



higher education  
& training

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA



MOTHEO TVET COLLEGE

## APPLICATIONS ARE INVITED FROM SUITABLY QUALIFIED PEOPLE FOR THE FOLLOWING MOTHEO TVET COLLEGE, DEPARTMENTAL PERMANENT POSITIONS: MANAGEMENT POSTS

### INSTRUCTIONS TO APPLICANTS:

The application must only include a completed and signed new Z83 form, obtainable from any Public Service Department or on the College website at [www.motheotvet.edu.za](http://www.motheotvet.edu.za). and a detailed Curriculum Vitae. Certified copies of certificates, identity documents and all other relevant documents like a drivers' license will only be requested from shortlisted candidates on or before the interview date. A complete set of applications must be submitted separately for every post that you wish to apply for with a clear post description and Reference number. **Persons with disabilities are encouraged to apply.** The College has the right to withdraw and/or amend adverts for post(s) and retains the right not to fill the post(s) as determined by the delegated authority. It is the responsibility of applicants to ensure that their applications reach the College on or before the closing date. **Applications received after the closing date will under no circumstance be considered.**

PLEASE FORWARD APPLICATIONS TO:

THE PRINCIPAL MOTHEO TVET COLLEGE

PRIVATE BAG X20509  
BLOEMFONTEIN  
9300

Or alternatively hand deliver them at Motheo TVET College,  
Central Office: Corner St George and Aliwal Streets

For the attention of Mrs. MM Suping

Closing date for applications is 13 October 2022

APPLICANTS ARE RESPECTFULLY INFORMED THAT IF NO NOTIFICATION OF APPOINTMENT IS RECEIVED WITHIN 3 MONTHS OF THE CLOSING DATE THEY MUST ACCEPT THAT THEIR APPLICATIONS WERE UNSUCCESSFUL.



*"The Gateway to Employability"*



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MOTHEO TVET COLLEGE

## MOTHEO TVET COLLEGE COUNCIL POST

**POST** : ASSISTANT DIRECTOR: INFRASTRUCTURE  
**REFERENCE NO** : MOT/CO/INFR /2022  
**SALARY LEVEL** : 09  
**SALARY NOTCH** : R 382 245.00  
**CENTRE** : CENTRAL OFFICE

### MINIMUM JOB REQUIREMENTS:

- Grade 12 plus an appropriate recognised Diploma/Degree qualification, in the field relevant to infrastructure or Civil Engineering obtained after Gr 12, from an accredited institution.
- 3 years' experience in infrastructure management environment and 2years practical experience in the environment
- A valid driver's licence.

### RECOMMENDATIONS:

- Knowledge of budgetary planning, expenditure reporting, monitoring and evaluation.
- Knowledge of infrastructure planning and implementation.
- Knowledge and understanding of the TVET as well as Higher Education sector.
- Sound analytical and good written and verbal communication skills.
- Proven skills in respect of report writing and ability to make decisions.
- Knowledge of PFMA, departmental procedures and prescripts.
- Ability to work independently and under pressure without comprising team results.
- Computer literacy

### DUTIES:

- Assist in the development and implementation of policy/practices pertaining to infrastructure and maintenance thereof.
- Supervise the day to day maintenance of Motheo TVET College by staff or contractors.
- Preparation of the Infrastructure Programme Management plan and Construction Procurement Strategy for the College.
- Assist with the development and monitoring of the maintenance budget.
- Develop reports and attend management meetings.
- Negotiate with vendors, outsourcers and contractors to secure network products and services.
- Assess, approve and administer all equipment, hardware and software upgrades.
- Manage and ensure effectiveness of security solutions, including firewalls, anti-virus solutions and intrusion detection systems.
- Inspection of work done by contractors





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MOTHEO TVET COLLEGE

**ENQUIRIES: Mr E Ntsieng**  
**CONTACT: 051 406 9300**

**POST : LECTURER: CLOTHING PRODUCTION- FASHION DRAWING**  
**REFERENCE NUMBER : MOT/DHET/LECT-FD/TBN/2022**  
**POST LEVEL : 1**  
**CENTRE : THABANCHU**  
**SALARY : REQV 13- R214, 908.00pa/REQV 14- R284, 238.00pa**

## **MINIMUM REQUIREMENTS:**

1. Three or Four year teaching qualification and specialization in the subject field.
2. Computer Literacy

## **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.
- Valid Driver's License

## **CORE DUTIES:**

- Assist with the registrations of students and student's induction procedures.
- Planning of classroom work.
- Prepare and deliver lectures to students as per work plan.
- Manage own class attendance records, assessments, tests and year marks and all related duties.
- Maintain discipline among students.
- Prepare and manage POAs and POEs.
- Report on monthly basis to the Senior Lecturer on the prescribed format.
- Liaise with students and parents.

**ENQUIRIES: MR. NC Sempe**  
**CONTACT NO: 051 873 5200**





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MOTHEO TVET COLLEGE

**POST** : **LECTURER: NCV FUNDAMENTALS-ENGLISH L2-L3**  
**REFERENCE NUMBER** : **MOT/DHET/NCV-ENG/HSV/2022**  
**POST LEVEL** : **1**  
**CENTRE** : **HILLSIDE CAMPUS**  
**SALARY** : **REQV 13- R214, 908.00pa/REQV 14- R284, 238.00pa**

## MINIMUM REQUIREMENTS:

1. Three or Four year teaching qualification and specialization in the subject field.
2. Computer Literacy

## 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.
- Valid Driver's License

## CORE DUTIES:

- Assist with the registrations of students and student's induction procedures.
- Planning of classroom work.
- Prepare and deliver lectures to students as per work plan.
- Manage own class attendance records, assessments, tests and year marks and all related duties.
- Maintain discipline among students.
- Prepare and manage POAs and POEs.
- Report on monthly basis to the Senior Lecturer on the prescribed format.
- Liaise with students and parents.

**ENQUIRIES: MR T MONOKO**  
**CONTACT NO: 051 4093300**





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MOTHEO TVET COLLEGE

**POST** : **LECTURER: WORKSHOP PRACTICE: ELECTRICAL**  
**WORKMANSHIP L2-L4**  
**REFERENCE NUMBER** : **MOT/DHET/WP/HSV/2022**  
**POST LEVEL** : **1**  
**CENTRE** : **HILLSIDE CAMPUS**  
**SALARY** : **REQV 13- R214, 908.00pa/REQV 14- R284, 238.00pa**

## MINIMUM REQUIREMENTS FOR THIS POST:

1. Three or Four year teaching qualification and specialization in the subject field.
2. Computer Literacy

## 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.
- Computer Literacy.

## CORE DUTIES:

- Assist with the registrations of students and student's induction procedures.
- Planning of classroom work.
- Prepare and deliver lectures to students as per work plan.
- Manage own class attendance records, assessments, tests and year marks and all related duties.
- Maintain discipline among students.
- Prepare and manage POAs and POEs.
- Report on monthly basis to the Senior Lecturer on the prescribed format.
- Liaise with students and parents.

**ENQUIRIES: MR T Monoko**  
**CONTACT NO: 051 4093300**





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MOTHEO TVET COLLEGE

**POST** : **LECTURER: TOURISM-APPLIED MANAGEMENT**  
**REFERENCE NUMBER** : **MOT/DHET/AM/BFN/2022**  
**POST LEVEL** : **1**  
**CENTRE** : **BLOEMFONTEIN CAMPUS**  
**SALARY** : **REQV 13- R214, 908.00pa/REQV 14- R284, 238.00pa**

## MINIMUM REQUIREMENTS:

1. Three or Four year teaching qualification and specialization in the subject field.
2. Computer Literacy

## 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.
- Valid Driver's License

## CORE DUTIES:

- Assist with the registrations of students and student's induction procedures.
- Planning of classroom work.
- Prepare and deliver lectures to students as per work plan.
- Manage own class attendance records, assessments, tests and year marks and all related duties.
- Maintain discipline among students.
- Prepare and manage POAs and POEs.
- Report on monthly basis to the Senior Lecturer on the prescribed format.
- Liaise with students and parents.

**ENQUIRIES: MRS SE ODENDAAL**  
**CONTACT NO: 051 4112000**







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MOTHEO TVET COLLEGE

**POST : LECTURER: POLICING-SAFETY AND SOCIETY**  
**REFERENCE NUMBER : MOT/DHET/SS/BFN/2022**  
**POST LEVEL : 1**  
**CENTRE : BLOEMFONTEIN CAMPUS**  
**SALARY : REQV 13- R214, 908.00pa/REQV 14- R284, 238.00pa**

## MINIMUM REQUIREMENTS:

1. Three or Four year teaching qualification and specialization in the subject field.
2. Computer Literacy

## 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.
- Valid Driver's License

## CORE DUTIES:

- Assist with the registrations of students and student's induction procedures.
- Planning of classroom work.
- Prepare and deliver lectures to students as per work plan.
- Manage own class attendance records, assessments, tests and year marks and all related duties.
- Maintain discipline among students.
- Prepare and manage POAs and POEs.
- Report on monthly basis to the Senior Lecturer on the prescribed format.
- Liaise with students and parents.

**ENQUIRIES: MRS SE ODENDAAL**  
**CONTACT NO: 051 4112000**





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MOTHEO TVET COLLEGE

**POST** : **LECTURER: NCV-IT&COMPUTER SCIENCE PROGRAMME**  
**REFERENCE NUMBER** : **MOT/DHET/AM/HSV/2022**  
**POST LEVEL** : **1**  
**CENTRE** : **HILLSIDE CAMPUS**  
**SALARY** : **REQV 13- R214, 908.00pa/REQV 14- R284, 238.00pa**

## MINIMUM REQUIREMENTS:

1. Three or Four year teaching qualification and specialization in the subject field.
2. Computer Literacy

## 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.
- Valid Driver's License

## CORE DUTIES:

- Assist with the registrations of students and student's induction procedures.
- Planning of classroom work.
- Prepare and deliver lectures to students as per work plan.
- Manage own class attendance records, assessments, tests and year marks and all related duties.
- Maintain discipline among students.
- Prepare and manage POAs and POEs.
- Report on monthly basis to the Senior Lecturer on the prescribed format.
- Liaise with students and parents.

**ENQUIRIES: MR T MONOKO**  
**CONTACT NO: 051 4093300**







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MOTHEO TVET COLLEGE

**POST** : **LECTURER: TOURISM:TRAVEL OFFICE PROCEDURES**  
**REFERENCE NUMBER** : **MOT/DHET/TOP/BFN/2022**  
**POST LEVEL** : **1**  
**CENTRE** : **BLOEMFONTEIN CAMPUS**  
**SALARY** : **REQV 13- R214, 908.00pa/REQV 14- R284, 238.00pa**

## MINIMUM REQUIREMENTS FOR ALL THESE POSTS:

1. Three or Four year teaching qualification and specialization in the subject field.
2. Computer Literacy

## 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.
- Valid Driver's License

## CORE DUTIES:

- Assist with the registrations of students and student's induction procedures.
- Planning of classroom work.
- Prepare and deliver lectures to students as per work plan.
- Manage own class attendance records, assessments, tests and year marks and all related duties.
- Maintain discipline among students.
- Prepare and manage POAs and POEs.
- Report on monthly basis to the Senior Lecturer on the prescribed format.
- Liaise with students and parents.

**ENQUIRIES: Ms SE Odendaal**  
**CONTACT NO: 051 411 2000**





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MOTHEO TVET COLLEGE

**POST** : **LECTURER: BUSINESS STUDIES-FINANCIAL ACCOUNTING**  
**REFERENCE NUMBER** : **MOT/DHET/FA/TBN/2022**  
**POST LEVEL** : **1**  
**CENTRE** : **THABANCHU CAMPUS**  
**SALARY** : **REQV 13- R214, 908.00pa/REQV 14- R284, 238.00pa**

## MINIMUM REQUIREMENTS:

1. Three or Four year teaching qualification and specialization in the subject field.
2. Computer Literacy

## 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.
- Valid Driver's License

## CORE DUTIES:

- Assist with the registrations of students and student's induction procedures.
- Planning of classroom work.
- Prepare and deliver lectures to students as per work plan.
- Manage own class attendance records, assessments, tests and year marks and all related duties.
- Maintain discipline among students.
- Prepare and manage POAs and POEs.
- Report on monthly basis to the Senior Lecturer on the prescribed format.
- Liaise with students and parents.

**ENQUIRIES: MR SC SEMPE**  
**CONTACT NO: 051 873 5200**





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MOTHEO TVET COLLEGE

## **POST: LECTURER: BUSINESS STUDIES: COMPUTER PRACTICE AND HRM (N4-N6)**

**REFERENCE NUMBER : MOT/DHET/CP-HR/BOTS/2022**  
**POST LEVEL : 1**  
**CENTRE : BOTSHABELO CAMPUS**  
**SALARY : REQV 13- R214, 908.00pa/REQV 14- R284, 238.00pa**

### **MINIMUM REQUIREMENTS FOR ALL THESE POSTS:**

1. Three or Four year teaching qualification and specialization in the subject field.
2. Computer Literacy

### **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.
- Drivers License

### **CORE DUTIES:**

- Assist with the registrations of students and student's induction procedures.
- Planning of classroom work.
- Prepare and deliver lectures to students as per work plan.
- Manage own class attendance records, assessments, tests and year marks and all related duties.
- Maintain discipline among students.
- Prepare and manage POAs and POEs.
- Report on monthly basis to the Senior Lecturer on the prescribed format.
- Liaise with students and parents.

**ENQUIRIES: MRS KMM MAJOLA**  
**CONTACT NO: 051 813 9010**





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MOTHEFO TVET COLLEGE

**POST: LECTURER: BUSINESS STUDIES-COMM & MANAGEMENT; OFFICE PRACTICE(N4-N6)**

**REFERENCE NUMBER : MOT/DHET/CM-OP/BN/2022**

**POST LEVEL : 1**

**CENTRE : BLOEMFONTEIN CAMPUS**

**SALARY : REQV 13- R214, 908.00pa/REQV 14- R284, 238.00pa**

## MINIMUM REQUIREMENTS:

1. Three or Four year teaching qualification and specialization in the subject field.
2. Computer Literacy

## 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.
- Drivers Licence

## CORE DUTIES:

- Assist with the registrations of students and student's induction procedures.
- Planning of classroom work.
- Prepare and deliver lectures to students as per work plan.
- Manage own class attendance records, assessments, tests and year marks and all related duties.
- Maintain discipline among students.
- Prepare and manage POAs and POEs.
- Report on monthly basis to the Senior Lecturer on the prescribed format.
- Liaise with students and parents.

**ENQUIRIES: MRS SE ODENDAAL**

**CONTACT NO: 051 411 2000**





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MOTHEFO TVET COLLEGE

**POST** : **LECTURER: NCV-EDUCATION AND DEVELOPMENT**  
**REFERENCE NUMBER** : **MOT/DHET/NCV-ED/BFN/2022**  
**POST LEVEL** : **1**  
**CENTRE** : **BLOEMFONTEIN CAMPUS**  
**SALARY** : **REQV 13- R214, 908.00pa/REQV 14- R284, 238.00pa**

## MINIMUM REQUIREMENTS FOR ALL THESE POSTS:

1. Three or Four year teaching qualification and specialization in the subject field.
2. Computer Literacy

## 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.
- Drivers Licence

## CORE DUTIES:

- Assist with the registrations of students and student's induction procedures.
- Planning of classroom work.
- Prepare and deliver lectures to students as per work plan.
- Manage own class attendance records, assessments, tests and year marks and all related duties.
- Maintain discipline among students.
- Prepare and manage POAs and POEs.
- Report on monthly basis to the Senior Lecturer on the prescribed format.
- Liaise with students and parents.

**ENQUIRIES: MRS SE ODENDAAL**  
**CONTACT NO: 051 411 2000**





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MOTHEO TVET COLLEGE

## POST: LECTURER: RENEWABLE ENERGY, ELECTRICAL CONTROL AND DIGITAL ELECTRONICS

REFERENCE NUMBER : MOT/DHET/RE-EC/TBN/2022  
POST LEVEL : 1  
CENTRE : THABANCHU CAMPUS  
SALARY : REQV 13- R214, 908.00pa/REQV 14- R284, 238.00pa

### MINIMUM REQUIREMENTS:

1. Three or Four year teaching qualification and specialization in the subject field.
2. Computer Literacy

### 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.
- Drivers License

### CORE DUTIES:

- Assist with the registrations of students and student's induction procedures.
- Planning of classroom work.
- Prepare and deliver lectures to students as per work plan.
- Manage own class attendance records, assessments, tests and year marks and all related duties.
- Maintain discipline among students.
- Prepare and manage POAs and POEs.
- Report on monthly basis to the Senior Lecturer on the prescribed format.
- Liaise with students and parents.

**ENQUIRIES: MR T MONOKO**  
**CONTACT NO: 051 4093300**







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MOTHEO TVET COLLEGE

**POST : SENIOR LECTURER: NCV: MATHS & ENGLISH**  
**REFERENCE NUMBER : MOT/DHET/AM/HSV/2022**  
**POST LEVEL : 2**  
**CENTRE : HILLSIDE CAMPUS**  
**SALARY : R 353 979.00pa**  
**MINIMUM REQUIREMENTS**

- Three years' teachers' qualification and specialisation in the specific subject field.
- Computer Literacy,
- A three year teaching experience
- Valid Driver's Licence

## 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.
- Qualified assessor and moderator

## CORE DUTIES:

- Assist with the registrations of students and student's induction procedures.
- Manage and control lecturers in the faculty including regular monitoring as per academic year plan.
- Management of leave of lecturers in the faculty.
- Planning of lecturer work allocation in the faculty.
- Assist the Faculty Head with the compilation of the timetable.
- Manage own class attendance records, assessments, tests and year marks and all related duties.
- Maintain discipline among students.
- Prepare and manage POAs and POEs.
- Report on monthly basis to the faculty head on the prescribed format.
- Liaise with students and parents.

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





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MOTHEO TVET COLLEGE

**POST** : SENIOR LECTURER: CIVIL ENGINEER-CIVIL TECHNOLOGY(N2-N3)  
**REFERENCE NUMBER** : MOT/DHET/CT/TBN/2022  
**POST LEVEL** : 1  
**CENTRE** : THABA NCHU CAMPUS  
**SALARY** : R 353 979.00pa

## MINIMUM REQUIREMENTS

- Three years' teachers' qualification and specialisation in the specific subject field.
- Computer Literacy,
- A three year teaching experience
- Valid Driver's Licence

## 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.
- Qualified assessor and moderator

## CORE DUTIES:

- Assist with the registrations of students and student's induction procedures.
- Manage and control lecturers in the faculty including regular monitoring as per academic year plan.
- Management of leave of lecturers in the faculty.
- Planning of lecturer work allocation in the faculty.
- Assist the Faculty Head with the compilation of the timetable.
- Manage own class attendance records, assessments, tests and year marks and all related duties.
- Maintain discipline among students.
- Prepare and manage POAs and POEs.
- Report on monthly basis to the faculty head on the prescribed format.
- Liaise with students and parents.

**ENQUIRIES: MR SC SEMPE**  
**CONTACT NO: 051 873 5200**





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MOTHEO TVET COLLEGE

**POST : SENIOR LECTURER: UTILITIES**  
**REFERENCE NUMBER : MOT/DHET/CT/TBN/2022**  
**POST LEVEL : 2**  
**CENTRE : THABANCHU CAMPUS**  
**SALARY : R 353 979.00pa**  
**MINIMUM REQUIREMENTS**

- Three years' teachers' qualification and specialisation in the specific subject field.
- Computer Literacy,
- A three year teaching experience
- Valid Drivers licence

## 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.
- Qualified assessor and moderator

## CORE DUTIES:

- Assist with the registrations of students and student's induction procedures.
- Manage and control lecturers in the faculty including regular monitoring as per academic year plan.
- Management of leave of lecturers in the faculty.
- Planning of lecturer work allocation in the faculty.
- Assist the Faculty Head with the compilation of the timetable.
- Manage own class attendance records, assessments, tests and year marks and all related duties.
- Maintain discipline among students.
- Prepare and manage POAs and POEs.
- Report on monthly basis to the faculty head on the prescribed format.
- Liaise with students and parents.

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**CONTACT NO: 051 873 5200**

