



**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.**

**2 x Admin Clerk – Lephalale Campus, Salary Level 5 Ref: Leptvet 07/2019 R173 703 per annum plus benefits – Permanent**

**Requirements:**

Grade12/NCV Level 4 certificate plus relevant Degree/National Diploma in Management Assistant/Office administration/Public Management. Experience working in Registration or Certificate sections will be an added advantage. Knowledge of Coltech system and a drivers license will be an added advantage. Computer literacy in Ms Word, Excel and Powerpoint. Good verbal and written communication skills.

**Responsibilities:**

Data Capturing. Manage applications of certificates and diplomas. Administration of statement of results, certificates and diplomas. Combination of results. Photocopying. Liaise with DHET officials regarding certificate and diplomas. Enrolment of students, Capturing and verification of marks, filing. Handling of customer enquiries. Printing of results, class registers. Capturing of absentees. Compilations of monthly reports

**1 x Admin Clerk – Modimolle Campus, Salary Level 5 Ref: Leptvet 08/2019 R173 703 per annum plus benefits – Permanent**

**Requirements:**

Grade12/NCV Level 4 certificate plus relevant Degree/National Diploma in Management Assistant/Office Administration/Public Management. Experience working in Registration or Certificate sections will be an added advantage. Knowledge of Coltech system will be an added advantage. Drivers License. Computer literacy in Ms Word, Excel and Powerpoint. Good verbal and written communication skills.

**Responsibilities:**

Data capturing. Manage applications of certificates and diplomas. Administration of statement of results, certificates and diplomas. Combination of results. Photocopying Liaise with DHET officials regarding certificate and diplomas. Enrolment of students, Capturing and verification of marks, filing. Handling of customer enquiries. Printing of results, class registers. Compilations of monthly reports.

**Senior Provisioning Clerk: Supply Chain Management, Salary Level 5 Ref: Leptvet 09/2019 R173 703 per annum plus benefits – Permanent**

## **REQUIREMENTS:**

Grade 12/NCV Level 4 Certificate plus a National Diploma/Degree in Supply Management/Services/Purchasing/Logistics/Accounting/Finance/Business Management. A driver's license will be an added advantage. Knowledge of Procurement and Supply Chain Management will be added advantage. Computer literacy in Ms Word, Excel and Powerpoint. Knowledge of PFMA, PPPFA and BBBEE Act.

## **DUTIES AND RESPONSIBILITIES**

General administrative duties. Demand and acquisition management, Logistics management and asset management. To maintain proper management of supplier database. To prepare request for quotations to service providers and suppliers for procurement of goods and services. Obtain quotation according to specification from suppliers and service providers. Constantly liaison with service providers and suppliers for the delivery of goods and service. Make booking arrangements for accommodation and conferences for staff.

**Personnel Practitioner: HRM, Salary Level 7 Ref: Leptvet 10/2019 R257 508 per annum plus benefits – Permanent**

## **REQUIREMENTS:**

Grade 12 plus a National Diploma/Degree in Human Resource Management/Public Management. 3-5years experience in Conditions of S

ervice and Provisioning. Computer literacy (MS Office). Must have Knowledge and experience in Persal System. Must be able to plan and organise activities in the section. Sound organisational skills. Ability to handle information confidentially. Must be conversant with legislation pertaining to HR Provisioning and Conditions of Service, eg, BCEA, PSRA, EEA, DPSA Directives etc.

## **DUTIES AND RESPONSIBILITIES**

Draft submissions. Attend to enquiries. Facilitate and Coordinate HR administration. Processing of Persal transactions. Render HR provisioning (recruitment and selection, appointments, transfers, verification of qualifications, reference checks). Render HR conditions of service (leave, pension, housing allowance, medical aid). Coordinate PMDS. Capturing. Compilation of monthly reports.

**Lecturer: Electrical Control and Digital Electronics, Post Level 1 – Ref: Leptvet 11/2019, Lephale Campus R211 098/279 198 per annum plus benefits – Permanent**

**Requirements:**

Grade 12/NCV Level 4 Certificate plus relevant Degree/National Diploma with Electronics/Electrical as a major subjects. A teaching qualification. Computer literacy. Teaching experience in the Education and Training sector and Assessor and Moderator certificates will be an added advantage. Must be registered with SACE.

**Responsibilities:**

Lecturer Electrical Control and Digital Electronics or other electrical subjects as needed, Level 2 to 4. Plan teaching according to subject guidelines. Set tests, assignments and all other assessments. Invigilate internal and external exam. Mark all students' activities, tests, internal and external examinations where needed. Do statistical analysis of all assessments. Monitor all class activities. Compile lecturer's POA and ensure all students in your groups comply with POE requirements. Comply with handing in dates of marks and verifications. Assist with student registration.

**Lecturer: Engineering Studies, Post Level 1 – Ref: Leptvet 12/2019, Lephale Campus R211 089/279 198 per annum plus benefits – Permanent**

**Requirements:**

Grade 12/NCV Level 4 Certificate plus relevant Degree/National Diploma in Engineering Studies. A teaching qualification. Engineering Drawing will be an added advantage, Computer literacy. Teaching experience in the Education and Training sector and Assessor and Moderator certificates will be an added advantage. Must be registered with SACE.

**Responsibilities**

Lecturer Mechanical Engineering, Platers Drawing, Platers Theory, Mechanotechnology and Engineering Drawing. Plan teaching according to subject guidelines. Set tests, assignments and all other assessments. Invigilate internal and external exams. Mark all students' activities, tests, internal and external examinations where needed. Do statistical analysis of all assessments. Monitor all class activities. Compile lecturer's POA and ensure all students in your groups comply with POE requirements. Comply with handing in dates of marks and verifications. Assist with student registration.

**CLOSING DATE: 16 August 2019 @13h00.**

**NB:** All applications must be forwarded to The Principal, Lephale TVET College, Private Bag x210, Lephale, 0555 or be hand delivered to Lephale TVET College (Central Office), Corner Nelson Mandela and Ngoako Ramatlhodi Drive, Onverwacht, Lephale, 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 Mabje – 014 763 2252 Extension 261/221

