



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



SEDIBENG TVET COLLEGE
"GROW WITH THE FLOW"

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: VEREENIGING CAMPUS

POST/POSITION: HOD: ENGINEERING (WORKSHOPS) ERRATUM

REF: Sedcol 23/2022

SALARY: Min R 465 843 .00 – Max 1 030 302.00 per annum (excluding benefits)

POST LEVEL / SALARY LEVEL: PL3

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. At least three years' experience as a senior lecturer/teacher (PL2) is a prerequisite. 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 Control of consumable items withdrawn from storeroom and re-ordering.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 ADMINISTRATIVE OFFICER (ERRATUM)

REF: Sed01/2023

SALARY: Min R359 517.00 – Max R420 402.00 per annum (excluding benefits)

POST LEVEL / SALARY LEVEL: SL8

NAME OF THE COMPONENT: OFFICE OF THE PRINCIPAL

REQUIREMENTS: A National Senior Certificate (Grade 12) or NCV level 4. A 3-year recognised National Diploma/ Degree in Office Administration or Public Administration or Labour Law with a minimum of 3 years in administrative and secretarial duties. Knowledge and understanding of the TVET/

CET Administration. Understanding of corporate governance, must have Planning and organizing skills, Financial management skills, Report writing skills, Communication and interpersonal relations, Problem solving, Computer literacy and a valid drivers' licence. Knowledge of Microsoft windows and Microsoft office competencies. Ability to prepare written reports. Document Management and record keeping skills; ensuring confidentiality of information at all times.

DUTIES: Render administrative/executive support services in the office of the Principal. Ensure effective and efficient management of the college including the management of the workflow in the office of the Principal. Oversee and monitor budget and expenditure in the office of the Principal and College Council. Co-ordinate college inputs for annual, quarterly, monthly reports, Establish and implement effective records and document management.

Provide administrative and secretariat support to the College Council, including drafting correspondence and making travel arrangements. Ensuring College Council complies with relevant legislation. Establishing procedures for sound governance. Advising on developments in governance issues. Formulate the Council meetings agenda with the College Principal and advice on its contents. Ensure that all agenda items and supporting documents are in place. Ensure the provision of adequate administrative resources to facilitate the working of the Councils. Establish, maintain and review policies for the Council and ensure that all statutory requirements for good governance are discharged. Responsible for planning, delivering and monitoring responsibilities of the College Council.

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 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: 03 July 2023 2023 AT 16:00

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

Email: jacob@sedcol.co.za

A full advert is available on our website www.sedcol.co.za or www.mysedcol.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.