



higher education  
& training

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA



Tshwane South  
TVET College

"achieve the future"

### VACANCY LIST

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

ACCADEMIC POSTS				ENQUIRIES	
POST DESCRIPTION	POST NUMBERS	POST LEVEL	MINIMUM REQUIREMENTS	DUTIES	
Deputy Chief Education Specialist (DCES)-Head of School Assessment	CS 05/01/19	PL 5	<ul style="list-style-type: none"> <li>✓ An appropriate Bachelor degree OR an equivalent recognised three year tertiary qualification which includes teaching as a qualification (minimum of REQV 13)</li> <li>✓ Registration with SACE.</li> <li>✓ Minimum of seven (7) years' in the relevant field.</li> <li>✓ Minimum of three year supervisory experience.</li> <li>✓ Moderator and Assessor Certificate will be an added advantage</li> <li>✓ Proven management and leadership abilities.</li> <li>✓ Thorough knowledge and understanding of the relevant legislation and the TVET</li> </ul>	<ul style="list-style-type: none"> <li>✓ Responsible for the overall management of assessment across the College.</li> <li>✓ Ensures the effective delivery of high quality and the maintenance of academic standards of assessment.</li> <li>✓ Responsible for the compilation of assessment schedules across the College.</li> <li>✓ Fosters the development of assessment policies and initiatives within the context of the long term strategies of the College.</li> <li>✓ Promotes excellence and improvement in all of assessment practices.</li> <li>✓ Ensure the regular review of the evaluation of assessment practices.</li> <li>✓ Guides and offers professional advice to the Heads of Departments regarding assessment.</li> </ul>	Mr. T Makua (012) 401 5120

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		<ul style="list-style-type: none"> <li>✓ landscape.</li> <li>✓ A thorough knowledge of the Continuing Education and Training.</li> <li>✓ Advanced Computer skills.</li> <li>✓ Report Writing Skills. Advanced Oral and Written Communication Skills.</li> <li>✓ A valid Driver's License.</li> <li>✓ Good Analytical Skills.</li> <li>✓ The ability to liaise at the highest level.</li> <li>✓ The ability to work under pressure.</li> <li>✓ Leadership and strategic thinking Skills. Managerial, supervisory, problem solving, motivational negotiation and good interpersonal skills.</li> <li>✓ Diversity Management Skills.</li> <li>✓ Good interpersonal skills.</li> <li>✓ Thorough knowledge and understanding of the relevant legislation related to Engineering/ Business Studies programmes across the College and the new TVET College landscape.</li> <li>✓ Knowledge of the TVET Colleges landscape and the new curriculum developments</li> </ul>	<ul style="list-style-type: none"> <li>✓ Assists and monitors Examinations and Assessments of learning programmes and marking in collaboration with the DCES's Business Studies and Engineering.</li> <li>✓ Analyses College results.</li> <li>✓ Makes recommendations to the Deputy Principal Academic Services with regard to the appointment of examiners and moderators.</li> <li>✓ Ensure the proper utilization of moderators and examiners in conjunction with the DCES Engineering and Business Studies.</li> <li>✓ Ensure that all administrative and relevant documentation in respect of assessment are effectively and efficiently completed and executed.</li> <li>✓ Submit reports as per policy to the Deputy Principal Academic Services.</li> <li>✓ Performs any other duties in line with the College Strategic Plan, the Personnel Administration Measures as well as the (Employment of Educators Act NO 76 OF 1998)</li> </ul>	
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		<p>within the Sector.</p> <ul style="list-style-type: none"> <li>✓ A thorough knowledge of the Continuing Education and Training Act.</li> <li>✓ Advanced Computer skills, Report Writing Skills, Advanced Communication, and Writing Skills.</li> <li>✓ Good Analytical Skills and the ability to liaise at the highest level.</li> <li>✓ The ability to work under pressure and go an extra mile.</li> <li>✓ Leadership and strategic thinking Skills, Managerial, Problem Solving, Motivational, Negotiation and good interpersonal skills.</li> <li>✓ Project and Resources Management skills.</li> <li>✓ Diversity Management Skills.</li> <li>✓ Knowledge of the Quality Management System.</li> </ul>		
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**NOTE: Applications must be submitted on form Z83, obtainable from any Public Service Department and must be accompanied by certified copies of qualifications (certification must not be older than three (3) months and no copy of a copy will be allowed, attach academic record), 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 Z83, write the correct reference number and attach all the necessary certified documents required by the  
advertisement your application will not be considered.

**Closing date 11 September 2019**

26/8/2019

A handwritten signature in black ink, appearing to read 'D. M. M.', enclosed within a large, loopy, oval-shaped scribble.