



# SEKHUKHUNE TVET COLLEGE

**SEKHUKHUNE TVET COLLEGE IS AN EQUAL OPPORTUNITY, AFFIRMATIVE ACTION EMPLOYER. APPLICATIONS ARE INVITED FROM SUITABLY QUALIFIED CANDIDATES FOR TEMPORARY/CONTRACT APPOINTMENT FOR THE FOLLOWING POSITIONS.**

**PL1 Lecturer Diesel Mechanical x1 Ref: SEKTVET07/2016 CN Phatudi Campus (Twelve months contract).**

**PL1 Lecturer Maths x1 Ref: SEKTVET08/2016 CN Phatudi Campus (Twelve months contract).**

**PL1 Lecturer Economics x1 Ref: SEKTVET09/2016 CN Phatudi Campus (Twelve months Contract).**

**PL1 Lecturer Mathematics x2 Ref: SEKTVET10/2016 Apel Campus (Twelve months contract).**

**PL1 Lecturer Electrical Engineering x1 Ref: SEKTVET11/2016 CN Phatudi Campus (Twelve months contract)**

**PL1 Lecturer Electrical engineering x2 Ref: SEKTVET12/2016 Apel Campus (Twelve months contract).**

**PL1 Lecturer Mechanical engineering x2 Ref: SEKTVET13/2016 Apel Campus (Twelve months contract).**

**Requirements:**

The candidates should have a relevant REQV 13 qualification. At least one year relevant teaching experience. Must be registered with SACE. An Assessor and/or Moderator qualification will be an added advantage.

**Key Performance Area:**

Able to lecture relevant subjects at all levels. Moderate PoEs of students. Prepare lesson plans. Prepare PoA files. Liaise with Student Support Services. Control class registers. Take part in extra-curricular activities. Assist in registration of students. Assess all assessment tasks.

**Senior State Accountant x1 Ref: SETVET14/2016 Central Office SL8 (Thirty six months contact)**

**Requirements:**

An appropriate three year Bachelor's Degree/National Diploma with accounting as a major subject. At least 3 years relevant experience in accounting and financial management practices, methods and reporting. Knowledge of the Accounting system such as Pastel evolution. Good interpersonal, Communication and managerial skills, Experience in clearing of accounts, ability to work under pressure with strict deadlines, ability to work in a team and independently. Proven computer literacy, including advanced MS Word, MS Excel and MS PowerPoint. Knowledge of the requirements of the PFMA and Treasury Regulations. A valid Code EB drivers' license.

**Key Performance Areas:**

Monthly budget and expenditure report. Capture invoices, claims and third party payments (including but not limited to SARS, Union levies and garnishee orders) in the banking system. Ensure that all creditors (salaries, suppliers and third parties) are paid within the payment period. Review the monthly bank reconciliation prepared by the Accounting Clerk. Perform the monthly payroll reconciliation. File, store, safeguard source and face value documents. Appraise/Monitor performance of staff in your section.

**Learnerships Administrator x1 Ref: SEKTVET15/2016 Central Office SL5 (Twelve months contract)**

**Requirements:**

Diploma in Business Administration, Public Administration or a relevant qualification. Minimum 2 years' experience in administration (preferably experience within a training department). Must be computer literate. Good communication and writing skills. Ability to work under pressure and to meet strict deadlines. Valid driver's license will be an added advantage.

**Key Performance Area:**

To assume responsibility for the delivery of all training administrative duties, as well as to coordinate, manage and support a range of activities for the Learnership Section, such as ordering supplies, maintaining records as well as filing of documentation. Upload all training information on the relevant SETA system and generate reports. Prepare and attend meetings (where necessary) and document meeting minutes within required deadlines. Manage and direct all relevant training enquiries and requests from the

clients/learners. Facilitate payment of all skills development providers' invoices to ensure all providers/ practitioners are paid in full and on time.

**Supply Chain Management Administrative Clerk x1 Ref: SEKTVET16/2016 Central Office SL5 (Twelve months contract)**

**Requirements:**

National Diploma in Financial Management or equivalent qualification at NQF Level 6. Must have good interpersonal skills, must be able to communicate well in English, both verbally and in writing. Have good reporting skills. Knowledge of Microsoft packages is essential, e.g. Word, Excel, Outlook, PowerPoint, etc. Must have a valid driver's license. Must have at least one (1) year relevant working experience.

**Key Performance Area:**

Make travel bookings for the college officials. Manage the college supplier database. Prepare monthly reports on travel and accommodations. Facilitate payments for travel and accommodation' Communicate with end user and service provider on time. Perform additional responsibilities.

**Matron x1 Ref: SEKTVET 17/2016 Apel Campus SL4 (Twelve months contract).**

**Requirements:**

Grade12. At least 1-2 years relevant supervising working with students in the students residence. Be at least 40 years old.

**Key Performance Area:**

Ensure the provision of an environment within the residence which is conducive to the development and success of its students at the residence. Ensure student discipline. Ensure that Housing Committee execute their responsibilities. Ensure that the inventory of the house and its immediate precincts is maintained in good order and loss of and damage to movable assets are kept to a minimum. Monitor the provision of quality services of the residence, cleaning of the building. Required to perform additional responsibilities. Expected to interact with students in a friendly and caring manner. Conduct regular fire, emergency and safety checks and drills in the residence in consultation with the Health and Safety Officer.

**CLOSING DATE: 27 MAY 2016**

**NB: All applications must be forwarded to The CEO, Sekhukhune TVET College, Private Bag X8660, Groblersdal, 0470 or be hand delivered to Sekhukhune TVET College (Central Office), Motetema, Stand 676. Submit an application letter or Z83 form, 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. If you do not receive any response within three months of this advertisement, kindly accept that your application was unsuccessful.**

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

**Enquiries:-Mashudu Muthige or Motimele LJ – 013 269 0278/0601/0647.**