

NKANGALA FET COLLEGE INVITES SUITABLY QUALIFIED AND EXPERIENCED CANDIDATES TO APPLY FOR THE FOLLOWING POSTS:

OFFICE OF THE PRINCIPAL

Office Manager (SR9)
Salary: R270 804.00; Central Office;
NKC/2704/01

**Senior Education Specialist
Extended Learning Unit**
Salary: R277 194.00
NKC/2704/02

SUBDIRECTORATE: FINANCIAL MANAGEMENT

**Assistant Director:
Finance (SR9)**
Salary: R270 804.00; Central Office;
NKC/2704/03

**Senior State
Accountant (SR8)**
Salary: R227 802.00; Central Office;
NKC/2704/04

**Senior Provisioning
Admin Officer (Logistics SR8)**
Salary: R227 802.00; Central Office;
NKC/2704/05

Procurement Officer (SR7)
Salary: R183 438.00; Central Office;
NKC/2704/06

**Provisioning
Admin Clerk (SR5)
Supply Chain Management**
Salary: R273 738.00; Central Office;
NKC/2704/07

Receptionist x2 (SR4)
Salary: R103 494.00; Central Office;
NKC/2704/08

SUBDIRECTORATE: CORPORATE

**Assistant Director: Marketing
and Communication (SR9)**
Salary: R270 804.00; Central Office;
NKC/2704/09

**Senior HR Practitioner
(HRD) (SR8)**
Salary: R227 807; NKC/2704/10

**Labour Relations
Officer (SR8)**
Salary: R227 802.00; Central Office;
NKC/2704/11

**Senior Health and
Wellness Officer (SR8)**
Salary: R227 802.00; Central Office;
NKC/2704/12

**Principal Communication
Officer (SR8)**
Salary: R227 802.00; Central Office;
NKC/2704/13

**Information & Communication
Technician (SR8)**
Salary: R227 802.00; NKC/2704/14

Job Placement Officer (SR8)
Salary: R227 802.00; Central Office;
NKC/2704/15

**Secretary for
Deputy Principal (SR4)**
Salary: R103 494.00; Central Office;
NKC/2704/16

CN MAHLANGU CAMPUS

**Senior Education Specialist
Engineering**
Salary: R277 194.00; NKC/2704/17

**Education Specialist
English**
Salary: R232 803.00; NKC/2704/18

**Education Specialist
Electrical Infrastructure &
Construction L2-L4**
Salary: R232 803.00; NKC/2704/19

**Lecturer
Automotive Repair &
Maintenance L2-L4**
Trade Test (Motor) Diesel/Petrol
Salary: R140 013.00; NKC/2704/20

**Lecturer
Fitting & Turning L2-L4**
Salary: R140 013.00
Trade Test required
NKC/2704/21

**Lecturer
Life Orientation L2-L4
Office Data Process L2-L4**
Salary: R140 013.00; NKC/2704/22

**Provisioning Admin Clerk:
Stores (SR5)
Supply Chain**
Salary: R123 738.00; NKC/2704/23

**Store-person /
Admin Clerk (SR5)
Supply Chain**
Salary: R123 738.00; NKC/2704/24

Foreman (SR4)
Salary: R103 494.00; NKC/2704/25

General Assistant X2 (SR2)
Salary: R73 044.00; NKC/2704/26

MIDDELBURG CAMPUS

**Senior Education Specialist
NCV Engineering Studies**
Salary: R277 194.00; NKC/2704/27

**Education Specialist
Engineering Studies**
Salary: R232 803.00; NKC/2704/28

**Information & Communication
Technician (SR8)**
Salary: R227 802.00; NKC/2704/29

**Education Specialist
Student Support**
Salary: R232 803.00; NKC/2704/30

**Lecturer
Financial Management
Economic & Business
Management
NCV & Nated**
Salary: R140 013.00; NKC/2704/31

**Lecturer X2
English & Business
Communication**
Salary: R140 013.00; NKC/2704/32

**Lecturer X3
Mathematics & Maths Literacy**
Salary: R140 013.00; NKC/2704/33

**Lecturer
Student Support**
Salary: R140 013.00; NKC/2704/34

**Lecturer
Mechanical (ERD Vocational)
NCV Trade Test**
Salary: R140 013.00; NKC/2704/35

**Lecturer
Diesel/Motor Mechanic NCV
Trade Test**
Salary: R140 013.00; NKC/2704/36

**Lecturer
Fitting Workshop
Trade Test**
Salary: R140 013.00; NKC/2704/37

**Lecturer
Welding Workshop
Trade Test**
Salary: R140 013.00; NKC/2704/38

**Senior Administration
Officer (SR8)
Administration**
Salary: R227 802.00; NKC/2704/39

Admin Clerk X3 (SR5)
Salary: R123 738.00; NKC/2704/40

Receptionist (SR4)
Salary: R103 494.00; NKC/2704/41

General Assistant (SR2)
Salary: R73 044.00; NKC/2704/42

MPONDOZAN- KOMO CAMPUS

**Education Specialist
Mechanical Trade Test
Recommended**
Salary: R232 803.00; NKC/2704/43

**Education Specialist
Mathematics NCV**
Salary: R232 803.00; NKC/2704/44

**Education Specialist
Life Orientation**
Salary: R232 803.00; NKC/2704/45

**Lecturer
English**
Salary: R140 013.00; NKC/2704/46

**Lecturer
Mathematics NCV**
Salary: R140 013.00; NKC/2704/47

**Lecturer
Engineering Science**
Salary: R140 013.00; NKC/2704/48

**Lecturer
Electrical Instrumentation**
Salary: R140 013.00; NKC/2704/49

**Lecturer
Industrial Electronics**
Salary: R140 013.00; NKC/2704/50

**Lecturer
Electrotechnics**
Salary: R140 013.00; NKC/2704/51

**Lecturer
Computer Aided Drawing**
Salary: R140 013.00; NKC/2704/52

**Senior Admin Officer (SR8)
Administration**
Salary: R227 802.00; NKC/2704/53

WITBANK CAMPUS

**Senior Education Specialist
Engineering NCV & Report 191**
Salary: R277 194.00; NKC/2704/54

**Senior Education Specialist
Office Admin & Hospitality**
Salary: R277 194.00; NKC/2704/55

**Education Specialist
Mechanical NCV &
Nated subjects**
Salary: R232 803.00; NKC/2704/56

**Information &
Communication
Technician (SR8)**
Salary: R227 802.00; NKC/2704/57

**Senior Admin Officer (SR8)
Administration**
Salary: R227 802.00; NKC/2704/58

**Lecturer
Electronic Control
& Digital Electronics L2-L4**
Salary: R140 013.00; NKC/2704/59

**Lecturer
Life Orientation**
Salary: R140 013.00; NKC/2704/60

**Lecturer
Electrical N1-N6**
Salary: R140 013.00; NKC/2704/61

**Lecturer
Industrial Electronics N1-N6**
Salary: R140 013.00; NKC/2704/62

**Lecturer
Engineering
Drawing N1-N4**
Salary: R140 013.00; NKC/2704/63

**Lecturer
Personnel Management
and Computer Practice N4-N6**
Salary: R140 013.00; NKC/2704/64

**Senior Admin Officer (SR8)
Administration**
Salary: R227 802.00; NKC/2704/65

**Admin Clerk (SR5)
Exam and Registration**
Salary: R123 738.00; NKC/2704/66

**Admin Clerk (SR5)
Supply Chain**
Salary: R123 738.00; NKC/2704/67

TOP OF THE WORLD TRAINING CENTRE

**Senior Education Specialist
Artisan Training**
Salary: R277 194.00; NKC/2704/68

**Education Specialist
Mechanical Subjects NCV ERD**
Salary: R232 803.00; NKC/2704/69

**Education Specialist
Electrical Subjects NCV EIC**
Salary: R232 803.00; NKC/2704/70

**Lecturer
Fitting & Turning Practical
Facilitator L2-L4**
Salary: R140 013.00; NKC/2704/71

**Lecturer
Welding Practical Facilitator
L2-L4**
Salary: R140 013.00; NKC/2704/72

**Lecturer
Electrical Practical Facilitator
L2-L4**
Salary: R140 013.00; NKC/2704/73

**Lecturer
Electronic Control &
Digital Electronics Practical
Facilitator L2-L4**
Salary: R140 013.00; NKC/2704/74

**Lecturer
Electrical Workmanship L2-L4**
Salary: R140 013.00; NKC/2704/75

**Lecturer X2
Fitting & Turning L2-L4**
Salary: R140 013.00; NKC/2704/76

**Lecturer
Professional Engineering
Practice L2-L4**
Salary: R140 013.00; NKC/2704/77

**Lecturer
Welding L2-L4**
Salary: R140 013.00; NKC/2704/78

**Lecturer
Engineering Technology /
Engineering Graphics & Design**
Salary: R140 013.00; NKC/2704/79

Administration Clerk (SR5)
Salary: R123 738.00; NKC/2704/80

General Assistant X2 (SR2)
Salary: R73 044.00; NKC/2704/81

WATERVAL BOVEN CAMPUS

**Senior Education Specialist
Hospitality / Tourism
NCV & Nated subjects**
Salary: R277 194.00; NKC/2704/82

**Education Specialist
Hospitality & Tourism NCV**
Salary: R232 803.00; NKC/2704/83

**Education Specialist
Student Support Centre**
Salary: R212 106.00; NKC/2704/84

**Lecturer X2
Electrical NCV & N1-N6**
Salary: R140 013.00; NKC/2704/85

**Lecturer
Fitting & Turning /
Mechanotechnics N1-N6**
Salary: R140 013.00; NKC/2704/86

**Lecturer
Engineering Drawing N1-N4**
Salary: R140 013.00; NKC/2704/87

**Lecturer
Mathematical Literacy NCV
L2-L4**
Salary: R140 013.00; NKC/2704/88

**Lecturer
Hospitality NCV L2-L4**
Salary: R140 013.00; NKC/2704/89

TO APPLY:

N.B For full details on the above positions, including minimum requirements, qualifications and experience, visit our website at www.nkangalafet.edu.za

Enquiries: 013 690 1430 – Jacob 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, originally 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 are attaching a CV. Incomplete and/or unsigned applications will not be considered.

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

Closing date: The closing date for the receipt of all applications is 12:00 on Friday 16 May 2014. 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 you do not hear from us within three months after the closing date, they should deem their applications as being unsuccessful.



NKANGALA FET COLLEGE INVITES SUITABLY QUALIFIED AND EXPERIENCED CANDIDATES TO APPLY FOR THE FOLLOWING POSTS:

OFFICE OF THE PRINCIPAL

OFFICE MANAGER

SR9

SALARY: R270 804.00

REF: NKC/2704/01

Competencies and Requirements:

Grade 12 plus a 4 years qualification in administration/project management * A minimum of 5 years relevant experience in administration (project management & management information system will be an added advantage) * Clear understanding of prescripts governing the public sector * Ability to function independently and as a team player * Computer literacy and drivers license.

Duties:

Organize and manage all College Council and sub-committee administrative activities * Organize and manage all Executive Managers Meeting * Manage the office of the CEO * Organize and co-ordinate office operations and procedures in order to ensure organizational efficiency and effectiveness * Manage all Education Management Information System activities.

SENIOR EDUCATION SPECIALIST (EXTENDED LEARNING UNIT)

PL3

SALARY: R277 194.00

REF: NKC/2704/02

Competencies and Requirements:

M+3 Qualification backed by a professional educational qualification * Extensive knowledge of NSDIII * the NQF framework * SETA landscape * Learnership & skills arena * Financial management * The FET mandate * The QCTO & be a registered assessor with a valid drivers license * At least 5 years management experience.

Skills: *Presentation and communication skills * Management and Leadership skills * Negotiation skills * Project management skills * Computer literacy and administration skills * Accredited moderator will serve as an advantages.

Duties: Obtain new rewarding projects for the College * Form beneficial partnership with NGO's and SETA * Coordinate the academic program and budget for learnerships and skills programs * Coordinate internal and external assessments and moderations * Manage the procurement of resources for the ELU * Present skilled and professional presentation to prospective clients * Coordinate the implementation of new accredited programs both from DOE and the SETA's * Accountable for all administrative and operational activities of the unit * Source new customers & partnerships with commerce and industry.

SUB-DIRECTORATE FINANCIAL MANAGEMENT

ASSISTANT DIRECTOR: FINANCE

SR 9

SALARY: R270 804.00

REF: NKC/2704/03

Competencies and Requirements:

* Grade 12 plus 3 years qualification in Finance or equivalent qualification * 3 years experience in management and finance related work * Computer literacy (MS Excel, MS Word) * Good communication skills (verbal & written) * Good understanding of PFMA and other frameworks * Report writing skills * Strong financial and analytical skills * Driver's license

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 PFMA and other legislative frameworks * Identify revenue sources and collect revenue.

SENIOR STATE ACCOUNTANT

SR 8

SALARY: R227 802.00

REF: NKC/2704/04

Competencies and Requirements:

* Grade 12 plus 3 years qualification with Accounting or equivalent qualification * 2 years relevant experience in Financial management * Knowledge of the application of PFMA and other related legislative frameworks* Ability to work under pressure* Computer literacy (MS Excel, MS Word) * Driver's License.

Duties:

* Assist in the preparation of the annual budget for the institution * Update commitment register on a daily basis * Assist with the preparation of monthly expenditure report * Make follow-ups on staff and students debts* Liaise with the Department about the transfers of grant * Any adhoc as directed by the ASD or CFO.

SENIOR PROVISIONING ADMIN OFFICER (LOGISTICS)

SR 8

SALARY: 227 802.00

REF:NKC/ 2704/05

Competencies and Requirements:

An appropriate M+3 qualification with accounting as a passed subject * Ability to perform accurately and methodically under pressure * Verbal and written communication skills * Knowledge of PFMA and other related procurement prescripts * Computer literacy * Driver's license * Relevant experience in the field of procurement administration will be an added advantages.

Duties:

Ensure that infrastructure committee is active * Ensure that maintenance plan is available and updated * Ensure that all buildings and equipment are serviced and maintained * Facilitate the building of new infrastructure * Any adhoc as directed by the ASD or CFO.

PROCUREMENT OFFICER

SR7

SALARY: 183 438.00

REF:NKC/ 2704/06

Competencies and Requirements:

An appropriate M+ 3 with accounting as a passed subject * Ability to perform accurately and methodically under pressure * Verbal and written communication skills * Knowledge of PFMA and other related procurement prescripts * Computer literacy * Driver's license * Relevant experience in the field of procurement administration will be an added advantage.

Duties:

Request of quotations from suppliers * Prepare the advertisement for tenders * Prepare the tender documents * Assist ASD to manage contracts * Any adhoc as directed by the ASD or CFO * Serve as a Secretary to the committees of procurement * Assist ASD on enhancement or development of procurement policies.

PROVISIONING ADMIN CLERK**SR5****SALARY: 123 738.00****REF: NKC/2704/07****Competencies and Requirements**

Grade 12 certificate with accounting as a passed subject * Ability to perform accurately and methodically under pressure * Verbal and written communication skills * Knowledge of PFMA and other related procurement prescripts * Computer literacy * Driver's license * Relevant experience in the field of procurement administration will be an added advantage.

Duties:

Assisting on requesting of quotations * Compile the documentation for approval to purchase * Administer the procurement of goods and services * Maintenance of supplier database * Render secretariat to the bid committees.

RECEPTIONIST (x2)**SR4****SALARY: 103 494.00****REF: NKC/2704/08****Competencies and Requirements:**

Grade 12 certificate * good interpersonal and liason skills * Good organization and verbal communication skills * Professional manner and image * Computer literacy * Relevant experience may be an advantage.

Duties:

Render switchboard, reception and client referral services * Gain knowledge of the Department and the college in order to deal with general queries from the public * Keep records of outgoing private/official calls * Channel calls and messages to appropriate division * Maintain internal telephone directory.

SUB-DIRECTORATE: CORPORATE

ASSISTANT DIRECTOR: MARKETING AND COMMUNICATION SR9

SALARY: R270 804.00

REF: NKC/2704/09

Competencies and Responsibilities:

* Grade 12 plus 4 years qualification in Marketing or equivalent qualification* 3 years relevant experience and management experience * Ability to communicate effectively (verbal and written) * Computer literacy (MS Word, MS Excel, Powerpoint) * Ability to work under pressure * Driver's License.

Duties:

Coordinate the departmental media liaise and monitoring services * Develop and maintain good relation with the media * Plan and coordinate press conference services * Promote departmental programmes and projects * Market FET college services * Render protocol services * Manage FET website services * Manage office resources.

SENIOR PRACTITIONER HRD SR 8

SALARY: R227 807.00

REF:NKC/ 2704/10

Competencies and Requirements:

* Grade 12 plus 3 year qualification in HRD or equivalent qualification * 3 years relevant experience in HRD * Computer literacy * Good understanding of Skills Development Act and other relevant legislative frameworks * Good communication skills (verbal & written) * Driver's license code 8 * SDF qualification will be an added advantage.

Duties:

* Develop and review the College WSP * Liaise with possible service providers * Develop and maintain service providers database * Facilitate skill audit * Compile WSP reports * Liaise with relevant SETA's * Arrange training interventions for staff and facilitate payments to service providers * Handle the performance management systems of the College.

LABOUR RELATION OFFICER

SR 8

SALARY: R227 802.00

REF: NKC/2704/11

Competencies and Requirements:

* Grade 12 plus 3 year Qualification in HR or equivalent qualification with Labour Law and Labour Relations as a subject* 3 years relevant experience in Labour Relations matters * Computer Literacy * Understanding of legislative frameworks i.e. Labour Relations Act, BCEA, EEA and other relevant Acts * Good Human Relations * Negotiation skills * Conflict Resolutions skills * Good communication skills (verbal & written) * Driver's license code 8.

Duties:

* Manage discipline and grievance procedure * Develop and review HR related policies/procedures and guidelines * Train managers and staff on labour relations issues * Liaise and create close working relations with various structures , internal stakeholders and other department.

SENIOR PRACTITIONER WELLNESS, HEALTH AND SAFETY

SR 8

SALARY: R227 802.00

REF:NKC/ 2704/12

Competencies and Requirements:

* Grade 12 plus 3 years qualification in HRM or equivalent qualification * 3 year's relevant experience in matters related to wellness, health & safety * Good understanding of COIDA and other relevant legislative frameworks * Good communication skills (verbal & written) * Computer literacy * Driver's license code 8.

Duties:

* Ensure a safe working environment for personnel and comply with legislation * Develop health and safety strategies and internal policy * Ensure safe installation of equipment * Keep records of incidents and accidents and produce statistics for managers * Handle in-house training for managers and employees about health and safety issues and risks * Carry out regular site inspections to check policies and procedures are being implemented.

PRINCIPAL COMMUNICATION OFFICER

SR8

SALARY: R227 802.00

REF: KNC/2704/13

Competencies and Requirements:

* Grade 12 plus 3 years qualification in Marketing or equivalent qualification* 3 years relevant experience and management experience * Ability to communicate effectively (verbal and written) * Computer literacy (MS Word, MS Excel, Powerpoint) * Ability to work under pressure * Driver's License.

Duties:

Hold exhibitions, road and talk show * Prepare promotional publications and related product * Develop and maintain a college website * liase with the media * Hold gatherings and pronounce announcements and policies * Do research on communication and marketing strategies * Liase with schools and potential students * portray a good image of the college.

INFORMATION TECHNOLOGY (SR8)

SALARY: R227 802.00

REF: NKC/2704/14

Competencies and Requirements:

National Diploma or Degree in information Technology, A+ * 3 year experience * Valid drivers license.

Duties:

Installation and maintenance of network system * Workgroup and domain servers (server 3002) * Maintain personal computers * Hardware and software * Knowledge on the following software will be an advantage * (Microsoft office , window XP pro, Window Vista * Server 2003, Linex, Satellite system (internet, voice over IP) * Pastel Accounting * Data collection and management) * The ability to do programming in a computer language will be an advantage * Hardware and software support on Laptops and Desktop * Instalation od and troubleshooting software issues * Troubleshooting printers * Repairing of pc hardware * troubleshooting network connectivity * Setup and installation of new hardware * Setup and troubleshooting Microsoft office * Setup and troubleshooting of windows 7 and window *Provide 1st line support * proactive maintenance on hardware on software.

**JOB PLACEMENT OFFICER
SR7**

SALARY: R183 438.00

REF:NKC/ 2704/15

Competencies and Requirements:

* Grade 12 and 3 years qualification in HR * 3 years relevant experience and management experience * Ability to communicate effectively (verbal and written) * Computer literacy * High level of organizational and planning skills * Ability to establish systems and procedures * Computer literacy * Driver's License.

Duties:

* Organise work placements and support students in the work placement process * Organise and attend placement visits to monitor the progress of students * Carry out health and safety assessments of work placement settings * Coordinate briefing meetings on a group and individual basis with students and training leaders * Develop and maintain database of appropriate employers and commercial/industrial links * Handle administration concerning placements.

**2 x SECRETARY FOR DEPUTY PRINCIPALS
SR4**

SALARY: R103 494.00

REF: NKC/2704/16

Competencies and Requirements:

*Grade 12 or equivalent certificate with typing as a fully passed subject plus appropriate secretarial experience * Excellent computer skills *Good typing skills *Administrative and organizational skills * Sound interpersonal relations * Language proficiency (both verbal and written) *Ability to work independently.

Duties:

Ensure smooth running of the deputy principal's office *update the diary * Deal with phone calls * Make logistical arrangements for travelling/meetings * Maintain a filing system * manage and type correspondence * Record minutes and draft letters.

LECTURER (PL1)
SALARY:R140 013.00

Competencies and Requirements:

An appropriate recognized REQV 13 qualification or equivalent qualification backed by a professional qualification in Education * In the case of post related to Technical subject, Technical Drawing a professional qualification in Education may not be required, but a Trade Test or appropriate National "N" Diploma or Recognized qualification (REQV13) in the relevant field is required * Knowledge of theory and practice in the relevant field * Sound communication skills * Computer literacy * Valid drivers license * 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 * Attendance records * Performance assessment * Determination of training needs * Discipline and placement * Lecture specific subject on the level required * Ensure quality education and the adherence to College and subject policies * liaise with student, parents and employees.

CN MAHLANGU CAMPUS

NKC/2704/20 - Automotive Repair & Maintenance L2-L4 (Trade Test) Motor diesel/petrol

NKC/2704/21 – Fitting & Turning L2-L4 (Trade Test)

NKC/2704/22 – Life Orientation L2-L4, Office Data Process L2-L4

MIDDELBURG CAMPUS

NKC/2704/30 – Financial Management, Business Management and NCV & Nated

NKC/2704/31 – English & Business Communication (x2)

NKC/2704/32 – Mathematics & Maths Literacy (x3)

NKC/2704/33 – Student Support

NKC/2704/34 – Mechanical (ERD Vocational) NCV (Trade Test)

NKC/2704/35 – Diesel /Motor Mechanical NCV (Trade Test)

NKC/2704/36 – Fitting Workshop (Trade Test)

NKC/2704/37 – Welding Workshop (Trade Test)

MPONDOZANKOMO CAMPUS

NKC/2704/45 – English
NKC/2704/46 – Mathematics NCV
NKC/2704/47 – Engineering Science
NKC/2704/48 – Electrical Instrumentation
NKC/2704/49 – Industrial Electronics
NKC/2704/50 – Electrotechnics
NKC/2704/51 – Computer Aided Drawing

WITBANK CAMPUS

NKC/2704/58 – Electronics Control & Digital Electronics L2-L4
NKC/2704/59 – Life Orientation
NKC/2704/60 – Electrical N1-N6
NKC/2704/61 – Industrial Electronics N1-N6
NKC/2704/62 – Engineering Drawing N1-N6
NKC/2704/63 – Personnel Management and Computer Practice N4-N6

Top of the World

NKC/2704/69 – Fitting & Turning Practical Facilitator L2-L4
NKC/2704/70 – Welding Practical Facilitator L2-L4
NKC/2704/72 – Electronic Control & Digital Electronics Practical Facilitator L2-L4
NKC/2704/73 – Electrical Workmanship L2-L4
NKC/2704/74 – Fitting & Turning L2-L4
NKC/2704/75 – Professional Engineering Practice L2-L4
NKC/2704/76 – Welding L2-L4
NKC/2704/77 – Engineering Technology / Engineering Graphics & Design
NKC/2704/71 – Electrical Practical Facilitator L2- L4

WATERVAL BOVEN CAMPUS

NKC/2704/83 – Electrical NCV & N1-N6
NKC/2704/84 – Fitting & Turning / Mechanotechnics N1-N6
NKC/2704/85 – Engineering Drawing N1- N4
NKC/2704/86 – Mathematical Literacy NCV L2-L4
NKC/2704/87 – Hospitality NCV L2-L4

EDUCATION SPECIALIST (PL2)

SALARY: R232 803.00

Competencies and Requirements:

An appropriate REQV 13 or equivalent qualification * backed by a professional qualification in Education * Plus at least 3 years relevant experience * Extensive knowledge of theory and practice in the relevant field * Sound communication skills * Computer literacy * Valid drivers license * Registration with SACE * A Trade test or appropriate National N Diploma or equivalent recognized qualification in the relevant field may be a recommendation for post related to Technical subjects.

Duties:

Assist student 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.

CN MAHLANGU CAMPUS

NKC/2704/18 – English

NKC/2704/19 – Electrical infrustrure & Construction L2-L4

MIDDELBURG CAMPUS

NKC/2704/27 – Engineering Studies

NKC/2704/29 – Student Support

MPONDOZANKOMO CAMPUS

NKC/2704/42 – Mechanical Trade Test Recommended

NKC/2704/43 – Mathematics NCV

WITBANK CAMPUS

NKC/2704/55 – Mechanical NCV & Nated Subject

TOP of the WORLD TRAINING CENTRE

NKC/2704/68 – Mechanical Subject NCV ERD

NKC/2704/67 – Electrical Subjects NCV EIC

WATERVAL BOVEN CAMPUS

NKC/2704/81 – Hospitality & Tourism NCV

NKC/2704/82 – Student Support Centre

SENIOR EDUCATION SPECIALIST (PL3)

SALARY: R277 194.00

Competencies and Requirements:

An appropriate M+3 or equivalent qualifications , backed by a professional qualification in Education * Plus at least 5 years relevant experience * Credible management experience in the FET environment * Strong interpersonal communication , motivational , negotiation, problem solving skills * well developed leadership, organizational, planning and management skills * sound administration , report writing skills * Computer literacy * Valid drivers license * Registration with SACE * Being a registered assessor and qualified moderator may be a recommendation * Sound knowledge of SAQA legislation.

Duties:

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

CN MAHLANGU CAMPUS

NKC/2704/17 – Engineering

MIDDELBURG CAMPUS

NKC/2704/26 – NCV Engineering Specialist

WITBANK CAMPUS

NKC/2704/53 – Engineering NCV & Report 191

NKC/2704/54 – Office Admin & Hospitality

TOP OF THE WORLD TRAINING CENTRE

NKC/2704/67 – Artisan Training

WATERVAL BOVEN CAMPUS

NKC/2704/80 – Hospitality/Tourism NCV & Nated subjects

INFORMATION TECHNOLOGY (SR8)

SALARY: R227 802.00

Competencies and Requirements:

National Diploma or Degree in information Technology, A+ * 3 year experience * Valid drivers license.

Duties:

Installation and maintenance of network system * Workgroup and domain servers (server 3002) * Maintain personal computers * Hardware and software * Knowledge on the following software will be an advantage * (Microsoft office , window XP pro, Window Vista * Server 2003, Linex, Satellite system (internet, voice over IP) * Pastel Accounting * Data collection and management) * The ability to do programming in a computer language will be an advantage * Hardware and software support on Laptops and Desktop * Instalation od and troubleshooting software issues * Troubleshooting printers * Repairing of pc hardware * troubleshooting network connectivity * Setup and installation of new hardware * Setup and troubleshooting Microsoft office * Setup and troubleshooting of windows 7 and window *Provide 1st line support * proactive maintenance on hardware on software.

NKC/2704/28 – MIDDELBURG CAMPUS

NKC/2704/57 – WITBANK CAMPUS

SENIOR ADMINISTRATION OFFICER (SR8)

Competencies and Requirements:

Grade 12 plus three year diploma/degree in public administration / HR / Finance * A minimum of 3 three year relevant experience in administration * Ability to demonstrate knowledge of prescript in HR, Finance and Supply chain management * The candidate must have integrity, accountability, be proactive, competent communication, articulate, independent thinker and team player.

Duties:

Render general administrative services * Facilitate requisition of goods and services * Facilitate the utilization and maintenance of assets * Oversee all the supply chain activities at the campus * Oversee all the Human Resource activities at the campus * Oversee all the Financial activities of the campus.

NKC/2704/38 – MIDDLEBURG CAMPUS

NKC/2704/57 – WITBANK CAMPUS

NKC/2704/52 – MPONDOZANKOMO CAMPUS

ADMIN CLERK (SR5)

SALARY: R123 738.00

Competencies and Requirements:

Grade 12 certificate * Strong administrative skills * Sound interpersonal relation skills * Good and organization skills * Appropriate verbal and written communication skills * Computer skills * Drivers license.

Duties:

Filing documents * Render administration and control assets * Administration of stores and stock control* Administer general registration and examination matters * Handle registration and examination quarries *

NKC/2704/39 – MIDDELBURG CAMPUS

NKC/2704/65 – WITBANK CAMPUS

NKC/2704/78 – TOP OF THE WORLD

GENERAL ASSISTANT (SR2)

SALARY: R73 044.00

Competencies and Requirements:

No formal qualification is required for this position * appropriate work experience and knowledge with regard to the core duties may serve as a recommendation * Literacy may be added as an advantage * Ability to work in a team and under pressure.

Duties:

Cleaning buildings * Facilities and other institutional structure required* Assist with the loading, unloading, dispatching and stock taking.

NKC/2704/25 – CN MAHLANGU CAMPUS (x2)

NKC/2704/41 – MIDDELBURG CAMPUS

NKC/2704/79 – TOP OF THE WORK (X2)

FOREMAN (SR4)

SALARY:R103 494.00

Competencies and Requirements:

Grade 12 certificate with sufficient care taking and maintenance experience * Verbal and written communication skills * Valid code 10 driver's license * Sound knowledge of gardening * Basic knowledge of electricity, plumbing, carpentry and welding * Good planning and organization skills * Ability to work in a 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.

NKC/2704/24 – CN MAHLANGU CAMPUS

PROVISIONING ADMIN CLERK: STORES (SR5)

SUPPLY CHAIN

SALARY: R115 212.00

Competencies and Requirements:

Grade 12 certificate * Ability to perform accurately and methodically under pressure * Verbal and written communication skills * Knowledge of PFMA and other related procurement prescripts * Computer literacy * Driver's license * Relevant experience in the field of procurement administration will be an added advantages.

Duties:

Perform stock taking * Receive and issuing of stock * Compile inventory report monthly
* Perform assest verification * Manage the movement of assest from on station to another * Update assets register

NKC/2704/23 – CN MAHLANGU CAMPUS**PROVISIONING ADMIN CLERK****SR5****SALARY: 123 738.00****Competencies and Requirements**

Grade 12 certificate with accounting as a passed subject * Ability to perform accurately and methodically under pressure * Verbal and written communication skills * Knowledge of PFMA and other related procurement prescripts * Computer literacy * Driver's license
* Relevant experience in the field of procurement administration will be an added advantage.

Duties:

Assisting on requesting of quotations * Compile the documentation for approval to purchase * Administer the procurement of goods and services * Maintenance of supplier database * Render secretariat to the bid committees.

REF: NK/2704/66 – WITBANK CAMPUS**RECEPTIONIST****SR4****SALARY: 103 494.00****Competencies and Requirements:**

Grade 12 certificate * good interpersonal and liason skills * Good organization and verbal communication skills * Professional manner and image * Computer literacy * Relevant experience may be an advantage.

Duties:

Render switchboard, reception and client referral services * Gain knowledge of the Department and the college in order to deal with general queries from the public * Keep records of outgoing private/official calls * Channel calls and messages to appropriate division * Maintain internal telephone directory.

REF: NK/2704/40 – MIDDELBURG CAMPUS

