



Sedibeng TVET College hereby invites applications from suitably qualified persons to fill the following permanent positions. The following posts will be filled according to the CET Act No. 16 of 2006 (as amended).

CENTRE: CENTRAL OFFICE

POST/POSITION: PA TO THE PRINCIPAL

Ref: Sedcol 01/2021

SALARY: Minimum R257 508 per annual excluding benefits

POST LEVEL / SALARY LEVEL: SL 7

NAME OF THE COMPONENT: Office of the Principal

Minimum Requirements: Grade 12 or NCV Level 4 plus a threeyears Diploma in Office Administration or a Secretarial Diploma. Computer literacy, with good knowledge of MS Office applications. 2-3 years relevant experience as a Secretary. Good communication and interpersonal skills. The ability to work under pressure and beyond normal working hours. Computer literacy will be tested on the day of the interviews.

Duties: Manage the diary and coordinate the travel requirements of the Principal. Develop and maintain a filing and record-keeping management system. Coordinate and arrange conference facilities, social events and catering. Take minutes during meetings. Transcribe and distribute minutes to participants. Perform all secretarial-related duties.

POST/POSITION: SENIOR LABOUR RELATIONS OFFICER

Ref: Sedcol 02/2021

SALARY: Minimum R316 791 per annum (excluding benefits)

POST LEVEL / SALAY LEVEL: SL 8

NAME OF THE COMPONENT: LABOUR RELATIONS

REQUIREMENTS: Grade 12 or NCV level 4 plus a t Diploma or Degree in Labour Relations. 3-5 years of working experience in employee relations. Extensive knowledge of Labour legislation, negotiation dispute resolution, problem-solving skills, written and oral communication.

DUTIES: Provide conflict management services. 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. Provide constant feedback to management with regard to labour relations. Conduct training on labour relations. Facilitate transformation activities and engage with organised labour.

POST/POSITION: SENIOR PRACTITIONER HUMAN RESOURCE DEVELOPMENT

Ref: Sedcol 03/2021

SALARY: Minimum R316 791 pa- per annum (excluding benefits)

POST LEVEL / SALARY LEVEL: SL 8

NAME OF THE COMPONENT: HUMAN RESOURCE DEVELOPMENT

Minimum Requirements: Grade 12 or NCV level 4 plus a three years Diploma or Degree in Human Resource Management / Development, Public Management or equivalent qualification. 3-5 experience in Human resource environment. Knowledge and understanding of the application of Public Service legislation framework (PSA,PFMA,PST etc). Knowledge and understanding of PMDS and IQMS. Computer literacy. Good communication and interpretation skills. Knowledge of PERSAL and MIS systems that are used in the TVET sector.

Duties: Implement Human Resource Development services (WSP, Training, Bursaries, Internship and Learnership programmes). Coordinate the implementation of Performance Management Development System, Integrated Quality Management System and coordinate training for College staff. Facilitate the development of job descriptions. Provide assistance on the development, review and implementation of Employment Equity Plan for the College. Facilitate the development and implementation of Employment Equity Plan and HR Plan. Supervisor human resources / staff

POST/POSITION: CHIEF PERSONNEL OFFICER ADMINISTRATION

Ref: Sedcol 04/2021

SALARY: Minimum R316 791 per annum (excluding benefits)

POST LEVEL / SALARY LEVEL: SL 8

NAME OF THE COMPONENT: HUMAN RESOURCE ADMINISTRATION

Minimum requirements: Grade 12 or NCV level 4 plus a three years Diploma or Degree in Human Resource Management, Public Management, or equivalent qualification. 3-5 years in Human Resource Management. Understanding and utilisation of the PERSAL system as well as the MIS system. Knowledge

and understating of the application of Public Service legislative framework (PSA, PFMA, LRA, PSR, etc.). Extensive knowledge and understanding of human resource prescripts and practice.

Duties: Render conditions of services and remuneration of employees (leave, housing, medical, injury on duty, long service recognition, overtime, relocation, pension, allowances, PILIR, etc.) Implement termination of services. Render Recruitment and Selection services in line with the Departmental policy and delegation (Advertisements, appointments, transfers, verification of qualifications, secretariat functions at interviews, absorptions, probation periods, and inductions etc.

POST/POSITION: SENIOR ADMINISTRATIVE OFFICER (OCCUPATIONAL HEALTH AND SAFETY (OHS)

Ref: Sedcol 05/2021

SALARY: Minimum R316 791 per annum (excluding benefits)

POST LEVEL / SALARY LEVEL: SL 8

NAME OF THE COMPONENT: FACILITIES MANAGEMENT

Minimum Requirements: Grade 12 or NCV level 4 plus a three years Diploma or Degree in Environmental Management/ Science or relevant qualification. 3-5 years experience in the field of Occupational Safety, Health, and Environment. Knowledge of prescripts and general legislation relating to Health and Safety. Good interpersonal and communication skills (verbal and written), high-level investigative skills, report writing skills and planning ability, computer literacy (including Excel, Word, Access, and PowerPoint). Ability to liaise with internal and external bodies. A valid driver's license. Registration with HPCSA.

Duties: Manage and administer Health and Safety compliance issues at the College. Ensuring adherence to safety and health standards in accordance with OHSACT and COIDA. Carry out the following: health surveillance of premises, surveillance, and prevention of communicable diseases, environmental pollution control, food safety management. Conduct Hazard Identification and Risk Assessment (HIRA) across the College, conduct incident investigation and generate reports, conduct Health and Safety workshops for college staff, compile weekly, monthly, quarterly and annual health and safety statistics and reports.

POST/POSITION: EMPLOYEE HEALTH AND WELLNESS PRACTITIONER

Ref: Sedcol 06/2021

SALARY: Minimum R257 508 per annum (excluding benefits)

POST LEVEL / SALARY LEVEL: SL 7

NAME OF THE COMPONENT: EMPLOYEE HEALTH AND WELLNESS

Minimum Requirements: Grade 12 or NCV level 4 plus a three years Diploma or Degree in psychology or BA social science, Social work, BA psych, BA behavioral sciences with psychology as a major subject, with 2-3 experience working in EHP environment, Knowledge of computer system as well as MS Word, MS Excel and MS Power Point. Valid driver's license. Knowledge on Employee Health and Wellness Integrated Strategic Framework in the Public Service. Sound knowledge of all four EHW Pillars, an in-depth knowledge in conducting counseling, psycho-education, and traumadebriefing. Understanding of all Pilir processes and COID Act. Interpersonal relations skills, Communication skills (written, presentation, verbal and listening). Analytical thinking, problem-solving and decision-making skills, Innovative and creative, Project management skills, presentation skills, Strategic capability, Client orientation, Change management skills, report writing skills, confidentiality, and code of ethics. Understanding of Public Service legislation, regulations, and policies. Computer literacy in MS Word, Excel, PowerPoint, and Outlook, Good coordination and report writing skills, and a driver's license will be an added advantage.

Duties: Administer the Employee Health and Wellness Programme, Assist with the planning, coordination, and implementation of all Health and Wellness interventions, Assist with the evaluation of the impact of employee health and wellness programmes, Provide Education and awareness on health and wellness related issues, Provide advice and guidance to management and staff on EHW related matters, Ensure the monitoring and evaluation of the EHW, Benchmark EHW practices to ensure best practice in all EHW programmes for College staff, Promote health awareness and the facilitation of health-related events, activities and interventions (Wellness Day, HIV/AIDS, etc.). Conduct counseling, psycho-education, and trauma-debriefing. Facilitate and monitor the implementation of any required recommendations made by the service providers. Ability to unpack and analyse the implementation of incapacity leave and the management of sick leave trends, compiling submission on ill-health Retirement for the employees. Managing wellness centre, providing First-Aid to employees, and management administration of Injury on duty. Active case management. Effective record management, Compiling and writing EHW reports.

POST/POSITION: SENIOR FINANCIAL AID / BURSARY OFFICER

Ref: Sedcol 07/2021

SALARY: Minimum R316 791 per annum (excluding benefits)

POST LEVEL / SALARY LEVEL: SL 8

NAME OF THE COMPONENT: REGISTRATION SERVICES

Minimum requirements: Grade 12 or NCV level 4 plus a three-years Diploma or Degree in a finance/accounting field. 3-5 years of experience within Student Financial Aid. Sound knowledge of the TVET MIS System. The understanding, interpreting, and correct application of financial policy and prescripts are essential. Must be computer literate in Office packages (Ms Word, Excel, Outlook and PowerPoint), excellent numeric skills, verbal and written communication skills. Be able to meet deadlines and be team-oriented. A valid driver's license is essential.

Duties: Manage day-to-day functionality of Student Financial Aid. Liaise with students and parents. Ensure that all applications received are captured on the NSFAS System and are recorded on the control list. Liaise with Campus Coordinators to determine the allowance of students. Ensure that there is proper record management of all claims and payments received. Liaise with Student representatives on NSFAS and other bursary related matters. Manage Financial Aid Clerks Create awareness on compliance with policies and procedures about NSFAS and other bursaries that falls under NSFAS. Enforce Student Financial Aid policies and procedures. Ensure compliance with policies and guidelines of DHET and NSFAS Management of staff and delegation of duties to staff. Ensure that all payments received are allocated to students' accounts. Monthly recons on payments received vs claims and allocation on the students' accounts. Follow up with NSFAS and other funders on outstanding payments. Provide weekly updates on NSFAS and other bursaries to the Assistant Director. Provide information to internal and external auditors when required. Provide information to funders whenever it is requested. Build and maintain a good relationship with internal and external stakeholders. Represent the unit in various meetings.

POST/POSITION: SENIOR PROVISIONING OFFICER - ASSETS

Ref: Sedcol 08/2021

SALARY: Minimum R316 791per annum (excluding benefits)

POST LEVEL / SALARY LEVEL: SL 8

NAME OF THE COMPONENT: SUPPLY CHAIN AND ASSET MANAGEMENT

Minimum requirements: Grade 12 or NCV level 4 plus a three years Diploma or Degree in Accounting/Financial Management. or equivalent qualification in Financial Management/Accounting or Auditing. 3-5 years experience in Supply Chain Management/Asset Management or Auditing. Knowledge of relevant legislation applicable to TVET colleges. Computer literacy and a valid driver's

licence is a must. Experience in the TVET Sector and knowledge of pastel system will be an added advantage.

Duties: Establish and implement sound asset management practices and procedures to ensure an accurate asset and inventory register as per GRAP standards. Implement and monitor a supply chain management system which is in line with the college policy ,and National Treasury guidelines, and the CET Act. Report SCM information/activities to the college management for processing. Prepare monthly reports detailing the financial aspects of PPE assets and inventory activities. Prepare an annual capital expenditure budget, monitor, and report on the ongoing performance against the budget. Assist the Deputy Principal Finance in the preparation of the Annual Financial Statements (AFS) in accordance with GRAP. Supervise staff members. Ensure that valid requests for goods / services from user departments and invoices are recorded on to the requisition and invoice registers. Monitor outstanding purchase orders and ensure that they are acted upon. Ensure that goods delivered are recorded on the system and prepared for payment. Ensure that the capital assets delivered to the College are immediately recorded into the College's accounting records and correctly reconciled.

POST/POSITION: SENIOR STATE ACCOUNTANT - MANAGEMENT ACCOUNTING

Ref: Sedcol 09/2021

SALARY: R316 791 per annum (excluding benefits)

POST LEVEL / SALARY LEVEL: SL 8

NAME OF THE COMPONENT: MANAGEMENT ACCOUNTING

MINIMUM REQUIREMENTS. Grade 12 or NCV level 4 plus a three years degree or National Diploma in Accounting/Financial Management. 3-5 years experience in income and budget management. Sound knowledge of relevant legislation, which includes PFMA, Treasury Regulations, DORA, etc. Good communication, organization, and supervisory skills. Ability to develop strategic plans. Ability to work independently and in a team under extreme pressure in a demanding environment. Ability to resolve problems, have a sense of responsibility, initiative, and creativity, be objective and demonstrate good work ethics as well as be service orientated towards Batho-Pele principles. A valid driver's license. Proven computer literacy, including advanced MS word, Excel and Power Point. Knowledge of management of institutional budgets.

DUTIES: Develop, review and ensure proper implementation of appropriate policies and procedures. Monitor income to ensure alignment with approved budget and cash flow projections. Compile annual budget. Compile monthly income reports. Monitor and ensuring that bank reconciliations are done monthly. Manage investments. Coordinate collection of student fees and other revenues. Manage debtors. Apply budget control measures. Supervise staff.

POST/POSITION: SENIOR STATE ACCOUNTANT - FINANCIAL ACCOUNTING

Ref: Sedcol 10/2021

SALARY: R316 791per annum (excluding benefits)

POST LEVEL / SALARY LEVEL: SL 8

NAME OF THE COMPONENT: FINANCIAL ACCOUNTING

MINIMUM REQUIREMENTS: Grade 12 or NCV level 4 plus a three years Diploma or Degree in any Finance related field, 3-5 years experience in finance field; valid driver's license, knowledge of a MIS system will be added as an advantage.

Duties: Ensure that the expenditure is aligned with the approved budget; Ensure all expenditure is in compliance with the Financial and Supply Chain Management policy; Checking and authorizing of payments according to the mandate of delegated powers; Monthly reconciliations and follow up on reconciling items; Process general ledger journal transactions after obtaining authorization; Oversee Payroll Division; Reconcile monthly PERSAL expenditure; Solve problems concerning payroll; Prepare monthly reports to immediate senior.

POST/POSITION: SENIOR INTERNAL AUDIT AND QUALITY MANAGEMENT OFFICER

Ref: Sedcol 11/2021

SALARY: Minimum R316 791 per annum (excluding benefits)

POST LEVEL / SALARY LEVEL: SL 8

NAME OF THE COMPONENT: INTERNAL AUDIT AND QUALITY ASSURANCE

Minimum requirement: Grade 12 or NCV level 4 plus a three years Diploma or Degree in Internal Audit/Accounting or equivalent qualification; 3-5 years in quality Management system/internal auditing/ Risk Management/ISO training. Knowledge and understanding of quality management practice in line with legislation: CET Act, ISO standards, Quality Management System, etc.

Duties: Render Internal Audit services to the College, action the developed internal audit scope, criteria, roles and responsibilities, audit schedule and relevant tools for future internal audits, conduct an internal audit, Raise non-conformances and list recommendations, Generate audit reports, submit audit reports to the Principal, Departmental Managers and campus Managers, where appropriate, for further action; Distribute Survey Questionnaires, Collect and Analyse data surveys; Prepare needed data for management reviews, remind process owners to execute the "To Do List" recommendations to promote systematic continuous improvement; Compile a survey report.

POST/POSITION: SENIOR EXAMINATION OFFICER

Ref: Sedcol 12/2021

SALARY: Minimum R316 791 per annum (excluding benefits)

POST LEVEL / SALARY LEVEL: SL 8

NAME OF THE COMPONENT: REGISTRATION SERVICES

MINIMUM REQUIREMENTS: Grade 12 or NCV level 4 plus a three years Diploma, or Degree in Education/ Public or Business Administration or Management/ or equivalent qualification. 3-5 years working experience in the Teaching and Learning environment / related field. Knowledge of White Paper on PSET Act, knowledge of Public TVET sector and its regulatory and legislative framework. Knowledge and understanding of the Higher Education sector. Knowledge and understanding of student registration systems for ministerial and/or occupational programmes. Knowledge of practice notes, national, provincial policy framework relevant to Education and Training and Development. Knowledge of Skills Development Act, Public Service Act, Public Service Regulations, and Labour Relations Act. Sound knowledge of legislation regulating examinations and assessments, including ICASS, ISAT, SETAs, Umalusi, and QCTO guidelines. Computer literacy.

Duties: Ensure the overall supervision and coordination of internal and external examination services. Ensure the overall supervision and coordination of training of Invigilators, Markers, and Data Capturers. Ensure overall supervision and establishment of the function of the Irregularity Committees. Ensure the overall supervision and management of issuing the certificates. Ensure overall supervision and proper administration of the examination services. Supervise human, physical and financial resources.

POST/POSITION: SENIOR REGISTRATION OFFICER: TVET- MIS

Ref: Sedcol 13/2021

SALARY: Minimum R316 791 (excluding benefits)

SALARY LEVEL: SL 8

NAME OF THE COMPONENT: TVET MANAGEMENT INFORMATION SYSTEM

MINIMUM REQUIREMENTS: Grade 12 or NCV level 4 plus a three years Diploma or Degree in Information Management/Data Management or equivalent qualification. 3-5 years working experience in Data Management/TVET MIS environment or any relevant environment. Knowledge of policies and governance environment of TVET Colleges including knowledge of TVETMIS system, annual reporting requirements by the Higher Education Institutions. Knowledge and understanding of Information Management, Knowledge, understanding, application, and interpretation of office management, Business Management System (BMS), data warehouse , and IT prescripts. Good communication, planning, organizing ,and Interpersonal skills. Ability to function without supervision. Work under pressure. Computer Literacy (knowledge of MS packages. A valid driver's license.

DUTIES: Ensure the overall supervision and proper management of TVET MIS, capturing ,and data extraction for the College. Ensure the overall supervision, coordination, compilation ,and submission of MIS reports and statics. Ensure the overall supervision and verification of inputs captured on the college MIS system and other related systems. Ensure the overall supervision and administration of all academic and student-related system programmes, course and qualification. Ensure the overall supervision and maintenance of MIS licenses are renewed before expiry dates. Supervise human, Physical and financial resources.

CENTRE:VANDERBIJLPARK CAMPUS

POST/POSITION: SENIOR LECTURER NATED BUSINESS MANAGEMENT

Ref: Sedcol 14/2021

SALARY: Minimum R348 747 per annum (excluding benefits)

POST LEVEL / SALARY LEVEL: PL 2

NAME OF THE COMPONENT: BUSINESS STUDIES NC(V) AND NATED

Minimum Requirements: Grade 12 plus a relevant Diploma / Degree backed by professional qualification in Education, which is equivalent to REQV 13. Teaching experience in Business management subjects will be an added advantage. Three years experience as a lecturer / teacher is a prerequisite. Excellent communication skill is essential. SACE registration. A computer literacy license is a prerequisite.

Duties: Assist with recruitment, registration and induction of students. Facilitate general academic and career development of students. Prepare and present lessons in compliance with the College's annual academic plan, the Campus timetable, and the College's Quality Management system. Coordinate the procurement of the programme's training needs. Provide guidance on syllabi, curriculum, and learning outcomes. Monitor and support lecturers teaching **BUSINESS MANAGEMENT Nated 191 N4 - N6**. Implement and monitor all policies that impact learning delivery, including examination and certification of students within the department. Create a conducive classroom environment and ensure efficient classroom management and discipline of students. Liaise with the Lectures, Head of Department, and Student Support Officers in providing support interventions to students. Assess students, capture marks, analyse, interpret, effect appropriate remedial action and maintain the necessary ICASS and ISAT records. Prepare class time-table, internal examination time-table and examination time-table. Facilitate the distribution of textbooks and student packs. Manage and monitor staff and student attendance. Manage and facilitate Students Work Based Experience as well as Lectures work place integrated learning. Ensure the smooth running of the department and submit regular reports to the HoD. Conduct and chair subject/program meetings within Business Management Program.

POST/POSITION: SENIOR LECTURER NATED - MANAGEMENT ASSISTANT

Ref: Sedcol 15/2021

SALARY: MINIMUM R348 747 per annum

POST LEVEL / SALAY LEVEL: PL 2

NAME OF THE COMPONENT: BUSINESS STUDIES NC(V) AND NATED

Minimum Requirements: Grade 12 plus a relevant Diploma or Degree backed by professional qualification in Education, which is equivalent to REQV 13. Teaching experience in Management Assistant subjects will be an added advantage. Three years experience as a lecturer / teacher is a prerequisite. Excellent communication skill is essential. SACE registration. Computer literacy and is a prerequisite.

Duties: Assist with recruitment, registration, and induction of students. Facilitate general academic and career development of students. Prepare and present lessons in compliance with the College's annual academic plan, the Campus timetable, and the College's Quality Management system. Coordinate the procurement of the programme's training needs. Provide guidance on syllabi, curriculum, and learning outcomes. Monitor and support lecturers teaching **Management Assistant Nated 191 N4 - N6**. Implement and monitor all policies that impact learning delivery including examination and certification of students within the department. Create a conducive classroom environment and ensure efficient classroom management and discipline of students. Liaise with the Lectures, Head of Department, and Student Support Officers in providing support interventions to students. Assess students, capture marks, analyse, interpret, effect appropriate remedial action and maintain the necessary ICASS and ISAT records. Prepare class time-table, internal examination time-table and examination time-table. Facilitate the distribution of textbooks and student packs. Manage and monitor staff and student attendance. Manage and facilitate Students Work Based Experience as well as Lectures work place integrated learning. Ensure the smooth running of the department and submit regular reports to the HoD. Conduct and chair subject/program meetings within Management Assistant Program.

POST/POSITION: SENIOR LECTURER - NATED MANAGEMENT ASSISTANT & MARKETING MANAGEMENT

Ref: Sedcol 16/2021

SALARY: R348 747pa- R863 655.00 pa (excluding benefits)

POST LEVEL / SALARY LEVEL: PL 2

NAME OF THE COMPONENT: BUSINESS STUDIES NC(V) AND NATED

Minimum Requirements: Grade 12 plus a relevant Diploma / Degree backed by professional qualification in Education which is equivalent to REQV 13. Teaching experience in Management Assistant and Marketing Management subjects will be an advantage. Three years of experience as a lecturer / teacher is a prerequisite. Excellent communication skill is essential. SACE registration. Computer literacy is a prerequisite.

Duties: Assist with recruitment, registration, and induction of students. Facilitate general academic and career development of students. Prepare and present lessons in compliance with the College's annual academic plan, the Campus timetable and the College's Quality Management system. Coordinate the procurement of the programme's training needs. Provide guidance on syllabi, curriculum and learning outcomes. Monitor and support lecturers teaching **Management Assistant & Marketing Management Nated 191 N4- N6**. Implement and monitor all policies that impact learning delivery including examination and certification of students within the department. Create a conducive classroom environment and ensure efficient classroom management and discipline of students. Liaise with the Lectures, Head of Department, and Student Support Officers in providing support interventions to students. Assess students, capture marks, analyse, interpret, effect appropriate remedial action and maintain the necessary ICASS and ISAT records. Prepare class time-table, internal examination time-table and examination time-table. Facilitate the distribution of textbooks and student packs. Manage and monitor staff and student attendance. Manage and facilitate Students Work Based Experience as well as Lectures work place integrated learning. Ensure the smooth running of the department and submit regular reports to the HoD. Conduct and chair subject/program meetings within Management Assistant and Marketing Management Programs.

POST/POSITION: SENIOR LECTURER - NATED TOURISM

Ref: Sedcol 17/2021

SALARY: Minimum R348 747per annum (excluding benefits)

POST LEVEL / SALAY LEVEL: PL 2

NAME OF THE COMPONENT: BUSINESS STUDIES NC(V) AND NATED

Minimum Requirements: Grade 12 plus a relevant Diploma / Degree backed by professional qualification in Education which is equivalent to REQV 13. Teaching experience in Tourism subjects will be an advantage. Three years of experience as a lecturer / teacher is a prerequisite. Excellent communication skill is essential. SACE registration. Computer literacy is a prerequisite.

Duties: Assist with recruitment, registration, and induction of students. Facilitate general academic and career development of students. Prepare and present lessons in compliance with the College's annual academic plan, the Campus timetable and the College's Quality Management system. Coordinate the procurement of the programme's training needs. Provide guidance on syllabi, curriculum, and learning outcomes. Monitor and support lecturers teaching **Tourism NC (V) Nated N4- N6**. Implement and monitor all policies that impact on learning delivery including examination and certification of students within the department. Create a conducive classroom environment and ensure efficient classroom management and discipline of students. Liaise with the Lectures, Head of Department and Student Support Officers in providing support interventions to students. Assess students, capture marks, analyse, interpret, effect appropriate remedial action and maintain the necessary ICASS and ISAT records. Prepare class time-table, internal examination time-table and examination time-table. Facilitate the distribution of textbooks and student packs. Manage and monitor staff and student attendance. Manage and facilitate Students Work Based Experience as well as Lectures work place integrated learning. Ensure the smooth running of the department and submit regular reports to the HoD. Conduct and chair subject/program meetings within Tourism Program.

POST/POSITION: SENIOR LECTURER NC(V) BUSINESS STUDIES

Ref: Sedcol 18/2021

SALARY: Minimum R348 747per annum

POST LEVEL / SALARY LEVEL: PL 2

NAME OF THE COMPONENT: BUSINESS STUDIES NC(V) AND NATED

Minimum Requirements: Grade 12 plus a relevant Diploma / Degree backed by professional qualification in Education which is equivalent to REQV 13. Teaching experience in Business Studies subjects will be an advantage. Three years of experience as a lecturer / teacher is a prerequisite. Excellent communication skill is essential. SACE registration. Computer literacy is a prerequisite.

Duties: Assist with recruitment, registration, and induction of students. Facilitate general academic and career development of students. Prepare and present lessons in compliance with the College's annual academic plan, the Campus timetable and the College's Quality Management system. Coordinate the procurement of the programme's training needs. Provide guidance on syllabi, curriculum, and learning outcomes. Monitor and support lecturers teaching **Business Studies NC(V) level 2 – 4**. Implement and monitor all policies that impact learning delivery, including examination and certification of students within the department. Create a conducive classroom environment and ensure efficient classroom management and discipline of students. Liaise with the Lectures, Head of Department and Student Support Officers in providing support interventions to students. Assess students, capture marks, analyse, interpret, effect appropriate remedial action and maintain the necessary ICASS and ISAT records. Prepare class time-

table, internal examination time-table and examination time-table. Facilitate the distribution of textbooks and student packs. Manage and monitor staff and student attendance. Manage and facilitate Students Work Based Experience as well as Lectures work place integrated learning. Ensure the smooth running of the department and submit regular reports to the HoD. Conduct and chair subject/program meetings within NC(V) Business Management Program.

POST/POSITION: SENIOR LECTURER NC(V) / PLP BUSINESS STUDIES

Ref: Sedcol 19/2021

SALARY: Minimum R348 747 per annum (excluding benefits)

POST LEVEL / SALARY LEVEL: PL 2

NAME OF THE COMPONENT: BUSINESS STUDIES NC(V) AND NATED

Minimum Requirements: Grade 12 plus a relevant Diploma / Degree backed by professional qualification in Education which is equivalent to REQV 13. Teaching experience in Business Studies subjects will be an advantage. Three years of experience as a lecturer / teacher is a prerequisite. Excellent communication skill is essential. SACE registration. Computer literacy is a prerequisite.

Duties: Assist with recruitment, registration, and induction of students. Facilitate general academic and career development of students. Prepare and present lessons in compliance with the College annual academic plan, the Campus timetable and the College's Quality Management system. Coordinate the procurement of the programme's training needs. Provide guidance on syllabi, curriculum and learning outcomes. Monitor and support lecturers teaching **PLP, Business studies NC(V) level 2 – 4**. Implement and monitor all policies that impact learning delivery, including examination and certification of students within the department. Create a conducive classroom environment and ensure efficient classroom management and discipline of students. Liaise with the Lectures, Head of Department, and Student Support Officers in providing support interventions to students. Assess students, capture marks, analyse, interpret, effect appropriate remedial action and maintain the necessary ICASS and ISAT records. Prepare class time-table, internal examination time-table and examination time-table. Facilitate the distribution of textbooks and student packs. Manage and monitor staff and student attendance. Manage and facilitate Students Work Based Experience, as well as Lectures, work place integrated learning. Ensure the smooth running of the department and submit regular reports to the HoD. Conduct and chair subject/program meetings within PLP and NC(V) Business management Program.

POST/POSITION: SENIOR LECTURER NC(V) AND NATED HOSPITALITY

Ref: Sedcol 20/2021

SALARY: Minimum R348 747 per annum (excluding benefits)

POST LEVEL / SALARY LEVEL: PL 2

NAME OF THE COMPONENT: BUSINESS STUDIES NC(V) AND NATED

Minimum Requirements: Grade 12 plus a relevant Diploma / Degree backed by professional qualification in Education which is equivalent to REQV 13. Teaching experience in Hospitality and Catering subjects will be an advantage. Three years of experience as a lecturer / teacher is a

prerequisite. Excellent communication skill is essential. SACE registration. Computer literacy is a prerequisite.

Duties: Assist with recruitment, registration, and induction of students. Facilitate general academic and career development of students. Prepare and present lessons in compliance with the College's annual academic plan, the Campus timetable and the College's Quality Management system. Coordinate the procurement of the programme's training needs. Provide guidance on syllabi, curriculum, and learning outcomes. Monitor and support lecturers teaching **Hospitality NC(V) level 2 – 4 and Nated 191 N4 - N6**. Implement and monitor all policies that impact learning delivery including examination and certification of students within the department. Create a conducive classroom environment and ensure efficient classroom management and discipline of students. Liaise with the Lectures, Head of Department, and Student Support Officers in providing support interventions to students. Assess students, capture marks, analyse, interpret, effect appropriate remedial action and maintain the necessary ICASS and ISAT records. Prepare class time-table, internal examination time-table and examination time-table. Facilitate the distribution of textbooks and student packs. Manage and monitor staff and student attendance. Manage and facilitate Students Work Based Experience as well as Lectures work place integrated learning. Ensure the smooth running of the department and submit regular reports to the HoD. Conduct and chair subject/program meetings within Hospitality and catering Program.

POST/POSITION: SENIOR LECTURER NC(V) LIFE SKILLS AND COMPUTER LITERACY

Ref: Sedcol 21/2021

SALARY: Minimum R348 747 per annum (excluding benefits)

POST LEVEL / SALARY LEVEL: PL2

NAME OF THE COMPONENT: FUNDAMENTAL STUDIES

Minimum requirements: Grade 12 plus a relevant Diploma / Degree backed by professional qualification in Education, which is equivalent to REQV 13. Teaching experience in Office Administration / Computer subjects will be an advantage. Three years of experience as a lecturer / teacher is a prerequisite. Excellent communication skill is essential. SACE registration. Computer literacy is a prerequisite.

Duties: Assist with recruitment, registration, and induction of students. Facilitate general academic and career development of students. Prepare and present lessons in compliance with the College annual academic plan, the Campus timetable and the College's Quality Management system. Coordinate the procurement of the programme's training needs. Provide guidance on syllabi, curriculum, and learning outcomes. Monitor and support lecturers teaching **Life Skills and Computer Literacy NC (V) level 2 – 4**. Implement and monitor all policies that impact learning delivery including examination and certification of students within the department. Create a conducive classroom environment and ensure efficient classroom management and discipline of students. Liaise with the Lectures, Head of Department, and Student Support Officers in providing support interventions to students. Assess students, capture marks, analyse, interpret, effect appropriate remedial action and maintain the necessary ICASS and ISAT records. Prepare class time-table, internal examination time-table and examination time-table. Facilitate the distribution of textbooks and student packs. Manage and monitor staff and student attendance. Manage and facilitate Students Work Based Experience as well as Lectures work place integrated learning. Ensure the smooth running of the department and submit regular reports to the HoD. Conduct and chair subject/program meetings within the NC(V) Program.

POST/POSITION: LECTURER NC(V) LIFE SKILLS AND COMPUTER LITERACY

Ref: Sedcol 22/2021

SALARY: Minimum R211 098 per annum (excluding benefits)

POST LEVEL / SALARY LEVEL: PL1

NAME OF THE COMPONENT: FUNDAMENTAL STUDIES

MINIMUM REQUIREMENTS: Grade 12 and a relevant Diploma in Office Management Technology; Bachelor's Degree with CAT, including a relevant professional qualification in Education. Experience working at a TVET College in the teaching and learning discipline will be an added advantage. Registration with SACE.

DUTIES AND RESPONSIBILITIES: The successful candidate's responsibilities will be required to teach NC(V) Level 2-4. To manage students and keep administrative records, ensure quality education and training, assess students' performance, and support student's development

POST/POSITION: LECTURER NC(V) ENGLISH FIRST ADDITIONAL LANGUAGE

Ref: Sedcol 23/2021

SALARY: Minimum R211 098 per annum (excluding benefits)

POST LEVEL / SALARY LEVEL: PL1

NAME OF THE COMPONENT: FUNDAMENTAL STUDIES

MINIMUM REQUIREMENTS: Grade 12 and a relevant Diploma / Degree, including a relevant professional qualification in Education. Experience working at a TVET College in the teaching and learning discipline will be an added advantage. Registration with SACE.

DUTIES AND RESPONSIBILITIES: The successful candidate's responsibilities will be required to teach NC(V) Level 2-4. To manage students and keep administrative records, ensure quality education and training, assess students' performance, and support student's development

POST/POSITION: EXAM OFFICER

Ref: Sedcol 24/2021

SALARY: Minimum R257 508 per annual (excluding benefits)

LEVEL / SALARY LEVEL: SL 7

NAME OF THE COMPONENT: ACADEMIC AND STUDENT ADMINISTRATION SUPPORT SERVICES

Minimum requirements: Grade 12 or NCV level 4, and relevant Diploma/ Degree in Business Management/ Management/ Assistant / Marketing Management or equivalent qualification. 2-3 years working experience in the Teaching and Learning environment/related field. Knowledge and understating of the Higher Education sector. Knowledge and understanding of student registration and examination systems for ministerial and/or occupational programmes. Sound knowledge of legislation regulating examinations and assessments, including ICASS, ISAT, SETAs, Umalusi, and QCTO guidelines. Knowledge of Instructions for the Conduct and Administration of Examinations on TVET Programmes. Must be computer literate in Office packages (Ms Word, Excel, Outlook, and PowerPoint). A valid driver's license is a prerequisite.

Duties: Liaising with a wide range of internal and external stakeholders, including Campus Manager, Heads of Departments, Senior lecturers, Lecturers, students, parents and support staff in the organisations. Managing the examination preparation process. This includes preparing examination timetables for students and staff; ordering of examination stationery; creating seating plans for each examination room; briefing candidates, staff, and parents, receiving, checking and securely storing confidential examination materials; administering internal assessment etc. Updating examination-related policies. Ensure overall supervision and establishment of the function of the Irregularity Committee. Ensure the overall supervision and management of issuing the certificates. Ensure overall supervision and proper administration of the examination services. Supervise human, physical and financial resources.

POST/POSITION: CAMPUS ADMINISTRATOR

Ref: Sedcol 25/2021

SALARY: Minimum R257 508 per annual (excluding benefits)

POST LEVEL / SALARY LEVEL: SL 7

NAME OF THE COMPONENT: GENERAL ADMINISTRATION SUPPORT SERVICES

Minimum Requirements: Grade 12 or NCV level 4 plus relevant Degree or Diploma in Business Management / Management Assistant / Human resource or any relevant qualification coupled with at least 2-3 years experience in administration management. Ability in understanding and problem solving abilities. Knowledge of Computer system as well as MS Word, MS Excel and MS Power Point. Knowledge of applicable legislations, policies and procedures including continuing Education and training Colleges Act 16 of 2006. (as Amended) ability to work independently and under pressure.

Duties: To provide all campus administration. provision of general administration support services, financial systems, and processes at the campus. Assist campus management in the administration and management of stores, supply chain and logistics, supervising facility management (Cleaning services, maintenance of infrastructure, and fleet management). Administration of the human source

management (leave matters), financial transactions at the campus, and ensure that monthly reconciliations are properly executed. Responsible for assigning duties to support staff and interns. Coordinate and manage performance management of support staff. Execute all other administration tasks as may be delegated from time to time.

CENTRE: HEIDELBERG CAMPUS

POST/POSITION: SENIOR LECTURER PUBLIC MANAGEMENT

Ref: Sedcol 26/2021

SALARY: Minimum R348 747 per annum (excluding benefits)

POST LEVEL / SALARY LEVEL: PL 2

NAME OF THE COMPONENT: BUSINESS STUDIES & NATED

Minimum Requirements: Grade 12 plus a relevant Diploma / Degree backed by professional qualification in Education, which is equivalent to REQV 13. Teaching experience in Public Management subjects will be an advantage. Three years of experience as a lecturer / teacher is a prerequisite. Excellent communication skill is essential. SACE registration. Computer literacy is a prerequisite.

Duties: Assist with recruitment, registration and induction of students. Facilitate general academic and career development of students. Prepare and present lessons in compliance with the College's annual academic plan, the Campus timetable and the College's Quality Management system. Coordinate the procurement of the programme's training needs. Provide guidance on syllabi, curriculum and learning outcomes. Monitor and support lecturers teaching **Public Management Nated 191 N4- N6**. Implement and monitor all policies that impact learning delivery, including examination and certification of students within the department. Create a conducive classroom environment and ensure efficient classroom management and discipline of students. Liaise with the Lectures, Head of Department and Student Support Officers in providing support interventions to students. Assess students, capture marks, analyse, interpret, effect appropriate remedial action and maintain the necessary ICASS and ISAT records. Facilitate the distribution of textbooks and student packs. Manage and monitor staff and student attendance. Manage and facilitate Students Work Based Experience as well as Lectures work place integrated learning. Ensure the smooth running of the department and submit regular reports to the HoD. Conduct and chair subject/program meetings within Public Management Program.

POST/POSITION: SENIOR LECTURER MECHANICAL

Ref: Sedcol 27/2021

SALARY: Minimum R348 747 per annum (excluding benefits)

POST LEVEL / SALARY LEVEL: PL 2

NAME OF THE COMPONENT: ENGINEERING STUDIES NC(V)

Minimum Requirements: Grade 12 or NCV level 4 plus a relevant Diploma / Degree or equivalent to REQV 13 qualification in Mechanical Engineering. Three years of experience as a lecturer / teacher is a prerequisite. Lecturing / Teaching experience in Mechanical subjects and Mechanical workshops will be an advantage. Excellent communication skill is essential. SACE registration. Computer literacy is a prerequisite.

Duties: Assist with recruitment, registration, and induction of students. Facilitate general academic and career development of students. Prepare and present lessons in compliance with the College's annual academic plan, the Campus timetable and the College's Quality Management system.

Coordinate the procurement of the programme's training needs. Provide guidance on syllabi, curriculum, and learning outcomes. Monitor and support lecturers teaching Engineering and Related Design NC (V) level 2 – 4 and Mechanical Engineering workshops. Implement and monitor all policies that impact on learning delivery, including examination and certification of students within the department. Create a conducive classroom environment and ensure efficient classroom management and discipline of students. Liaise with the Lectures, Head of Department and Student Support Officers in providing support interventions to students. Assess students, capture marks, analyse, interpret, effect appropriate remedial action and maintain the necessary ICASS and ISAT records. Facilitate the distribution of textbooks and student packs. Manage and monitor staff and student attendance. Manage and facilitate Students Work Based Experience as well as Lectures work place integrated learning. Ensure the smooth running of the department and submit regular reports to the HoD. Conduct and chair subject/program meetings with Engineering and Related Design Program.

POST/POSITION: SENIOR LECTURER ENGLISH FIRST ADDITIONAL LANGUAGE

Ref: Sedcol 28/2021

SALARY: Minimum R348 747 per annum

POST LEVEL / SALARY LEVEL: PL 2

NAME OF THE COMPONENT: FUNDAMENTAL STUDIES NC(V)

Minimum Requirements: Grade 12 plus a relevant Diploma / Degree backed by professional qualification in Education, which is equivalent to REQV 13. Teaching experience in English/ Communication and related subjects will be an advantage. Three years of experience as a lecturer / teacher is a prerequisite. Excellent communication skill is essential. SACE registration. Computer literacy is a prerequisite.

Duties: Assist with recruitment, registration, and induction of students. Facilitate general academic and career development of students. Prepare and present lessons in compliance with the College's annual academic plan, the Campus timetable and the College's Quality Management system. Coordinate the procurement of the programme's training needs. Provide guidance on syllabi, curriculum and learning outcomes. Monitor and support lecturers teaching **ENGLISH NC(V) level 2 – 4**. Implement and monitor all policies that impact learning delivery, including examination and certification of students within the department. Create a conducive classroom environment and ensure efficient classroom management and discipline of students. Liaise with the Lectures, Head of Department and Student Support Officers in providing support interventions to students. Assess students, capture marks, analyse, interpret, effect appropriate remedial action and maintain the necessary ICASS and ISAT records. Facilitate the distribution of textbooks and student packs. Manage and monitor staff and student attendance. Manage and facilitate Students Work Based Experience, as well as Lectures, work place integrated learning. Ensure the smooth running of the department and submit regular reports to the HoD. Conduct and chair subject/program meetings within Fundamental Program.

POST/POSITION: SENIOR LECTURER FUNDAMENTAL LIFE SKILLS AND COMPUTER LITERACY

Ref: Sedcol 29/2021

SALARY: Minimum R348 747per annum

POST LEVEL / SALARY LEVEL: PL 2

NAME OF THE COMPONENT: FUNDAMENTAL STUDIES NC(V)

Minimum Requirements: Grade 12 plus a relevant Diploma / Degree backed by professional qualification in Education, which is equivalent to REQV 13. Teaching experience in Life Skills and Computer Literacy and/or related subjects will be an advantage. Three years of experience as a lecturer / teacher is a prerequisite. Excellent communication skill is essential. SACE registration. Computer literacy is a prerequisite.

Duties: Assist with recruitment, registration, and induction of students. Facilitate general academic and career development of students. Prepare and present lessons in compliance with the College's annual academic plan, the Campus timetable and the College's Quality Management system. Coordinate the procurement of the programme's training needs. Provide guidance on syllabi, curriculum and learning outcomes. Monitor and support lecturers teaching **Life Skills and Computer Literacy NC (V) level 2**

– 4. Implement and monitor all policies that impact on learning delivery including examination and certification of students within the department. Create a conducive classroom environment and ensure efficient classroom management and discipline of students. Liaise with the Lectures, Head of Department, and Student Support Officers in providing support interventions to students. Assess students, capture marks, analyse, interpret, effect appropriate remedial action and maintain the necessary ICASS and ISAT records. Facilitate the distribution of textbooks and student packs. Manage and monitor staff and student attendance. Manage and facilitate Students Work Based Experience as well as Lectures work place integrated learning. Ensure the smooth running of the department and submit regular reports to the HoD. Conduct and chair subject/program meetings within Fundamental Program.

POST/POSITION: SENIOR LECTURER FUNDAMENTAL MATHEMATICS & MATHEMATICAL LITERACY

Ref: Sedcol 30/2021

SALARY: Minimum R348 747per annum(excluding benefits)

POST LEVEL / SALARY LEVEL: PL 2

NAME OF THE COMPONENT: FUNDAMENTAL STUDIES NC(V)

Minimum Requirements: Grade 12 plus a relevant Diploma / Degree backed by professional qualification in Education, which is equivalent to REQV 13. Teaching experience in Mathematics and Mathematical literacy subjects will be an advantage. Three years of experience as a lecturer / teacher is a prerequisite. Excellent communication skill is essential. SACE registration. Computer literacy is a prerequisite.

Duties: Assist with recruitment, registration, and induction of students. Facilitate general academic and career development of students. Prepare and present lessons in compliance with the College's annual academic plan, the Campus timetable and the College's Quality Management system. Coordinate the procurement of the programme's training needs. Provide guidance on syllabi, curriculum and learning outcomes. Monitor and support lecturers teaching **Mathematics and**

Mathematical Literacy NC (V) level 2 – 4. Implement and monitor all policies that impact learning delivery, including examination and certification of students within the department. Create a conducive classroom environment and ensure efficient classroom management and discipline of students. Liaise with the Lectures, Head of Department, and Student Support Officers in providing support interventions to students. Assess students, capture marks, analyse, interpret, effect appropriate remedial action and maintain the necessary ICASS and ISAT records. Facilitate the distribution of textbooks and student packs. Manage and monitor staff and student attendance. Manage and facilitate Students Work Based Experience as well as Lectures work place integrated learning. Ensure the smooth running of the department and submit regular reports to the HoD. Conduct and chair subject/program meetings within Fundamental Program.

POST/POSITION: SENIOR LECTURER OFFICE ADMINISTRATION (OFFICE ADMIN)

Ref: Sedcol 31/2021

SALARY: Minimum R348 747 per annum (excluding benefits)

POST LEVEL / SALARY LEVEL: PL 2

NAME OF THE COMPONENT: STUDIES STUDIES NATED AND NC(V)

Minimum Requirements: Grade 12 plus a relevant Diploma / Degree backed by professional qualification in Education, which is equivalent to REQV 13. Teaching experience in Office Administration subjects will be an advantage. Three years of experience as a lecturer / teacher is a prerequisite. Excellent communication skill is essential. SACE registration. Computer literacy is a prerequisite.

Duties: Assist with recruitment, registration and induction of students. Facilitate general academic and career development of students. Prepare and present lessons in compliance with the College's annual academic plan, the Campus timetable and the College's Quality Management system. Coordinate the procurement of the programme's training needs. Provide guidance on syllabi, curriculum, and learning outcomes. Monitor and support lecturers teaching **Office Administration NC (V) level 2 – 4 and Nated 191 N4 - N6**. Implement and monitor all policies that impact learning delivery, including examination and certification of students within the department. Create a conducive classroom environment and ensure efficient classroom management and discipline of students. Liaise with the Lectures, Head of Department and Student Support Officers in providing support interventions to students. Assess students, capture marks, analyse, interpret, effect appropriate remedial action and maintain the necessary ICASS and ISAT records. Facilitate the distribution of textbooks and student packs. Manage and monitor staff and student attendance. Manage and facilitate Students Work Based Experience as well as Lectures work place integrated learning. Ensure the smooth running of the department and submit regular reports to the HoD. Conduct and chair subject/program meetings within the Business studies Program.

CENTRE: SEBOKENG CAMPUS

POST/POSITION: SECRETARY TO THE CAMPUS MANAGER

Ref: Sedcol 32/2021

SALARY: Minimum R173 703 (excluding benefits)

POST LEVEL / SALARY LEVEL: SL 5

NAME OF THE COMPONENT: Office of the Campus Manager

Minimum requirements: Grade 12 or NCV Level 4 plus a relevant diploma/ degree in Management Assistant / Office Administration / Public Management/administration. Proficiency in MS Office (Ms Word, Ms Excel, Ms PowerPoint, and Internet and Email). Excellent written and verbal communication skills, ability to work independently and under pressure, and must be willing to work extra hours. Good Minute taking and typing skills.

DUTIES: Provide administrative and secretariat support to the Campus Manager, including drafting correspondence and making travel arrangements. Organize meetings and take minutes during meetings. Administers internal and external correspondences. Manage the campus manager's diary on a daily basis. Taking custody of confidential and important documents.

POST/POSITION: HOD: FUNDAMENTALS

Ref: Sedcol 33/2021

SALARY: R415 242.00 per annum (excluding benefits)

POST LEVEL / SALARY LEVEL: PL3

NAME OF THE COMPONENT: NC(V): FUNDAMENTAL STUDIES

Requirements: Grade 12 or NCV level 4 plus a relevant Diploma/Degree in Business Studies, Teachers qualification. At least five years' experience in Teaching/Lecturing, Trained Assessor and Moderator. At least three years' experience as a senior lecturer/teacher (PL2) will be an advantage. Knowledge of the relevant legislative policies that govern the public TVET colleges, must be computer literate and SACE Registration. Understanding the functioning of following programmes NC (V); Report 191); and working with SETAs among other stakeholders.

Duties: Management of Students, Lecturers and Curriculum Delivery. Implementation of administration processes within the Business Studies division. Ensure effective utilization of resources. Ensure that the College provides innovative learning programs responsive to Business, Commerce, Industry, and Community needs in collaboration with the College Council Academic Board; Planning. Assist with student affairs and job placement. Ensure that Work Integrated Learning for students takes place. Plan and implement quality management in department or division;

Contribute to the drafting of a year planner in advance featuring all operations; Promote outcomes-based Education, skills training, and learnerships. Ensure that programmes offered equip students with employability skills. Analyse, interpret and make recommendations based on statistics. Contribute to the management of diploma ceremonies. Manage and control part-time classes, support tuition, company and afternoon classes. Manage the administration and conduct of the National Examinations and Assessment. Establish and maintain records of staff attendance, department or division structure, circulars, timetables, class, training facilities visits, and results and assessment; Participate in Learning Area Committees. Support and motivate Senior Lecturers. Encourage and sustain academic excellence and improve learner results.

POST/POSITION: SENIOR LECTURER - LIFE SKILLS AND COMPUTER LITERACY

Ref: Sedcol 34/2021

SALARY: Minimum R348 747 per annum (excluding benefits)

POST LEVEL / SALARY LEVEL: PL2

NAME OF THE COMPONENT: FUNDAMENTALS STUDIES

Minimum Requirements: **Grade 12 plus a** relevant Diploma / Degree backed by professional qualification in Education, which is equivalent to REQV 13. Teaching experience in Life skills and computer literacy subjects will be an advantage. Three years of experience as a lecturer / teacher is a prerequisite. Excellent communication skill is essential. SACE registration. Computer literacy is a prerequisite.

Duties: Assist with recruitment, registration, and induction of students. • Facilitate general academic and career development of students. • Prepare and present lessons in compliance with the College's annual academic plan, the Campus timetable and the College's Quality Management system. Coordinate the procurement of the programme's training needs. • Provide guidance on syllabi, curriculum and learning outcomes. Monitor and support lecturers teaching **Life Skills and Computer Literacy NC (V) level 2 – 4**. Implement and monitor all policies that impact learning delivery, including examination and certification of students within the department. Create a conducive classroom environment and ensure efficient classroom management and discipline of students. Liaise with the Lectures, Head of Department, and Student Support Officers in providing support interventions to students. Assess students, capture marks, analyse, interpret, effect appropriate remedial action and maintain the necessary ICASS and ISAT records. Facilitate the distribution of textbooks and student packs. Manage and monitor staff and student attendance. Manage and facilitate Students Work Based Experience as well as Lectures work place integrated learning. Ensure the smooth running of the department and submit regular reports to the HoD. Conduct and chair subject/program meetings within Fundamental Program.

POST/POSITION: SENIOR LECTURER - ENGLISH FIRST ADDITIONAL LANGUAGE

Ref: Sedcol 35/2021

SALARY: Minimum R348 747 per annum (excluding benefits)

POST LEVEL / SALARY LEVEL: PL2

NAME OF THE COMPONENT: FUNDAMENTALS STUDIES

Minimum Requirements: Grade 12 plus a relevant Diploma / Degree backed by professional qualification in Education, which is equivalent to REQV 13. Teaching experience in English / Communication and related subjects will be an advantage. Three years of experience as a lecturer / teacher is a prerequisite. Excellent communication skill is essential. SACE registration. Computer literacy is a prerequisite.

Duties: Assist with recruitment, registration, and induction of students. • Facilitate general academic and career development of students. • Prepare and present lessons in compliance with the College annual academic plan, the Campus timetable and the College's Quality Management system. Coordinate the procurement of the programme's training needs. • Provide guidance on syllabi, curriculum and learning outcomes. Monitor and support lecturers teaching **ENGLISH NC(V) level 2 – 4**. Implement and monitor all policies that impact learning delivery, including examination and certification of students within the department. Create a conducive classroom environment and ensure efficient classroom management and discipline of students. Liaise with the Lectures, Head of Department, and Student Support Officers in providing support interventions to students. Assess students, capture marks, analyse, interpret, effect appropriate remedial action and maintain the necessary ICASS and ISAT records. Facilitate the distribution of textbooks and student packs. Manage and monitor staff and student attendance. Manage and facilitate Students Work Based Experience, as well as Lectures, workplace integrated learning. Ensure the smooth running of the department and submit regular reports to the HoD. Conduct and chair subject/program meetings within Fundamental Program.

POST/POSITION: SENIOR LECTURER OFFICE ADMINISTRATION AND MARKETING MANAGEMENT

Ref: Sedcol 36/2021

SALARY: Minimum R348 747 per annum (excluding benefits)

POST LEVEL / SALARY LEVEL: PL 2

NAME OF THE COMPONENT: BUSINESS STUDIES NATED & NC(V)

Minimum Requirements: Grade 12 or NCV level 4 plus a relevant Diploma / Degree backed by professional qualification in Education, which is equivalent to REQV 13. Teaching experience in Office Administration subjects will be an advantage. Three years of experience as a lecturer / teacher is a prerequisite. Excellent communication skill is essential. SACE registration. Computer literacy is a prerequisite.

Duties: Assist with recruitment, registration, and induction of students. • Facilitate general academic and career development of students. • Prepare and present lessons in compliance with the College's annual academic plan, the Campus timetable and the College's Quality Management system. Coordinate the

procurement of the programme's training needs. • Provide guidance on syllabi, curriculum and learning outcomes. Monitor and support lecturers teaching **Office Administration and Marketing Management NC(V) Level 2 – 4 and Nated 191 N4- N6**. Implement and monitor all policies that impact learning delivery including examination and certification of students within the department. Create a conducive classroom environment and ensure efficient classroom management and discipline of students. Liaise with the Lectures, Head of Department and Student Support Officers in providing support interventions to students. Assess students, capture marks, analyse, interpret, effect appropriate remedial action and maintain the necessary ICASS and ISAT records. Facilitate the distribution of textbooks and student packs. Manage and monitor staff and student attendance. Manage and facilitate Students Work Based Experience as well as Lectures work place integrated learning. Ensure the smooth running of the department and submit regular reports to the HoD. Conduct and chair subject/program meetings within the Office management and marketing Program.

POST/POSITION: SENIOR LECTURER MECHANICAL

Ref: Sedcol 37/2021

SALARY: Minimum R348 747pa- R863 655.00 pa (excluding benefits)

POST LEVEL / SALARY LEVEL: PL 2

NAME OF THE COMPONENT: ENGINEERING STUDIES NATED AND NC(V)

Minimum Requirements: Grade 12 or NCV level 4 plus a relevant Diploma / Degree or equivalent to REQV 13 qualification in Mechanical Engineering. Three years of experience as a lecturer / teacher is a prerequisite. Lecturing / Teaching experience in Mechanical subjects and Mechanical workshops will be an advantage. Excellent communication skill is essential. SACE registration. A computer literacy license is a prerequisite.

Duties: Assist with recruitment, registration and induction of students. • Facilitate general academic and career development of students. Prepare and present lessons in compliance with the College's annual academic plan, the Campus timetable and the College's Quality Management system. Coordinate the procurement of the programme's training needs. Provide guidance on syllabi, curriculum and learning outcomes. Monitor and support lecturers teaching Engineering and Related Design NC (V) level 2 – 4 and Nated 191 N1- N6 and Mechanical Engineering workshops. Implement and monitor all policies that impact on learning delivery including examination and certification of students within the department. Create a conducive classroom environment and ensure efficient classroom management and discipline of students. Liaise with the Lectures, Head of Department and Student Support Officers in providing support interventions to students. Assess students, capture marks, analyse, interpret, effect appropriate remedial action and maintain the necessary ICASS and ISAT records. Facilitate the distribution of textbooks and student packs. Manage and monitor staff and student attendance. Manage and facilitate Students Work Based Experience as well as Lectures work place integrated learning. Ensure the smooth

running of the department and submit regular reports to the HoD. Conduct and chair subject/program meetings with Engineering and Related Design Program.

POST/POSITION: SENIOR LECTURER MECHATRONICS

Ref: Sedcol 38/2021

SALARY: R348 747pa- R863 655.00 pa (excluding benefits)

POST LEVEL / SALARY LEVEL: PL 2

NAME OF THE COMPONENT: ENGINEERING STUDIES NC(V)

Minimum Requirements: Grade 12 or NCV level 4 plus a relevant Diploma / Degree or equivalent to REQV 13 qualification in Mechatronics or equivalent. Three years of experience as a lecturer / teacher is a prerequisite. Lecturing / Teaching experience in mechatronics subjects will be an advantage. Excellent communication skill is essential. SACE registration. Computer literacy is a prerequisite.

Duties: Assist with recruitment, registration, and induction of students. Facilitate general academic and career development of students. • Prepare and present lessons in compliance with the College's annual academic plan, the Campus timetable and the College's Quality Management system. Coordinate the procurement of the programme's training needs. Provide guidance on syllabi, curriculum and learning outcomes. Monitor and support lecturers teaching **Mechatronics NC(V) level 2 – 4**. Implement and monitor all policies that impact learning delivery, including examination and certification of students within the department. Create a conducive classroom environment and ensure efficient classroom management and discipline of students. Liaise with the Lectures, Head of Department, and Student Support Officers in providing support interventions to students. Assess students, capture marks, analyse, interpret, effect appropriate remedial action and maintain the necessary ICASS and ISAT records. Facilitate the distribution of textbooks and student packs. Manage and monitor staff and student attendance. Manage and facilitate Students Work Based Experience as well as Lectures work place integrated learning. Ensure the smooth running of the department and submit regular reports to the HoD. Conduct and chair subject/program meetings within the Mechtronics Program.

POST/POSITION: SENIOR LECTURER ELECTRICAL

Ref: Sedcol 39/2021

SALARY: Minimum R348 747 per annum (excluding benefits)

POST LEVEL / SALARY LEVEL: PL 2

NAME OF THE COMPONENT: ENGINEERING STUDIES NATED & NC(V)

Minimum requirements: Grade 12 or NCV level 4 plus a relevant Diploma / Degree or equivalent to REQV 13 qualification in Electrical Engineering or equivalent qualification. Three years of experience

as a lecturer / teacher is a prerequisite. Lecturing / Teaching experience in electrical subjects will be an advantage. Excellent communication skill is essential. SACE registration. Computer literacy is a prerequisite.

DUTIES: Assist with recruitment, registration and induction of students. • Facilitate general academic and career development of students. • Prepare and present lessons in compliance with the College's annual academic plan, the Campus timetable and the College's Quality Management system. Coordinate the procurement of the programme's training needs. Provide guidance on syllabi, curriculum and learning outcomes. Monitor and support lecturers teaching **Electrical Infrastructure and Construction / Electrical Engineering NC(V) level 2 – 4 and Nated 191 N1- N6**. Implement and monitor all policies that impact learning delivery, including examination and certification of students within the department. Create a conducive classroom environment and ensure efficient classroom management and discipline of students. Liaise with the Lectures, Head of Department and Student Support Officers in providing support interventions to students. Assess students, capture marks, analyse, interpret, effect appropriate remedial action and maintain the necessary ICASS and ISAT records. Facilitate the distribution of textbooks and student packs. Manage and monitor staff and student attendance. Manage and facilitate Students Work Based Experience as well as Lectures work place integrated learning. Ensure the smooth running of the department and submit regular reports to the HoD. Conduct and chair subject/program meetings within the Electrical **Infrastructure and Construction / Electrical Engineering** Program.

POST/POSITION: SENIOR LECTURER CIVIL ENGINEERING

Ref: Sedcol 40/2021

SALARY: Minimum R348 747 per annum (excluding benefits)

POST LEVEL / SALARY LEVEL: PL 2

NAME OF THE COMPONENT: ENGINEERING STUDIES NATED AND NC(V)

Minimum requirements: Grade 12 or NCV level 4 plus a relevant Diploma / Degree or equivalent to REQV 13 qualification in Civil Engineering. Three year experience as a lecturer / teacher is a prerequisite. Lecturing / Teaching experience in Civil Engineering subjects will be an advantage. Excellent communication skill is essential. SACE registration. Computer literacy is a prerequisite.

Duties: Assist with recruitment, registration, and induction of students. Facilitate general academic and career development of students. Prepare and present lessons in compliance with the College's annual academic plan, the Campus timetable and the College's Quality Management system. Coordinate the procurement of the programme's training needs. Provide guidance on syllabi, curriculum and learning outcomes. Monitor and support lecturers teaching **Civil Engineering NC(V) level 2 – 4 and Nated 191 N1- N6**. Implement and monitor all policies that impact learning delivery, including examination and certification of students within the department. Create a conducive

classroom environment and ensure efficient classroom management and discipline of students. Liaise with the Lectures, Head of Department, and Student Support Officers in providing support interventions to students. Assess students, capture marks, analyse, interpret, effect appropriate remedial action and maintain the necessary ICASS and ISAT records. Facilitate the distribution of textbooks and student packs. Manage and monitor staff and student attendance. Manage and facilitate Students Work Based Experience, as well as Lectures, work place integrated learning. Ensure the smooth running of the department and submit regular reports to the HoD. Conduct and chair subject/program meetings within the Electrical **Civil Engineering** Program.

CENTRE: VEREENIGING CAMPUS

POST/POSITION: HOD: FUNDAMENTALS

Ref: Sedcol 41/2021

SALARY: R415 242.00 PER ANNUM ((excluding benefits)

POST LEVEL / SALARY LEVEL: PL3

NAME OF THE COMPONENT: FUNDAMENTAL STUDIES

Minimum requirements: Grade 12 or NC(V) level 4 plus a relevant Diploma or a Degree backed by professional qualification in Education, which is equivalent to REQV 13. At least 5 years' appropriate teaching experience in the TVET Sector, Trained Assessor and Moderator. At least 3 years experience as a senior lecturer/teacher (PL2) will be an advantage. Knowledge of the relevant legislative policies that govern the public TVET colleges, must be computer literate with a valid driver's license and SACE. Registration of students. Understanding of the functioning of the NC(V) and Report 191) programmes.

Duties: Management of Students, Lecturers, and Curriculum Delivery. Implementation of administration processes within the fundamental division. Ensure effective utilization of resources. Ensure that the College provides innovative learning programs responsive to Business, Commerce, Industry, and Community needs in collaboration with the College Council Academic Board; Planning. Assist with student affairs and job placement. Ensure that Work Integrated Learning for students takes place. Plan and implement quality management in department or division; Contribute to the drafting of a year planner in advance featuring all operations; Promote outcomes-based Education, skills training and learnerships. Ensure that programmes offered to equip students with employability skills. Analyse, interpret and make recommendations based on statistics. Contribute to the management of diploma ceremonies. Manage and control part-time classes, support tuition, company, and afternoon classes. Manage the administration and conduct of the National Examinations and Assessment. Establish and maintain records of staff attendance, department or division structure, circulars, timetables, class, training facilities visits, and results and assessment; Participate in Learning Area Committees. Support and motivate Senior Lecturers. Encourage and sustain academic excellence and improve learner results.

POST/POSITION: HOD: ENGINEERING

Ref: Sedcol 42/2021

SALARY: Minimum R415 242.00 per annum (excluding benefits)

POST LEVEL / SALARY LEVEL: PL3

NAME OF THE COMPONENT: ENGINEERING STUDIES NATED AND NC(V)

Minimum requirements: Grade 12 or NCV level 4 plus a relevant Diploma / Degree in Engineering backed by professional qualification in education equivalent to REQV 13. Five years experience as a lecturer/ teacher/ educator is a prerequisite. At least three years' experience as a senior lecturer/teacher (PL2) will be an advantage. Computer literacy is compulsory. SACE registration is a prerequisite.

Duties: Overall management of Engineering Studies. Ordering training materials for training and preparation of ISAT and Practical Training. Attendance records, performance assessment, and determination of training needs for Lecturers, discipline of students. Manage work distribution and timetable. Manage requisitions, distribution, and control of stock for workshops. Control of consumable items withdrawn from storeroom and re-ordering. Oversee all safety in workshops and maintenance of machines. Keep-up the standard of workshops accreditation and re-accreditation of workshops. Assist with financial planning and control. Liaise with employers for in-house training for Lecturers and placement of students. Oversee all skills training and apprentice training. Preparation of portfolio's, assessment, and moderation for submission to SETA's. Assist with the lecturing duties as and when required.

POST/POSITION: HOD: ENGINEERING - WORKSHOPS

Ref: Sedcol 43/2021

SALARY: Minimum R415 242.00 PER ANNUM (excluding benefits)

POST LEVEL / SALARY LEVEL: PL3

NAME OF THE COMPONENT: ENGINEERING STUDIES NATED AND NC(V)

MINIMUM REQUIREMENTS: Grade 12 or NCV level 4 , a relevant Diploma / Degree in Engineering backed by professional qualification in education equivalent to REQV 13. Five years of experience as a lecturer/ teacher/ educator is a prerequisite. At least 3 years experience as a senior lecturer/teacher (PL2) will be an advantage. Computer literacy is compulsory. SACE registration is a prerequisite.

DUTIES: Overall management of the workshops. Facilitate and ensure the accreditation of college facilities with relevant SETA's and other institutions. Manage the conduct of learnerships and skills training programme. Develop, implement and maintain programme quality systems and processes including assessment, moderation and performance records. Manage and facilitate these projects as the Project Manager. Facilitate the signing of Memorandum of Understandings with various organisations who request related services to be rendered by the College. Develop and manage occupational programme budgets and report on programme performance. Facilitate and control the invoice and payments process from the organisation that requested trainings. Manage work distribution and time table. Manage requisitions, distribution and control of stock for workshops. Control of consumable items withdrawn from storeroom and re-ordering. Assist with financial planning and control. Liaise with employers for in house training for Lecturers and placement of students. Oversee all skills training and apprentice training. Preparation of portfolio's, assessment and moderation for submission to SETA's. : Overall management of Engineering Studies. Ordering

training materials for training and preparation of ISAT and Practical Training. Attendance records, performance assessment, and determination of training needs for Lecturers, discipline of students. Manage work distribution and timetable. Manage requisitions, distribution and control of stock for workshops. Control of consumable items withdrawn from storeroom and re-ordering. Oversee all safety in workshops and maintenance of machines. Keep-up the standard of workshops accreditation and re-accreditation of workshops. Assist with financial planning and control. Liaise with employers for in-house training for Lecturers and placement of students. Oversee all skills training and apprentice training. Preparation of portfolios, assessment and moderation for submission to SETA's. Assist with the lecturing duties as and when required.

POST/POSITION: SENIOR LECTURER MECHANICAL

Ref: Sedcol 44/2021

SALARY: Minimum R348 747 per annum (excluding benefits)

POST LEVEL / SALARY LEVEL: PL 2

NAME OF THE COMPONENT: ENGINEERING STUDIES NATED AND NC(V)

Minimum Requirements: Grade 12 or NCV level 4 plus a relevant Diploma / Degree or equivalent to REQV 13 qualification in Mechanical Engineering. Three years of experience as a lecturer / teacher is a prerequisite. Lecturing / Teaching experience in Mechanical subjects and Mechanical workshops will be an advantage. Excellent communication skill is essential. SACE registration. Computer literacy is a prerequisite.

Duties: Assist with recruitment, registration, and induction of students. Facilitate general academic and career development of students. Prepare and present lessons in compliance with the College's annual academic plan, the Campus timetable and the College's Quality Management system. Coordinate the procurement of the programme's training needs. Provide guidance on syllabi, curriculum and learning outcomes. Monitor and support lecturers teaching **Engineering and Related Design NC (V) level 2 – 4 and Nated 191 N1- N6** and Mechanical Engineering workshops. Implement and monitor all policies that impact learning delivery, including examination and certification of students within the department. Create a conducive classroom environment and ensure efficient classroom management and discipline of students. Liaise with the Lectures, Head of Department, and Student Support Officers in providing support interventions to students. Assess students, capture marks, analyse, interpret, effect appropriate remedial action and maintain the necessary ICASS and ISAT records. Facilitate the distribution of textbooks and student packs. Manage and monitor staff and student attendance. Manage and facilitate Students Work Based Experience as well as Lectures work place integrated learning. Ensure the smooth running of the department and submit regular reports to the HoD. Conduct and chair subject/program meetings with Engineering and Related Design Program.

POST/POSITION: SENIOR LECTURER ELECTRICAL

Ref: Sedcol 45/2021

SALARY: Minimum R348 747 per annum (excluding benefits)

POST LEVEL / SALARY LEVEL: PL 2

NAME OF THE COMPONENT: ENGINEERING STUDIES NATED AND NC(V)

MINIMUM REQUIREMENTS: Grade 12 or NCV level 4 plus a relevant Diploma / Degree or equivalent to REQV 13 qualification in Electrical Engineering or equivalent. Three years of experience as a lecturer / teacher is a prerequisite. Lecturing / Teaching experience in electrical subjects will be an advantage. Excellent communication skill is essential. SACE registration. Computer literacy is a prerequisite.

DUTIES: Assist with recruitment, registration, and induction of students. Facilitate general academic and career development of students. Prepare and present lessons in compliance with the College's annual academic plan, the Campus timetable, and the College's Quality Management system. Coordinate the procurement of the programme's training needs. Provide guidance on syllabi, curriculum, and learning outcomes. Monitor and support lecturers teaching **Electrical Infrastructure and Construction / Electrical Engineering NC (V) level 2 – 4 and Nated 191 N1- N6**. Implement and monitor all policies that impact on learning delivery, including examination and certification of students within the department. Create a conducive classroom environment and ensure efficient classroom management and discipline of students. Liaise with the Lectures, Head of Department, and Student Support Officers in providing support interventions to students. Assess students, capture marks, analyse, interpret, effect appropriate remedial action and maintain the necessary ICASS and ISAT records. Facilitate the distribution of textbooks and student packs. Manage and monitor staff and student attendance. Manage and facilitate Students Work Based Experience as well as Lectures workplace integrated learning. Ensure the smooth running of the department and submit regular reports to the HoD. Conduct and chair subject/program meetings within the Electrical **Infrastructure and Construction / Electrical Engineering** Program.

POST/POSITION: SENIOR LECTURER INFORMATION TECHNOLOGY AND COMPUTER SCIENCE

Ref: Sedcol 46/2021

SALARY: Minimum R348 747 per annum (excluding benefits)

POST LEVEL / SALARY LEVEL: PL 2

NAME OF THE COMPONENT: ENGINEERING STUDIES NC(V)

MINIMUM REQUIREMENTS: Grade 12 or NCV level 4 plus a relevant Diploma / Bachelor Degree in Information Technology, which is equivalent to REQV 13. Teaching experience in Information Technology subjects will be an advantage. Three years of experience as a lecturer / teacher will be an

advantage. Excellent communication skill is essential. SACE registration. Computer literacy and Valid is a prerequisite.

DUTIES: Assist with recruitment, registration, and induction of students. Facilitate general academic and career development of students. Prepare and present lessons in compliance with the College annual academic plan, the Campus timetable and the College's Quality Management system. Coordinate the procurement of the programme's training needs. Provide guidance on syllabi, curriculum, and learning outcomes. Monitor and support lecturers teaching **Information Technology NC (V) level 2 - 4**. Implement and monitor all policies that impact learning delivery, including examination and certification of students within the department. Create a conducive classroom environment and ensure efficient classroom management and discipline of students. Liaise with the Lecturers, Head of Department, and Student Support Officers in providing support interventions to students. Assess students, capture marks, analyse, interpret, effect appropriate remedial action and maintain the necessary ICASS and ISAT records. Facilitate the distribution of textbooks and student packs. Manage and monitor staff and student attendance. Manage and facilitate Students Work Based Experience, as well as Lectures, workplace integrated learning. Ensure the smooth running of the department and submit regular reports to the HoD. Conduct and chair subject/program meetings with Information Technology Program.

POST/POSITION: SENIOR LECTURER MECHATRONICS

Ref: Sedcol 47/2021

SALARY: Minimum R348 747 per annum (excluding benefits)

POST LEVEL / SALARY LEVEL: PL 2

NAME OF THE COMPONENT: ENGINEERING STUDIES NC(V)

Minimum Requirements: Grade 12 or NCV level 4 plus a relevant Diploma / Degree in Mechatronics or relevant qualification that is backed by professional qualification in Education, which is equivalent to REQV 13. Teaching experience in Mechatronics subjects will be an advantage. Three years of experience as a lecturer / teacher is a prerequisite. Excellent communication skill is essential. SACE registration. Computer literacy is a prerequisite.

Duties: Assist with recruitment, registration, and induction of students. Facilitate general academic and career development of students. Prepare and present lessons in compliance with the College's annual academic plan, the Campus timetable, and the College's Quality Management system. Coordinate the procurement of the programme's training needs. Provide guidance on syllabi, curriculum, and learning outcomes. Monitor and support lecturers teaching **Mechatronics NC (V) level 2 – 4**. Implement and monitor all policies that impact learning delivery, including examination and certification of students within the department. Create a conducive classroom environment and ensure efficient classroom management and discipline of students. Liaise with the Lecturers, Head of Department, and Student Support Officers in providing support interventions to students. Assess students, capture marks, analyse, interpret, effect appropriate remedial action and maintain the necessary ICASS and ISAT records. Facilitate the distribution of textbooks and student packs. Manage and monitor staff and student attendance. Manage and facilitate Students Work Based Experience, as well as Lectures, workplace integrated learning. Ensure the smooth running of the department and submit regular reports to the HoD. Conduct and chair subject/program meetings within Mechatronics Program.

POST/POSITION: CAREER GUIDANCE OFFICER

Ref: Sedcol 48/2021

SALARY: Minimum R257 508 per annual (excluding benefits)

POST LEVEL / SALARY LEVEL: SL 7

NAME OF THE COMPONENT: ACADEMIC AND STUDENT ADMINISTRATION SUPPORT SERVICES

REQUIREMENTS: Grade 12 or NCV level 4 plus an relevant recognized National Diploma/Bachelor's degree majoring in Psychology/ Social Science or equivalent qualification. Two-year experience in career development/guidance and counselling of relevant environment. Knowledge of career guidance. Knowledge of career counselling. Knowledge of career exhibitions. Knowledge of PSET and CET Act. Knowledge of Public Service prescripts, DHET Policies, industrial operation, labour market, identification of opportunities in the market, and opportunity linkages with industries. Computer literacy. Good communication and interpersonal skills. A valid drivers' license.

DUTIES: Provide career guidance and testing of prospective students (in collaboration with the registration unit). Provide academic and individual counselling sessions to students. Coordinate and provide career exhibition services. Implement programme to coach, mentor, and develop student job readiness.

GENERAL INSTRUCTIONS:

The College is an equal opportunity affirmative action employer and reserves the right not to fill the advertised posts.

HOW TO APPLY

Step1: visit www.mysedcol.co.za

Step2: Click jobs and select vacancy list

Step3: Click the posts you wish and qualify to apply for

Step4: Fill the applicable field and upload the indication information or data (The ID, Senior Certificate, CV, Signed Z83, and Academic Qualifications. **DOCUMENTS TO BE UPLOADED MUST BE IN A PDF FORMAT.**

Step5: submit the application

Step6: You will receive a confirmation email.

NB: Please mark the application with the post title and reference number on the Z83.

No hand delivery or posted applications will be accepted.

DOCUMENTS MANAGEMENT:

- ❖ Recently certified copy of identity document (Not longer than six months).
- ❖ Recently certified copy of valid driver's license (Not longer than six months).
- ❖ Comprehensive Curriculum Vitae with at least three work-related references.
- ❖ Recently certified copies of Grade 12/NC(V) Level 4 and ID document (Not longer than six months).
- ❖ Recently certified copies of all qualifications with transcripts.

Shortlisted candidates will go through the vetting process (Citizenship, Criminal check, and verification of qualifications)

CLOSING DATE: 26 November 2021 AT 16:00

For inquiries: Deputy Principal Corporate Services Mr. JD Olifant (016) 420 2536

Email: jacob@sedcol.co.za

A full advert is available on our website www.sedcol.co.za or www.mysedcol.co.za

Communication will only be entered into with short-listed candidates and the successful applicant. Applications should please note that if no appointment notice has been received within 60 days of the closing date, it must be assumed that the application has been unsuccessful. The College reserves the right not to fill any advertised post.