



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: SENIOR MARKETING & COMMUNICATION OFFICER

REF: Sed38//2023

SALARY: Minimum R 359 517.00 – Maximum R 420 402.00 per annum (excluding benefits)

SALARY LEVEL: SL8

NAME OF THE COMPONENT: CORPORATE SERVICES

REQUIREMENTS: Grade 12 or NCV level 4 plus National Diploma/Bachelor's Degree in Public Relations/ Journalism/ Communications Science/ Marketing; A minimum of 3 years working experience in the field of communication; a valid driver's license, Applicant must possess the following skills: report writing; verbal and written communication; client orientation and customer focus; networking and relationship building; ethical behaviour; honesty and integrity; ability to work effectively under pressure; ability to maintain a high level of confidentiality of information and respect copyrights/aversion to plagiarism. Must be prepared to work, if the need arises, at any of the college campuses; Must be prepared to implement instructions delegated by supervisors/managers. Must be willing to travel.

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

Monitor media coverage and compile a synoptic report of issues that affect and/or impact on the College towards informing appropriate responses by the relevant authority; Arrange and /or assist with the arrangement and/or coordination of departments events in order to promote the image of the department. Represent the unit various meetings.

POST/POSITION: EMPLOYEE HEALTH AND WELLNESS PRACTITIONER

REF: Sed39/2023

SALARY: Minimum R 294 321.00 – Maximum R 343 815.00 per annum (excluding benefits)

SALARY LEVEL: SL 7

NAME OF THE COMPONENT: EMPLOYEE HEALTH AND WELLNESS

REQUIREMENTS: Grade 12 or NCV level 4 plus a three-year Diploma or Degree in psychology or BA social science, social work, BA psych, BA behavioural sciences with psychology as a major subject, with 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 COID Act. Interpersonal relations skills, Communication skills (written, presentation, verbal and listening). Analytical thinking, problem-solving and decision-making skills, Innovative and creative, Project management skills, presentation skills, Strategic capability, Client orientation, change management skills, report writing skills, confidentiality, and code of ethics. Understanding of Public Service legislation, regulations, and policies. Computer literacy in MS Word, Excel, PowerPoint, and Outlook, Good coordination and report writing skills, and a driver's license will be an added advantage.

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 centre, providing First-Aid to employees, and management administration of Injury on duty. Active case management. Effective record management, Compiling and writing EHW reports.

CENTRE: VEREENIGING CAMPUS

POST/POSITION: HOD: ENGINEERING

REF: Sed40/2023

SALARY: Minimum R 465 843.00 – Maximum R 1 030 302.00 per annum (excluding benefits)

POST LEVEL: PL 3

NAME OF THE COMPONENT: NC(V) AND 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. Experience as a senior lecturer (PL2) will be added as an advantage. The following are compulsory prerequisite: Computer literacy, SACE registration and driver's licence.

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: CAREER GUIDANCE OFFICER (STUDENTS COUNSELLOR)

REF: Sed41/2023

SALARY: Minimum R 294 321.00 – Maximum R 343 815.00 per annum (excluding benefits)

SALARY LEVEL: SL7

NAME OF THE COMPONENT: ACADEMIC AND STUDENT ADMINISTRATION SUPPORT SERVICES

REQUIREMENTS: Grade 12 or NCV Level 4 Certificate plus a bachelor's or associate degree in counselling. Minimum of 2 years professional counselling experience, preferably in an educational field. Experience with counselling, principles, techniques, and practices as applied to students' problems and developmental needs. Excellent active listening and communication skills. Patient, friendly, and accommodating personality. Social perceptiveness and an understanding of body language. Excellent interpersonal and mediation skills.

DUTIES: Provide career guidance and testing of prospective students (in collaboration with the registration unit). Provide academic and individual counselling sessions to students. Coordinate and provide career exhibition services. Implement programme to coach, mentor, and develop student job readiness. Teaches a variety of skills including social skills, study skills, and test-taking skills. Listening to students' academic, emotional, social, personal, and behavioural concerns in an open and non-judgemental way. Working directly with students to develop solutions and set achievable goals. Assisting with conflict mediation and resolution between students, as well as students and lecturers, or parents and lecturers to ensure students' goals are not disrupted. Providing one-on-one career guidance and skills assessment to assist with career development. Helping students to prepare applications for admissions and tests. Providing students with materials related to careers of their choice or career counselling to suit their skills. Developing, monitoring, and assisting with counselling programs.

CENTRE: SEBOKENG CAMPUS

POST/POSITION: HOD: ENGINEERING

REF: Sed42/2023

SALARY: Minimum R 465 843.00 – Maximum R 1 030 302.00 per annum (excluding benefits)

POST 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. Experience as a senior lecturer (PL2) will be added as an advantage. The following are compulsory prerequisite: Computer literacy, SACE registration and driver's licence.

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 - OFFICE ADMINISTRATION

REF: Sed43/2023

SALARY: Minimum R394 032.00 – Maximum R953 043.00 per annum (excluding benefits)

POST LEVEL: PL 2

NAME OF THE COMPONENT: BUSINESS STUDIES NC(V)

REQUIREMENTS: Grade 12 plus a relevant Diploma / Degree (Office Administration) backed by professional qualification in Education, which is equivalent to REQV 13. Three years of experience as a lecturer / teacher in Office Administration (Business Practice, Office Practice, Office Data Processing) 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 Office Administration NC (V) level 2 – 4 and Nated 191 N4 - N6. 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 Business studies Program.

CENTRE: HEIDELBERG CAMPUS

POST/POSITION: HOD-NCV FUNDAMENTALS STUDIES

REF: Sed44/2023

SALARY: Minimum R 465 843.00 – Maximum R 1 030 302.00 per annum (excluding benefits)

POST LEVEL: PL3

NAME OF THE COMPONENT: FUNDAMENTALS STUDIES

REQUIREMENTS: Grade 12 or NCV Level 4 Certificate plus a Degree or equivalent in (English/Mathematics & Mathematics Literacy and Life Orientation) backed by a professional qualification in Education equivalent to REQV 13. At least five years' Lecturing fundamental subjects in a TVET College is a prerequisite. Qualified

Assessor and Moderator. Experience as a senior lecturer (PL2) will be added as an advantage. 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 NC (V) programme.

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.

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: 12 January 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.