



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



SOUTH WEST GAUTENG TECHNICAL AND VOCATIONAL
EDUCATION AND TRAINING COLLEGE
EDUCATION OF DISTINCTION

SOUTH WEST GAUTENG TVET COLLEGE

The following vacancies currently exist at South West Gauteng TVET College, although the employer for staff members employed in these positions, will be the Department of Higher Education and Training.

All positions advertised, are for permanent appointment **unless indicated otherwise**.

JOB TITLE:	CAMPUS MANAGER
GRADE:	DEPUTY CHIEF EDUCATION SPECIALIST PL5
REF NO:	TECH/CM/2024
SALARY SCALE:	R 572 346.00

INHERENT REQUIREMENTS OF THE JOB

- ❖ An appropriate Bachelor's degree OR an equivalent recognized three-year tertiary qualification which includes teaching as a qualification (minimum of REQV 13).
- ❖ Registration with SACE.
- ❖ Minimum of seven (7) years' experience in the relevant field.
- ❖ Minimum of three years' supervisory experience

RESPONSIBILITIES / KEY PERFORMANCE AREAS

- ❖ Responsible for the overall management of the Campus.
- ❖ Responsible for the professional development of both academic and support staff members.
- ❖ Responsible for keeping complete accounting records of all assets and any other financial transactions of the Campus.
- ❖ Monitor and evaluate campus administration processes.
- ❖ Effective management of discipline and conflict management within the campus.
- ❖ Prepare a management plan to achieve targets as well as the needs of clients, educators, students, and others.
- ❖ Manage the implementation of the enrolment processes.
- ❖ Responsible for the effective and efficient utilisation of resources allocated to the campus.
- ❖ Assist with formulation, implementation and monitoring of policies and procedures to ensure effective and efficient management of the campus and the College as a whole.
- ❖ Responsible for the implementation of internal audit and risk management systems at the campus.
- ❖ Serves as an advisory to College Senior Management, College Council and its sub-Committees.
- ❖ Provide professional support to the College Council and its sub-Committees in respect of its functions i.e., Strategic Plan, etc.

- ❖ Plan and budget in terms of a medium-term expenditure and manage projects within the set budget.
- ❖ Play an active role in promoting extra and co-curricular activities on the Campus.
- ❖ Oversee all Student Support Services activities and the general welfare of the students.
- ❖ Keep abreast with the latest research in the field of education.
- ❖ Liaise with all College Stakeholders.
- ❖ Encourage and support initiatives with Universities, University of Technology and other agencies in relation to education and training.
- ❖ Responsible for segregation of duties for both academic and support staff equitably.

Knowledge, skills & abilities

- ❖ Moderator and Assessor Certificate will be an added advantage.
- ❖ Proven managerial and leadership skills.
- ❖ Thorough knowledge and understanding of the relevant legislation and the TVET landscape.
- ❖ A thorough knowledge of the Continuing Education and Training Act, 16 of 2006 as amended.
- ❖ Advanced Computer skills.
- ❖ Report Writing Skills.
- ❖ 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.
- ❖ Thorough knowledge and understanding of the relevant legislation related to NCV, Engineering/ Business Studies programmes across the College and the new TVET College landscape

EDUCATORS CS POSITIONS

SALARY SCALE-SENIOR LECTURERS (PL2): R 353 979.00 per annum including benefits

SENIOR LECTURERS / EDUCATION SPECIALISTS (PL2)

- DOBSONVILLE CAMPUS SL NCV/REPORT 191 Special Needs in Education REF: SL/DV/SNE/2024 **re advert**
- DOBSONVILLE CAMPUS SL NC (V) Vocational Studies Practicum Rooms- REF: SL/DV/PR/2024 **re advert**
- DOBSONVILLE CAMPUS SL Human Resource Report 191 REF: SL/DV/HR/2024
- GEORGE TABOR CAMPUS SL NC (V)/REPORT 191 Part Time Studies Coordinator REF: SL/GT/PTC/2024 **re advert**

- GEORGE TABOR CAMPUS SL NC (V) Vocational Studies Practicum Rooms REF: SL/GT/PR/2024 **re advert**
- GEORGE TABOR CAMPUS SL Tourism Report 191 REF: SL/GT/T/2024
- GEORGE TABOR CAMPUS SL NC (V) Travel and Tourism REF: SL/GT/TT/2024
- GEORGE TABOR CAMPUS SL NC (V) Transport and Logistics REF: SL/GT/TL/2024 **re advert**
- MOLAPO CAMPUS SL NC (V)/REPORT 191 Part Time Studies Coordinator REF: SL/MOL/PTC/2024 **re advert**
- MOLAPO CAMPUS SL NC (V) Vocational Studies Civil and Mechanical Workshops REF: SL/MOL/CMW/2024 **re advert**
- ROODEPOORT CAMPUS SL NC (V)/REPORT 191 Special Needs in Education REF: SL/RDPT/SNE/2024 **re advert**
- ROODEPOORT CAMPUS SL NC (V) Vocational Studies Practicum Rooms REF: SL/RDPT/DV/PR/2024 **re advert**
- ROODEPOORT CAMPUS SL NC(V) Vocational Studies Education and Development REF: SL/RDPT/EDU/2024 **re advert**
- ROODEPOORT CAMPUS SL NC(V) Fundamental Studies English FAL REF: SL/RDPT/EFAL/2024 **re advert**
- ROODEPOORT CAMPUS SL REPORT 191 Business Management REF: SL/RDPT/BM/2024
- ROODEPOORT CAMPUS SL NCV/REPORT 191 Part Time Studies Coordinator SL/RDPT/PTC/2024 **re advert**
- ROODEPOORT WEST CAMPUS SL NCV/REPORT 191 Part Time Studies Coordinator REF: SL/RW/PTC/2024 **re advert**
- ROODEPOORT WEST CAMPUS SL NC(V) Vocational Studies Electrical Workshops REF: SL/RW/EW/2024 **re advert**
- TECHNISA CAMPUS SL NC(V) Vocational Studies Practicum Rooms REF: SL/TECH/PR/2024 **re advert**
- TECHNISA CAMPUS SL Tourism Report 191 REF: SL/TECH/T/2024
- TECHNISA CAMPUS SL REPORT 191 Engineering Studies (Distance Education) REF: SL/TECH/ES/DE/2024 **re advert**
- TECHNISA CAMPUS SL REPORT 191 Business and Utility Studies (Distance Education) REF: SL/TECH/BU/DE/2024 **re advert**

Requirements:

- ❖ Matric/NQF Level 4 Certificate plus a recognized National Diploma/Degree in Education and/or in the relevant field.
- ❖ In-depth knowledge of the subject programme or subjects (Attach transcript).
- ❖ SACE registration.
- ❖ Assessor/Moderator qualification will serve as an advantage.
- ❖ Knowledge of legislation governing the sector. At least 2 - 3 years' lecturing experience.

Duties:

- Manage enrolment in line targets within the section.
- Ensure effective curriculum delivery on different modes including blended learning.
- Develop and implement assessment plans in line with the division and campus plans.
- Monitoring of student and lecturer attendance, develop and implement strategies to improve attendance.
- Monitor and report on student and lecturer performance.
- Develop and implement an improvement plan to improve student performance.
- Supervise lecturers, conduct meetings, monitor lecturer performance, compile results analysis.
- Ensure that ICASS requirements and external examinations rules and regulations are complied with.
- Responsible for leave management of his/her section.
- Assist the HOD with administrative duties.
- Responsible for work allocation, time tabling and optimal utilization of staff with the section.
- Coordinate the work of subject committees and provide them with support.
- Compile quality reports and ensure that reports are submitted on time.
- Provide resources that support teaching and learning to staff members.
- Ensure that there is discipline amongst students and staff members.
- Be responsible for the effective functioning of the department and organize relevant curricular activities so as to ensure that the subject, learning area or phase and the education of the learners are promoted in a proper manner.
- Assist with planning and management of text books, equipment, etc.

SALARY SCALE-SENIOR EDUCATION SPECIALIST/HOD (PL3): R 465 843.00 PER ANNUM

HEAD OF DEPARTMENT/SENIOR EDUCATION SPECIALISTS (PL3)

DOBSONVILLE CAMPUS-Head of Department Report 191 REF: HOD/DV/2024

MINIMUM REQUIREMENTS

- An appropriate, recognized 3-year Degree or equivalent that includes a teaching qualification.
- Must be permanently appointed as a Senior Lecturer.
- A minimum of an REQV 13 relevant qualification which must include a minimum of 5 years' teaching experience (of which 2 years must have been at a campus management level)
- Registration with SACE.
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Computer skills. • Good verbal and written communication and interpersonal skills. • Knowledge of the legislative frame work, FETC Act as amended, NQF Act, LRA, BCEA and SDA as amended.

Duties and responsibilities:

- Involved with the daily running and administration of the campus.
- Oversee administration and academic staff in the performance of their daily duties within the department, specifically, this includes daily checking and updating of the staff attendance register, academic staff leave forms and administration of leave taken to date.
- Coordinate and conduct performance appraisals.
- Organize catch up plan to cover the time lost by staff. Coordinate divisional input into the budget. • Check on MIS the capture of student information.
- Compile weekly reports on absences within prescribed period for tests.
- Oversee test and examination timetables and invigilation.
- Maintain a comprehensive and up-to-date file of syllabi for staff access.
- Oversee/supervise POE/POA moderation on campus.
- Conduct campus POE/POA audits, together with campus executive committee.
- Provide input to assist lecturers with didactical and classroom management interventions.
- Provide inputs to assist lecturers in the compilation POE and POA
- In liaison with CMT, identify campus resource requirements.
- Provide assistance to ensure successful academic delivery in the classroom
- Monitor, report on and oversee the implementation of any syllabus changes
- Ensure that all ICASS and ISAT marks are entered onto the system as per the academic year plan • Manage the preparation and implementation phases of the ISAT
- Involvement in the management of academic support implementation
- Liaise with SSS to develop the campus academic support intervention. The person must be able to draw up a time table for NCV and Report 191. Be prepared to place students and lecturers on workplaces. Help with the stock taking of all Assets including workshop/ class room material.

ROODEPOORT CAMPUS-Head of Department -Utility Studies

REF: HOD/RDPT/UTILITY/2024 **re advert**

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 with 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 be Ethical and Professional
- Accept responsibility and be accountable

ROODEPOORT CAMPUS -Head of Department Part-Time Manager
REF: HOD/RDPT/PM/2024 **re-advert**

(The incumbent for the above-mentioned posts will be expected to lecture 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 be Ethical and Professional
- Accept responsibility and be accountable

LECTURER (PL1)

SALARY SCALE FOR LECTURERS (PL1): R 244 884.00 (REQV 13) or R318 646.00(REQV 14) per annum including benefits

- MOLAPO CAMPUS Engineering and Related Design PL1: Graphics and Design L3& Material Technology L 3 REF: MOL/EE/MT/2024
- MOLAPO CAMPUS Engineering and Related Design PL1: Engineering Technology L2 & Engineering Systems L 2 REF: MOL/EE/ET/ES/2024
- MOLAPO CAMPUS Mathematics: Mathematics L2 -L4 REF: MOL/L/MATH/2024
- MOLAPO CAMPUS Civil Engineering & Building Construction: Plant & Equipment L2 – L3 & Materials L2-L3 REF: MOL/PL/CE/2024

Minimum Requirements

- A recognized 3-year Degree/Diploma Teachers qualification with majors in the particular field of study (Please attach transcript) and In-depth knowledge of the subject.
- SACE (South African Council of Educators) registration will be an added advantage.
- Excellent communication in English (written and verbal), organizing, planning, and administration skills. Ability to monitor students' performance and provide critical feedback in an objective and professional manner.

Duties and responsibilities:

- Facilitate general academic and career development of students.
- Prepare lesson plans and lecture students in compliance with the College's Annual Academic Plan, the Campus timetable, and the College Quality Management System.
- Assess students, maintain assessment records, and capture marks electronically in compliance with the College's policies and procedures.
- Create a conducive classroom environment and ensure efficient classroom management and discipline of student's.
- Report to the Senior Lecturer and liaise with the Student Support Officers in providing support interventions to student's.
- Distribute textbooks and student packs to students and maintain the necessary records. Manage and monitor student attendance, and organize job placement and excursions for students.

For any further information on the positions advertised, please refer to our website: **www.swgc.co.za**

1. Applications should be sent to the Head Office and must be submitted with a fully completed, initialised, and originally signed NEW Z83 form obtainable from any Public Service Department. Failure to initialise, originally sign and date the Z83 form will result in the application being rejected and it must be accompanied by a comprehensive Curriculum Vitae, uncertified ID Copy, qualifications and transcripts.
2. Please send a separate application for each post, clearly state the correct reference number and the position you are applying for.
3. Only shortlisted candidates will be required to submit originally certified copies of qualifications with academic records/transcripts and other relevant supporting

documents on or before the day of the interview following communication from the HR Office.

4. Foreign qualifications must be accompanied by a SAQA evaluation report.
5. If you have not been contacted within six months after the closing date, please consider your application as unsuccessful.
6. Successful candidates will be subjected to a vetting and financial disclosure process (criminal record, citizenship, qualification verification and employment verification).
7. The college reserves the right to withdraw any of the mentioned adverts.

Re-Advertised posts: Candidates who previously applied for the posts are encouraged to re-apply

Closing date: 20 February 2024 @ 16:00

- **Any applications received after the above-mentioned date will not be considered.**

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 Ms. Mmatshapo Santho, Ms. Lebo Masango on 010 141 1035 and 1015.

NO Emailed or faxed applications will be accepted. All costs incurred due to your application and interviews will be at your own expense.