



GERT SIBANDE TVET COLLEGE COUNCIL INVITES SUITABLY QUALIFIED CANDIDATES TO APPLY FOR THE FOLLOWING VACANT POSTS

Requirements and Duties can be found from college website:

www.gscollege.co.za

PROJECT ADMINISTRATION ASSISTANT (CONTRACT)

Salary: R 119 388.60 p.a. benefits excluded

•(Ref no. GSC 07/2019), **Skills Academy**

Minimum requirements: N6 Certificate in Financial Management/ Business Management or Management Assistant, plus at least one year experience in Skills Training under SETAs or NSF (Skills programmes/Learnerships/Apprenticeship).

Competencies: •Strong administration, secretarial skills, Innovative thinking and problem solving skills • Ability to performed accurately and methodically under pressure • Sound interpersonal relations and a pleasant telephone personality •Good planning organizational skills •Thoroughness, honesty, integrity and willingness to work hard, coupled with work pride • Appropriate verbal and written communication skills • Ability to interpret directives • Knowledge of SETA operations will be an added advantage • Experience and knowledge of the TVET sector will be an advantage • Computer Literacy.

Duties: •Assist with the registration of learners and learner induction procedures• Manage class attendance records and all other related duties • Manage learners POE's• Liaise with facilitators and learners • Do Monitoring at different sites• Delivery of project related items at different sites • Report on weekly basis to the project Coordinator/Project Manager.

Enquiries: Ms M Swart

Tel. 017 714 1594 (during office hours)

LECTURER (CONTRACT)

Salary: R 198 774.00 – R 441 369.00 p.a. benefits excluded

•(Ref no. GSC 08/2019), **Ermelo Campus:** Engineering

Minimum requirements: •An appropriate recognized Degree or National Diploma, backed by professional qualification in Education equivalent to REQV 13 •Be able to teach Mathematics Level 2 – 4, Electrical Principles and Practice Level 2 – 4, Electrical Workshop Level 3 and Electrical Workmanship Level 4 • Computer literacy •SACE registration •A valid driver's licence may be an advantage.

Duties: •Assist with the recruitment of students and manage their induction, attendance records, performance assessment and determination of training needs, discipline and placement •Lecture specified subjects on the level required •Ensure quality education and adherence to College and subject policies •Liaise with the students, parents and employers.

LECTURER (CONTRACT)

Salary: R 198 774.00 – R 441 369.00 p.a. benefits excluded

•(Ref no. GSC 09/2019), **Ermelo Campus:** Life Orientation ICT

Minimum requirements: •An appropriate recognized Degree or National Diploma, backed by professional qualification in Education equivalent to REQV 13 •Be able to teach Life Orientation ICT Level 2 - 4 • Computer literacy •SACE registration •A valid driver's licence may be an advantage.

Duties: •Assist with the recruitment of students and manage their induction, attendance records, performance assessment and determination of training needs, discipline and placement •Lecture specified subjects on the level required •Ensure quality education and adherence to College and subject policies •Liaise with the students, parents and employers.

Enquiries: Ms A Steyn

Tel. 017 8115 824(during office hours)

Note: •Applications must be accompanied by a fully completed and officially signed **Z83** form, a comprehensive CV and originally certified copies of all qualification, academic records, ID document and valid driver's licence not older than 3 months, together with at least three contactable work-related references •Application **Z83** form is available on our website, www.gscollege.co.za or DPSA website •Failure to submit the requested documents will result in your application not being considered •No faxed or emailed applications will be accepted •Applicants should submit separate applications where more than one post is applied for •Selected candidates will be subjected to vetting process and personnel suitability check in terms of minimum information security standard •The College reserves the right to verify any information received in applications •Late and incomplete applications will not be considered •Submission of fraudulent documentation and canvassing of Council members or College staff will immediately disqualify the candidate •Communication will be entered into with successful candidates only •Should you not receive any response from us within 60 days after the closing date, please consider your application as unsuccessful •Post reference number should be indicated on the application •The College reserves the right to withdraw any position at any time.

Closing date: 25 January 2019 at 14:00

Applications must be forwarded to: The Principal/CEO, Gert Sibande TVET College, P.O. Box 3475, Standerton, 2430 or for attention Manager Acting HR: Mr JM Manana, Human Resources Resources or may be placed in the application container located at the reception: Gert Sibande TVET College, 18a Dr Beyers Naude Street, Standerton.

GERT SIBANDE COLLEGE IS COMMITTED TO ESTABLISHING A DIVERSE WORKFORCE; THEREFORE, PREFERENCE WILL BE GIVEN TO SUITABLE CANDIDATES FROM THE DESIGNATED GROUPS, ESPECIALLY WITH REGARD TO RACE, GENDER AND DISABILITY.