procedures. Liaise with registration service providers and arrange for training when needed. Monitor and/or communicate with students through the Short Message System (SMS). Capture online quarterly reports and submit them as per DHET schedules. Import and update NSFAS student credits.

POST/POSITION: SENIOR STUDENT SUPPORT SERVICE OFFICER (**Level 08**) Ref: Sedcol 04/2022

SALARY: Min R321 543 - R378 765 per annum

POST LEVEL / SALARY LEVEL: SL 8

NAME OF THE COMPONENT: REGISTRATION SERVICES

REQUIREMENTS: Grade 12 or NCV Level 4 Certificate. A Bachelor's Degree in Psychology / Bachelor of Arts in Social Work (Majoring in Psychology) or equivalent qualification. 3 years' experience in Student support administration / Teaching and Learning environment or related field. A valid code C1 driver's license.

Competencies, Knowledge and Skills: Knowledge of PSET and CET Act. Knowledge and understanding of Student Support Services Manual. Knowledge and understanding of electoral processes and National Academic Support guidelines on student leadership governance policy for TVET Colleges. Knowledge of Teaching and Learning. Knowledge of career guidance and extra-curricular activities. Knowledge of Skills Development Act, Public Service Regulations and Public Service Act and Labour Relations Act. Understanding of the National Student Financial Aid Scheme and related legislation. Knowledge of the Public TVET sector and its regulatory and legislative framework. Knowledge of the Ethical regulatory and legislative framework. Knowledge and understanding of the Higher Education sector. Knowledge of Education Act. Knowledge of Disability Policies and Framework. Good Report Writing.

DUTIES: Ensure the provisioning of student support services and student placement assessment. Ensure the provisioning of student counseling (Career and Clinical). Ensure the provisioning of career guidance and academic support for students. Ensure facilitation of student governance and student leadership development and exit support programme. Management of human, physical, and financial resources. Ensure successful implementation of DHET and SSS Annual Plans. The provision of clinical supervision will be an added advantage. Undertake other duties assigned by the immediate supervisor. Provision of administrative support and compliance with DHET and College Policies and Procedures.

POST/POSITION: CHIEF REGISTRY CLERK (**Level 07**) Ref: Sedcol 05/2021

SALARY: Min R261 372 - Max R307 890 per annum

POST LEVEL / SALARY LEVEL: SL 7

NAME OF THE COMPONENT: RECORDS MANAGEMENT

REQUIREMENTS: Grade 12 or NCV Level 4 Certificate, Diploma in Public Management/ Information Management (NQF level 6) with 3 years' experience in clerical/administrative or equivalent qualification. Knowledge of registry duties, and practices as well as the ability to capture data, and operate computer. Knowledge and understating of the legislative framework governing the Public Services. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry.

DUTIES: Supervise and Provide registry counter services. Supervise the handling of incoming and outgoing correspondence. Supervise and render an effective filing and record management service. Supervise the operation and operate office machines in relation to the registry function. Supervise the processing of documents for archiving and/or disposal. Supervise Human Resources/staff.

POST/POSITION: STATE ACCOUNTANT - MANAGEMENT ACCOUNTING (**Level 07**) Ref: Sedcol 06/2022

SALARY: Min R261 372 - Max R307 890 per annum

POST LEVEL / SALARY LEVEL: SL 7

NAME OF THE COMPONENT: MANAGEMENT ACCOUNTING

REQUIREMENTS: Grade 12 or NCV Level 4 Certificate plus a Degree or National Diploma in Accounting/Financial Management. 3 years experience in income and budget management. Sound knowledge of relevant legislation, which includes PFMA, Treasury Regulations, DORA, etc. Good communication, organization, and supervisory skills. Ability to develop strategic plans. Ability to work independently and in a team under extreme pressure in a demanding environment. Ability to resolve problems, have a sense of responsibility, initiative, and creativity, be objective and demonstrate good work ethics as well as be service orientated towards Batho-Pele principles. A valid driver's license. Proven computer literacy, including advanced MS word, Excel and Power Point. Knowledge of management of institutional budgets. A valid driver's license.

DUTIES: Develop, review and ensure proper implementation of appropriate policies and procedures. Monitor income to ensure alignment with approved budget and cash flow projections. Compile the annual budget. Compile monthly income reports. Monitor and ensure that bank reconciliations are done monthly. Manage investments. Coordinate collection of student fees and other revenues. Manage debtors. Apply budget control measures. Supervise staff.

POST/POSITION: STATE ACCOUNTANT - FINANCIAL ACCOUNTING (**Level 07**) Ref: Sedcol 07/2021

SALARY: Min R261 372 - Max R307 890 per annum

POST LEVEL / SALARY LEVEL: SL 7

NAME OF THE COMPONENT: FINANCIAL ACCOUNTING

REQUIREMENTS: Grade 12 or NCV Level 4 Certificate plus a Degree or National Diploma Accounting or Auditing or Financial Management and related work experience. 3 years' relevant working experience in Finance environment. Knowledge of government systems. Knowledge and competencies of BAS, PERSAL and any other accounting systems. Knowledge of PFMA, National Treasury Regulations, procurement policies . Knowledge & experience in budgeting will be an added advantage. Knowledge and experience in auditing will be an added advantage. Computer skills with proficiency in MS packages. A valid driver's license.

DUTIES: Control, manage and execute timely payment of all invoices/statements in compliance with CET ACT, PFMA & National Treasury Regulations. Safekeeping of all accounting documents/files/reports. Prepare monthly reconciliation of Business Systems Render support and assist in controlling and maintaining suspense accounts on a monthly basis. Prepare and analyse reports. Budget preparation and support. Manage and control payroll for the College. Compilation of workbooks for financial statement inputs in accordance with GRAP. Resolution of queries raised by supplier's/service providers.

POST/POSITION: SENIOR RISK & FRAUD PREVENTION OFFICER (**Level 08**) Ref: Sedcol 08/2021

SALARY: Min R321 543 – Min R378 765 per annum

POST LEVEL / SALARY LEVEL: SL 8

NAME OF THE COMPONENT: : RISK, FRAUD AND INTEGRITY MANAGEMENT

REQUIREMENTS : Grade 12 or NCV Level 4 Certificate plus a Degree/Diploma (NQF 6) in Risk Management/ Internal Audit or equivalent qualification. 3 years' experience in Risk Fraud, Ethics and Integrity Management or related field. Knowledge of the relevant prescripts, legislation and regulations. Knowledge and understanding of the Risk Fraud, Ethics and Integrity Management environment. Must have valid driver's licence.

DUTIES: Ensure overall supervision and facilitate the provision of risk management services. Identify risks at the College. Facilitate the strategic risk assessment. Facilitate the operational risk assessment. Facilitate the process level risk assessment. Compile risk register for strategic, operational, and process levels. Provide Risk Management Report to College management and Risk Management Committee on quarterly bases. Follow up on the implementation of the mitigating action plans that were put in place to reduce the risk to an acceptable level. Ensure overall supervision and facilitate the provision of fraud and anticorruption services. Facilitate the development and maintenance of the internal anti-corruption system. Facilitate the Fraud/ Corruption risk assessments. Conduct investigations on allegations of corruption. Ensure overall supervision and facilitate the provision of ethics and integrity management services Facilitate the promotion of the implementation of code 31 of conduct e.g. remunerative work & gift register. Facilitate the promotion of the financial disclosure system. Ensure overall supervision and facilitate risk, fraud, ethics, and integrity management awareness and trainings Facilitate training, workshops, and awareness on risk, fraud, ethics, and integrity management.

POST/POSITION: SENIOR IT TECHNICIAN (**Level 08**) Ref: Sedcol 09/2022

SALARY: Min R321 543 – Max R378 765 per annum

SALARY LEVEL: SL 8

NAME COMPONENT: INFORMATION TECHNOLOGY

REQUIREMENTS : Grade 12 or NCV Level 4 Certificate plus a Diploma/Degree in Information Technology or equivalent. Must have 3 years experience in ICT infrastructure, networks, Desktop and Operating systems. Experience with Microsoft packages with include Office, Information Systems. Experience with supporting thin clients, communicate verbal and written skills. Problem solving skills, collaborative and excellent people skills, creative and analytical. Valid Drivers license.

DUTIES: Diagnose software and hardware problems, Desktop and printer management, support computers, printers, and other hardware, computer installations, manage helpdesk issues, manage corporate Antivirus protection for all computers, and provide support to all staff on IT-related problems. Track and prioritise ICT support calls and document the resolution. Install, and configure new computers and other IT equipment, Identify problems and repair existing ICT equipment, and keep track of IT supplies and equipment. Provision for the measure and adherence of policies and standards.

CENTRE:VANDERBIJLPARK CAMPUS

POST/POSITION: SENIOR LECTURER HOSPITALITY AND CATERING (PL2) REF: Sedcol 10/2022

SALARY: Min R353 979.00 – Max R876 609.00 per annum

POST LEVEL / SALARY LEVEL: PL 2

NAME OF THE COMPONENT: BUSINESS STUDIES NC(V) AND NATED

REQUIREMENTS: Grade 12 or NCV Level 4 Certificate plus a relevant Diploma / Degree in Hospitality and Catering backed by professional qualification in Education which is equivalent to REQV 13. Teaching experience in Hospitality and Catering subjects will be an advantage. Three years of experience as a lecturer/teacher is a prerequisite. Excellent communication skill is essential. SACE registration. A driver's licence is a prerequisite. Computer literacy is a prerequisite.

DUTIES: Assist with recruitment, registration, and induction of students. Verify applications on the online registration platform. Facilitate general academic and career development of students. Prepare and present lessons in compliance with the College's annual academic plan, the Campus timetable, and the College's Quality Management system. Coordinate the procurement of the programme's training needs. Provide guidance on syllabi, curriculum, and learning outcomes. Monitor and support lecturers teaching Hospitality Department. Implement and monitor all policies that impact 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 to students. Assess students, capture marks, analyse, interpret, effect appropriate remedial action and maintain the necessary ICASS and ISAT records. Prepare class time-table, internal examination timetable, and final examination time-table. Participate in the training examination training of invigilators and students. 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, workplace integrated learning. Ensure the smooth running of the department and submit regular reports to the HoD. Conduct and chair subject/program meetings within the Hospitality and Catering Program.

POST/POSITION: SENIOR LECTURER (PL2) - NC(V) ENGLISH FIRST ADDITIONAL LANGUAGE

REF: Sedcol 11/2022

SALARY : Min R353 979.00 – Max R876 609.00 per annum

POST LEVEL / SALARY LEVEL: PL 2

NAME OF THE COMPONENT: BUSINESS STUDIES NC(V) AND NATED

REQUIREMENTS: Grade 12 or NCV Level 4 Certificate plus a relevant Diploma / Degree backed by professional qualification in Education which is equivalent to REQV 13. Teaching experience in English FAL or related subjects is a requirement. Three years of experience as a lecturer/teacher is a prerequisite. Excellent communication skill is essential. SACE registration. Drivers licence is a prerequisite. Computer literacy is a prerequisite.

DUTIES: Assist with recruitment, registration, and induction of students. Verify applications on the online registration platform. Facilitate general academic and career development of students. Prepare and present lessons in compliance with the College's annual academic plan, the Campus timetable, and the College's Quality Management system. Coordinate the procurement of the programme's training needs. Provide guidance on syllabi, curriculum, and learning outcomes. Monitor and support lecturers teaching NC(V) English FAL. Implement and monitor all policies that impact 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 to students. Assess students, capture marks, analyse, interpret, effect appropriate remedial action and maintain the necessary ICASS and ISAT records. Prepare class timetable, internal examination timetable and final examination time-table. Participate in the training examination training of invigilators and students. 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 HoD. Conduct and chair subject/program meetings within NC(V) English FAL.

POST/POSITION: SENIOR LECTURER (PL2) -BUSINESS STUDIES NATED REF: Sedcol 12/2022

SALARY : Min R353 979.00 – Max R876 609.00 per annum

POST LEVEL / SALARY LEVEL: PL 2

NAME OF THE COMPONENT: BUSINESS STUDIES NATED

REQUIREMENTS: Grade 12 or NCV Level 4 Certificate plus a relevant Diploma/Degree in Business Studies or equivalent backed by professional qualification in Education, which is equivalent to REQV 13. Teaching experience in Business Studies subjects is a requirement. Three years experience as a lecturer / teacher is a prerequisite. Excellent communication skill is essential. SACE registration. Drivers licence is a pre-requisite. Computer literacy and is a prerequisite.

DUTIES: Assist with recruitment, registration, and induction of students. Verify applications on the online registration platform. Facilitate general academic and career development of students. Prepare and present lessons in compliance with the College's annual academic plan, the Campus timetable, and the College's Quality Management system. Coordinate the procurement of the programme's training needs. Provide guidance on syllabi, curriculum, and learning outcomes. Monitor and support lecturers teaching Business Studies subjects for the courses/classes attending in the afternoon. Implement and monitor all policies that impact 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 to students. Assess students, capture marks, analyse, interpret, effect appropriate remedial action and maintain the necessary ICASS and ISAT records. Prepare class time-table, internal examination time-table and final examination time-table. Participate in the training examination training of invigilators and students. 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 HoD. Conduct and chair subject/program meetings within business studies.

POST/POSITION: HEAD OF DIVISION (PL3) FUNDAMENTALS REF: Sedcol 13/2022

SALARY: Min R421 473.00 – Max R949 221.00 per annum

POST LEVEL / SALARY LEVEL: PL 3

NAME OF THE COMPONENT: FUNDAMENTALS

REQUIREMENTS: Grade 12 or NCV Level 4 Certificate plus a relevant Diploma/ Degree in any of the Fundamental Subjects backed by professional qualification in Education, which is equivalent to REQV 13. At least 5 years' appropriate teaching experience in the TVET Sector, Trained Assessor and Moderator. At least 3 years experience as a senior lecturer/teacher (PL2) in the fundamentals and related subjects will be an advantage. Knowledge of the relevant legislative policies that govern the public TVET colleges, must be computer literate with a valid driver's license and SACE. Registration of students. Understanding of the functioning of the NC(V) and Nated programmes.

DUTIES: Management of Students, Lecturers, and Curriculum Delivery. Oversee the registration of students. Manage the registration of student at DHET. Responsible for importing results from DHET to the college system. Do the statistical analysis of the results. Implementation of administration processes within the NC(V) division. Ensure effective utilization of resources. Ensure that the College provides innovative learning programs responsive to Business, Commerce, Industry, and Community needs in collaboration with the College Council Academic Board; Planning. Assist with student affairs and job placement. Ensure that Work Integrated Learning for students takes place. Plan and implement quality management in department or division; Contribute to the drafting of a year planner in advance featuring all operations, Promote outcomes-based Education, skills training and learnerships. Ensure that programmes offered to equip students with employability skills. Analyse, interpret and make recommendations based on statistics. Contribute to the management of diploma ceremonies. Manage and control part-time classes, support tuition, company, and afternoon classes. Manage the administration and conduct of the National Examinations and Assessment. Train Invigilators according to DHET Final Examination Guidelines. Draw up and manage the budget for the division. Establish and maintain records of staff attendance, department or division structure, circulars, timetables, class, training facilities visits, and results and assessment; Participate in Learning Area Committees. Support and motivate Senior Lecturers. Encourage and sustain academic excellence and improve learner results.

POST/POSITION: HEAD OF DIVISION (PL3) NATED BUSINESS STUDIES REF: Sedcol 14/2022

SALARY: Min R421 473.00 – Max R949 221.00 per annum

POST LEVEL / SALARY LEVEL: PL 3

NAME OF THE COMPONENT: BUSINESS STUDIES NATED

REQUIREMENTS: Grade 12 or NCV Level 4 Certificate plus a relevant Diploma or a Degree in Business Studies backed by professional qualification in Education, which is equivalent to REQV 13. At least 5 years' appropriate teaching experience in the TVET Sector, Trained Assessor and Moderator. At least 3 years' experience as a senior lecturer / teacher (PL2) in Nated Business Studies will be an advantage. Knowledge of the relevant legislative policies that govern the public TVET colleges, must be computer literate and SACE. Registration. Understanding of the functioning of the Nated / Report 191 programmes. A valid driver's license

DUTIES: Management of Students, Lecturers, and Curriculum Delivery. Oversee the registration of students. Manage the registration of student at DHET. Responsible for importing results from DHET to the college system. Do a statistical analysis of the results. Implementation of administration processes within the Nated division. Ensure effective utilization of resources. Ensure that the College provides innovative learning programs responsive to Business, Commerce, Industry, and Community needs in collaboration with the College Council Academic Board; Planning. Assist with student affairs and job placement. Ensure that Work Integrated Learning for students takes place. Plan and implement quality management in department or division; Contribute to the drafting of a year planner in advance featuring all operations, Promote outcomes-based Education, skills training and learnerships. Ensure that programmes offered to equip students with employability skills. Analyse, interpret and make recommendations based on statistics. Contribute to the management of diploma ceremonies. Manage and control part-time classes, support tuition, company, and afternoon classes. Manage the administration and conduct of the National Examinations and Assessment. Train Invigilators according to DHET Final Examination Guidelines. Draw up and manage a budget for the division. Establish and maintain records of staff attendance, department or division structure, circulars, timetables, class, training facilities visits, and results and assessment; Participate in Learning Area Committees. Support and motivate Senior Lecturers. Encourage and sustain academic excellence and improve learner results.

CENTRE: HEIDELBERG CAMPUS

POST/POSITION: HEAD OF DIVISION (PL3)-NCV FUNDAMENTALS STUDIES Ref: Sedcol 15/2022

SALARY: Min R421 473.00 – Max R 989 221.00 per annum

POST LEVEL / SALARY LEVEL: PL 3

NAME OF THE COMPONENT: FUNDAMENTALS STUDIES

REQUIREMENTS: Grade 12 or NCV Level 4 Certificate plus a Degree or equivalent in any of the Fundamental subjects backed by a professional qualification in Education equivalent to REQV 14. At least five years' Lecturing fundamental subjects in a TVET College is a prerequisite. Qualified Assessor and Moderator. At least three years' experience as a Senior Lecturer (PL2). Knowledge of the relevant legislative policies that govern the public TVET colleges. Excellent communication skill is essential with SACE registration Certificate. Must be Computer literate and a Valid Driver's Licence is a prerequisite. Understanding the functioning of following programmes NC (V) and Report 191).

DUTIES: Management of Students, Lecturers and Curriculum Delivery. Implementation of administration processes within the Fundamental Studies Division. Ensure effective utilization of resources. Ensure that the College provides innovative learning programs responsive to Business, Commerce, Industry, and Community needs in collaboration with the College Council Academic Board; Planning. Assist with student affairs and job placement. Ensure that Work Integrated Learning for students takes place. Plan and implement quality management in department or division; Contribute to the drafting of a year planner in advance featuring all operations; Promote outcomes-based Education, skills training, and learnerships. Ensure that programmes offered equip students with employability skills. Analyse, interpret and make recommendations based on statistics. Contribute to the management of diploma ceremonies. Manage and control part-time classes, support tuition, company, and afternoon classes. Manage the administration and conduct of the National Examinations and Assessment. Establish and maintain records of staff attendance, department or division structure, circulars, timetables, class, training facilities visits, and results and assessment; Participate in Learning Area Committees. Support and motivate Senior Lecturers. Encourage and sustain academic excellence and improve learner results.

POST/POSITION: SENIOR LECTURER ELECTRICAL (PL 2) Ref: Sedcol 16/2022

SALARY: Min R353 979.00 – Max R876 609.00 per annum

POST LEVEL / SALARY LEVEL: PL 2

NAME OF THE COMPONENT: ENGINEERING STUDIES (NCV)

REQUIREMENTS: Grade 12 or NCV Level 4 Certificate plus a relevant Diploma / Degree or equivalent to REQV 13 qualification in Electrical Engineering or equivalent. Trade Test and/or Professional qualification in Education will be an added advantage. Three years experience as a lecturer in a TVET College is a prerequisite. Lecturing experience in electrical subjects is a prerequisite. Excellent communication skill is essential. SACE registration. Computer literacy is a prerequisite.

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's annual academic plan, the Campus timetable, and the College's Quality Management system. Coordinate the procurement of the programme's training needs. Provide guidance on syllabi, curriculum, and learning outcomes. Monitor and support lecturers teaching in Electrical Engineering. Implement and monitor all policies that impact 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 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 Lecturers' workplace integrated learning. Ensure the smooth running of the department and submit regular reports to the HoD. Extensive knowledge and understanding of Workshop Environment. Conduct and chair subject/program meetings within the Electrical Infrastructure and Construction Program.

CENTRE: SEBOKENG CAMPUS

POST/POSITION: SENIOR LECTURER (PL2) MECHANICAL (ERD) Ref: Sedcol 17 /2022

SALARY: Minimum R353 979.00 – Max R876 609.00 per annum

POST LEVEL / SALARY LEVEL: PL 2

NAME OF THE COMPONENT: NATED ENGINEERING STUDIES

REQUIREMENTS: Grade 12 or NCV Level 4 Certificate plus a Diploma / Degree or equivalent to REQV 13 qualification in Mechanical Engineering. Three years of experience as a lecturer / teacher is a prerequisite. Lecturing / Teaching experience in Mechanical subjects is a prerequisite. Excellent communication skills are essential. SACE registration. Computer literacy is a prerequisite. A valid Driver's license.

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's annual academic plan, the Campus timetable and the College's Quality Management system. Coordinate the procurement of the programme's training needs. Provide guidance on syllabi, curriculum and learning outcomes. Monitor and support lecturers teaching in the Mechanical Engineering. Implement and monitor all policies that impact 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 to students. Assess students, capture marks, analyse, interpret, effect appropriate remedial action and maintain the necessary ICASS 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, workplace integrated learning. Ensure the smooth running of the department and submit regular reports to the HoD. Conduct and chair subject/program meetings within the Mechanical Department.

POST/POSITION: SENIOR LECTURER ELECTRICAL (PL2) Ref: Sedcol 18/2022

SALARY: Minimum R353 979.00 – Max R876 609.00 per annum

POST LEVEL / SALARY LEVEL: PL 2

NAME OF THE COMPONENT: NATED ENGINEERING STUDIES

REQUIREMENTS: Grade 12 or NCV Level 4 Certificate plus a Diploma / Degree or equivalent to REQV 13 qualification in Electrical Engineering. Three years of experience as a lecturer / teacher is a prerequisite. Lecturing / Teaching experience in Electrical subjects is a prerequisite. Excellent communication skills are essential. SACE registration. Computer literacy is a prerequisite. A valid Driver's license.

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's annual academic plan, the Campus timetable, and the College's Quality Management system. Coordinate the procurement of the programme's training needs. Provide guidance on syllabi, curriculum, and learning outcomes. Monitor and support lecturers' teaching. Implement and monitor all policies that impact 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 to students. Assess students, capture marks, analyse, interpret, effect appropriate remedial action and maintain the necessary ICASS 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 HoD. Conduct and chair subject/program meetings within the Electrical Division.

POST/POSITION: SENIOR LECTURER MECHANICAL (PL2) Ref: Sedcol 19/2022

SALARY: Minimum R353 979.00 – Max R876 609.00 per annum

POST LEVEL / SALARY LEVEL: PL 2

NAME OF THE COMPONENT: NATED ENGINEERING STUDIES

REQUIREMENTS: Grade 12 or NCV Level 4 Certificate plus a relevant Diploma / Degree or equivalent to REQV 13 qualification in Mechanical Engineering. Three years of experience as a lecturer / teacher is a prerequisite. Lecturing / Teaching experience in Mechanical subjects is a prerequisite, Excellent communication skills are essential. SACE registration. Computer literacy is a prerequisite. A valid driver's license.

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's annual academic plan, the Campus timetable, and the College's Quality Management system. Coordinate the procurement of the programme's training needs. Provide guidance on syllabi, curriculum, and learning outcomes. Monitor and support lecturers teaching Implement and monitor all policies that impact 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 to students. Assess students, capture marks, analyse, interpret, effect appropriate remedial action and maintain the necessary ICASS 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 HoD. Conduct and chair subject/program meetings within the Mechanical Division.

POST/POSITION: SENIOR LECTURER (PL2) : HUMAN RESOURCE MANAGEMENT Ref: Sedcol 20/2022

SALARY: Min R353 979.00 – Max R876 609.00 per annum

POST LEVEL / SALARY LEVEL: PL 2

NAME OF THE COMPONENT: BUSINESS STUDIES NATED & NC(V)

REQUIREMENTS: Grade 12 or NCV Level 4 Certificate plus a Diploma / Degree in Human Resource or equivalent backed by a professional qualification in Education, which is equivalent to REQV 13. Teaching experience in Human Resource Management subjects is a prerequisite. Three years experience as a lecturer / teacher is a prerequisite. Excellent communication skill is essential. SACE registration. Computer literacy is a prerequisite. A valid driver's license.

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's annual academic plan, the Campus timetable, and the College's Quality Management system. Coordinate the procurement of the programme's training needs. Provide guidance on syllabi, curriculum, and learning outcomes. Monitor and support lecturers teaching Human Resource Management. Implement and monitor all policies that impact 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 to students. Assess students, capture marks, analyse, interpret, effect appropriate remedial action and maintain the necessary ICASS and ISAT records. Prepare class time-table, internal examination time-table and examination time-table. 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 lecturer's work place integrated learning. Ensure the smooth running of the department and submit regular reports to the HoD. Conduct and chair subject/program meetings within the Human Resource Management Program.

POST/POSITION: SENIOR LECTURER OFFICE ADMINISTRATION AND MARKETING MANAGEMENT
(PL2) Ref: Sedcol 21/2022

SALARY: Min R353 979.00 – Max R876 609.00 per annum.

POST LEVEL / SALARY LEVEL: PL 2

NAME OF THE COMPONENT: BUSINESS STUDIES NATED & NC(V)

REQUIREMENTS: Degree backed by professional qualification in Education, which is equivalent to REQV 13. Teaching experience in Office Administration or Marketing subjects is a prerequisite. Three years of experience as a lecturer / teacher is a prerequisite. Excellent communication skill is essential. SACE registration. Computer literacy is a prerequisite. A valid driver's license.

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's annual academic plan, the Campus timetable and the College's Quality Management system. Coordinate the procurement of the programme's training needs. Provide guidance on syllabi, curriculum and learning outcomes. Monitor and support lecturers teaching Office Administration and Marketing Management NC(V) and Nated. Implement and monitor all policies that impact 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 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, workplace integrated learning. Ensure the smooth running of the department and submit regular reports to the HoD. Conduct and chair subject/program meetings within the Office Management and Marketing Departments.

POST/POSITION: SENIOR LECTURER CIVIL ENGINEERING AND BUILDING CONSTRUCTION (PL2)

Ref: Sedcol 22/2022 RE-ADVERT

SALARY: Min R353 979.00 – Max R876 609.00 per annum

POST LEVEL / SALARY LEVEL: PL 2

NAME OF THE COMPONENT: ENGINEERING STUDIES NATED AND NC(V)

REQUIREMENTS: Grade 12 or NCV Level 4 Certificate plus a Diploma / Degree or equivalent to REQV 13 qualification in Civil Engineering and Building Construction. Three year experience as a lecturer / teacher is a prerequisite. Lecturing / Teaching experience in Civil Engineering and Construction is a prerequisite. Excellent communication skill is essential. SACE registration. Computer literacy is a prerequisite. A valid driver's license.

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's annual academic plan, the Campus timetable, and the College's Quality Management system. Coordinate the procurement of the programme's training needs. Provide guidance on syllabi, curriculum, and learning outcomes. Monitor and support lecturers teaching Civil Engineering and Building Construction. Implement and monitor all policies that impact 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 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 HoD. Conduct and chair subject/program meetings within the Civil Engineering and Building Construction Department.

CENTRE: VEREENIGING CAMPUS

POST/POSITION: HOD: ENGINEERING (PL3) Ref: Sedcol 23/2022

SALARY: Min R421 473.00 – Max R949 221.00 per annum

POST LEVEL / SALARY LEVEL: PL 3

NAME OF THE COMPONENT: NATED ENGINEERING STUDIES

REQUIREMENTS: Grade 12 or NCV Level 4 Certificate plus a relevant Diploma / Degree in Engineering backed by professional qualification in education equivalent to REQV 13. Five years experience as a lecturer/ teacher/ educator is a prerequisite. At least three years' experience as a senior lecturer/teacher (PL2) will be an advantage. Computer literacy is compulsory. SACE registration is a prerequisite. Drivers licence is a prerequisite.

DUTIES: Overall management of Engineering Studies. Ordering training materials for training and preparation of ISAT and Practical Training. Attendance records, performance assessment, and determination of training needs for Lecturers, the discipline of students. Manage work distribution and timetable. Manage requisitions, distribution, and control of stock for ICASS delivery. Control of consumable items withdrawn from storeroom and re-ordering. Oversee all safety in workshops and maintenance of machines. Keep-up the standard of workshops accreditation and re-accreditation of workshops. Assist with financial planning and control. Liaise with employers for in-house training for Lecturers and placement of students. Oversee all skills training and apprentice training. Preparation of portfolio's, assessment, and moderation thereof, for submission to the relevant moderation body. Assist with the lecturing duties as and when required. Manage work distribution and operational timetable.

POST/POSITION: SENIOR LECTURER (PL2) - NC(V) ENGLISH FIRST ADDITIONAL LANGUAGE REF: SEDCOL 24/2022

SALARY : Min R353 979.00 – Max R876 609.00 per annum

POST LEVEL / SALARY LEVEL: PL 2

NAME OF THE COMPONENT: FUNDAMENTALS

REQUIREMENTS: Grade 12 or NCV Level 4 Certificate plus a relevant Diploma / Degree backed by professional qualification in Education which is equivalent to REQV 13. Teaching experience in English FAL is a re-requisite. Three years of experience as a lecturer / teacher is a pre-requisite. Excellent communication skill is essential. SACE registration. Drivers licence is a prerequisite. Computer literacy is a prerequisite.

DUTIES: Assist with recruitment, registration, and induction of students. Verify applications on the online registration platform. Facilitate general academic and career development of students. Prepare and present lessons in compliance with the College's annual academic plan, the Campus timetable, and the College's Quality Management system. Coordinate the procurement of the programme's training needs. Provide guidance on syllabi, curriculum, and learning outcomes. Monitor and support lecturers teaching English FAL Level 2 – Level 4 or equivalent. Implement and monitor all policies that impact 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 to students. Assess students, capture marks, analyse, interpret, effect appropriate remedial action and maintain the necessary ICASS and ISAT records. Prepare class time-table, internal examination timetable, and final examination time-table. Participate in the training examination training of invigilators and students. 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 HoD. Conduct and chair subject/program meetings within the English in Fundamentals Program.

POST/POSITION: HOD: ENGINEERING (PL3) Ref: Sedcol 25/2022

SALARY: Min R421 473.00 – Max R949 221.00

POST LEVEL / SALARY LEVEL: PL 3

NAME OF THE COMPONENT: NCV ENGINEERING STUDIES

REQUIREMENTS: Grade 12 or NCV Level 4 Certificate plus a relevant Diploma in Engineering backed by professional qualification in education equivalent to REQV 13. Five years experience as a lecturer/ teacher/ educator is a prerequisite. At least three years' experience as a senior lecturer/teacher (PL2) will be an advantage. Computer literacy is compulsory. SACE registration is a prerequisite.

DUTIES: Overall management of NC(V) Division. Ordering training materials for training and preparation of ISAT and Practical Training. Attendance records, performance assessment, and determination of training needs for Lecturers, the discipline of students. Manage work distribution and timetable. Manage requisitions, distribution, and control of stock for ICASS delivery. Control of consumable items withdrawn from storeroom and re-ordering. Oversee all safety in workshops and maintenance of machines. Keep-up the standard of workshops accreditation and re-accreditation of workshops. Assist with financial planning and control. Liaise with employers for in-house training for Lecturers and placement of students. Oversee all skills training and apprentice training. Preparation of portfolio's, assessment and moderation thereof, for submission to the relevant moderation body. Assist with the lecturing duties as and when required. Manage work distribution and operational timetable.

POST/POSITION: SENIOR LECTURER (PL2) (ENGINEERING SCIENCE) Ref: Sedcol 26/2022

SALARY: Minimum R353 979.00 – Max R876 609.00 per annum

POST LEVEL / SALARY LEVEL: PL 2

NAME OF THE COMPONENT: NATED ENGINEERING STUDIES

REQUIREMENTS: Grade 12 or NCV Level 4 Certificate plus a Diploma / Degree or equivalent to REQV 13 qualification in Mathematics and Science or equivalent. Three years of experience as a lecturer / teacher is a prerequisite. Lecturing / Teaching experience in any of the related subjects such as; Mathematics, Engineering Science, Engineering Physics is a prerequisite. Drivers licence is a pre-requisite. SACE registration.

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's annual academic plan, the Campus timetable, and the College's Quality Management system. Coordinate the procurement of the programme's training needs. Provide guidance on syllabi, curriculum, and learning outcomes. Monitor and support lecturers teaching subjects in the Mathematics and Science Department. Implement and monitor all policies that impact 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 to students. Assess students, capture marks, analyse, interpret, effect appropriate remedial action and maintain the necessary ICASS 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 HoD. Conduct and chair subject/program meetings within the Mathematics and Science Department.

POST/POSITION: SENIOR LECTURER MECHANICAL (PL2) Ref: Sedcol 27/2022

SALARY: Minimum R353 979.00 – Max R876 609.00 per annum

POST LEVEL / SALARY LEVEL: PL 2

NAME OF THE COMPONENT: NATED ENGINEERING STUDIES

REQUIREMENTS: Grade 12 or NCV Level 4 Certificate plus a Diploma / Degree in Mechanical Engineering. Three years of experience as a lecturer / teacher is a prerequisite. Lecturing / Teaching experience in Mechanical subjects is a prerequisite. Excellent communication skills are essential. SACE registration. Computer literacy is a prerequisite.

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's annual academic plan, the Campus timetable, and the College's Quality Management system. Coordinate the procurement of the programme's training needs. Provide guidance on syllabi, curriculum, and learning outcomes. Monitor and support lecturers teaching in the Mechanical Department. Implement and monitor all policies that impact 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 to students. Assess students, capture marks, analyse, interpret, effect appropriate remedial action and maintain the necessary ICASS 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 HoD. Conduct and chair subject/program meetings within the Mechanical Division.

POST/POSITION: SENIOR LECTURER MECHANICAL (PL2) Ref: Sedcol 28/2022

SALARY: Minimum R353 979.00 – Max R876 609.00 per annum

POST LEVEL / SALARY LEVEL: PL 2

NAME OF THE COMPONENT: NATED ENGINEERING STUDIES (MECHANICAL)

REQUIREMENTS: Grade 12 or NCV Level 4 Certificate plus a Diploma / Degree or equivalent to REQV 13 qualification in Mechanical Engineering. Three years of experience as a lecturer / teacher is a prerequisite. Lecturing / Teaching experience in Mechanical subjects is a prerequisite. Excellent communication skills are essential. SACE registration. Computer literacy is a prerequisite. A valid driver's license.

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's annual academic plan, the Campus timetable, and the College's Quality Management system. Coordinate the procurement of the programme's training needs. Provide guidance on syllabi, curriculum, and learning outcomes. Monitor and support lecturers teaching in the Mechanical Engineering department. Implement and monitor all policies that impact 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 to students. Assess students, capture marks, analyse, interpret, effect appropriate remedial action and maintain the necessary ICASS 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 HoD. Conduct and chair subject/program meetings within the Mechanical Department.

POST/POSITION: SENIOR LECTURER ELECTRICAL (PL2) Ref: Sedcol 29/ 2022

SALARY: Minimum R353 979.00 – Max R876 609.00 per annum

POST LEVEL / SALARY LEVEL: PL 2

NAME OF THE COMPONENT: NATED ENGINEERING STUDIES (ELECTRICAL)

REQUIREMENTS: Grade 12 or NCV Level 4 Certificate plus a Diploma / Degree in Electrical Engineering or equivalent to REQV 13 qualification. Three years of experience as a lecturer / teacher is a prerequisite. Lecturing / Teaching experience in Electrical subjects is a prerequisite. Excellent communication skills are essential. SACE registration. Computer literacy is a prerequisite. Drivers licence is a pre-requisite.

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's annual academic plan, the Campus timetable and the College's Quality Management system. Coordinate the procurement of the programme's training needs. Provide guidance on syllabi, curriculum and learning outcomes. Monitor and support lecturers teaching in the Electrical Engineering Department. Implement and monitor all policies that impact 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 to students. Assess students, capture marks, analyse, interpret, effect appropriate remedial action and maintain the necessary ICASS 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 HoD. Conduct and chair subject/program meetings within the Electrical Department.

POST/POSITION: SENIOR LECTURER ELECTRICAL (PL2) Ref: Sedcol 30/2022

SALARY: Minimum R353 979.00 – Max R876 609.00 per annum

POST LEVEL / SALARY LEVEL: PL 2

NAME OF THE COMPONENT: NATED ENGINEERING STUDIES (ELECTRICAL)

REQUIREMENTS: Grade 12 or NCV Level 4 Certificate plus a Diploma / Degree in Electrical Engineering or equivalent to REQV 13 qualification. Three years of experience as a lecturer / teacher is a prerequisite. Lecturing / Teaching experience in Electrical subjects is a prerequisite. Excellent communication skills are essential. SACE registration. Computer literacy is a prerequisite. Drivers licence is a pre-requisite.

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's annual academic plan, the Campus timetable, and the College's Quality Management system. Coordinate the procurement of the programme's training needs. Provide guidance on syllabi, curriculum, and learning outcomes. Monitor and support lecturers teaching in the Electrical Engineering Department. Implement and monitor all policies that impact 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 to students. Assess students, capture marks, analyse, interpret, effect appropriate remedial action and maintain the necessary ICASS 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 HoD. Conduct and chair subject/program meetings within the Electrical Division.

POST/POSITION: CAREER GUIDANCE OFFICER (SL7) – RE-ADVERT Ref: Sedcol 31/2022

SALARY: Min R261 372 - Max R307 890 per annum

NAME OF THE COMPONENT: ACADEMIC AND STUDENT ADMINISTRATION SUPPORT SERVICES

REQUIREMENTS: Grade 12 or NCV Level 4 Certificate plus a Diploma/Degree majoring in Psychology/ Social Science or equivalent qualification. Two-year experience in career development/guidance and counseling of relevant environment. Knowledge of career guidance. Knowledge of career counseling. Knowledge of career exhibitions. Knowledge of PSET and CET Act. Knowledge of Public Service prescripts, DHET Policies, industrial operation, labour market, identification of opportunities in the market, and opportunity linkages with industries. Computer literacy. Good communication and interpersonal skills. A valid drivers' license.

DUTIES: Provide career guidance and testing of prospective students (in collaboration with the registration unit). Provide academic and individual counseling sessions to students. Coordinate and provide career exhibition services. Implement programme to coach, mentor, and develop student job readiness.

GENERAL INSTRUCTIONS:

The College is an equal opportunity affirmative action employer and reserves the right not to fill the advertised posts.

HOW TO APPLY

Step1: visit www.mysedcol.co.za

Step2: Click application for posts

Step3: Click the posts you wish and qualify to apply for

Step4: Fill out the applicable field and upload the indication information or data (The ID, Senior Certificate, CV, Signed Z83, and Academic Qualifications. **DOCUMENTS TO BE UPLOADED MUST BE IN A PDF FORMAT.**

Step5: submit the application

Step6: You will receive a confirmation email.

NB: Please mark the application with the post title and reference number on the Z83.

No hand delivery or posted applications will be accepted.

DOCUMENTS MANAGEMENT:

- ❖ Recently certified copy of identity document (Not longer than six months).
- ❖ Recently certified copy of valid driver's license (Not longer than six months).
- ❖ Comprehensive Curriculum Vitae with at least three work-related references.
- ❖ Recently certified copies of Grade 12/NC(V) Level 4 and ID document (Not longer than six months).
- ❖ Recently certified copies of all qualifications with transcripts.

Shortlisted candidates will go through the vetting process (Citizenship, Criminal check, and verification of qualifications)

CLOSING DATE: 26 August 2022 AT 16:00

For inquiries: Deputy Principal Corporate Services Mr. JD Olifant (016) 420 2536

Email: jacob@sedcol.co.za

Communication will only be entered into with short-listed candidates and the successful applicant. Applications should please note that if no appointment notice has been received within 60 days of the closing date, it must be assumed that the application has been unsuccessful. The College reserves the right not to fill any advertised post.