



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

Post 1 : Admin Clerk: NSF Projects
Reference : SEDCOL-OC/02/2024
Salary : **R216 417.00 per annum plus 37% in lieu of benefits** (3 Years and 3 months performance-based contract)
Centre : Sedibeng TVET College - **Central Office**

REQUIREMENTS: An appropriate recognised National Diploma in Management Assistant, or, or Office Administration or higher. Any other equivalent relevant administration qualification would serve as an added advantage. Skilled in Microsoft Office Excel spreadsheets, and other Microsoft Office applications. Experience in administration of learner attendance and stipend payments / any administrative experience. A minimum of 1-2 years' experience working with administration of Occupational Programmes (Learnerships, Skills Programmes and Apprenticeships), QCTO and SETAs.

DUTIES: Overall administration of the project deliverables: learner recruitment, learner registration on Thusanang, QCTO and SETA Indicum systems, learner attendance management, learner stipends records, liaison with internal and external stakeholders (staff and learners, QCTO, SETAs, Employers and Service Providers), records management and reporting as per prescribed formats. Assist management with day-to-day training and administrative duties, including any other office related duties.

Post 2 : Finance Clerk- NSF Project
Reference : SEDCOL-OC/03/2024
Salary : **R216 417.00 per annum plus 37% in lieu of benefits** (3 Years and 3 months performance-based contract)
Centre : Sedibeng TVET College – **Central office**

REQUIREMENTS: An appropriate recognised National Diploma in Business Management, or Financial Management and/or higher, Financial Accounting as a major subject(s) up to N5 or higher is a prerequisite. Any other equivalent relevant Finance qualification would serve as an added advantage. Knowledge of Finance and Supply Chain Systems. Skilled in Microsoft Office Excel spreadsheets, and other Microsoft Office applications. Knowledge of Creditors reconciliations, Bank reconciliations. Experience in management of Learner Stipends and reporting. Experience in management of funder tranche claims. A minimum of 1-2 years' experience working with Occupational Programmes (Learnerships, Skills Programmes and Apprenticeships), QCTO and SETAs.

DUTIES: Overall management and administration of the project financials: administration of supplier purchase orders, invoices and payments, payments of learner stipends and queries, creditors and bank recons, financial reporting as per NSF's specifications and prescribed formats, liaison with internal and external stakeholders (staff and learners, Employers and Service Providers). Assist management with day to day administrative and finance related duties, including any other loyal requirements.



Post 3 : Facilitator/Assessor-Electrical
Reference : SEDCOL-OC/04/2024
Salary : R 256 395.00 per annum, plus 37% benefits. (3 years performance-based contract)
Centre : Sedibeng TVET College – **Heidelberg Campus**

REQUIREMENTS: Grade 12 or NCV Level 4 or N3 with Electrical relevant subjects or an appropriate National Diploma in Electrical Engineering or recognised 3-year bachelor's degree or equivalent relevant qualification. Electrician Trade is a prerequisite. Sound communication skills. Ability to facilitate and instruct apprenticeship modules with at least 1-2 years relevant experience in facilitation of Occupational Qualifications. Assessor ETDP SETA statement of results and a valid Driver's Licence is a prerequisite.

DUTIES: Assist with the recruitment of learners and registering learners with relevant quality assuring bodies systems, determine their training needs, manage their induction, facilitate training in the relevant field, design and conduct formative and summative assessments, manage class in terms of attendance and discipline, manage all training records, assist the Project Manager with day-to-day training duties and placements. Conduct learner assessments and/or moderation and all its related administrative and record-keeping duties.

Post 4 : Facilitator/Assessor- Fitter and Turner
Reference : SEDCOL-OC/05/2024
Salary : R 256 395.00 per annum, plus 37% benefits. (3 years performance-based contract)
Centre : Sedibeng TVET College – **Heidelberg Campus**.

MINIMUM REQUIREMENTS: Grade 12 or NCV Level 4 or N3 with Fitter and Turner relevant subjects or an appropriate National Diploma in Mechanical Engineering or recognised 3-year bachelor's degree or equivalent relevant qualification. Fitter and Turner Trade is a prerequisite. Sound communication skills. Ability to facilitate and instruct apprenticeship modules with at least 1-2 years relevant experience in facilitation of Occupational Qualifications. Assessor ETDP SETA statement of results and a valid Driver's Licence is a prerequisite.

DUTIES: Assist with the recruitment of learners and registering learners with relevant quality assuring bodies systems, determine their training needs, manage their induction, facilitate training in the relevant field, design and conduct formative and summative assessments, manage class in terms of attendance and discipline, manage all training records, assist the Project Manager with day-to-day training duties and placements. Conduct learner assessments and/or moderation and all its related administrative and record-keeping duties

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Post 5 : Facilitator/ Assessor - BoilerMaker
Reference : SEDCOL-OC/06/2024
Salary : R 256 395.00 per annum, plus 37% benefits. (3 years performance-based contract)
Centre : Sedibeng TVET College – **Sebokeng Campus**

MINIMUM REQUIREMENTS: Grade 12 or NCV Level 4 or N3 with BoilerMaker relevant subjects or an appropriate National Diploma in Mechanical Engineering or recognised 3-year bachelor's degree or equivalent relevant qualification. BoilerMaker Trade is a prerequisite. Sound communication skills. Ability to facilitate and instruct apprenticeship modules with at least 1-2 years relevant experience in facilitation of Occupational Qualifications. Assessor ETDP SETA statement of results and a valid Driver's Licence is a prerequisite.

DUTIES: Assist with the recruitment of learners and registering learners with relevant quality assuring bodies systems, determine their training needs, manage their induction, facilitate training in the relevant field, design and conduct formative and summative assessments, manage class in terms of attendance and discipline, manage all training records, assist the Project Manager with day-to-day training duties and placements. Conduct learner assessments and/or moderation and all its related administrative and record-keeping duties.

Post 6 : Facilitator/ Assessor: Mechatronics Technician
Reference : SEDCOL-OC/07/2024
Salary : R 256 395.00 per annum, plus 37% benefits. (3 Years performance-based contract)
Centre : Sedibeng TVET College – **Vereeniging Campus**

MINIMUM REQUIREMENTS: Grade 12 or NCV Level 4 with mechatronics relevant subjects or an appropriate recognised 3-year bachelor's degree or National Diploma in Mechanical and Electrical Engineering or relevant qualification. Millwright Trade or Mechatronics Technician at NQF L5 is a prerequisite. Sound communication skills. Ability to facilitate and instruct apprenticeship modules with at least 1-2 years relevant experience in facilitation of Occupational Qualifications. Assessor ETDP SETA statement of results and a valid Driver's Licence is a prerequisite.

DUTIES: Assist with the recruitment of learners and registering learners with relevant quality assuring bodies systems, determine their training needs, manage their induction, facilitate training in the relevant field, design and conduct formative and summative assessments, manage class in terms of attendance and discipline, manage all training records, assist the Project Manager with day-to-day training duties and placements. Conduct learner assessments and/or moderation and all its related administrative and record-keeping duties.

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Post 7 : Facilitator/ Assessor: Hairdresser
Reference : SEDCOL-OC/08/2024
Salary : R 256 395.00 per annum, plus 37% benefits. (3 years performance-based contract)
Centre : Sedibeng TVET College – Vereeniging Campus

MINIMUM REQUIREMENTS: Grade 12 or NCV Level 4 or N3 with Hairdresser relevant subjects or an appropriate National Diploma in Hairdressing or recognised 3-year bachelor's degree or equivalent relevant qualification. Hairdresser Trade with all these specialisations Afro, Caucasian and Barbering is a prerequisite. Sound communication skills. Ability to facilitate and instruct apprenticeship modules with at least 1-2 years relevant experience in facilitation of Occupational Qualifications. Assessor ETDP SETA statement of results and a valid Driver's Licence is a prerequisite.

DUTIES: Assist with the recruitment of learners and registering learners with relevant quality assuring bodies systems, determine their training needs, manage their induction, facilitate training in the relevant field, design and conduct formative and summative assessments, manage class in terms of attendance and discipline, manage all training records, assist the Project Manager with day-to-day training duties and placements. Conduct learner assessments and/or moderation and all its related administrative and record-keeping duties.

Post 8 : Facilitator/ Assessor: Chef
Reference : SEDCOL-OC/09/2024
Salary : R 256 395.00 per annum, plus 37% benefits. (3 years performance-based contract)
Centre : Sedibeng TVET College – Vanderbijlpark Campus.

MINIMUM REQUIREMENTS: Grade 12 or NCV Level 4 or N3 with Hospitality and Catering or relevant subjects or an appropriate National Diploma in Hospitality or recognised 3-year bachelor's degree or equivalent relevant qualification. Chef Trade is a prerequisite. Sound communication skills. Ability to facilitate and instruct apprenticeship modules with at least 1-2 years relevant experience in facilitation of Occupational Qualifications. Assessor ETDP SETA statement of results and a valid Driver's Licence is a prerequisite.

DUTIES: Assist with the recruitment of learners and registering learners with relevant quality assuring bodies systems, determine their training needs, manage their induction, facilitate training in the relevant field, design and conduct formative and summative assessments, manage class in terms of attendance and discipline, manage all training records, assist the Project Manager with day-to-day training duties and placements. Conduct learner assessments and/or moderation and all its related administrative and record-keeping duties.

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IMPORTANT INFORMATION:

1. All applications must be **online**, accessible from the college website www.sedcol.co.za
2. A fully completed new 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 six months) of all qualifications with academic transcripts/record, ID and driver's licence. Please quote the relevant reference number of the post you are applying for.
3. 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, emailed or hand delivered will **NOT** be accepted.
4. 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.
5. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application was unsuccessful.
- 6.
7. 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.** People with disability are encouraged to apply.

CLOSING DATE: 25 October 2024 at 16:00

Enquiries for posts may be directed to Ms. BL Ledimo: Assistant Director - Occupational Programmes at (016) 420 2520/595 during office hours.

APPROVED BY:

DR. MG. MOTHAPO
COLLEGE PRINCIPAL

SEDIBENG TVET COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER