



**higher education  
& training**  
Department  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA



**Tshwane South  
TVET College**  
"achieve the future"

**POST: FACILITATOR – CENTRE OF SPECIALISATION  
MILLWRIGHT TRADE**

**REF: 09/04/18**

**CENTRE: TSHWANE SOUTH TVET COLLEGE- PRETORIA WEST CAMPUS**

**THIS POST WILL BE APPOINTED ON A CONTRACT BASIS FOR A 3 YEAR PERIOD. DHET INTERNAL CANDIDATES WHO ARE SUCCESSFUL WILL BE SECONDED TO THE FACILITATOR POST FOR THE PERIOD OF THE CONTRACT.**

**SALARY NOTCH R 308 877 – 364 140 per annum (Post Level 2) – final salary based on qualification and experience**

**REQUIREMENTS:**

- A diploma (REQV13) or Artisan Qualification.
- Qualified as a Millwright with trade test passed.
- 3 – 5 years or appropriate artisan experience as a Millwright in industry with specific experience in the following areas: Tools, equipment, machinery and materials, Electricity and electronics, Wire ways and wiring, Rotating electrical machinery, Electrical supply systems and components, Low voltage protection, Fault finding and repair, Worksite set-up, Electrical installation and control systems, Pre-commission inspection, Maintenance processes.
- Education, Training and Development Practice (ETDP) or related qualification will be an added advantage.
- Qualification as a registered Assessor and/or Moderator for the Millwright trade will be an added advantage.
- 2 years or more training/workshop mentoring experience will be an added advantage.

**SKILLS SET:**

- The preferred candidate will have knowledge of the Millwright industry, the legislative and regulatory environment, as well as knowledge of and experience in implementing Occupational Health and Safety regulations and requirements.
- Good verbal and written communication skills, including presentation or lecturing and report writing skills.
- He/she will have planning and organizing skills, including lesson planning skills, analytical skills, conceptual ability and the ability to assess learners.

- Computer literacy in Microsoft Suite
- A valid driver's license.
- The preferred candidate will have the ability to take on a leadership and mentorship role, will be focused on customer service, be disciplined and professional and will have excellent interpersonal skills.
- He/she will be responsible for his/her own continuous professional development.

### **CONDITIONS OF SERVICE:**

In addition to the salary package above, the Facilitator will be expected to adhere to the following:

- 40 hours work per week.
- Minimum of 21 working days annual leave per annum.

### **DUTIES:**

The incumbent will be responsible for:

- Providing theoretical and practical training applicable to the Millwright trade, and according to predetermined curriculum and lesson frameworks.
- Assess and/or moderate theoretical and practical competencies of learners in the programmes against pre-determined requirements.
- Ensure that training equipment, workshops and related resources are available and in working order, and conduct regular inventory control.
- Perform administrative and management functions, including preparing and submitting reports to relevant authorities, preparation of training registers, preparation and completion of learner files, and any other administration required by oversight bodies.
- Attend industry and training workshops, as well as any other prescribed training to ensure own continuous professional development.
- Ensure training environment and activities are compliant to all safety, health and environmental requirements.
- Plan delivery of the occupational qualification in such a way that the learners are prepared to complete and pass the relevant assessments and trade test.
- Manage the scheduling of learner for theory and industry placement/practical components of the programme.

***All shortlisted candidates will be expected to participate in an assessment of his/her experience in the above areas.***

**APPLICATIONS:** Must be submitted on form Z83, (Public Service Application form) Obtainable from any Public Service Department and must be accompanied by an updated curriculum vitae, certified copies of qualifications, identity document and driver's license, (certification must not be older than three (3) months and no copy of a copy will be accepted. Failure to sign the Z83 application form and the submission of relevant documents will result in your application not been considered. It is the responsibility of applicants to ensure that foreign qualifications are evaluated by the South African Qualifications Authority (SAQA) and the evaluation certificate must be attached.

It is our intention to promote representivity (race, gender and disability) in the College through the filling of posts. The successful candidate will be subjected to a security clearance and verification of qualifications.

**NOTE:**

Please indicate the reference number and the 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 Office at Tshwane South TVET College Head Office, 85 Francis Baard (Formerly known as Schoeman Street) Pretoria, 0001. Faxed and e-mailed application will not be accepted

Please take note that correspondence will only be send to short-listed candidates. If you are not contacted within three (3) months after the closing date, please consider your application unsuccessful.

**Closing Date: 19 OCTOBER 2018**

**ENQUIRIES : Ms Tiisetso Molopyane**