



higher education  
& training

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA



## ERRATA

Kindly note the amendments on the below posts in terms of the requirements, duties, reference numbers. City Press published the advertisement of these posts on 17 July 2016. This change unfortunately nullifies the previous post reference numbers .i.e (NKC/2907/01, NKC/2907/02 and NKC/2907/03). Applicants are further requested to re-apply for these posts using the new post reference numbers:

### SENIOR EDUCATION SPECIALIST

**SALARY: R342 753.00**

Ref: NKC/1608/01 (Witbank Campus – NCV Business studies)

Ref: NKC/1608/02 (Witbank Campus – Engineering studies)

Ref: NKC/1608/03 (CN Mahlangu – Engineering studies)

**Requirements:** An appropriate Bachelor's degree or equivalent qualification with professional qualification in education, plus at least five years relevant experience. Credible management experience in the TVET environment. Strong interpersonal communication, motivational, negotiation, problem solving skills. Well developed leadership, organisational, planning and management skills. Sound administration, report writing skills, computer literacy. Valid driver's licence. Registration with SACE. Being a registered assessor and qualified moderator may be a recommendation. Sound knowledge of legislative frameworks governing TVET Colleges.

**Duties:** Overall management of the division. Guide, support, monitor and assess the performance of lecturing staff. Recruit students and manage their induction, attendance record, performance assessment, determination of training needs, discipline and placement. Manage learnership projects division. Ensure quality education in the field and the adherence to College and subject policies. Manage exam related matters. Manage requisition, distribution and control of stock for the division. Assist with the financial planning and financial control of the division. Liaise with students, parents and employers. Assist with lecturing duties as required.

**We sincerely apologise for the inconvenience caused.**

**TO APPLY: Enquiries: 013 658 4700 – Mr. JM Ngozo**

**Applications:** Should be submitted on Form Z83, obtainable from any Public Service Department. Applications must in all cases be accompanied by a recently updated comprehensive CV, original certified copies (not older than three months) of all qualifications and RSA ID document as well as a valid driver's licence where required. Please note that a passport or driver's licence will not be accepted in lieu of an Identity Document. Failure to attach the requested documents will result in your application not being considered. A complete set of application documents should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application. No faxed and emailed applications shall be considered.

**N.B!!! Applicants must ensure that they complete and sign form Z83 in full, even if they are attaching a CV. Incomplete and/or unsigned applications will not be considered.**

**Applications should be mailed to: Nkangala TVET College, Human Resource Department, Private Bag X7299, Witbank, 1035, for attention: Mr. CM Maimela. Applications may also be hand delivered to Corner Haig and Northey Street, Central Office of Nkangala TVET College.**

**Closing date:** The closing date for the receipt of all applications is 12:00 on Monday 16 August 2016. No applications received by the HR Department after the applicable closing date shall be considered. The College reserves the right to withdraw any of the advertised posts at any time depending on the need.

**If applicants do not hear from us within 60 days after the closing date, they should deem their applications as being unsuccessful.**