

## **SOUTH WEST GAUTENG TVET COLLEGE**

The following vacancies currently exist at South West Gauteng TVET College, although the employer for staff members employed in these positions, will be the Department of Higher Education and Training.

All positions advertised, are for permanent appointment, **unless indicated otherwise**.

### **CS EDUCATOR POSTS**

#### **SALARY SCALE CAMPUS MANAGER(PL5)-R535 011 (EXCLUDING BENEFITS)**

##### **1. Campus Manager (PL5)-REF: MOL/CM/2022**

#### **Minimum Requirements:**

- Recognized 3-year Degree/Diploma Teachers Qualification and SACE registration, with at least 5 years' management level (PL3).
- A valid driver's licence will be an added advantage.
- Preference will be given to the person with TVET experience.

#### **Duties and Responsibilities:**

- Responsible for general and administration of the campus Academic Curriculum Development.
- Manage the overall operations of the campus and ensure that the campus teaching and learning takes place.
- Manage students' academic performance and that of lectures and administrative staff at the campus.
- Responsible for managing the human resources, finance and infrastructure activities of the campus.
- Responsible for up-liftment of the morale, wellbeing and care of personnel.
- Responsible for effective implementation of DHET policies and to realize the objective of TVET.
- Provide support, guidance and mentorship to all managers of staff under their span of control.
- To coordinate and oversee student activities as well as organize events, often with the help of student support unit.
- To organize the staff induction day, usually three days prior to the students arrival.
- To provide superlative customer care catering to customer's needs.
- To create positive and enthusiastic team spirit and maintain motivation and staff rapport effectively.
- To coordinate cordial and transparent communication between the campuses, client, service providers and Head Office.
- To control the expenses budget, deal with petty cash according to Head Office procedures and maintain accurate accounting records and receipts.

**SALARY SCALE LECTURER (PL1)- R 221 355 (EXCLUDING BENEFITS)**

**SALARY SCALE SENIOR LECTURER (PL2)-R364 599 (EXCLUDING BENEFITS)**

**MOLAPO CAMPUS**

**2. Lecturer PL1 -NCV Vocational Studies**

Engineering Graphics and Design L3- REF: MOL/EGD/ES/2022  
Engineering Systems L2

**3. Lecturer PL1-Report 191**

Strength of Materials and Structures N5 – N6 REF: MOL/SMS/M/PM/2022  
Mechanotechnics N5 – N6  
Power Machines N5 – N6

**ROODEPOORT CAMPUS**

**4. Senior Lecturer PL2-Report 191**

Educare N4 – N6 -REF: RDPT/EDU/SL/2022

**5. Senior Lecturer PL2-NCV Fundamental Studies**

English FAL L2 – L4-REF RDPT/EFAL/SL/2022

**6. Lecturer PL1-Report 191**

Financial Accounting, EBM and CFS N4 – N6-REF RDPT/FA/EBM/CFS/2022

**7. Lecturer PL1-Report 191**

Daycare Communication & Didactics N4 – N6- REF: RDPT/DCD/2022

**ROODEPOORT WEST CAMPUS**

**8. Senior Lecturer PL2-Report 191**

Electrical Engineering N1 – N6-REF: RW/EENG/S2022

**9. Lecturer PL1-NCV Vocational Studies-**

Electronic Control & Digital Electronics L2 – L4 -REF: RW/EC/2022  
Electrical Principles & Practice L2 – L4

**10. Lecturer PL1-NCV Fundamental Studies**

Mathematics L2 – L4-REF: RW/MATHS/2022

**TECHNISA CAMPUS**

**11. Senior Lecturer PL2-NCV Vocational Studies**

Management L2 – L4-REF: TECH/MAN/SL/2022

**12. Lecturer PL1-Report 191**

Tourism N4 – N6-REF: TECH/T/2022

**MINIMUM REQUIREMENTS FOR LECTURING (PL1) POSITIONS**

- Recognized 3 year Degree/Diploma Teachers qualification with majors in the particular field of study.
- Registration with SACE (**South African Council of Educators**).
- In-depth knowledge of the subject.
- Excellent communication in English (written and verbal), organising, planning and administration skills. Ability to monitor students' performance and provide critical feedback in an objective and professional manner.
- Ability to relate to students in a professional manner and to promote a conducive teaching and learning environment.
- A valid driver's license will be an added advantage.

#### **Duties and responsibilities:**

- Assist with recruitment, registration and induction of students
- Facilitate general academic and career development of students
- Prepare lesson plans and lecturer students in compliance with the College Annual Academic Plan, the Campus timetable and the College Quality Management System
- Assess students, maintain assessment records and capture marks electronically in compliance with the College's policies and procedures. Create a conducive classroom environment and ensure efficient classroom management and discipline of student's
- Report to the Senior Lecturer and liaise with the Student Support Officers in providing support interventions to student's
- Distribute textbooks and student packs to students and maintain the necessary records
- Manage and monitor student attendance, and organize job placement and excursions for students.

#### **MINIMUM REQUIREMENTS FOR SENIOR LECTURERS (PL2)**

- Three-year relevant teacher's qualification.
- 3 years relevant experience.
- Registration with SACE (**South African Council of Educators**).
- A valid driver's license will be an added advantage

#### **Main objectives and key functions**

- to engage in learning / facilitating as per workload of the relevant post level and the needs of the college
- mark sheets and records of assessment to assess and record the attainment of learners
- to provide and co-ordinate guidance;

- on the latest development on approaches to the subject or program, methods, techniques, assessment, aids, etc. in the field and effectively convey these to the staff members concerned (including matters related to unit standards, learnerships, the NQF, SAQA and assessment).
- On syllabuses, schemes of work, homework, practical work, remedial work, learner portfolios, learner packs, modules, etc
- To inexperienced or newly appointed staff members
- On the educational wellness of learners in the subject or programme
- to control the work of educators and learners in the subject or programme, test and examination papers as well as memoranda (where applicable), assessment portfolios the administrative responsibilities of staff members
- the budget of the subject or program
- to share in the responsibilities of organizing and conducting extra and co-curricular activities
- to advise regarding the division of work among the staff in the subject or programme
- to participate in agreed educator appraisal processes in order to regularly review professional practice with the aim of improving learning and management
- to advise the skills development facilitator regarding training and development needs of personnel
- to initiate and monitor program development and to jointly set up a personal growth plan for each member of staff he/she are responsible for
- to assist with the planning and management of college stock, text books, learner packs and support material and equipment for the subject or program
- the budget for the subject or programme subject or programme work schemes and policies
- chairperson at senior lecturer meetings, secretary of senior lecturer meetings
- general / administrative of time tabling, learner support, learner counselling, learner job placement, registrations, part-time programs, national examinations and assessment
- to co-operate with colleagues in order to maintain good learning and teaching standard and progress among the learners and to foster administrative efficiency within the subject or programme and the college
- To collaborate and network with educators of other colleges in developing the subject or programme and conducting extra-curricular activities.
- To meet parents and guardians to discuss with them the progress, attendance and conduct of their children
- To participate in subject or programme professional committees, seminars and workshops in order to contribute to and / or update professional views and standards
- Closely advice, assess and moderate all ICASS, CAT and ISAT activities in the department
- To co-operate with further and higher education institutions in relation to learner' records and performance and career opportunities

## **PS/ADMINISTRATIVE POSITIONS**

### **NEW BUSINESS DEVELOPMENT UNIT**

**SALARY SCALE: CHIEF ADMINISTRATION CLERK SL7- R269 214.00 (EXCLUDING BENEFITS)**

**SALARY SCALE: SENIOR ADMINISTRATION CLERK SL5-R181 599.00 (EXCLUDING BENEFITS)**

WBE/WIL Coordinator SL7-REF: **NBDU/WBE/WIL /2022**

#### **Minimum Requirements:**

- Diploma/National N Diploma in Business Management, Marketing Management, Management Assistance, Public Management, Financial Management or equivalent.
- Proven track record in successfully managing the Learning Interventions.
- At least 3-5 year's professional experience in Inter-Institutional relationship management
- Knowledge and experience of the realities of development issues, Donor Institutions and the Non-Profit sector and SETAs.
- A drivers Licence

#### **Duties and Responsibilities**

- Arrange and promote guest lecturing
- Compilation of the WPBL report on a monthly basis
- Be able to arrange the excursion for the learners
- Networking with the Corporate Industries
- Placement of the learners at the workplace
- Be the advocacy to entrepreneurship
- Report to Campus Manager on WBE and Entrepreneurship development on a Monthly basis
- Create a database of the learners who completed their NCV Level 4 and N6
- Assist learners with funding opportunities to start their business
- Be able to create a link between the College and the Industry
- Administration of learnership, WIL, Skills Programmes and Internships
- Administer the SMME's and Entrepreneurship responsibilities
- Recruitment of learnership students and placement
- Coordination learnership induction/ orientation
- Capturing and updating learner data on Performance Report Workbook
- Uploading learners on College MIS
- Assist with the Accreditation document compilation for QCTO and SETA's
- Uploading learners on SETA indicium
- Facilitate learner stipend payments
- Handling provider claims as per set tranche
- Monitoring learner progress in the workplace
- Preparing progress reports for monthly reporting
- Host employer negotiation
- WBE/WIL Placement coordination
- Closure of program report
- Attend SETA Meetings and report to the NBDU Manager

## **Skills and Competencies**

Report writing Skills, Negotiation Skills, Communication Skills and Decision Making Skills

**4IR and Innovation Clerk SL5- REF: NBDU/4IR/2022-(3-year College Council contract appointment)**

## **Minimum Requirements**

- The candidate must have passed Grade 12 certificate or equivalent qualification, Recognised three (3) year National Diploma (NQF Level 6) in Information Technology, Business Administration, Public Management/Administration, or equivalent qualification, Extensive Knowledge in Graphic Design, At least two (2) years appropriate experience at a University or TVET College, A valid Driver's licence and Knowledge of 4<sup>th</sup> Industrial Revolution will be an advantage. A Valid Driver's Licence.

## **Key performance areas**

- Assist campus in the identification of learning intervention such as 4IR and Occupational Programmes
- Consolidation and submission of the 4IR Programme approval to relevant ETQA's.
- Experience and competencies in researching and drafting reports, writing documents for a wide audience and making recommendations to the NBDU Manager for the 4IR programme approval
- Ability to communicate at all levels both verbally and in writing with a high degree of professionalism and sensitivity and strong interpersonal skills including the ability to work flexibly and harmoniously in a team
- Identify the common college 4IR programmes to introduce to the learners and support thereof such as digitalisations, Drones, Robotics, Cybersecurity etc.
- You may at times be required to work at other tasks and areas as directed by NBDU Manager for the benefit of the college
- Rendering administration support services for the establishment of the Fourth Industrial Revolution (4IR) Centre at South West Gauteng TVET College
- Rendering administration support services in the procurement processes for equipment and resources needed.
- Rendering administration support services to source and appoint facilitators, assessors, and moderators.
- Distribution and collections of 4IR learning materials
- Upload of learner information and credits on the NLRD system.
- Compile progress reports for the DHET, College Council, College Management team,
- Research and networking with other HET institutions

## **Job Qualities**

- Able to meet the deadlines and work overtime
- Accuracy, attention to detail and Work under pressure
- Honest, reliable and have good communication skills

## Reporting

- Directly to the New Business Manager, Deputy Principal Academic, Unit Supervisors and Campus Coordinators.

For any further information on the positions advertised, please refer to our website:

**[www.swgc.co.za](http://www.swgc.co.za)**

**APPLICATIONS FOR ADVERTISED POSITIONS MUST BE ACCOMPANIED BY A SIGNED NEW Z83 FORM, CV AND CERTIFIED COPIES OF APPLICANT'S, IDENTITY DOCUMENT, QUALIFICATIONS AND DRIVERS LICENCE WITH A 6 MONTHS CERTIFICATION PERIOD, IN TERMS OF DHET RECRUITMENT AND SELECTION POLICY EFFECTIVE FROM 03 MAY 2022 FOR ALL APPLICATIONS.**

**THE EMPLOYMENT EQUITY PLAN OF THE COLLEGE SHALL INFORM THE EMPLOYMENT DECISION. IT IS THE COLLEGE INTENTION TO PROMOTE EQUITY (RACE, GENDER AND DISABILITY) THROUGH FILLING OF POSTS. CORRESPONDENCE WILL BE LIMITED TO SHORTLISTED CANDIDATES. SHORTLISTED CANDIDATES WILL BE SUBJECTED TO SECURITY SCREENING.THE COLLEGE RESERVES THE RIGHT TO WITHDRAW ANY OF THE METIONED OF THE ADVERTS.**

**Closing date: 13<sup>th</sup> OF JANUARY 2023 13:00**

- **Any applications received after the above-mentioned date will not be considered.**
- **PLEASE NOTE THE SUBMISSIONS OF APPLICATIONS WILL BE FROM THE 04<sup>TH</sup> OF JANUARY 2023.**

Applications for the above positions should be hand delivered or posted to the address below:

The Human Resources Unit  
South West Gauteng TVET College  
1822a Molele Street, cnr Koma Road  
Molapo  
Soweto  
1818

Or

South West Gauteng TVET College  
Human Resource Unit  
Private Bag X33

Tshiawelo  
1818

Any queries regarding the above positions may be directed to Mr. Tebogo Mophaleng,  
Ms. Mmatshupo Santho or Ms. Nqobile Zondi on 010 141 1067/1035/1037