

LEPHALALE TVET COLLEGE IS AN EQUAL OPPORTUNITY, AFFIRMATIVE ACTION EMPLOYER. APPLICATIONS ARE INVITED FROM SUITABLY QUALIFIED AND EXPERIENCED CANDIDATES FOR APPOINTMENT IN THE FOLLOWING POSITIONS.

**Accounting Clerk – Lephalale Campus, Salary Level 5 Ref: leptvet 01/2019
R163 562 per annum plus benefits – Permanent**

Requirements:
Grade 12 certificate plus relevant Degree/ National Diploma in Financial Management/ Accounting • 1 year experience working on both Pastel and Coltech System will be an added advantage • Ability to perform accurately and methodically under pressure • Verbal and written communication skills • Knowledge of PFMA and other related financial prescripts • Computer literacy • Relevant experience in the field of financial administration will be an added advantage • A valid Driver's licence is an added advantage.

Responsibilities:
Manage the collection of outstanding debts in accordance with College debtor's policy • Produce monthly debtors' reports • Ensure correct invoicing of debtors on Coltech financial system • Monitor debtors and take appropriate action • Liaise with Student Support Services regarding NSFAS bursaries • Allocate NSFAS bursaries to students' accounts • Liaise with relevant stakeholders in order to capture and correct debtors on the system • Provide assistance to auditors.

**Marketing and Communication Officer – Central, Salary Level 8 Ref: leptvet 02/2019
R299 709 per annum plus benefits – Permanent**

Requirements:
Grade 12 certificate, National Diploma/ Degree in Marketing Management/ Public Relations/Communication. Three years working experience in Marketing or public relations. Good interpersonal skills, planning and organizing skills, good verbal and written communication skills, computer literacy. The candidate must be willing to travel, work irregular hours and be committed to meet deadlines. Knowledge of the TVET Sector will be an added advantage. A valid drivers' licence.

Responsibilities:
Develop Marketing Management plan, rendering effective marketing of the College programs through learner recruitment campaigns such as school visits, career exhibitions and road shows, liaise with internal and external stake holders. Network with relevant role players and stakeholders by attending functions, workshops and imbizos. Conduct student and internal market research, develop and administer surveys, generate new ideas for students' recruitment. Maintain corporate identity and brand visibility, organise internal and external functions and events, like graduations ceremony, opening and closing functions, staff awards, strategic planning sessions, compile various reports to management and also compile budget for the Marketing Section, Compile and edit the College's newsletter.

**Senior Lecturer: Electrical Engineering PL 2, Ref: leptvet 03/2019, Lephalale Campus
R308 877per annum plus benefits – Permanent**

Requirements:
Grade 12 certificate, Degree/Diploma in Electrical Engineering plus a teaching qualification, knowledge of examination and assessment policies, Computer literacy. Assessor and moderator will be an added advantage. At least three years teaching experience at a TVET College and must be registered with SACE.

Responsibilities:
Lecturing, set tests, assignments and all other assessments. Invigilate internal and external exam. Mark all students' activities and tests, Supervision of lecturers, Coordinate teaching and learning, Monitoring and evaluation of curriculum delivery, provide professional support to lecturers, prepare reports on all activities of the section, manage and supervise assessment and examinations processes including marking of scripts, oversee all ISAT and ICASS activities including verification of marks. Moderate POEs and POAs, monitor all class activities and conduct class visits.

**Part-time and Open Learning Coordinator – Lephalale Campus, Salary Level 7 Ref: leptvet 04/2019
R242 475 per annum plus 37% in lieu of benefits. Three Year Contract (Council Appointment)**

Requirements:
Grade 12 certificate, National Diploma/ Degree in Office Management/Management Assistant. Two years relevant working experience, good interpersonal skills, good verbal and written communication skills, general administration skills, knowledge of Coltech system and must be willing to work flexi hours.

Responsibilities:
Monitoring and management of part time and open learning classes both Engineering and Business studies, drafting assessment time table, ensure marks are submitted on time, Compile time table for part time and open learning, Manage lecturer appointments, drafting of lecturer contracts and ensure correctness, manage lecturer claims, writing reports to management, doing all admin concerning part time and open learning, submitting sectional enrolment targets and budget, linking lectures and students on coltech.

**Lecturer: English and Communication Post Level 1, Ref: leptvet 05/2019, Lephalale Campus
R198 774/ R262 899 per annum plus benefits – Permanent**

**Lecturer: English and Communication Post Level 1, Ref: leptvet 06/2019, Modimolle Campus
R198 774/ R262 899 per annum plus benefits – Permanent**

Requirements:
Grade 12 certificate, degree/diploma in Education, majoring in English/Communication, Computer literacy, assessor and moderator will be an added advantage. At least two years teaching experience and must be registered with SACE.

Responsibilities:
Lecture both Nated and NCV, set tests, assignments and all other assessments. Invigilate internal and external exam. Mark all students' activities and tests. Monitor all class activities. Compile lecturer's POA and ensure all students in your groups have POEs. Assist with registration.

CLOSING DATE: 01 March 2019 at 13:00.

NB: All applications must be forwarded to The Principal, Lephalale TVET College, Private Bag x210, Lephalale, 0555 or be hand delivered to Lephalale TVET College (Central Office), Corner Nelson Mandela and Ngoako Ramathodi Drive, Onverwacht, Lephalale, 0557.

Submit a Z83 form (Application for Employment in the Public Service obtainable from any Government department), and a comprehensive CV accompanied by certified copies (not older than three months) of qualifications and ID copy. Please quote the relevant reference number. No faxed or e-mailed applications will be considered. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Where applicable, candidates will be subjected to a skill/knowledge test. If you do not receive any response within three months after the closing date of this advertisement, kindly accept that your application was unsuccessful.

Lephalale TVET College reserves the right to withdraw any of the above positions.

Enquiries: Amos Mabe / Zandile Sibiyi – 014 763 2252 Extension 261/221