

These posts are newly created Department of Higher Education and Training [DHET] positions, although the incumbent will be placed at, and operate from South West Gauteng TVET College at either its Head Office in Molapo, Soweto, or any of the other sites indicated.

**SENIOR EDUCATION SPECIALIST: HOD (PL3)**

**SALARY SCALE-HEAD OF DIVISION(PL3): R 434 118 per annum (Excluding Benefits)**

**REPORT 191/NC(V) FULL & PART TIME STUDIES HEAD OF DIVISION-PL3 (x3 posts)**

**REF DV/HOD/11/2022 (Report 191/PT)**

**REF RDP/HOD/11/2022 (Report 191/PT)**

**REF GT/HOD/11/2022 (NC(V)/PT)**

**(The incumbent for the above-mentioned posts will be expected to lecturer at least one full time programme, which will be negotiated with him/her during the interview process.)**

**MINIMUM REQUIREMENTS:**

- A recognised three-year teachers' qualification.
- Five years' teaching experience in the TVET sector.
- Two-year supervisory experience in the TVET sector.
- Comprehensive knowledge of the TVET sector and relevant legislation governing the sector.
- Registration with SACE (**South African Council of Educators**).
- A valid driver's license is an added advantage.

**CORE DUTIES: (Report 191: Full & Part Time Studies)**

- Manage the Application and Registration processes and procedures for Full Time / Part Time students.
- Developing and loading of the Teaching Timetable for both Full Time / Part Time Studies.
- Determining the staff work allocation for both Full Time / Part Time Studies in accordance to applicable policies.
- Ensure that training and induction/orientation is provided for the academic staff
- Conduct performance evaluation of Senior Lecturers and manage the entire division.
- Manage the administration and conduct of internal assessments and examinations for Full Time / Part Time Studies in accordance to applicable policies.
- Conduct moderation, class visits, monitoring and other quality assurance processes applicable for Full Time / Part Time Studies.
- Supervise and co-ordinate all Part Time classes in the afternoon, weekends (Saturday/ Sundays) as well as during college/public holidays.
- Prepare and submit Part Time claims to the Campus Manager in accordance to the applicable policies.
- Ensure that accurate records such as attendance registers, time tables, portfolio files, time sheets, appointment letters etc. are filed and readily available for audit and monitoring purposes.
- To engage in teaching and learning as per the workload of the post level.

**SKILLS REQUIRED:**

- Must be able to work flexi hours and under pressure
- Excellent communication and reporting skills
- Must be able to work independently and within a team
- Willingness to attend meetings and trainings
- Must be honest, Reliable and have Integrity
- Must be creative and Innovative
- Must always Ethical and Professional
- Accept responsibility and be accountable

**SENIOR EDUCATION SPECIALIST: HOD (PL3)**

**SALARY SCALE-HEAD OF DIVISION(PL3): R 434 118 per annum (Excluding Benefits)**

**REPORT 191 FULL TIME STUDIES HEAD OF DIVISION: UTILITY STUDIES-PL3  
REF RDP/HOD/11/2022 (Report 191 FT)**

**MINIMUM REQUIREMENTS:**

- A recognised three-year teachers' qualification.
- Five years' teaching experience in the TVET sector.
- Two-year supervisory experience in the TVET sector.
- Comprehensive knowledge of the TVET sector and relevant legislation governing the sector.
- Registration with SACE (**South African Council of Educators**).
- A valid driver's license is an added advantage.

**CORE DUTIES: (Report 191: Full Time Studies: Utility)**

- Manage the Application and Registration processes and procedures for Full Time Studies.
- Developing and loading of the Teaching Timetable for Full Time Studies.
- Determining the staff work allocation for both Full Time Studies in accordance to applicable policies.
- Ensure that training and induction/orientation is provided for the academic staff
- Conduct performance evaluation of Senior Lecturers and manage the entire division.
- Manage the administration and conduct of internal assessments and examinations for Full Time Studies in accordance to applicable policies.
- Conduct moderation, class visits, monitoring and other quality assurance processes applicable for Full Time Studies.

- Ensure that accurate records such as attendance registers, time tables, portfolio files, time sheets, appointment letters etc. are filed and readily available for audit and monitoring purposes.
- To engage in teaching and learning as per the workload of the post level.

**SKILLS REQUIRED:**

- Must be able to work flexi hours and under pressure
- Excellent communication and reporting skills
- Must be able to work independently and within a team
- Willingness to attend meetings and trainings
- Must be honest, Reliable and have Integrity
- Must be creative and Innovative
- Must always Ethical and Professional
- Accept responsibility and be accountable

**EDUCATION SPECIALIST: SENIOR Lecturer (PL2)**

**SALARY SCALE SENIOR LECTURER (PL2)-R364 599 (EXCLUDING BENEFITS)**

**REPORT 191/NC(V) FULL TIME & PART TIME STUDIES SENIOR LECTURER-PL2: REF  
GT/SL/11/2022**

**REF**

**MLP/SL/11/2022**

**REF**

**RW/SL/11/2022**

**Minimum Requirements**

- A recognised 3-year Degree/Diploma Teachers qualification relevant for Report 191 and/or NC(V) field of study.
- 3 years teaching experience and in-depth knowledge of the TVET sector and programmes
- Registration with SACE (**South African Council of Educators**).
- A valid driver's license is an added advantage.

**CORE DUTIES: (Report 191/NC(V) Full Time & Part Time Studies)**

- Manage the Application and Registration processes and procedures for Part Time students.
- Developing and loading of the Teaching Timetable for Part Time Studies.

- Determining the staff work allocation for Part Time Studies in accordance to applicable policies.
- Ensure that training and induction/orientation is provided for the academic staff and students.
- Manage the administration and conduct of internal assessments and examinations for Part Time Studies in accordance to applicable policies.
- Conduct class visits, monitoring and other quality assurance processes applicable for both Part Time Studies.
- Supervise and co-ordinate all Part Time classes in the afternoon, weekends (Saturday & Sundays) as well as during public holidays.
- Prepare and submit Part Time claims in accordance to the applicable policies.
- Ensure that accurate records such as registers, time tables, portfolio files, attendance registers, appointment letters etc. are filed for audit and monitoring purposes.
- To engage in teaching and learning as per the workload of the post level.

### **SKILLS REQUIRED**

- Must be able to work flexi hours and under pressure
- Excellent communication and reporting skills
- Must be able to work independently and within a team
- Willingness to attend meetings and trainings
- Must be honest, Reliable and have Integrity
- Must be creative and Innovative
- Must always Ethical and Professional
- Accept responsibility and be accountable

### **EDUCATION SPECIALIST: SENIOR Lecturer (PL2)**

### **SALARY SCALE SENIOR LECTURER (PL2)-R364 599 (EXCLUDING BENEFITS)**

**REPORT 191/NC(V) SPECIAL NEED IN EDUCATION SENIOR LECTURER-PL2: REF DV/SL/11/2022**

**REF**

**RDP/SL/2022**

### **Minimum Requirements**

- A recognised 3-year Degree/Diploma Teachers qualification relevant for Report 191 and/or NC(V) field of study.
- 3 years teaching experience and in-depth knowledge of the TVET sector and programmes
- Registration with SACE (**South African Council of Educators**).
- 2 years teaching experience in Special Need Education is an added advantage.
- A valid driver's license is an added advantage.

### **CORE DUTIES: (Report 191/NC(V): SPECIAL NEED IN EDUCATION**

- Manage the all-vocational fields in Special Needs Education across all the programmes.
- Manage the Disability Unit application for concessions with DHET within the applicable policies in consultation with the Head of Division.
- Ensure that training and induction/orientation is provided for the academic staff and students.
- Co-ordinate the administration and conduct of internal assessments and examinations for SNE students in accordance to applicable policies as delegated by the relevant Head of Division.
- Develop a Disability Unit Plan & Procurement of necessary educational resources for the Disability Unit in consultation with the relevant Head of Division.
- Prepare and submit the SNE claims (Scribes/invigilators) to the relevant Head of Division in accordance to the applicable policies.
- Incorporate academic support programmes by Remedial lecturers as well as counselling, psychologist sessions into the mainstream teaching time table in consultation with HODs.
- Ensure that accurate records such as registers, time tables, portfolio files, attendance registers, appointment letters, claims etc. are filed for audit and monitoring purposes.
- To engage in teaching and learning as per the workload of the post level and the needs of the campus.
- Develop a data base for all SNE students with their disabilities and also develop a tracking system of all SNE students who exited the system.

#### **SKILLS REQUIRED**

- Must be able to work flexi hours and under pressure.
- Excellent communication and reporting skills.
- Must be able to work independently and within a team.
- Willingness to attend meetings and trainings.
- Must be honest, Reliable and have Integrity.
- Must be creative and Innovative.
- Must always Ethical and Professional.
- Accept responsibility and be accountable.

#### **EDUCATION SPECIALIST: SENIOR LECTURER (PL2)**

**SALARY SCALE SENIOR LECTURER (PL2)-R364 599 (EXCLUDING BENEFITS)**

**NC(V) VOCATIONAL STUDIES: WORKSHOP SENIOR LECTURER-PL2:**

**REF MLP/SL/11/2022**

**(Civil/Mechanical)**

**REF RW/SL/11/2022**

**(Electrical)**

#### **Minimum Requirements**

- A recognised 3-year Degree/Diploma Teachers qualification relevant for Report 191 and/or NC(V) field of study.
- 3 years teaching experience and in-depth knowledge of the TVET sector and programmes.

- Registration with SACE (**South African Council of Educators**).
- Trade Certificate is an added advantage.
- A valid driver's license is an added advantage.

### **CORE DUTIES: (NC (V) VOCATIONAL STUDIES): WORKSHOP**

- Ensure that practicals are conducted with the developed teaching and learning timetable in consultation with the HODs.
- Ensure that the workshop meet the occupational and health standards and are accredited.
- Train, induct/orientate the students and lecturers on workshop practices.
- Upgrade the workshops to be in line with modern industry standards in consultation with the relevant Head of Division.
- Procurement of practical and ISAT materials in consultation with the relevant Head of Division.
- Assist lecturers in the administration and conduct of practicals as well as the ISAT examinations.
- Monitor and control the work of staff members and students in all workshops.
- Advice and assist with workplace's dress code depending on the field of study (formally or in uniform) as well as the procurement of personal protective clothing per industry and programme requirements for all the programmes.
- Keep accurate records for attendance, procured materials etc. for audit and monitoring purposes.
- To offer practical lessons as per the workload of the post level.
- Prepare the students for placement and job readiness.

### **SKILLS REQUIRED**

- Must be able to work flexi hours and under pressure
- Excellent communication and reporting skills
- Must be able to work independently and within a team
- Willingness to attend meetings and trainings
- Must be honest, Reliable and have Integrity
- Must be creative and Innovative
- Must always Ethical and Professional
- Accept responsibility and be accountable

## **EDUCATION SPECIALIST: SENIOR LECTURER (PL2)**

### **SALARY SCALE SENIOR LECTURER (PL2)-R364 599 (EXCLUDING BENEFITS)**

#### **NC(V) VOCATIONAL STUDIES: PRACTICUUM ROOM SENIOR LECTURER-PL2:**

**REF GT/SL/11/2022**

**REF DV/SL/11/2022**

**REF RDP/SL/11/2022**

**REF TEC/SL/11/2022**

#### **Minimum Requirements**

- A recognised 3-year Degree/Diploma Teachers qualification relevant for Report 191 and/or NC(V) field of study.
- 3 years teaching experience and in-depth knowledge of the TVET sector and programmes
- Registration with SACE (**South African Council of Educators**).
- A valid driver's license is an added advantage.

#### **CORE DUTIES: (NC(V) VOCATIONAL STUDIES: PRACTICUUM ROOM**

- Ensure that practicals are conducted with the developed teaching and learning timetable in consultation with the HODs.
- Ensure that the practicum meet the occupational and health standards and in line with commercial standards.
- Train, induct/orientate the students and lecturers on practicum room practices.
- Procurement of practical and ISAT materials in consultation with the relevant Head of Division.
- Assist lecturers in the administration and conduct of practicals as well as the ISAT examinations.
- Advice and assist with workplace's dress code depending on the field of study (formally or in uniform) as well as the procurement of personal protective clothing per commerce and programme requirements for all the programmes.
- Keep accurate records for attendance, procured materials etc. for audit and monitoring purposes.
- To engage in teaching and learning as per the workload of the post level.
- Prepare the students for placement and job readiness.

#### **SKILLS REQUIRED**

- Must be able to work flexi hours and under pressure
- Excellent communication and reporting skills
- Must be able to work independently and within a team
- Willingness to attend meetings and trainings
- Must be honest, Reliable and have Integrity
- Must be creative and Innovative
- Must always Ethical and Professional
- Accept responsibility and be accountable

## **EDUCATION SPECIALIST: SENIOR LECTURER (PL2)**

### **SALARY SCALE SENIOR LECTURER (PL2)-R364 599 (EXCLUDING BENEFITS)**

#### **REPORT 191 ENGINEERING STUDIES: DISTANCE LEARNING SENIOR LECTURER-PL2: REF TEC/SL/11/2022**

#### **Minimum Requirements**

- A recognised 3-year Degree/Diploma Teachers qualification relevant for any Report 191 field of study (Electrical/Civil/Mechanical).
- 3 years teaching experience and in-depth knowledge of the TVET sector.
- Registration with SACE (**South African Council of Educators**).
- Computer Literacy is an added advantage.
- A valid driver's license is an added advantage.

#### **CORE DUTIES: REPORT 191 ENGINEERING STUDIES: SENIOR LECTURER**

- Assist with the administration and management of the application and registration processes and procedures for Distance Learning.
- Ensure teaching and learning takes through distance mode of curriculum delivery.
- Assists in the maintenance and continuous upgrade of the College Learner Management System
- Ensures that the programme he/she is managing provides quality internal assessments in accordance to the ICASS Guidelines.
- Assist the HOD in ensuring that accurate students year marks are recorded on the system and correctly submitted to DHET.
- Participate in professional bodies/committees, seminars, and workshops in order to contribute to and/or update professional views and standards.
- Manages all academic activities within the programme such as management of timetables, staff and allocation, procurement of textbooks, monitoring, support and evaluation of lecturer and student academic performances.
- Designs and produces learning materials in a variety of formats including print, graphics, audio, video, animation and multimedia to support teaching and learning.
- To engage in teaching and learning as per the workload of the post level.

#### **SKILLS REQUIRED**

- Must be able to work flexi hours and under pressure
- Excellent communication and reporting skills
- Must be able to work independently and within a team
- Willingness to attend meetings and trainings
- Must be honest, Reliable and have Integrity
- Must be creative and Innovative
- Must always Ethical and Professional
- Accept responsibility and be accountable

## **EDUCATION SPECIALIST: SENIOR LECTURE (PL2)**

### **SALARY SCALE SENIOR LECTURER (PL2)-R364 599 (EXCLUDING BENEFITS)**

#### **REPORT 191 BUSINESS STUDIES: DISTANCE LEARNING SENIOR LECTURER-PL2: REF TEC/SL/11/2022**

#### **Minimum Requirements**

- A recognised 3-year Degree/Diploma Teachers qualification relevant for any Report 191 field of study (Business/Financial/Marketing/Human Resource/Public/Management A/PR/ etc).
- 3 years teaching experience and in-depth knowledge of the TVET sector.
- Registration with SACE (**South African Council of Educators**).
- Computer Literacy is an added advantage.
- A valid driver's license is an added advantage.

#### **CORE DUTIES: REPORT 191 ENGINEERING STUDIES: SENIOR LECTURER**

- Assist with the administration and management of the application and registration processes and procedures for Distance Learning.
- Ensure teaching and learning takes through distance mode of curriculum delivery.
- Assists in the maintenance and continuous upgrade of the College Learner Management System
- Ensures that the programme he/she is managing provides quality internal assessments in accordance to the ICASS Guidelines.
- Assist the HOD in ensuring that accurate students year marks are recorded on the system and correctly submitted to DHET.
- Participate in professional bodies/committees, seminars, and workshops in order to contribute to and/or update professional views and standards.
- Manages all academic activities within the programme such as management of timetables, staff and allocation, procurement of textbooks, monitoring, support and evaluation of lecturer and student academic performances.
- Designs and produces learning materials in a variety of formats including print, graphics, audio, video, animation and multimedia to support teaching and learning.
- To engage in teaching and learning as per the workload of the post level.

#### **SKILLS REQUIRED**

- Must be able to work flexi hours and under pressure
- Excellent communication and reporting skills
- Must be able to work independently and within a team
- Willingness to attend meetings and trainings
- Must be honest, Reliable and have Integrity
- Must be creative and Innovative
- Must always Ethical and Professional
- Accept responsibility and be accountable

## **EDUCATION SPECIALIST: SENIOR LECTURER (PL2)**

### **SALARY SCALE SENIOR LECTURER (PL2)-R364 599 (EXCLUDING BENEFITS)**

### **NC(V) VOCATIONAL STUDIES: EDUCATION & DEVELOPMENT SENIOR LECTURER-PL2: RDP/SL/11/2022**

#### **Minimum Requirements**

- A recognised 3-year Degree/Diploma Teachers qualification relevant for Report 191 and/or NC(V) field of study.
- 3 years teaching experience and in-depth knowledge of the TVET sector and programmes
- Registration with SACE (**South African Council of Educators**).
- A valid driver's license is an added advantage.

#### **CORE DUTIES: (NC(V) VOCATIONAL STUDIES: EDUCATION & DEVELOPMENT**

- Responsible for registration and induction of students in the programme
- Monitor and support teaching and learning within the programme in line with the teaching and learning timetable.
- Ensure that the practicals are conducted within the programme and liaise the manager responsible for student/lecturer placement, practicals etc.
- Responsible for training, induction/orientation of the lecturers within the programme.
- Procurement of practical and ISAT materials in consultation with the relevant Head of Division.
- Assist lecturers in the administration and conduct of practicals as well as the ISAT examinations.
- Advice and assist with workplace's dress code depending on the field of study (formally or in uniform) as well as the procurement of personal protective clothing per commerce and programme requirements for all the programmes.
- Conduct class visits, moderation and monitoring support and performance evaluation for staff in the programme.
- Control the lesson plans and class attendance on weekly basis within the programme.
- Ensure accurate keeping and filing of marks, attendance registers and readily available for auditing and monitoring purposes.
- Implement academic support programmes in consultation with Student Support Services Unit within the programme.
- To engage in teaching and learning as per the workload of the post level.

#### **SKILLS REQUIRED**

- Excellent communication and reporting skills
- Must be able to work independently and within a team
- Willingness to attend meetings and trainings
- Must be honest, Reliable and have Integrity
- Must be creative and Innovative
- Must always Ethical and Professional
- Accept responsibility and be accountable

## **EDUCATION SPECIALIST: SENIOR LECTURER (PL2)**

**SALARY SCALE SENIOR LECTURER (PL2)-R364 599 (EXCLUDING BENEFITS)**

**REPORT 191: BUSINESS MANAGEMENT SENIOR LECTURER-PL2: RDP/SL/11/2022**

### **Minimum Requirements**

- A recognised 3-year Degree/Diploma Teachers qualification relevant for Report 191 and/or NC(V) field of study.
- 3 years teaching experience and in-depth knowledge of the TVET sector and programmes
- Registration with SACE (**South African Council of Educators**).
- A valid driver's license is an added advantage.

### **CORE DUTIES: (NC(V) VOCATIONAL STUDIES: BUSINESS MANAGEMENT**

- Responsible for registration and induction of students in the programme
- Monitor and support teaching and learning within the programme in line with the teaching and learning timetable.
- Assist with the placement of student/lecturer within the programme in consultation with designated officials.
- Responsible for training, induction/orientation of the lecturers within the programme.
- Procurement of teaching and learning consumables in consultation with the relevant Head of Division.
- Assist lecturers in the administration and conduct of examinations.
- Conduct class visits, moderation and monitoring support and performance evaluation for staff in the programme.
- Control the lesson plans and class attendance on weekly basis within the programme.
- Ensure accurate keeping and filing of marks, attendance registers and readily available for auditing and monitoring purposes.
- Implement academic support programmes in consultation with Student Support Services Unit within the programme.
- To engage in teaching and learning as per the workload of the post level.

### **SKILLS REQUIRED**

- Excellent communication and reporting skills
- Must be able to work independently and within a team
- Willingness to attend meetings and trainings
- Must be honest, Reliable and have Integrity
- Must be creative and Innovative
- Must always Ethical and Professional
- Accept responsibility and be accountable

## **EDUCATION SPECIALIST: SENIOR LECTURER (PL2)**

### **SALARY SCALE SENIOR LECTURER (PL2)-R364 599 (EXCLUDING BENEFITS)**

### **NC(V) FUNDAMENTALS STUDIES: ENGLISH FIRST ADDITIONAL LANGUAGE SENIOR LECTURER-PL2: RDP/SL/11/2022**

#### **Minimum Requirements**

- A recognised 3-year Degree/Diploma Teachers qualification relevant for NC(V) field of study.
- 3 years teaching experience and in-depth knowledge of the TVET sector and programmes
- Registration with SACE (**South African Council of Educators**).
- A valid driver's license is an added advantage.

#### **CORE DUTIES: (NC(V) VOCATIONAL STUDIES: ENGLISH FIRST ADDITIONAL LANGUAGE**

- Responsible for registration and induction of students in the programme
- Monitor and support teaching and learning within the programme in line with the teaching and learning timetable.
- Assist with the placement of student/lecturer within the programme in consultation with designated officials.
- Responsible for training, induction/orientation of the lecturers within the programme.
- Procurement of teaching and learning consumables in consultation with the relevant Head of Division.
- Assist lecturers in the administration and conduct of examinations.
- Conduct class visits, moderation and monitoring support and performance evaluation for staff in the programme.
- Control the lesson plans and class attendance on weekly basis within the programme.
- Ensure accurate keeping and filing of marks, attendance registers and readily available for auditing and monitoring purposes.
- Implement academic support programmes in consultation with Student Support Services Unit within the programme.
- To engage in teaching and learning as per the workload of the post level.

#### **SKILLS REQUIRED**

- Excellent communication and reporting skills
- Must be able to work independently and within a team
- Willingness to attend meetings and trainings
- Must be honest, Reliable and have Integrity
- Must be creative and Innovative
- Must always Ethical and Professional
- Accept responsibility and be accountable

## ADMINISTRATION POSITIONS

**Assistant Director (Level 10) Salary Scale: R 491 403 per annum (Excluding Benefits)**

### **HEAD OFFICE POSITIONS**

#### **ASSISTANT DIRECTORS PS SALARY LEVEL 10**

##### **1. ASD: Curriculum Implementation - Ministerial Programmes [PPN/ASD/CUR/2022]**

#### **Minimum Requirements**

Recognised National Diploma (NQF 6) in Education or related qualification  
3-5 years in Education/Teaching and Learning environment or related field  
A valid drivers licence  
Knowledge of PSET and CET Act.  
Knowledge of Teaching and Learning.  
Knowledge of Skills Development Act, Public Service Regulations and Public Service Act, Labour Relations Act.  
Knowledge of the Public TVET sector and its regulatory and legislative framework.  
Knowledge and understanding of the Higher Education sector.  
Knowledge of Education Act.

**DUTIES :** Provide curriculum improvement and implementation support for ministerial programmes in line with the strategic objectives. Oversee and report on the implementation of IQMS and provide lecturer development support. Conduct impact assessment on training interventions and initiatives to improve student and lecturer performance. Develop, implement, and monitor academic and curriculum policies. Support the implementation of new programmes, qualifications, and curriculum. Conduct research on labour market needs to identify and recommend new demand driven, relevant and responsive programmes. Coordinate the implementation of ICASS guidelines for Report 191 and NC (V). Develop policy/guidelines for the management of curriculum. Provide required support to the college executive and oversight bodies. Oversee coordinated curriculum delivery at college delivery sites. Plan for the delivery of quality teaching and learning. Provide support and assistance with admission processes. Ensure the provision of guidance for the improvement of curriculum content and delivery based on engagement with public and private industry stakeholders. Plan, implement and monitor the blended curriculum delivery mode and online learning across campuses. Analyse results and implement intervention plans for critical subjects. Plan class visits for classroom teaching and learning, ICASS and ISAT support. Identify learner material, equipment, and other resource requirements. Coordinate the provision of learning materials. Manage the Human, Financial and other resources of the unit.

## **2. ASD: Examinations and Assessment [PPN/ASD/E&A/2022]**

### **Minimum Requirements:**

An Appropriate National Diploma (NQF 6) in Education/Administration or equivalent qualification, 3-5 years' experience in managing assessment, conducting of external examination and teaching and learning in the TVET sector. .A Valid driver's licence. 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. Extensive knowledge of National Policy pertaining to the conduct, Administration and management of the examinations. Knowledge and understanding of the 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 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.

## **3. ASD: Registration Services [PPN/ASD/REG/2022]**

### **Minimum Requirements:**

Recognised **three (3)** year National Diploma (NQF level 6) in Business Administration, Public Management/ administration or equivalent qualification

A minimum of 3-5 years in administration department

A Drivers license

Experience in the post schooling education and training (PSET) sector will be an added advantage

Knowledge of registry duties, practices as well as the ability to capture data, and operate computer  
Recommendations: Experience in the post schooling education and training (PSET) sector will be an added advantage Extensive experience in any or all of the following general management spheres: registry, strategy and support management. Willingness to work irregular hours and travel extensively. Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Skills: Proven report writing and presentation skills in the public sector and its legislation framework, Good communication skills and people Empowerment, Planning and

execution, Proven computer literacy, including advanced MSWord, MS Excel and MS PowerPoint. Proven ability to effectively manage change. Leadership skill.

**DUTIES :** Manage the administration of the overall student registration: Develop, review and monitor the implementation of policies and procedure in relation to student registration, admission, scheduling and records. Provide workshops on the implementation of policies and procedure in relation to student registration, admission, scheduling and records. Develop marketing strategies to attract new potential students. Manage student registration and ensure proper procedure are followed. Develop and review registration document for accuracy. Manage the database for new graduates and alumni into the job market. Ensure provisioning of pre-entry support services to student during the registration process in relation to (financial aid, bursaries, student accommodation). Provide guidance and testing of students, with regard to choice of and placement within programmes. Maintain and update database of students enrolled within programmes. Ensure that student orientate are conducted into college and campuses. Ensure that learner's information are captured on Information Technology System (ITS). Oversee the provision of student financial aid and bursary services support. Ensure that the TVET Bursary Scheme is 75 administered strictly according to the bursary rules and guidelines. Coordinate and chair the financial aid committee meeting and facilitate the awarding of approved college financial assistance programme. Verify compiled data on bursary statistics. Monitoring the tracking of student bursary requirements compliance and implement remedial initiative as required. Identify potential sponsors in recognising academic achievement. Manage the administration of student learning materials. Oversee issuing and collection of textbooks and learning materials. Ensure textbooks are well maintained. Manage the coordination of career exhibition services. Market college programmes at schools, exhibition and during open days at college. Management of all Human, Financial and other resources of the unit.

#### **4. ASD: TVET Management Information Services [PPN/ASD/MIS/2022]**

A recognised three (3) year National Diploma (NQF 6)/ Bachelor's Degree in Information Management, Computing or related qualification plus at least 3 to 5 years of relevant supervisory experience, computer literacy and a valid driver's license. Recommendations: Practical working experience in the data analysis and advanced experience in the development of policies/ implementation strategies will be an added advantage. Knowledge of policies and governance environment of TVET Colleges including knowledge of the TVETMIS system, annual reporting requirements by the Higher Education Institutions. Knowledge and understanding of Information Management. Knowledge, understanding, application and interpretation of office management, ITS, data warehouse and IT prescripts. Skills: 76 Administrative, Planning and organizing, Financial management, Report writing, Communication and interpersonal, Problem solving, Computer literacy, Analytical, Client oriented, Project management, Team leadership, Planning and organizing, People management.

**DUTIES :** TVET MIS management, capturing and data extraction for the college. Set up the system in readiness for enrolment and support other processes. Control the quality of captured data and report if there are errors. Maintain the college TVET MIS system. Manage the student data. Use various tools to extract data to facilitate statistical reporting. Interact with service providers regarding upgrades and request for assistance. Maintain data on student registration. Submit monthly reports on skills & leanerships. Compile, monitor academic examination and staff statistics of the college and submit reports on quarterly basis to management and DHET. Compile monthly, quarterly and annual reports as requested. Maintain, capture and validate inputs captured on ITS student and other related systems. Set up the student system for

registration of students and ensure creditability and reliability Maintain the ITS student system and other related system Monitor the capturing, quality control, validation, run procedure, create file and ensure that entries are sent to DHET head office. Management of human, physical and financial resources. Render management services to staff Ensure completion of performance agreements by all employees in the unit; Supervision of staff.

## **5. ASD: Partnerships and Linkages [PPN/ASD/P&L/2022]**

### **Minimum Requirements:**

Recognized three year National Diploma (NQF 6) Project Management or Marketing plus at least 3 to 5 years supervisory experience in a Project Management/ Business Development and/or related environment computer literacy and a valid driver's license.

Recommendations: Knowledge and experience in building partnerships, Innovation, Marketing and Entrepreneur insight, Financial Management, Mobilising resources, Interpretation of statutes Knowledge of Public Service Act, PFMA, Treasury regulations and other frameworks. Business planning. Visibility analysis. Knowledge and understanding of administration reporting process and procedures. Skills: Negotiation, Communication, Presentation, Academic Process and moderation procedures, Administrative Planning and organizing Financial management Report writing, Communication and interpersonal, Problem solving, Computer literacy, Analytical, Client oriented, Project management, Team leadership, Planning and organizing, People management.

### **DUTIES :**

Partnerships Management Build a database of local business and other linkages Participate in business forums and identify project opportunities Develop project proposals and plans for joint initiatives Facilitate handover with the College managers Form partnership with industry and relevant stakeholders Business opportunities scanning Identify opportunities for College income generation Establish work environment simulation potential Provide market needs business case rationale for all opportunities Identify appropriate partner or service provider Coordinate the submission of tenders and funding proposals Provide information and reports on programmes, funding and partnership to DHET and other stakeholders Local and Provincial government relations Develop and update schedule of local government projects and opportunities Identify College synergies potential contribution to provincial departments Build relationships with relevant officials, establish a database of key contacts and participate in meetings as appropriate. Develop proposals for partnering on specific practical opportunities aligned with College core business Research Management Conduct visibility studies for all new and proposed projects Develop the project and budget Partner with relevant research organisations Negotiate and sign service level agreements and or contracts with clients Provide training and support to LPU and campus staff members on SETA and contractual compliance matters Coordinate accreditation and application for new programme approvals Handover the project to the relevant campus or occupational manger Oversee and maintain student work placement and Work Integrated Learning (WIL) Ensure that the TVET college student

placement and WIL policy is in place and adhered to Analyse the job market, identify scarce skills and match available opportunities with college programme mix Ensure that an effective system is in place to assist learners to find job placement Identify potential partners and networks to benefit and support existing graduates Negotiate the employment opportunities with the employers and promote ex-graduate for vacancies Ensure that they attend the strategic meeting with SETA to negotiate graduate's placement and facilitate the signatory of Memorandum of Understandings (MoU's) Oversee SETA discretionary grant applications Oversee the implementation of Workplace Base Exposure Submission of quarterly monitoring and evaluation data Management of all Human, Financial and other resources of the unit.

**SALARY SCALE-ASSISTANT DIRECTOR (SL 9): R 393 711 per annum (Excluding Benefits)**

ASSISTANT DIRECTORS' PS SALARY LEVEL 9

**6. ASD: Strategic Planning [PPN/ASD/PLAN/2022]**

**Minimum Requirements:**

Recognized National Diploma (NQF6) in Public Management / Business Management / Office Management and Technology or related qualification. 3- 5 years' experience in strategic planning and administration environment. Knowledge of Public Service legislations policies. Knowledge of PSET. Knowledge and understanding of the TVET/ CET Administration. Understanding of the Higher Education sector, corporate governance and Cost Centre budgetary, expenditure and cash flow management. Knowledge of the Employment Equity Act, Public Service Regulations and Public Service Act, Labour Relations Act and any other related legislation. Advanced planning and organizing skills; Financial management and Report writing skills; Communication and interpersonal; Project management; Problem solving and Analytical skills; Computer literate. Valid driver's licence.

DUTIES : Coordinate the implementation of the strategic plan and evaluate the target plan; Render administrative/executive support services in the office of the Principal; Ensure effective and efficient management of the college including the management of the workflow in the office of the Principal; Oversee secretariat support to College Council, Council Committees, Academic Board, Senior Management and other external stakeholders, Maintain the calendar plan for scheduling and fixing meetings and communicate with all members of the above structures; Co-ordinate and arrange all meetings, proceedings and activities of the above structures; Provide strategic management, monitoring and evaluation services, Oversee and monitor the budget in the office of the Principal; Coordinate college inputs for annual, quarterly, monthly reports; Establish and implement effective records and document management systems in the office of the Principal; Quality check letters, memoranda and submissions; Oversee and maintain logistics within the office of the Principal; Design filing system; Ensure filing systems are maintained up to date; Ensure protection and security of file or records.

**7. ASD: Internal Audit and Quality Assurance [PPN/ASD/AUDIT/2022]**

**Minimum Requirements:**

Appropriate National Diploma NQF 6 in Internal Audit or related qualification  
3-5 years' experience in Internal Audit  
Experience in the development of policies/implementation strategies  
Knowledge of the relevant prescripts, legislation and regulations  
Knowledge and understanding of the Internal Audit environment

#### Skills

Planning and organizing  
Financial management  
Report writing  
Communication and interpersonal  
Problem solving  
Computer literacy  
Analytical  
Client oriented  
Project management  
Team leadership  
Planning and organizing  
People management

#### Duties

##### **The preparation and execution of the internal audit plan**

Conduct pre-engagement meetings with college management prior to commencement of the audits  
Obtain College managements approval of the audit scope prior to commencements of the internal audits  
Planning and drafting of detailed audit procedures for audits per the approved annual audit plan  
Executing and performing of audit testing per the annual audit plan  
Establish a quality audit risk management function and monitor assessments to ensure compliance with formal systems  
Conduct schedules and reactive audits and inspections and produce reports on all audits, inspections and incidents.

##### **The provision of secretarial support sevicees to the audit committee**

Conduct research on best practices and application of standards  
Distribution and collection of audit clients surveys for services rendered  
Ensure that legislation and acts are implemented correctly in the college  
Ensure that all audit findings are supported by the required audit evidence  
**Ensure that processes needed for quality management systems are established, implemented and maintained**

Develop quality management system policies and procedures for the college  
Report to college management on the performance of the QMS and the need for improvement  
Ensure the promotion of awareness of customer requirements throughout the college  
Provide information and reports to the executive and committees to make final decisions  
Liaise with external assessment body on all matters related to the external accreditation process

Ensure that all suppliers used by the college are selected, reevaluated and that records of this assessment are maintained

**Oversee the development, implementation and monitoring of policies**

Establish office procedures and operating systems.

Provide police support, development process and maintain repository

Conduct institutional performance assessment and evaluation of the implementation of policies, programmes and systems

Ensure that all role players and managers are aware and understand regulatory compliance requirements

**Management of staff development**

Render management service to the staff

Ensure completion of performance agreements by all employees in the unit; Supervision of staff

## **8 ASD: Risk, Fraud & Integrity Management [PPN/ASD/RISK/2022]**

### **Minimum Requirements:**

Recognised National Diploma (NQF 6) in Risk Management/ Internal Audit or equivalent qualification

Knowledge of the relevant prescripts, legislation and regulations

Knowledge and understanding of the Risk Management or Internal Audit environment

3-5 years' experience in Risk Management or Internal Audit or related field

plus at least 3 to 5 years of relevant supervisory experience, computer literacy and a valid driver's license.

Recommendations: Knowledge of the relevant prescripts, 82 legislation and regulations.

Knowledge and understanding of the Risk Management or Internal Audit environment. Practical experience in Internal Audit will be an added advantage. Skills: Planning and organizing, Financial management, Report writing, Communication and interpersonal, Problem solving, Computer literacy, Analytical, Client oriented, Project management, Team leadership, Planning and organizing, People management.

**DUTIES :** Develop, review and monitor the implementation of risk, fraud, ethics and integrity management policy. Develop and review risk, fraud, ethics and integrity management policies. Monitor the implementation of risk, fraud, ethics and integrity management policies. Provide training, workshops and awareness on Provide training, workshops and awareness on fraud and risk to management and employees. Provide reports in relation to trainings, workshops and awareness campaigns. Provide Risk Management services facilitate the strategic risk assessment. Facilitate the operational risk assessment. Facilitate the process level risk assessment. Compile risk register for strategic, operational and process level. The provision of Risk identification and mitigation Provide Risk Management Report to College management and Risk Management Committee on quarterly bases. Follow up on the implementation of the mitigating action plans that were put in place to reduce the risk to an acceptable level. Ensure dissemination of the risk management strategy and the associated plan to employees. Ensure regular communication on outstanding items on the risk register. Manage fraud and anticorruption services Develop and maintain internal anti-corruption system. Fraud/ Corruption risk assessments. Conduct investigations on allegations of corruption. Provide ethics and integrity management services. Promote the implementation of code of conduct e.g.

remunerative work & gift register. Promotion of financial disclosure system. Management of all Human, Financial and other resources of the unit.

## **9 ASD: Labour Relations [PPN/ASD/IR/2022]**

### **Minimum Requirements:**

Appropriate National Diploma (NQF 6) in Labour Relations, Employment Relations and Human Resource Management or related qualification  
3-5 years in Labour Relations or Human Resource Management environment or related field  
A valid driver's license

Recommendations: Advanced experience in interpretation, development and implementation of policies.

Knowledge of Labour Relations Act, Public Services legislations and policies related to Human Resource Management. Sound knowledge of Labour Relation statutes. Sound knowledge of International Labour Organization (ILO). Knowledge and understanding of the TVET/ CET Administration. Knowledge and understanding of the Higher Education sector

Skills: Administrative, Planning and organizing, Financial management, Report writing, Communication and interpersonal, Problem solving, Computer literacy, Analytical, Client oriented, Project management, Team leadership, People management, Conducting investigations, Presentation skills.

DUTIES : Maintain sound Labour Relations Render advice on labour related matters Develop and implement Human Resource policies and manuals Ensure proper implementation of disciplinary procedures, grievance procedures and code of conduct Conduct investigations and disciplinary hearings Management of strike action Minimize Labour disputes Facilitate and conduct labour relations training and workshops Ensure proper implementation of the collective bargaining council resolutions Management of all Human, Financial and other resources of the unit.

## **10 ASD: Marketing and Communication [PPN/ASD/MARKET/2022]**

### **Minimum Requirements:**

National Diploma/ Bachelor's Degree in Communication/ Marketing or equivalent qualification  
A valid driver's licence

3-5 years in communication environment

Knowledge of policies and governance environment of TVET Colleges including knowledge of the annual reporting requirements by the Higher Education Institutions

Knowledge and understanding of the monitoring of performance management development system

Knowledge and understanding of the TVET Administration

Knowledge and understanding of the Higher Education sector, especially the policies and relevant legislation

Recommendations: Knowledge of social media practice and channels Understanding of the importance of brand guidelines, graphic design and applying across a range of channels

Knowledge and understanding of stakeholder management Knowledge of events management

Knowledge and understanding of digital marketing Knowledge and understanding of website

maintenance Knowledge and understating of the application of Public Service legislative framework.

DUTIES:

### **Manage and coordinate marketing, promotions and branding**

Develop and manage college brand identity

Manage all college signage and document branding (letterheads, certificates, etc.)

Formulate and ensure implementation of the college branding strategy

Develop and produce college publications, i.e. banners, information brochures, annual reports, pamphlets and programme information

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### **Provide photographic services and write stories for the colleges**

Draft articles for the department/college 's electronic newsletter

Take pictures at the event that will make part of the article

Marketing the department through branding at these events

Sub-editor to the monthly electronic news letter

Gather all articles from colleagues and college activities

Submit articles for compilation, verify and forward for approval

### **Management of all Human, Financial and other resources of the unit**

Render management service to the staff

Manage the development and performance of the staff

Manage the performance agreement of the staff

## **11 ASD: Facilities and Records Management [PPN/ASD/FACILITY/2022]**

### **Minimum Requirements:**

Recognised National Diploma in (NQF6)/Degree in Building Management/ Safety Management/ Construction Management or related qualification.3–5 years' experience in Facilities Management, SHERQ and OHS environment. Must have 2 years' supervisory experience, Knowledge of Public Service Act and Regulations, Occupational Health and Safety Act, Immovable Asset Management Act. Telephone Management systems, fire control system and facilities management system. Knowledge of Occupational Health Safety Act 85 of 1993 and related regulations.

DUTIES : Oversee maintenance of buildings and premises; Monitor and report on infrastructure development and maintenance as well as performance in accordance with the relevant Laws and Regulations; Manage the contractors and service providers' functions by ensuring that all deliverables are met within the reasonable and agreed timelines; Compile, implement and monitor maintenance plans regarding machinery, tools and equipment; Ensure compliance to SHERQ and OHS Act; Develop and implement policies related to SHERQ and occupational

health and safety; Oversee fleet management; Develop and implement fleet management policies; Maintain physical security 47 functions including key control, personnel, document and surveillance security; Development, review and monitor the implementation of security policy; Responsible for security and access control at facilities; Ensure adherence to contractors Service Level Agreements; Records Management; Prepare monthly, quarterly and annual reports for Management and Council; Manage human, financial and other resources of the unit.

## **12 ASD: Management Accounting [PPN/ASD/ACCOUNT/2022]**

### **Minimum Requirements:**

Recognised three (3) year National Diploma (NQF 6) in financial management or related qualification

3-5 years in Student support administration/Teaching and Learning environment or related field  
A valid driver's license

Recommendations: Advanced experience in interpretation, development and implementation of policies.

Knowledge of PSET and CET Act. Knowledge and understanding PFMA. Knowledge and understanding Treasury Regulations. Knowledge of Skills Development Act, Public Service Regulations and Public Service Act, Labour Relations Act. Knowledge of the National Student Financial Aid Scheme and related legislation. Knowledge and financial management systems

Skills: Administrative, Planning and organizing, Financial management, Asset Management, Report writing, Communication and interpersonal, Problem solving, Computer literacy, Analytical, Client oriented, Project management, Team leadership, People management.

DUTIES : Planning – Coordinate, review, analyse and quality assure the financial supporting information for planning purposes. Coordinate and review the necessary financial supporting documents required for the strategic and annual performance planning process. Analyse and quality assures the relevant financial information required in the evaluation and development of business and project plans. Check and verify the supporting information for various financial planning processes. Budgeting – Coordinate, review, analyse and quality assure the budget preparation process. Coordinate the preparation and consultation for the MTEF budget process. Analyse, interpret and implement the treasury guidelines for the estimates of national expenditure (ENE). Develop templates for the collection of budget information from line functionaries. Align budget statements with the annual performance plan, strategic plan, national and provincial spending priorities. Analyse and interpret the requirements for the monthly cash flow and adjusted cash flow and recommend corrective action where required. Undertake the planning and supervise the preparation and consultation process in the implementation of the adjustments estimates process. Assess where shifting of funds/ virements is required and possible by reviewing expenditure against budget and make recommendations. Supervise the recording of adjustments and provide feedback to the relevant components. Provide information for the preparation of the annual financial statements. Monitor that all shifts/virements are included in the adjusted budget. Analyse requests for rollovers and make recommendations in compliance with prescripts (including funds committed but not spent). Reporting – Coordinate, review, analyse and quality assure the management accounting reporting processes Evaluate information on monthly reports produced (variance between

actual versus budgeted expenditure) and recommend appropriate actions where necessary. Monitor that all shifts/virements are included in the In Year Monitoring Report. Provide advice and guidance to role players on the use of forecasting methods and tools. Compile information for the interim and annual performance reports. Manage the operational processes, resources and procedures associated with the management accounting and asset management functions. Develop and review departmental policies and procedures applicable to management accounting (planning and budgeting) and asset management (including stock management) oversee the management of assets for the college: Monitor the implementation of the asset management plan of the college. Ensure the barcoding of all existing and new assets are recorded on the relevant asset register. Review the asset management register, electronic filing system and manual register to ensure that it is always up to date and maintain for all current asset, movements and disposals. Provide guidelines on fruitless and wasteful expenditure regarding assets and the disposal of obsolete assets and on the reallocation of redundant. Ensure and monitor the asset count, verifications and office inspections of all assets and asset storerooms. Coordinate the receipt, processing and distribution of new assets. Oversee identification of asset for disposal. Facilitate and recording of loss, damage or mismanagement of asset. Responsible for asset verification. Establish asset disposal committee. Coordinate the internal, external and unauthorized movements of assets. Validate loss control reports for quality and losses. Conduct loss analysis to identify trends, security shortcomings and investigate all losses. Allocate duties to personnel, monitoring outcomes and instituting the necessary corrective measures to address deviations from standards. Determine workflow requirements. Monitor performance of employees and determine training needs. Control leave and related personnel matters applying laid down Human Resources procedures

**APPLICATIONS FOR ADVERTISED POSITIONS MUST BE ACCOMPANIED BY A SIGNED NEW Z83 FORM, CV AND CERTIFIED COPIES OF APPLICANT'S, IDENTITY DOCUMENT, QUALIFICATIONS AND DRIVERS LICENCE WITH A 6 MONTHS CERTIFICATION PERIOD, IN TERMS OF DHET RECRUITMENT AND SELECTION POLICY EFFECTIVE FROM 03 MAY 2022 FOR ALL APPLICATIONS.**

**THE EMPLOYMENT EQUITY PLAN OF THE COLLEGE SHALL INFORM THE EMPLOYMENT DECISION. IT IS THE COLLEGE INTENTION TO PROMOTE EQUITY (RACE, GENDER AND DISABILITY) THROUGH FILLING OF POSTS. CORRESPONDENCE WILL BE LIMITED TO SHORTLISTED CANDIDATES. SHORTLISTED CANDIDATES WILL BE SUBJECTED TO SECURITY SCREENING.THE COLLEGE RESERVES THE RIGHT TO WITHDRAW ANY OF THE METIONED OF THE ADVERTS.**

**Closing date: 13 JANUARY 2023 13:00**

- **Any applications received after the above-mentioned date will not be considered.**
- **PLEASE NOTE THE SUBMISSIONS OF APPLICATIONS WILL BE FROM THE 04<sup>TH</sup> OF JANUARY 2023.**

Applications for the above positions should be hand delivered or posted to the address below:

The Human Resources Unit  
South West Gauteng TVET College

1822a Molele Street, cnr Koma Road  
Molapo  
Soweto  
1818

Or

South West Gauteng TVET College  
Human Resource Unit  
Private Bag X33  
Tshiawelo  
1818

Any queries regarding the above positions may be directed to Mr. Tebogo Mophaleng,  
Ms. Mmatshupo Santho or Ms. Nqobile Zondi on 010 141 1067/1035/1037