

# WATERBERG TVET COLLEGE (LIMPOPO PROVINCE) INVITES QUALIFIED AND EXPERIENCED CANDIDATES TO APPLY FOR THE FOLLOWING POSTS TO BE FILLED ACCORDING TO THE CETC ACT NO.16 OF 2006 (AS AMENDED)



WATERBERG  
TVET COLLEGE  
Together ensuring success

## REF: WTVET 2021/74 - ASSISTANT DIRECTOR: OFFICE OF THE PRINCIPAL (SL 9) PERMANENT

**SITE:** Central Office (Mokopane)  
**SALARY:** R376 596 per annum plus benefits  
**Requirements:** An appropriate National Diploma/Degree or any relevant equivalent qualification in Administration/Auditing/Management Assistant. A minimum of five (5) years' experience working in the office of the Principal or Accounting Officer. Good interpersonal skills. Good Communication skills (Verbal and written). Good presentation, planning and organising skills. Thorough knowledge and understanding of the Continued Education and Training Act. Experience in interacting with the public and high-profile individuals, including external executives and/or Council Members will be an added advantage. Candidate must be prepared to work long hours. Secretarial, Financial, and project management qualification will stand as high recommendation. Valid driver's license. Computer literacy will be tested on the day of interviews.

**Duties:** Manage day to day activities in the Office of the College Principal. Provide governance services. Ensure compliance to governance standards at all times. Provide assistance to College Council and Management on governance related matters. Assist the Principal in facilitating review of College Policies and Procedures. Facilitate annual review of College Statute, council and committees of Council Charters. Provide Secretarial services of College Council and its committees as well as Senior Management Team. Assist during the development of College plans and reporting thereof. Coordinate the development of College year plan and management thereof. Responsible for all logistical arrangements for College Council, its committees' Principal and Senior Management e.g. accounting bookings, travelling and other related allowances. Ensure timely preparation and distribution of Council and Committees' administrative material (e.g. Meetings invitations, agendas, schedules, notices, minutes and reports etc.) consistent with Council approved policies and procedures. Keep all official records of the College Plans all College Council activities, including those of Committees and Senior Management Team, as directed by the Council and College Management.

## REF: WTVET 2021/75 - SENIOR EDUCATION SPECIALIST (FUNDAMENTAL) (PL 3) PERMANENT

**SITE:** Business Studies Centre (Mahwelereng)  
**SALARY:** R415 245 per annum plus benefits  
**Requirements:** An appropriate National Diploma/Degree or equivalent qualification in Education. A professional Teachers Qualification is a requirement. A minimum of five-years experience with at least two-years in curriculum supervision. Experience in a TVET sector will be an added advantage. Must be qualified as an Assessor and Moderator. Registration with SACE. Knowledge of Report 191 and NCV Programmes. Must be Computer literate (MS Word, Excel and PowerPoint). Excellent communication and presentation skills. Report writing skills and ability to work independently. Must be willing to travel and able to work under pressure. A valid driver's license.

**Duties:** Oversee the campus Curriculum Section. Liaise with the Campus Managers and Education Specialists on all curriculum matters. Communicate all curriculum issues to the Campus Manager. Oversee the ICASS and ISAT process on curriculum issues and all teaching and learning processes. Provide relevant academic statistics and information on campus academic matters. See to it that all text books and equipment are ordered for the campus academic programmes. Compile, administer and manage the curriculum budget at campus level. Manage and control part-time studies. Manage and control National Examination and assessments. Establish and maintain records of staff attendance, department or divisional structure. Communicate circulars. Assist the Campus Manager with management of IQMS. Support and motivate Senior lecturers. Encourage and sustain academic excellence and improve learner performance.

## REF: WTVET 2021/76 - SENIOR EDUCATION SPECIALIST (VOCATIONAL) (PL 3) PERMANENT

**SITE:** Business Studies Centre (Mahwelereng)  
**SALARY:** R415 245 per annum plus benefits  
**Requirements:** The requirements are the same as for post WTVET 2021/75 above.

**Duties:** The duties are the same as for post WTVET 2021/76 above.

## REF: WTVET 2021/77 - SENIOR EDUCATION SPECIALIST (FUNDAMENTAL/VOCATIONAL) (PL 3) PERMANENT

**SITE:** Thabazimbi Campus (Regorogile)  
**SALARY:** R415 245 per annum plus benefits  
**Requirements:** The requirements are the same as for post WTVET 2021/75 above.

**Duties:** The duties are the same as for post WTVET 2021/76 above.

## REF: WTVET 2021/78 - SENIOR EDUCATION SPECIALIST (FUNDAMENTAL/VOCATIONAL) (PL 3) PERMANENT

**SITE:** Engineering and Skills Training Centre (Lebowakgomo)  
**SALARY:** R415 245 per annum plus benefits  
**Requirements:** The requirements are the same as for post WTVET 2021/75 above.

**Duties:** The duties are the same as for post WTVET 2021/76 above.

## REF: WTVET 2021/79 - SENIOR EDUCATION SPECIALIST (VOCATIONAL) (PL 3) PERMANENT

**SITE:** IT and Computer Science Centre (Mahwelereng)  
**SALARY:** R415 245 per annum plus benefits  
**Requirements:** The requirements are the same as for post WTVET 2021/75 above.

**Duties:** The duties are the same as for post WTVET 2021/76 above.

## REF: WTVET 2021/80 - EDUCATION SPECIALIST (INFORMATION TECHNOLOGY) (PL 2) PERMANENT

**SITE:** IT and Computer Science Centre (Mahwelereng)  
**SALARY:** R348 747 per annum plus benefits  
**Requirements:** An appropriate National Diploma/Degree or equivalent qualification in Education. A professional Teachers Qualification is a requirement. A minimum of three-years experience in curriculum management. Experience in a TVET sector will be an added advantage. Must be qualified as an Assessor and Moderator. Registration with SACE. Knowledge of Report 191 and NCV Programmes. Must be Computer literate (MS Word, Excel and PowerPoint). Excellent communication and presentation skills. Report writing skills and ability to work independently. Must be willing to travel and able to work under pressure. A valid driver's license.

**Duties:** Teach NCV Level 2 - Level 4/Report 191 programmes. Oversee the curriculum division at centre level. Liaise with curriculum coordinator and Centre Manager on all curriculum matters. Communicate issues to the Curriculum coordinator and Centre Managers. Oversee ICASS and ISAT process. Establish subject committees. Attend all workshops and training on curriculum issues. Provide all relevant academic statistics and information to

curriculum coordinator and Centre Managers. See to it that all textbooks and equipment are ordered for academic programmes. Compile, administer and manage the curriculum budget at centre level.

## REF: WTVET 2021/81 - SENIOR LABOUR RELATIONS OFFICER (SL 8) PERMANENT

**SITE:** Central Office (Mokopane)  
**SALARY:** R316 791 per annum plus benefits  
**Requirements:** An appropriate National Diploma/Degree in Labour Relations. Three-years working experience in employee relations. Extensive knowledge of Labour legislation, negotiation dispute resolution, problem solving skills, written and oral communication. Computer literacy (MS Office package). Valid driver's license.

**Duties:** Provide conflict management. Advise management on the promotion of sound labour relations as well as employees. Deal with disputes, grievances, complaints and disciplinary cases and ensure compliance with prescribed time frames. Gives constant feedback to management at all with regard to labour relations. Conduct training on labour relations. Facilitate transformation activities and engage with organised labour. Provide conflict management services.

## REF: WTVET 2021/82 - SENIOR STATE ACCOUNTANT (ASSET MANAGEMENT) (SL 8) PERMANENT

**SITE:** Central Office (Mokopane)  
**SALARY:** R316 791 per annum plus benefits  
**Requirements:** An appropriate National Diploma/Degree or equivalent qualification majoring in Financial Management/Accounting. Three-years relevant working experience in assets and inventory management and/or supply chain management. Knowledge of PFMA, GRAP and Treasury regulations. Good communications, numerical, analytical and problem-solving skills. Must have ability to work under pressure with little or no supervision. Computer literacy (MS Office package). Valid driver's license.

**Duties:** Management of assets in the college. Preparation of annual capital expenditure budget. Monitoring and reporting of on-going performance against Capital budget. Support to Supply chain management to ensure that asset and inventory ordering procedure are in compliance. Support to management in assessing, monitoring and implementing SCM procedure in the contract management of service providers where this impacts items of assets whether owned or leased. Preparation of monthly reports detailing the operational and financial aspects of asset and inventory activities. Supervise and manage the performance of staff working with assets, inventory and supply chain management.

## REF: WTVET 2021/83 - SENIOR MARKETING AND COMMUNICATIONS OFFICER (SL 8) PERMANENT

**SITE:** Central Office (Mokopane)  
**SALARY:** R316 791 per annum plus benefits  
**Requirements:** An appropriate National Diploma/Degree in Marketing Management/Public Relations/Communications or equivalent qualification. At least three-years experience in Marketing/Public Relations. Computer Literacy (MS Office package). Knowledge of Photo-shop or CorelDraw will be an added advantage. Knowledge of the TVET sector will be an added advantage. Good report writing skills. Good communication/customer relations skills. Demonstrate the potential to work under pressure and willing to work long hours. Valid driver's license.

**Duties:** Manage student recruitment and co-ordinate College exhibitions and events. Ensure good corporate branding for all events. Co-ordinate the College social network and manage College publications and media monitoring. Implement planned marketing research. Assist with information updates for the college website. Assist with the implementation of the college operational plan. Liaise with college stakeholders/media. Manage SMS portal.

## REF: WTVET 2021/84 - STUDENT SUPPORT OFFICER (SL 7) PERMANENT

**SITE:** IT and Computer Science Centre (Mahwelereng)  
**SALARY:** R257 508 per annum plus benefits  
**Requirements:** An appropriate National Diploma/Degree in Social Science/Psychology/ Education or equivalent qualification. 3-5 years in the Student Support Administration Education/Teaching and Learning environment/related field. Knowledge of PSET Act and CET Act, knowledge and understanding of Student Support Service Act, knowledge and understanding of electoral processes. Knowledge of Teaching and Learning. Knowledge of career guidance and extra-curricular activities. Knowledge of Skills Development Act, Public Service Act, Public Service Regulations and Labour Relations Act. Knowledge of the National Student Financial Aid Scheme and related legislation. Knowledge of Public TVET sector and its regulation and legislative framework. Knowledge of Ethical Regulatory and legislative framework. Knowledge and understating of the Higher Education Sector. Knowledge of Education Act. Good communication and interpersonal skills. Computer Literacy (Ms Office package). Valid driver's license.

**Duties:** Provide student support services. Provide student counselling or referral services. Implement student work placement and Work Integrated Learning (WIL) policies. Provide career guidance, counselling and academic support for students. Implement the sport, recreation, Arts and culture programs for student in the campus. Facilitate student governance and student leadership development and exit support programme. Supervise staff.

## REF: WTVET 2021/85 - FINANCE CLERK (STORES) (SL 5) PERMANENT

**SITE:** Central Office (Mokopane)  
**SALARY:** R173 703 per annum plus benefits  
**Requirements:** An appropriate National Diploma/Degree in Financial Management/Business Management/ Public Management together with 18-months experience in store management and one-year administrative experience. Knowledge of financial management system, financial laws and regulations. Computer Literacy (Ms Office package). Valid driver's license.

**Duties:** Manage and record requisitions for movable assets and consumable stock. Develop and maintain stock register on the system. Receive and check deliveries of requisitioned stock against approved requisitions. Sign off on these and distribute these to central office staff and campuses. Manage the stores/stock room and issues movable assets and consumables to the staff. Receive fax copies and campuses delivery notes and captures these on the system. Check consumable stock levels at central office and campuses on weekly basis. Update Central Office consumable stock register on daily basis. Conduct stock taking of all campuses stock in collaboration with central office on quarterly basis. Submit a monthly report on stock management to

the Senior State Accountant.

## REF: WTVET 2021/86 - FINANCE CLERK (SUPPLY CHAIN) (SL 5) PERMANENT

**SITE:** Business Studies Centre (Mahwelereng)  
**SALARY:** R173 703 per annum plus benefits  
**Requirements:** An appropriate National Diploma/Degree in Financial Management/Business Management/Public Management together with 18-months relevant experience and one year administrative experience. Knowledge of Public Finance Management Act (PFMA), PPPFA, BBB-EE Act and Treasury Regulations. In-depth knowledge of financial systems, e.g. LOGIS. A valid driver's licence will be an added advantage. Skills and Competencies: Planning and organising skills. Good Interpersonal relations; Effective communication skills (written and verbal). Computer Literacy (Ms Office package). Ability to work independently and meet deadlines. Valid driver's license.

**Duties:** Sourcing of quotation as per National Treasury guidelines; Receive and assess quotation to ensure that they comply with the minimum requirements. Assist end users with the compilation of compliant specifications. Capture requisitions on the Supply Chain System. Request, prepare and compile quotes. Ensure that all relevant forms are attached. Extend the validity periods of quotes in advance of expiry dates. Capturing of awarded contracts on National Treasury contracts registration application (CRA). Ensure procedures comply with SCM policies. Ensure proper filing and safe keeping of documents. Ensure timely processing of payments to suppliers. Receiving and issuing of stock items. Perform other duties as delegated by the Supervisor.

## REF: WTVET 2021/87-88 - HUMAN RESOURCE CLERKS (SL 5) PERMANENT (2 x POSTS)

### REF: WTVET 2021/87 SITE: Engineering and Skills Training Centre (Lebowakgomo)

### REF: WTVET 2021/88 SITE: Thabazimbi Campus (Regorogile)

**SALARY:** R173 703 per annum plus benefits  
**Requirements:** Grade 12 Certificate or NCV level 4 certificate. Knowledge of Public Service Records Management and General Registry functions, must be conversant with all aspects of HR and be able to implement and advise officials, knowledge of PERSAL system will be an added advantage; Good verbal and written communication skills. Be able to treat matters and information confidentially. Rendering professional advice to line function on the effective and efficient interpretation and implementation of the College HRM policies and other related prescripts, Computer literacy (MS Word, MS PowerPoint, MS Excel and MS Outlook). A valid driver's license.

**Duties:** Administer all Human Resource functions including PMDS Management, Recruitment and Selection, Typing and drafting of letters, memoranda and submissions. Administer all conditions of service functions on PERSAL concerning appointments, transfers, promotions, upgrading, translations, movements and termination of service, probation periods, recognition of higher qualifications obtained, PILIR cases, recognition of long services, acting appointments, State Guarantees, housing and home owner's allowances. Assist with all aspect of pension administrations. Manage leave applications and records. Handling of all HRM administration functions. Compile daily statistics and update databases.

## REF: WTVET 2021/90-91 - RECEPTIONIST (SL4) PERMANENT (2 x POSTS)

### REF: WTVET 2021/90 SITE: IT and Computer Science Centre (Mahwelereng)

### REF: WTVET 2021/91 SITE: Engineering and Skills Training Centre (Lebowakgomo)

**SALARY:** R142 281 per annum plus benefits  
**Requirements:** Grade 12 Certificate or NCV Level 4 certificate in Office Administration plus at least two-years experience in Office Administration. Computer literacy (MS Word, MS PowerPoint, MS Excel and MS Outlook). Knowledge of Batho Pele Principles. Knowledge of TVET Sector. Good Communication skills.  
**Duties:** Controls switchboard operations. Makes outgoing calls related to official duties for management. Control the fax and photocopy machines. Distributes faxes to the relevant people. Typing, photocopying and binding of documents for management. Compiles lists of requisitioning of corporate stationery and distributes after being delivered and recorded in the appropriate stock register. Remains aware of emergency procedures.

## REF: WTVET 2021/92 - DRIVER/MESSENGER (SL4) PERMANENT

**REF: WTVET 2021/92 SITE: Central Office (Mokopane)**  
**SALARY:** R142 281 per annum plus benefits  
**Requirements:** Minimum NQF Level 2/Grade 10 qualification. A Matric certificate will be an added advantage. Code 10 Driver's license plus PDP. At least three-years driving experience. Ability to work long hours when required and under pressure.  
**Duties:** Provide driving services for Waterberg TVET College staff and students. Transportation of goods for the College. Cleaning and upkeep of College vehicles. Perform messenger duties for the college. Loading, transporting and delivering items to clients or businesses in a safe timely manner. Assisting with loading and unloading items from vehicles. Deliver documents from campus to campus.

### REQUIRED DOCUMENTS:

New Z83 Application for Employment Form indicating correct reference number, comprehensive Curriculum Vitae, certified copies of qualifications including academic record/transcript and ID document (not older than six months). A valid SACE certificate for Lecturing posts. NB: Foreign applicants should attach the following: SAQA Evaluation Certificate, SACE and QUOTA Work permit and Police Clearance. **PEOPLE WITH DISABILITY ARE ENCOURAGED TO APPLY.** Interviewed candidates will be subjected to a competency assessment where necessary. The successful candidate will be required to participate in the integrated quality management system or to sign annual performance agreement whichever is applicable and to sign an employment contract on appointment, disclose his/her financial interests and be subjected to security clearance.

### SUBMIT APPLICATIONS TO:

**POST OFFICE:**  
The Principal, Waterberg TVET College, Postnet Suite #59, Private Bag X 2449, MOKOPANE, 0600 OR submit through **E-MAIL:** jobs@waterbergcollege.co.za.

Should you not receive correspondence from the College within three months after closing date, consider your application as unsuccessful.

**CLOSING DATE: Friday, 17 December 2021 \* ENQUIRIES: Mr LF Mpebe on 015 492 9021/071 420 4319**