



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).

CENTRE: CENTRAL OFFICE

POST/POSITION: EMPLOYEE HEALTH AND WELLNESS PRACTITIONER

REF: Sed 02/2024

SALARY: Min R 308 154.00 – Max R 362 994.00 per annum (excluding benefits)

SALARY LEVEL: SL 7

NAME OF THE COMPONENT: EMPLOYEE HEALTH AND WELLNESS

REQUIREMENTS: Grade 12 / NCV level 4 plus a three-year Diploma or Degree in psychology or BA social science, Social Work, BA Behavioural Science with psychology as a major subject. 2-3 experience working in EHP environment, Knowledge of computer system as well as MS Word, MS Excel and MS Power Point. Valid driver's license. Knowledge on Employee Health and Wellness Integrated Strategic Framework in the Public Service. Sound knowledge of all four EHW Pillars, an in-depth knowledge in conducting counselling, psychoeducation, and trauma debriefing. Understanding of all Pillar processes and COIDA Act. Interpersonal relations skills, Communication skills (written, presentation, verbal and listening). Analytical thinking, problem-solving and decision-making skills, Project management skills, Presentation skills, Strategic capability, Client orientation, change management skills, report writing skills, confidentiality as per code of ethics. Understanding of Public Service legislation, regulations, and policies. Computer literacy in MS Word, Excel, PowerPoint, and Outlook, and a valid driver's license.

DUTIES: Administer the Employee Health and Wellness Programme, Assist with the planning, coordination, and implementation of all Health and Wellness interventions, Assist with the evaluation of the impact of employee health and wellness programmes, Provide Education and awareness on health and wellness related issues, Provide advice and guidance to management and staff on EHW related matters, Ensure the monitoring and evaluation of the EHW, Benchmark EHW practices to ensure best practice in all EHW programmes for College staff, Promote health awareness and the facilitation of health-related events, activities and interventions (Wellness Day, HIV/AIDS, etc.). Conduct counselling, psychoeducation, and trauma-debriefing. Facilitate and monitor the implementation of any required recommendations made by the service providers. Ability to unpack and analyse the implementation of incapacity leave and the management of sick leave trends, compiling submission on ill-health Retirement for the employees. Managing wellness office. Active case management. Effective record management, Compiling and writing EHW reports.

CENTRE: VEREENIGING CAMPUS

POST/POSITION: HOD: WORKSHOPS

REF: Sed 03/2024

SALARY: Min R 487 737.00 – Max R 1 078 725.00 per annum (excluding benefits)

POST LEVEL: PL 3

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

REQUIREMENTS: Grade 12 / 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. Experience as a senior lecturer (PL2) or relevant industry experience will be added as an advantage. The following are compulsory prerequisite: Computer literacy, SACE registration and driver's licence.

DUTIES: Overall management of engineering in workshops. 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 MECHANICAL

REF: Sed 04/2024

SALARY: Min R 412 551.00 – Max R 997 836.00 per annum (excluding benefits)

POST LEVEL: PL 2

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

REQUIREMENTS: Grade 12 / NCV level 4 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 skill is essential. The following are compulsory prerequisite: Computer literacy, SACE registration and driver's licence.

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 Engineering and Related Design NC(V) level 2 – 4 and Nated 191 N1- N6 and Mechanical Engineering workshops. Implement and monitor all policies that impact on 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 with Engineering and Related Design Program.

POST/POSITION: SENIOR LECTURER NC(V) LIFE SKILLS AND COMPUTER LITERACY

REF: Sed 05/2024

SALARY: Min R 412 551.00 – Max R 997 836.00 per annum (excluding benefits)

POST LEVEL: PL2

NAME OF THE COMPONENT: FUNDAMENTAL STUDIES

REQUIREMENTS: Grade 12/ NCV L4 plus a relevant Diploma / Degree backed by professional qualification in Education, which is equivalent to REQV 13. Lecturing / Teaching experience in Office Administration / LO / English/Computer subjects is a prerequisite. Three years of experience as a lecturer / teacher is a prerequisite. Excellent communication skill is essential.

DUTIES: 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. 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 NC(V) Program. The following are compulsory prerequisite: Computer literacy, SACE registration and driver's licence.

CENTRE: SEBOKENG CAMPUS

POST/POSITION: HOD: FUNDAMENTALS

REF: Sed 06/2024

SALARY: Min R 487 737.00 – Max R 1 078 725.00 per annum (excluding benefits)

POST LEVEL: PL 3

NAME OF THE COMPONENT: FUNDAMENTALS

REQUIREMENTS: Grade 12 / 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 is a prerequisite. Knowledge of the relevant legislative policies that govern the public TVET colleges. Understanding of the functioning of the NC(V) and Nated programmes. The following are compulsory prerequisite: Computer literacy, SACE registration and driver's licence.

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 and 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, and afternoon classes. Manage the administration of the National Examinations and Assessment. Train Invigilators according to the 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, 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 CIVIL ENGINEERING AND BUILDING CONSTRUCTION

REF: Sed 07/2024

SALARY: Min R 412 551.00 – Max R 997 836.00 per annum (excluding benefits)

POST LEVEL: PL 2

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

REQUIREMENTS: Grade 12 / 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. The following are compulsory prerequisite: Computer literacy, SACE registration and driver's licence.

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, 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 Civil Engineering and Building Construction Department.

POST/POSITION: SENIOR LECTURER MECHANICAL

REF: Sed 08/2024

SALARY: Min R 412 551.00 – Max R 997 836.00 per annum (excluding benefits)

POST LEVEL: PL 2

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

REQUIREMENTS: Grade 12 / NCV level 4 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 skill is essential. The following are compulsory prerequisite: Computer literacy, SACE registration and driver's licence.

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

Engineering and Related Design NC(V) level 2 – 4 and Nated 191 N1- N6 and Mechanical Engineering workshops. Implement and monitor all policies that impact on 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 with Engineering and Related Design Program.

POST/POSITION: SENIOR LECTURER COMPUTER-RELATED SUBJECTS

REF: Sed 09/2024

SALARY: Min R 412 551.00 – Max R 997 836.00 per annum (excluding benefits)

POST LEVEL / SALARY LEVEL: PL 2

NAME OF COMPONENT: REPORT 191 BUSINESS STUDIES

REQUIREMENTS: A grade 12/ NC(V) level 4 plus a recognized Diploma / Degree in Office Management and Technology OR equivalent, with computer as a major subject backed by a professional teaching qualification. Three-year of experience as a lecturer/teacher offering computer-related subjects is a prerequisite. Excellent communication skill is essential. The following are compulsory prerequisite: Computer literacy, SACE registration and driver's licence.

DUTIES: Monitor and support lecturers teaching computer-related subjects in Nated Report 191 N4 - N6. 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. 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.

Prepare class timetable, internal examination timetable, and examination timetable. 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 workplace integrated learning.

Ensure the smooth running of the department and submit regular reports to the HoD. Conduct and chair subject meetings within the Business Management and Human Resource Management Programs.

POST/POSITION: CAMPUS ADMINISTRATOR

REF: Sed 10/2024

SALARY: Min R 308 154.00 – Max R 362 994.00 per annum (excluding benefits)

SALARY LEVEL: SL 7

NAME OF THE COMPONENT: GENERAL ADMINISTRATION SUPPORT SERVICES

REQUIREMENTS: Grade 12 / NCV level 4 plus Diploma or Degree in Business Management / Management Assistant / Human resource / Public Management coupled with at least 2-3 years' experience in administration management. Ability in understanding and problem-solving abilities. Knowledge of Computer system as well as MS Word, MS Excel and MS Power Point. Knowledge of applicable legislations, policies and procedures. Ability to work independently and under pressure. The following are compulsory prerequisite: Computer literacy and driver's licence.

DUTIES: To provide all campus administration. provision of general administration support services, financial systems, and processes at the campus. Assist campus management in the administration and management of stores, supply chain and logistics, supervising facility management (Cleaning services, maintenance of infrastructure, and fleet management). Administration of the human source management, financial transactions at the campus, and ensure that monthly reconciliations are properly executed. Responsible for assigning duties to support staff and interns. Coordinate and manage performance management of support staff. Execute all other administration tasks as may be delegated from time to time.

CENTRE: HEIDELBERG CAMPUS

POST/POSITION: SENIOR LECTURER NC(V) LIFE SKILLS AND COMPUTER LITERACY

REF: Sed 11/2024

SALARY: Min R 412 551.00 – Max R 997 836.00 per annum (excluding benefits)

POST LEVEL: PL2

NAME OF THE COMPONENT: FUNDAMENTAL STUDIES

REQUIREMENTS: Grade 12/ NCV L4 plus a relevant Diploma / Degree backed by professional qualification in Education, which is equivalent to REQV 13. Teaching experience in Office Administration / Computer subjects will be an added advantage. Three years of experience as a lecturer / teacher is a prerequisite. Excellent communication skill is essential.

DUTIES: 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. 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 NC(V) Program. The following are compulsory prerequisite: Computer literacy, SACE registration and driver's licence.

POST/POSITION: CAMPUS ADMINISTRATOR

REF: Sed 12/2024

SALARY: Min R 308 154.00 – Max R 362 994.00 per annum (excluding benefits)

SALARY LEVEL: SL 7

NAME OF THE COMPONENT: GENERAL ADMINISTRATION SUPPORT SERVICES

REQUIREMENTS: Grade 12 / NCV level 4 plus Diploma or Degree in Business Management / Management Assistant / Human resource / Public Management coupled with at least 2-3 years' experience in administration management. Ability in understanding and problem-solving abilities. Knowledge of Computer system as well as MS Word, MS Excel and MS Power Point. Knowledge of applicable legislations, policies and procedures. Ability to work independently and under pressure. The following are compulsory prerequisite: Computer literacy and driver's licence.

DUTIES: To provide all campus administration. provision of general administration support services, financial systems, and processes at the campus. Assist campus management in the administration and management of stores, supply chain and logistics, supervising facility management (Cleaning services, maintenance of infrastructure, and fleet management). Administration of the human source management, financial transactions at the campus, and ensure that monthly reconciliations are properly executed. Responsible for assigning duties to support staff and interns. Coordinate and manage performance management of support staff. Execute all other administration tasks as may be delegated from time to time.

POST/POSITION: IT TECHNICIAN

REF: Sed 13/2024

SALARY: Min R 308 154.00 – Max R 362 994.00 per annum (excluding benefits)

SALARY LEVEL: SL 7

NAME COMPONENT: INFORMATION TECHNOLOGY

REQUIREMENTS: Grade 12 / NCV Level 4 Certificate plus a Diploma/Degree in Information Technology or equivalent. Must have minimum of one (1) two (2) years' experience in ICT infrastructure, networks, Desktop and Operating systems. Experience with Microsoft packages which include Office, Information Systems. Experience with supporting thin clients, communicate verbal and written skills. Problem solving skills, collaborative and excellent people skills. The following are compulsory prerequisite: Computer literacy and driver's licence.

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.

HOW TO APPLY

Step1: visit www.mysedcol.co.za

Step2: Click vacancy list.

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: 29 November 2024 AT 16:00

For Enquiries: Assistant Director: HR & D Ms. RM Malivha (016) 420 2520 Email: mulalo@sedcol.co.za

Communication will only be entered into with short-listed candidates, and the successful applicants 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.