



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					
POST	REFERENCE	POST LEVEL	MINIMUM REQUIREMENTS	DUTIES	ENQUIRIES
Senior Education Specialist Engineering Studies (2 Posts)	03/01/2024	PL3	<ul style="list-style-type: none">✓ An appropriate bachelor's degree OR an equivalent recognised three-year tertiary qualification which includes teaching as a qualification (minimum of REQV 13)✓ Registration with SACE.✓ Minimum of five (5) years in the relevant field.✓ Minimum of two-year supervisory experience.✓ Moderator and Assessor Certificate will be an added advantage.	<ul style="list-style-type: none">✓ Oversees/manages/supervises/coordinates all theoretical and practical onsite training programmes.✓ Ensure the optimal utilisation, maintenance and replacement of learning material, equipment, and facilities.✓ Must be knowledgeable on occupational programmes.✓ Responsible for the effective functioning of the division.✓ Prepares the timetable and workload of lecturers.✓ Monitors students' attendance and manages students' discipline.	Ms. S Devenish 012 401 5000

		<ul style="list-style-type: none"> ✓ Thorough knowledge and understanding of the relevant legislation and the TVET landscape. ✓ A thorough knowledge of the Continuing Education and Training Act. ✓ Advanced Computer skills. ✓ Report Writing Skills. Advanced Oral and Written Communication Skills. ✓ A valid Driver's License. ✓ Good Analytical Skills. ✓ The ability to liaise at the highest level. ✓ The ability to work under pressure. ✓ Leadership and strategic thinking Skills. Managerial, supervisory, problem solving, motivational negotiation and good interpersonal skills. ✓ Diversity Management Skills. ✓ Good interpersonal skills. 	<ul style="list-style-type: none"> ✓ Manages and monitors staff attendance. ✓ Manages and monitors the compilation of students' portfolio of evidence, assessment files and portfolio of assessment of lectures. ✓ Conducts, plans, controls, monitors and reports on internal and external marking of assessments. ✓ Assist with the Campus budget and financial control of the division. ✓ Checks and verifies the correctness, layout and quality of the task before submitting to the Deputy Campus Manager. ✓ Analyse the result compiled by the lecturers to determine poor/best performing subjects and best performing lecturers. ✓ Oversees the effective administration of students such as placement, registration and payments to ensure effective education and training. ✓ Plan, organises and implement projects and activities to enhance students' developments. 	
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<p>Computer related Studies NCV Lecturer (3 Posts)</p>	<p>01/03/2024</p>	<p>PL1</p>	<ul style="list-style-type: none"> ✓ An appropriate Bachelor 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, Life Orientation L2-L4, Office Data Processing L2-L4, Information Processing N4-N6, Communication N4-N6 and other related subject in the field. ✓ Be accountable for the performance of students in the subjects taught. ✓ Conduct teaching and manage learning in a classroom/practical centre. ✓ 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>Ms. S Devenish 012 401 5000</p>
<p>Re-Advertisement Educational Specialist</p>	<p>02/01/2024</p>	<p>PL2</p>	<ul style="list-style-type: none"> ✓ An appropriate bachelor's degree OR an equivalent, a recognised three-year tertiary qualification which includes 	<ul style="list-style-type: none"> ✓ Must be able to teach Mathematics L2-L4 and Science L2-L4. ✓ Be accountable for the performance of students in the subjects taught. 	

<p>Maths & Science (2 Posts)</p>			<ul style="list-style-type: none"> ✓ 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"> ✓ Conduct teaching and manage learning in a classroom/practical centre. ✓ Prepare and mark the subject and program-related assessments. ✓ Use technology in the delivery of teaching and learning. ✓ Organise, prepare and conduct workplace or simulated experiential learning for students. ✓ Responsible for Curriculum Development according to industry needs with special reference. ✓ Manages and monitors staff attendance. ✓ Assist the Senior Education Specialist with the effective functioning of the division ✓ 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>Ms. S Devenish 012 401 5000</p>
<p>Re-Advertisement</p>			<ul style="list-style-type: none"> ✓ An appropriate bachelor's degree OR an equivalent, a recognised three-year tertiary qualification which includes 	<ul style="list-style-type: none"> ✓ Must be able to teach Business Management N4-N6; Entrepreneurship N4-N6; Public Relations N4-N6 and any other business-related subjects in both NC(V) and Report 191. 	

<p>Education Specialist General Studies Nated</p>	<p>02/02/2024</p>	<p>(PL2)</p>	<p>teaching as a qualification (minimum of REQV 13)</p> <ul style="list-style-type: none"> ✓ 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"> ✓ Be accountable for the performance of students in the subjects taught. ✓ Conduct teaching and manage learning in a classroom/practical centre. ✓ Prepare and mark the subject and program-related assessments. ✓ Use technology in the delivery of teaching and learning. ✓ Organise, prepare, and conduct workplace or simulated experiential learning for students. ✓ Responsible for Curriculum Development according to industry needs with special reference. ✓ Manages and monitors staff attendance. ✓ Assist the Senior Education Specialist. with effective functioning of the division ✓ 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>Ms. S Devenish 012 401 5000</p>
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<p>Education Specialist Engineering Related Design</p>	<p>02/03/2024</p>	<p>(PL2)</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 Engineering and Related Design subjects L2 – L4. ✓ Be accountable for the performance of students in the subjects taught ✓ Conduct teaching and manage learning in a classroom/practical centre. ✓ Prepare and mark the subject and program-related assessments. ✓ Use technology in the delivery of teaching and learning. ✓ Organise, prepare, and conduct workplace or simulated experiential learning for students. ✓ Responsible for Curriculum Development according to industry needs with special reference. ✓ Manages and monitors staff attendance. ✓ Assist the Senior Education Specialist. with the effective functioning of the division ✓ 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>Ms. MF Mashithisho 012 401 5000</p>
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<p>Mechanical Engineering Lecturer</p>	<p>01/05/2024</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, Engineering Drawing N2; Mechano-technology N3-N6, Mechanical Draughting and any other related subject in the field. ✓ Be accountable for the performance of students in the subjects taught. ✓ Conduct teaching and manage learning in a classroom/practical centre. ✓ 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>Ms. MF Mashithisho 012 401 5000</p>
<p>Mathematics Nated and NC(V) Lecturer (5 posts)</p>	<p>01/04/2024</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). 	<ul style="list-style-type: none"> ✓ Must be able to teach, Mathematics N4-N6, Mathematics L2-L4 and any other NC(V) related subject in the field. ✓ Be accountable for the performance of students in the subjects taught. 	<p>Ms. S Devenish</p>

			<ul style="list-style-type: none"> ✓ 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"> ✓ Conduct teaching and manage learning in a classroom/practical centre. ✓ 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. 	012 401 5000
General Studies NC(V) Lecturer (2 Posts)	01/02/2024	PL1	<ul style="list-style-type: none"> ✓ An appropriate Bachelor 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. <p>Moderator and Assessor certificate will be an added advantage.</p>	<ul style="list-style-type: none"> ✓ Must be able to teach, Business Practice L2-L4, Office Practice L2-L4, Life Skills and Computer Literacy L2-L4 and any other related subject in the report 191. ✓ Be accountable for the performance of students in the subjects taught. ✓ Conduct teaching and manage learning in a classroom/practical centre. ✓ Prepare and mark subject and programme related assessments 	Ms. S Devenish 012 401 5000

			<ul style="list-style-type: none"> ✓ An appropriate Bachelor 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"> ✓ 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). <p>Perform other relevant duties that may be delegated in the context of teaching and learning.</p>	
<p>General Studies NC(V) Fundamentals (6 Posts)</p>	<p>01/01/2024</p>	<p>PL1</p>	<ul style="list-style-type: none"> ✓ Must be able to teach, English first additional language L2-L4, Life Skills and Computer Literacy; Mathematics Literacy L2-L3 and any other related subject in the field. ✓ Be accountable for the performance of students in the subjects taught. ✓ Conduct teaching and manage learning in a classroom/practical centre. ✓ 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 	<ul style="list-style-type: none"> ✓ Must be able to teach, English first additional language L2-L4, Life Skills and Computer Literacy; Mathematics Literacy L2-L3 and any other related subject in the field. ✓ Be accountable for the performance of students in the subjects taught. ✓ Conduct teaching and manage learning in a classroom/practical centre. ✓ 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>Ms. MF Mashitsho 012 401 5000</p>

			<ul style="list-style-type: none"> ✓ Five years `driving experience with a valid code 10 driver's license plus a Public Driver Permit (PDP). ✓ Ability to read and write accident reports. ✓ Good communication skills. ✓ Must be physically fit to perform the duties, especially eyesight. ✓ Must be prepared to work after hours on weekends, and on public holidays 	<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. 	
Driver (2 Posts)	01/04/2024	SL4	<ul style="list-style-type: none"> ✓ Must be physically fit to perform the duties, especially eyesight. ✓ Must be prepared to work after hours on weekends, and on public holidays 	<ul style="list-style-type: none"> ✓ Application of Safety and precautionary measures ✓ Collect examination papers at the department. ✓ Transportation of staff members, SRC students, and soccer players to various destinations. ✓ Inspection of vehicles and reporting defects ✓ Completing vehicle logbooks ✓ Transport council members and private individuals as approved by the supervisor. ✓ Maintain vehicle logbook and other related records as required 	Ms. S Devenish 012 401 5000

NOTE: Applications must be submitted on the New Z83 Form which must be fully completed, obtainable from any Public Service Department and must be accompanied by a comprehensive Curriculum Vitae. Only short-listed candidates will be required to submit Certified copies of qualifications including academic records and identity documents. Please take note that communication in relations to the process will be limited to short-listed candidates. If you have received any correspondence 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
at 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 fully complete, sign and initialise the New Z83 Form, write the correct reference
number, date, and attach all the Curriculum Vitae your application will not be considered. **Closing date: 08 March 2024 at
12:00 PM** 

 21/02/2024