



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



MOTHEO TVET COLLEGE

POST : **CAMPUS MANAGER**
SALARY : R 519,429.00 per annum (Post Level 05).
CENTRE : Thabanchu Campus: (Ref No: MOT/CM/TBN/2022)

REQUIREMENTS : A recognised 3 or 4year qualification which must include

appropriate training as an educator. 7 years' experience of which 3years must be at the level of Faculty Head/ Assistant Campus Manager. SACE certificate
Valid driver's licence

RECOMMENDATIONS : Sound knowledge of transformational issues in the TVET sector.

Experience in managing people, projects, finances, Labour relations, and development and good governance practices relevant to the TVET sector. Ability to engage in strategic planning, research, analytical and report-writing skills, Sound knowledge and insight into the relevant legislation, policies and procedures governing the TVET sector.

Extensive management, administrative and organizational skills.

DUTIES : Provide strategic leadership and management at the campus.

Ensure co-ordination and alignment of the campus performance with the vision of the college and frequently monitor it against college targets. Oversee the entire administration, HR functions, Finance including the budget, Supply Chain management and maintain a regular update of the asset register of the campus. Manage leave as well as the performance of staff at the campus by guiding, supporting and developing the staff. Manage curriculum and programmes offered at the campus including where



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Koffiefontein Campus Moorosi ERM, 1 De Preez Street Tel: 051 013 9011	Plot 32 Lekwenne, Bloemfontein Blenheim Tel: 051 413 8825	Rapid Incubator 46 St Georges Street CRO Blenheim Tel: 051 813 9817	Accredited by 		

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possible the learner ship, partnership projects and skills programmes. Assist with financial planning and control of the campus programmes to support students who are under-performing; and. Perform all other relevant functions for the improvement of the College as directed by management. Be prepared to work beyond normal working hours.

ENQUIRIES : Mr N Olin Tel No: 051 4069300

POST : **FACULTY HEAD (NCV)- POST LEVEL 3**
REFERENCE NUMBER : **MOT/DHET/HOD-NCV/HSV/2022**
CENTRE : **HILLSIDE VIEW CAMPUS**
SALARY NOTCH : **R 421,473.00pa**

MINIMUM REQUIREMENTS FOR ALL THESE POSTS:

- Three years' teachers' qualification and specialisation in the specific subject field
- Computer Literacy,
- A five year teaching experience

RECOMMENDATIONS:

- Must be able to work under pressure.
- Excellent communication skills.
- Must be able to work independently
- Willingness to travel to attend meetings and trainings.
- Must be a qualified assessor and Moderator
- Valid driver's licence

CORE DUTIES:

- To assist the campus manager in promoting the education of students in a proper manner.
- To be responsible for college curriculum, co-ordinating work and developmental programmes.



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Raffaëlan Campus Kroonkop 6900, 1 De Preez Street Tel: 051 013 9011	Plot 32 Lekkerbuis, Bloemfontein Tel: 051 013 9020	Rapid Incubator 40 St Georges Street CBD Blenheim 5100 Tel: 051 813 9017	Accredited by 		

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- To guide and supervise the work and the performance of Senior Lecturers and where necessary, discuss and countersign reports.
- To provide professional leadership
- Assist Senior Lecturers with the compilation of the timetables.
- To disseminate and encourage the application of good practices in all areas of work.
- Maintain discipline among lectures.
- To create and maintain sound human relations among colleagues
- Report on monthly basis to the Campus Management on the prescribed format.

ENQUIRIES: MR. T MONOKO
CONTACT NO: 051 409 3300

POST : HEAD OF DEPARTMENT (PART-TIME): POST LEVEL 3

REFERENCE NUMBER : MOT/DHET/HOD-PART-TIME/HSV/2022
CENTRE : HILLSIDE VIEW
SALARY NOTCH : R 421,473.00pa

MINIMUM REQUIREMENTS FOR ALL THESE POSTS:

- Three years' teachers' qualification and specialisation in the specific subject field
- Computer Literacy,
- A five year teaching experience

RECOMMENDATIONS:

- Must be able to work under pressure.
- Excellent communication skills.
- Must be able to work independently
- Willingness to travel to attend meetings and trainings.
- Must be a qualified assessor and Moderator
- Valid driver's licence



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CORE DUTIES:

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- To guide and supervise the work and the performance of senior lecturers and where necessary, discuss and countersign reports.
- To provide professional leadership
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ENQUIRIES: MR. T MONOKO
CONTACT NO: 051 409 3300

APPLICATION: All applications should be mailed to: Deputy Principal Corporate Services. Motheo TVET College, Private Bag X20509, Bloemfontein 9300 or hand delivered at Motheo TVET College, Corner St George and Aliwal Streets.

No faxed or emailed applications will be accepted.

NOTE: Applicants are required to submit only a completed signed new Z83 from, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae. Certified copies of ID, valid driver's licence, where applicable, and all other required relevant documents will only be requested from shortlisted candidates on or before the interview date. Correspondence will be limited to shortlisted candidates only. People with disability are encouraged to apply.

Foreign qualifications must be accompanied by a SAQA evaluation report. Immigrants should apply for work permits before assumption of duty.



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Successful candidates will be subjected to security screening. And may be required to work at other places as may reasonably be required by the College. Motheo TVET College reserves the right to withdraw the mentioned advert. Please consider your application as unsuccessful should you not be contacted within 3 months from the closing date.

Post: ASSISTANT DIRECTOR: EXAMINATION AND ASSESSMENTS

Ref No: MOT/ASD/EXM-ASS/CO/2022 (Section Academic Services)

Salary: R 477,090 per annum (Level 10)

Centre: CENTRAL OFFICE

MINIMUM REQUIREMENTS:

An Appropriate National Diploma (NQF 6) in Education/Administration or equivalent qualification, obtained after Grade 12.

3-5 years 'experience in managing assessment, conducting of external examination and teaching and learning in the TVET sector.

Experience in managing training of examination officials. Good verbal and written communication skills, including presentation and report writing skills.

RECOMMENDATIONS:

Knowledge of PSET Act, Working knowledge of the TVET Sector and its regulatory and legislative framework.

Knowledge and understanding of the Higher education sector.



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Extensive knowledge of National Policy pertaining to the conduct, Administration and management of the examinations.

Knowledge and understanding of the COLTECH, TVETMIS and ITS systems.

Knowledge of the National Policy frameworks relevant to Education, Training and Development. Knowledge of skills development Act, Public Service Regulations, Public Service Act and Labour Relations Act.

Must be able to work under pressure and adapt to changes in the TVET sector.

DUTIES:

Management of the provision of examination services.

Management and administration of examination venues as per examination manual.

Management of concessions for students with disabilities prior examination sitting.

Monitoring of examination processes and procedures. Management and administration of the College examination centres for all examination cycles.

Manage compliance of examination policy and regulations, by invigilators and students. Manage the safe keeping and distribution of question papers.

Develop Internal Assessment and verification tool.

Manage and develop invigilator agreements, contracts and signing thereof.

Manage training of invigilators, markers and Data Capturers.

Manage and coordinate the appointment of Chief Invigilators.

Manage the control of issuing out of certificates.

Manage the tracking of outstanding certificate applications.

Proper management of the examination unit.

ENQUIRIES: Mr N Olin Tel No: (051) 406 9300



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CLOSING DATE: 31 October 2022



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