



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

SUB-DIRECTORATE: CORPORATE

RECEPTIONIST (SR4)

SALARY: R103 494.00 • REF: NKC/0506/01 • TOP OF THE WORLD

Competencies and Requirements: • Grade 12 certificate • good interpersonal and liaison 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.

SENIOR PRACTITIONER WELLNESS, HEALTH AND SAFETY (SR8)

SALARY: R227 802.00 • REF: NKC/0506/02 • CENTRAL OFFICE

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: NKC/0506/03 • CENTRAL OFFICE

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 • liaise with the media • Hold gatherings and pronounce announcements and policies • Do research on communication and marketing strategies • Liaise with schools and potential students • portray a good image of the college.

JOB PLACEMENT OFFICER (SR8)

SALARY: R183 438.00 • REF: NKC/0506/04 • CENTRAL OFFICE

Competencies and Requirement: • 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.

GENERAL ASSISTANT (SR2)

SALARY: R73 044.00 • REF: NKC/0506/05 • TOP OF THE WORLD

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.

PROVISIONING ADMIN CLERK (SR5)

SALARY: R123 738.00 • REF: NKC/0506/06 • MPONDOZANKOMO CAMPUS

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.

LECTURER (PL1)

SALARY: R140 013.00 • REF: NKC/0506/07 - Automotive Repair & Maintenance L2-L4 (Trade Test) Motor diesel/petrol
• REF: NKC/0506/08 – Fitting & Turning L2-L4 (Trade Test)
• REF: NKC/0506/09 – Mechanical (ERD Vocational) NCV (Trade Test)
• CN MAHLANGU CAMPUS

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.

EDUCATION SPECIALIST (PL2)

SALARY: R232 803.00 • REF: NKC/0506/10 - STUDENT SUPPORT CENTRE – WATERVAAL BOVEN

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.

TO APPLY: Enquiries: 013 690 1430 – DR SP Qwabe

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 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: Dr. SP Qwabe. 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 05 June 2015. 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.