



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

LECTURER (CONTRACT)

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

•(Ref no. GSC 33/2019), **Standerton Campus:** Engineering Science and Mathematics

Minimum requirements: •An appropriate recognized Degree or National Diploma, backed by professional qualification in Education equivalent to REQV 13 •Be able to teach Mathematics N1-N3 and Engineering Science N1-N3 • Electrical Subject N1-N3 may be an advantage • 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.

STUDENT LIAISON OFFICER (PERMANENT)

Salary: R 242 475.00 p.a. benefits excluded

•(Ref no. GSC 34/2019), **Standerton Campus:** Career Guidance and Job Placement

Minimum requirements: •An appropriate recognised Bachelor's Degree or National Diploma in Psychology •Two year's career guidance and counselling experience •Excellent verbal and communication skills •Experience in database •Confidence and energy to build rapport •Ability to prioritise, work independently and meet deadlines •Excellent project management skills •Flexibility to occasionally work out of hours •Strong eye for detail •Good team worker •Computer literacy •A valid driver's licence.

Duties: •Assume responsibilities for career guidance and counselling •Co-ordinate all activities with regard to induction •Assist in administering and co-ordinate bursaries •Manage Sports •Assist with the SRC functions •Assist with student graduation •Establish the campus data base of exiting students •Do the functions as delegated by the Job placement Officer concerning placement of Students and Workplace Based Experience •Perform any other duties as may be assigned.

Enquiries: Mr MC Adendorff

Tel. 017 712 2180 (during office hours)

LECTURER (CONTRACT)

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

•(Ref no. GSC 35/2019), **Evander Campus:** Information Processing and Computer Practice

Minimum requirements: •An appropriate recognized Degree or National Diploma, backed by professional qualification in Education equivalent to REQV 13 •Be able to teach Information Processing and Computer Practice N4-N5 •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 36/2019), **Evander Campus**: Engineering and Related Designed Subjects

Minimum requirements: •An appropriate recognized Degree or National Diploma, backed by professional qualification in Education equivalent to REQV 13 •Be able to teach Engineering and Related Designed Subjects L2-L4 •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.

CLEANER (PERMANENT)

Salary: R 96 549.00 p.a. benefits excluded

•(Ref no. GSC 37/2019), **Evander Campus**

Minimum requirements: •No formal qualification is required for this position, but appropriate work experience and/or knowledge with regard to the core duties may serve as a recommendation •Literacy may be an advantage.

Duties: •Clean the admin block, hall as well as the classrooms • Clean the veranda and grounds around the classes •Assist during the college functions •Cater for flowers and plants inside the buildings •Prepare refreshments for meetings and perform other related duties.

CLEANER (PERMANENT)

Salary: R 96 549.00 p.a. benefits excluded

•(Ref no. GSC 38/2019), **Evander Campus**

Minimum requirements: •No formal qualification is required for this position, but appropriate work experience and/or knowledge with regard to the core duties may serve as a recommendation •Literacy may be an advantage.

Duties: •Clean the admin block, hall as well as the classrooms •Clean the veranda and grounds around the classes •Assist during the college functions •Cater for flowers and plants inside the buildings •Prepare refreshments for meetings and perform other related duties.

Enquiries: Mr ZE Mthethwa

Tel. 017 632 2388 (during office hours)

MECHANICAL FITTER FACILITATOR (CONTRACT)

Salary: R 187 850.00 p.a. benefits excluded

•(Ref no. GSC 39/2019), **Skills Academy**

Minimum requirements: • An occupational Trade Test Certificate as Mechanical Fitter• At least three years appropriate trade experience• A valid driver's licence• A qualification as a facilitator, an assessor and moderator will be an advantage• Registration as a trade test officer with QCTO (NAMN) will be an advantage• Computer literacy will be an advantage• Teaching experience, a teaching qualification and knowledge of the TVET sector will be an advantage.

Duties: • Assist with the registration of students and student induction procedure • Planning of classroom work and prepare deliver facilitation to learners as per work plan • Carry out practical's training in a workshop • Manager own class attendance records, assessments, test and year marks and all other related duties • Maintained discipline among learners • prepare and manage POE's and POA's • Report on monthly basis to the coordinator/project manager on the prescribed format • liaise with learners to industry for experiential training as per project roll-out plan • implement trade test scheduled.

WELDING FACILITATOR (CONTRACT)

Salary: R 223 829.00 p.a. benefits excluded

•(Ref no. GSC 40/2019), **Skills Academy**

Minimum requirements: • An occupational Trade Test Certificate as welder • Three years relevant experience • A qualification as a facilitator/assessor or moderator will be an advantage • Computer literacy will be an added advantage • teaching experience, teaching qualifications and knowledge of the TVET sector will be advantage.

Duties: • Assist with the registration of students and student induction procedure • Planning of classroom work and prepare deliver facilitation to learners as per work plan • Carry out practical's training in a workshop • Manager own class attendance records, assessments, test and year marks and all other related duties • Maintained discipline among learners • prepare and manage POE's and POA's • Report on monthly basis to the coordinator/project manager on the prescribed format • liaise with learners to industry for experiential training as per project roll-out plan • implement trade test scheduled.

FACILITATOR (CONTRACT)

Salary: R 166 384.20.00 p.a. benefits excluded

•(Ref no. GSC 41/2019), **Skills Academy**: Foundation Maths & Foundation Science

Minimum requirements: • An appropriate recognized Degree or National Diploma, plus a professional qualification in Education equivalent to REQV 13 • Two years teaching experience • Be able to teach Foundational Mathematics and Foundation Life Skills • Computer literacy is an advantage • Qualified Assessor and Moderator may be an added advantage • A valid driver's licence may be an added advantage •

Duties: • Lecturer specified subject (Mathematics and Science) on the level required to ensure quality education and adherence to College and subject policies • Liaise with the students and parents • Assist with the recruitment of students and manage their induction, attendance records, performance assessment and determination of training needs, discipline and placement.

FACILITATOR (CONTRACT)

Salary: R 166 384.20.00 p.a. benefits excluded

•(Ref no. GSC 42/2019), **Skills Academy**: Foundation English & Foundation Life Skills

Minimum requirements: • An appropriate recognized Degree or National Diploma, plus a professional qualification in Education equivalent to REQV 13 • Two years teaching experience • Be able to teach Foundational English and Foundation Life Skills • Computer literacy is a requirement • Qualified Assessor and Moderator may be an added advantage • A valid driver's licence may be an added advantage •

Duties: • Lecturer specified subject (English and Life Skills) on the level required to ensure quality education and adherence to College and subject policies • Liaise with the students and parents • Assist with the recruitment of students and manage their induction, attendance records, performance assessment and determination of training needs, discipline and placement.

Enquiries: Ms M Swart

Tel. 017 714 1594 (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: 29 March 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 Acting Manager HR: Mr JM Manana, Human 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.