



ASSISTANT DIRECTOR: MARKETING AND COMMUNICATION (SR 9)

• Central Office • Salary: R334 545.00

Requirements: • Grade 12 plus 3-year recognised qualification (M+3) in Marketing/Communication or Public Relations and 3 years' relevant experience • Ability to communicate effectively (verbal and written) • Computer literacy (MS Word, MS Excel, PowerPoint) • Ability to work under pressure • Ability to utilise publication systems and platforms • Driver's licence.

Duties: Develop and maintain communication and marketing strategies, policies and procedures • Coordinate the departmental media liaison and monitoring services • Develop and maintain good relations with the media • Plan and coordinate press conference services • Promote departmental programmes and projects • Develop and produce College publications i.e. banners, information brochures, annual reports, pamphlets, College magazine and programme information • Develop and implement customer surveys and respond to feedback. • Ref: NKC/0509/01

ASSISTANT DIRECTOR: FINANCE (SR9)

• Central Office • Salary: R334 545.00

Requirements: • Grade 12 plus 3-year recognised qualification in Finance or equivalent qualification • 3 years' experience in finance related work • Computer literacy (MS Excel, MS Word) • Good communication skills (verbal & written) • Good understanding of PFMA and other public finance frameworks • Report writing skills • Strong financial and analytical skills • Driver's licence.

Duties: • Compile and control the budget of the College • Review sectional performance against the budget • Advise management on trends and changes in the financial operating performance and operational delivery • Manage payroll administration of the College • Manage the financial systems of the College • Ensure compliance with other legislative frameworks • Identify revenue sources and collect revenue. • Ref: NKC/0509/02

SENIOR EDUCATION SPECIALIST (PL3)

• Salary: R367 773.00

Requirements: • An appropriate Bachelor's degree or equivalent qualification with professional qualification in Education; plus five years' relevant experience • Credible management in the TVET environment • Qualified artisan with relevant trade for engineering related is an advantage • 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 • 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 • Ensure quality education in the field and subject policies • Manage exam and marking 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.

• Ref: NKC/0509/03 - NCV Engineering Studies-Skills (Middelburg Campus) • Ref: NKC/0509/04 - Engineering Studies (Waterval Boven Campus) • Ref: NKC/0509/05 - Business, Tourism and Hospitality Studies (Waterval Boven Campus) • Ref: NKC/0509/06 - Engineering Studies (CN Mahlangu Campus) • Ref: NKC/0509/07 - Business Studies (CN Mahlangu Campus)

EDUCATION SPECIALIST (PL2)

• Salary: R308 877.00

Requirements: • An appropriate REQV 13 or equivalent qualification, backed by a professional qualification in Education, plus 3 years' relevant experience • Extensive knowledge of theory and practice in the relevant field • Sound communication skills • Computer literacy • Valid driver's licence • Registration with SACE • A trade test or appropriate National N Diploma or equivalent recognised qualification in the relevant field may be a recommendation for posts related to Technical subjects.

Duties: • Assist students with the choice of appropriate career paths as well as with study methods • Give support to students in developing critical job-hunting skills • Assist the Head of Division with day to day management duties • Give professional guidance and support to lecturers • Oversee assessment and moderation • Assist with lecturing as required • Manage the classroom with regard to attendance records and performance assessment records • Conduct class visits and monitor POA's and POE's.

CN MAHLANGU CAMPUS:

• Ref: NKC/0509/08 - NCV English L2-L4 • Ref: NKC/0509/09 - NCV Electrical L2-L4 • Ref: NKC/0509/10 - Mechanical Engineering Nated (N1-N6) • Ref: NKC/0509/11 - Electrical Engineering Nated (N1-N6) • Ref: NKC/0509/12 - Civil Engineering Nated (N1-N6) • Ref: NKC/0509/13 - Business Studies Nated (N4-N6).

MIDDELBURG CAMPUS:

• Ref: NKC/0509/14 - Electrical NCV • Ref: NKC/0509/15 - Electrical Nated • Ref: NKC/0509/16 - Mechanical Nated • Ref: NKC/0509/17 - Business Related (NCV & Nated) FEA & Sales Man • Ref: NKC/0509/18 - Fundamentals Life Orientation NCV • Ref: NKC/0509/19 - Student Support Services.

WATERVAL BOVEN CAMPUS:

• Ref: NKC/0509/20 - Electrical Engineering Nated • Ref: NKC/0509/21 - Mechanical Engineering Nated • Ref: NKC/0509/22 - Tourism and Hospitality Nated • Ref: NKC/0509/23 - Human Resource Management & Fin. Accounting • Ref: NKC/0509/24 - NCV Fundamentals • Ref: NKC/0509/25 - Student Support Services.

MPONDOZANKOMO CAMPUS:

• Ref: NKC/0509/26 - Mechanical Engineering NCV • Ref: NKC/0509/27 - Electrical Engineering NCV • Ref: NKC/0509/28 - Life Orientation NCV.

WITBANK CAMPUS:

• Ref: NKC/0509/29 - Information Technology (NCV) • Ref: NKC/0509/30 - Life Orientation (NCV).

LECTURER (PL1)

• Student Support Services • Salary: R185 769.00

Requirements: • An appropriate recognised REQV 13 qualification or equivalent qualification backed by a professional qualification in Education • Sound communication skills • Computer literacy • Registration with SACE • Lecturing experience and assessors training may be recommended • Practical experience in specific aspects of the subject field as well as the ability to do practical training may be a recommendation.

Duties: • Assist with the recruitment of students and manage their induction • Record attendance • Performance assessment • Classroom discipline • Lecture specific subjects on the level required • Ensure quality education and the adherence to College and subject policies • Liaise with students, parents and employees • Prepare POA's and POE's.

• Ref: NKC/0509/31 - (CN Mahlangu) • Ref: NKC/0509/32 - (Middelburg) • Ref: NKC/0509/33 - (Mpondozankomo Campus) • Ref: NKC/0509/34 - (Witbank Campus) • Ref: NKC/0509/35 - (Waterval Boven Campus).

FOREMAN (SR4)

• CN Mahlangu Campus • Salary: R127 851.00

Requirements: • Grade 12/NCV L4 certificate or equivalent qualification with sufficient care taking and maintenance experience • 2 years' relevant experience is an added advantage • Verbal and written communication skills • Valid code 10 driver's licence • Sound knowledge of gardening • Basic knowledge of electricity, plumbing, carpentry and welding • Good planning and organising skills • Ability to work in team • Supervisory skills.

Duties: • Ensure that all equipment and facilities e.g building, grounds, garden, drainage system, water and power installations as well vehicles are fully maintained • Attend to complaints from users of facilities • Supervise general support staff • Train and develop general support staff • Execute administration tasks related to the above. • Ref: NKC/0509/36.

CLEANER (SR2)

• Salary: R90 234.00

Requirements: • No formal qualification is required for these positions, 2 years' appropriate work experience and knowledge with regard to the core duties may serve as a recommendation • Literacy may be an advantage • Appropriate communication skills • Sound interpersonal relations • Ability to work in team and to work under pressure.

Duties: • Cleaning buildings, facilities and other institutional structures as required • Assist with the loading, unloading, dispatching and taking of stock.

• Ref: NKC/0509/37 - x 02 (Middelburg Campus) • Ref: NKC/0509/38 - x 04 (Mpondozankomo Campus) • Ref: NKC/0509/39 - x 03 (Witbank Campus) • Ref: NKC/0509/40 - x 03 (CN Mahlangu Campus) • Ref: NKC/0509/41 - x 02 (Central Office).

GROUNDSMAN

• Salary: R90 234.00

Requirements: • No formal qualification is required for these positions, 2 years' appropriate work experience • Basic knowledge of garden maintenance techniques, equipment and the application thereof according to specified gardening techniques to ensure acceptable growth and neat appearance of gardens • Basic maintenance and repair skills • Appropriate communication skills, sound interpersonal relations, ability to work in team and under pressure.

Duties: • Maintain buildings, facilities, drainage systems and other institutional structures. Maintain and develop gardens, grounds and lawns. Clean and service equipment. Maintain fences. Report faults on the terrains. Assist with cleaning/household duties.

• Ref: NKC/0509/42 - x 01 (Middelburg Campus) • Ref: NKC/0509/43 - x 05 (Mpondozankomo Campus) • Ref: NKC/0509/44 - x 02 (Witbank Campus) • Ref: NKC/0509/45 - x 02 (Waterval Boven Campus) • Ref: NKC/0509/46 - x 02 (CN Mahlangu Campus).

Enquiries: 013 658 4792 - Mr. JM Ngozo.

Applications: Should be submitted on Form Z83, obtainable from any Public Service Department.

Applications must in all cases be accompanied by 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 applications shall be considered.

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

Applications should be mailed to: The Principal Mr. CM Maimela, Nkangala TVET College, Private Bag X7299, Witbank, 1035. Applications may also be hand delivered to Corner Haig and Northey Street Central Office of Nkangala TVET College.

Closing date: Friday 09 June 2017 at 12h00. No application 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. Correspondence will be made with shortlisted candidates. Applicable checks and verifications will be conducted in line with the requirements of the jobs.