



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



Tshwane South
TVET College

"achieve the future"

VACANCY LIST

Tshwane South Technical and Vocational Education and Training (TVET) College has the following permanent vacancies:

ACADEMIC AND SUPPORT STAFF POSTS				ENQUIRIES
POST DESCRIPTION	POST NUMBERS	POST LEVEL	MINIMUM REQUIREMENTS	DUTIES
Mechanical Engineering Lecturer	10/01/2021 (Two posts)	PL1	<ul style="list-style-type: none"> ✓ An appropriate bachelor's degree OR an equivalent, a recognised three year tertiary qualification which includes teaching as a qualification (minimum of REQV 13). ✓ Must be registered with SACE. ✓ Must be computer literate. ✓ Good communication skills. ✓ Moderator and Assessor certificate will be an added advantage. 	<ul style="list-style-type: none"> ✓ Must be able to teach Fitting & Machining N2, Mechatronology N3 and other Mechanical Engineering related subjects. ✓ Be accountable for the performance of students in the subjects taught. ✓ Conduct teaching and manage learning in a classroom/practical center. ✓ Prepare and mark subject and programme related assessments ✓ Use technology in the delivery of teaching and learning. ✓ Organise, prepare and conduct

Mr. TR Makua
012 401 5120

				<p>workplace or simulated experiential learning for students</p> <ul style="list-style-type: none"> ✓ Perform examination related duties (i.e., invigilation, examiner and moderator). ✓ Perform other relevant duties that may be delegated in the context of teaching and learning. 	
<p>Business Studies Lecturer</p>	<p>11/01/2021 (2 posts)</p>	<p>PL1</p>	<ul style="list-style-type: none"> ✓ An appropriate bachelor's degree OR an equivalent, a recognised three year tertiary qualification which includes teaching as a qualification (minimum of REQV 13) ✓ Must be registered with SACE. ✓ Must be computer literate ✓ Good communication skills ✓ Moderator and Assessor certificate will be an added advantage 	<ul style="list-style-type: none"> ✓ Must be able to teach Mathematical Literacy L2-L4, Applied Accounting L2-L4, Business Practice L2-L4, New Venture Creation L2-L4 and other business related subjects in both NC (V) and Report 191. ✓ Be accountable for the performance of students in the subjects taught. ✓ Conduct teaching and manage learning in a classroom/practical center. ✓ Prepare and mark subject and programme related assessments ✓ Use technology in the delivery of teaching and learning ✓ Organise, prepare and conduct workplace or simulated experiential learning for students 	<p>Mr. TR Makua 012 401 5120</p>

			<ul style="list-style-type: none"> ✓ Perform examination related duties (i.e., invigilation, examiner and moderator) Perform other relevant duties that may be delegated in the context of teaching and learning. 	
<p>Electrical Engineering Lecturer</p>	<p>12/01/2021 PL1</p>	<ul style="list-style-type: none"> ✓ An appropriate bachelor's degree OR an equivalent, a recognised three year tertiary qualification which includes teaching as a qualification (minimum of REQV 13) ✓ Must be registered with SACE. ✓ Must be computer literate. ✓ Good communication skills. ✓ Moderator and Assessor certificate will be an added advantage. 	<ul style="list-style-type: none"> ✓ Must be able to teach Electrical Trade Theory N1-N3, Industrial Electronics N1-N3, and other Electrical Engineering related subjects in both Report 191 and NC (V). ✓ Be accountable for the performance of students in the subjects taught. ✓ Conduct teaching and manage learning in a classroom/practical center. ✓ Prepare and mark subject and programme related assessments ✓ Use technology in the delivery of teaching and learning ✓ Organise, prepare and conduct workplace or simulated. experiential learning for students ✓ Perform examination related duties (i.e., invigilation, examiner and moderator) Perform other 	

Mathematics and Engineering Science Lecturer	13/01/2021 (4 posts)	PL1	
	<ul style="list-style-type: none"> ✓ An appropriate bachelor's degree OR an equivalent, a recognised three year tertiary qualification which includes teaching as a qualification (minimum of REQV 13). ✓ Minimum of three (3) year experience as an educator. ✓ Must be registered with SACE. ✓ Must be computer literate. ✓ Good communication skills. ✓ Moderator and Assessor certificate will be an added advantage. 		
		<ul style="list-style-type: none"> ✓ Must be able to teach Mathematics N1-N6, Engineering Science N1-N3 and other Engineering related subjects. ✓ Be accountable for the performance of students in the subjects taught. ✓ Conduct teaching and manage learning in a classroom/practical center. ✓ Prepare and mark subject and programme related assessments ✓ Use technology in the delivery of teaching and learning. ✓ Organise, prepare and conduct workplace or simulated experiential learning for students. ✓ Perform examination related duties (i.e. invigilation, examiner and moderator) Perform other relevant duties that may be delegated in the context of teaching and learning. 	<p>relevant duties that may be delegated in the context of teaching and learning.</p> <p>Ms. S Devenish 012 401 5118</p>

<p>Hospitality Lecturer</p>	<p>14/01/2021 2 Posts</p>	<p>PL1</p>	<ul style="list-style-type: none"> ✓ An appropriate bachelor's degree OR an equivalent, a recognised three year tertiary qualification which includes teaching as a qualification (minimum of REQV 13) ✓ Minimum of three (3) year experience as an educator. ✓ Must be registered with SACE. ✓ Must be computer literate ✓ Good communication skills. ✓ Moderator and Assessor certificate will be an added advantage. 	<ul style="list-style-type: none"> ✓ Must be able to teach Catering Theory and Practical N4-N6, Applied Management N4-N6, Nutrition & Menu Planning N4, Food & Beverage N5 and other Hospitality related subjects in both Report 191 and NC (V). ✓ Be accountable for the performance of students in the subjects taught ✓ Conduct teaching and manage learning in a classroom/practical center. ✓ Prepare and mark subject and programme related assessments ✓ Use technology in the delivery of teaching and learning. ✓ Organise, prepare and conduct workplace or simulated experiential learning for students ✓ Perform examination related duties (i.e. invigilation, examiner and moderator). ✓ Perform other relevant duties that may be delegated in the context of teaching and learning. 	<p>Mr. TR Makua 012 401 5120</p>
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<p>Hospitality Lecturer</p>	<p>15/01/2021 3 Posts</p>	<p>PL1</p>	<ul style="list-style-type: none"> ✓ An appropriate bachelor's degree OR an equivalent, a recognised three year tertiary qualification which includes teaching as a qualification (minimum of REQV 13). ✓ Minimum of three (3) year experience as an educator. ✓ Must be registered with SACE. ✓ Must be computer literate. ✓ Good communication skills. ✓ Moderator and Assessor certificate will be an added advantage. 	<ul style="list-style-type: none"> ✓ Must be able to teach Hospitality Generics L2-L4, Food Preparation L2-L4, Clients Services and Human Relations L2-L4, Hospitality Services L2-L4 and other Hospitality related subjects in both NC (V) and Report 191. ✓ Be accountable for the performance of students in the subjects taught ✓ Conduct teaching and manage learning in a classroom/practical center. ✓ Prepare and mark subject and programme related assessments ✓ Use technology in the delivery of teaching and learning. ✓ Organise, prepare and conduct workplace or simulated experiential learning for students ✓ Perform examination related duties (i.e. invigilation, examiner and moderator). ✓ Perform other relevant duties that may be delegated in the context of teaching and learning.
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<p>Fundamentals Lecturer</p>	<p>16/01/2021 (Two posts)</p>	<p>PL1</p>	<p>✓ An appropriate bachelor's degree OR an equivalent, a recognised three year tertiary qualification which includes teaching as a qualification (minimum of REQV 13). ✓ Must be registered with SACE. ✓ Must be computer literate. ✓ Good communication skills. ✓ Moderator and Assessor certificate will be an added advantage.</p>	<p>✓ Must be able to teach English L2-L4, Life Orientation L2-L4, Communication N4-N6 and other related subject in the communication field. ✓ Be accountable for the performance of students in the subjects taught. ✓ Conduct teaching and manage learning in a classroom/practical center. ✓ Prepare and mark subject and programme related assessments ✓ Use technology in the delivery of teaching and learning. ✓ Organise, prepare and conduct workplace or simulated experiential learning for students ✓ Perform examination related duties (i.e. invigilation, examiner and moderator). ✓ Perform other relevant duties that may be delegated in the context of teaching and learning.</p> <p>Mr. TR Makua 012 401 5120</p>
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<p>Re- Advertisement Marketing and Communication Officer</p>	<p>01/07/2021</p>	<p>SL7</p>	<ul style="list-style-type: none"> ✓ Appropriate three year diploma or an equivalent NQF (level 6) qualification in Marketing and Communication. ✓ Three years relevant experience, Experience in the TVET/PSET Marketing will be an added advantage. ✓ Good communication skills (verbal and written), ability to read and write, pay attention to details. ✓ Sound interpersonal relations ✓ Good telephone etiquette. ✓ Computer literacy and high level of reliability. ✓ Driver's license is a requirement. 	<ul style="list-style-type: none"> ✓ Implementation of exhibition plans. ✓ Profile the work of the College through presenting of a credible and professional image of the College at exhibitions. ✓ Developing and implementation of annual calendar of college exhibitions at workshops and exhibitions. ✓ Ensure College events, offices, publications, invitations, advertisement and promotional items are correctly branded. ✓ Manage logistics of registering and booking exhibition space, delivery, set up, collection and repair of branding items. ✓ Liaise with peers and supervisors to develop and implement creative concepts and products for marketing campaigns and exhibitions. ✓ Manage the quality control of all branded material. ✓ Develop relationships with high schools and community-based organisations.
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				<ul style="list-style-type: none"> ✓ Performing any other duties delegated by the manager. 	
<p>Information Technology Technician</p>	<p>02/07/2021 2 posts</p>	<p>SL7</p>	<ul style="list-style-type: none"> ✓ Appropriate three year diploma or an equivalent NQF (level 6) qualification in the relevant field of Information Technology. ✓ A minimum of three years in information security, information technology or relevant field. Working knowledge of and experience in the policy and regulatory environment of information security, especially in the TVET or Higher Education Sector. 	<ul style="list-style-type: none"> ✓ Installing and configuring computer hardware operating systems and applications. ✓ Monitoring and maintaining computer systems and network. ✓ Troubleshooting system and network problems and diagnosing and solving hardware or software faults. ✓ Replacing parts as required. ✓ Providing support, including procedural documentation and relevant reports. ✓ Following diagrams and written instructions to repair a fault or set up to a system. ✓ Supporting the roll-out of new applications. ✓ Setting up new user's accounts and profiles and dealing with password issues. ✓ Responding within agreed time 	

		<ul style="list-style-type: none"> limits to call-outs. Working continuously on a task until completion (or referral to third parties, if appropriate). ✓ Prioritizing and managing many open cases at one time. ✓ Rapidly establishing a good working relationship with customers and other professionals, e.g., software developers. ✓ Testing and evaluating new technology. ✓ Conducting electrical safety checks on computer equipment. 	
<ul style="list-style-type: none"> ✓ Provides administrative and secretarial support to the Principal. ✓ Minute taking during meetings. ✓ Coordinate and arrange meetings of the office of the Principal. ✓ Prepare supporting documentation for meetings, presentations, reports and projects. ✓ Responsible for managing the diary of the Principal. 	<ul style="list-style-type: none"> ✓ Appropriate three year diploma or an equivalent NQF (level 6) qualification in an administrative field. ✓ 2 – 5 years' experience in the administrative field. ✓ Experience as secretary or personal assistant will be an added advantage. ✓ Good communication skills (written and verbal), ability to read, write and pay attention to details. ✓ Sound interpersonal relations and good telephone etiquette. 	<p style="text-align: center;">SL7</p>	<p>Personal Assistant to the Principal</p> <p style="text-align: center;">03/07/2021</p>

			<ul style="list-style-type: none"> ✓ Computer literacy in MS Office and sound organizational skills. ✓ Willingness to work extra hours when required. 	<ul style="list-style-type: none"> ✓ Responsible for the general administrative duties, including photocopying, scanning and faxing, filling, document ✓ Responsible for all logical arrangement of the office of the Principal. ✓ Performing any other duties delegated by the manager. 	
<p>Senior Administration Clerk: Clients Services</p>	<p>03/05/2021</p>	<p>SL5</p>	<ul style="list-style-type: none"> ✓ Grade 12 or NC (V) Level 4 certificate. ✓ A National Diploma in an administrative field will be an added advantage. ✓ Good communication skills (verbal and written) and interpersonal skills. ✓ Ability to read and write and pay attention to details. ✓ Good telephone etiquette. ✓ Computer literacy. 	<ul style="list-style-type: none"> ✓ Responsible for capturing students enrolments forms, test & assignment marks, student absenteeism and pre-lims on Coltech system or other applicable Management Information System (MIS). ✓ Responsible for issuing students statements of results and certificates. ✓ Responsible for filling ✓ Responsible for receiving and distributing documents to the relevant units or personnel. ✓ Perform any other functions assigned by the manager. 	

NOTE: Applications must be submitted on the New Z83 Form, obtainable from any Public Service Department and must be accompanied by certified copies of qualifications including academic records (certification must not be older than six (6) months and no copy of a copy will be allowed), ID and Curriculum Vitae. Please take note that correspondence will only be conducted with short-listed candidates. If you are not contacted within three (3) months after the closing date, please consider your application unsuccessful.

Please indicate the reference number and position you are applying for on your application form and forward your application to: The Human Resources Department, Tshwane South TVET College, PO Box 151, PRETORIA, 0001, **or** hand deliver to the HR Offices on Campus level or at the Tshwane South TVET College Central Office 85 Francis Baard Street Pretoria, 0001. Faxed and e-mailed applications will not be accepted.

NB: Failure to sign and initialise the New Z83 Form, write the correct reference number, date and attach all the necessary certified documents required by the advertisement, your application will not be considered. **Closing date: 10 August 2021.** 🇿🇦



Approved