



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



MOTHEO TVET COLLEGE

**APPLICATIONS ARE INVITED FROM SUITABLY QUALIFIED PEOPLE FOR THE FOLLOWING
MOTHEO TVET COLLEGE COUNCIL POSITION: MANAGEMENT POST.**

INSTRUCTIONS TO APPLICANTS: Applications must be submitted on form Z83, obtainable from any Public Service Department and must be accompanied by certified copies of all qualifications (a transcript of results must also be attached), driver's license where indicated, identity document and a complete CV. (Separate application for every vacancy. **Applicants are requested to complete the Z83 form in full and the reference number of the post must be indicated.** Qualification certificates must not be copies of certified copies and certification thereof must not be older than 3 months. Candidates who possess foreign qualifications and /or short course certificates must take it upon themselves to have their qualifications evaluated by the South African Qualification Authority(SAQA), and must attach proof of the level of their qualification, after evaluation. The onus is on the applicant to ensure that their applications are posted or hand delivered timeously as no applications received after the closing date will be considered. No E-mailed or faxed applications will be considered.

**PLEASE FORWARD APPLICATIONS TO: THE PRINCIPAL MOTHEO TVET COLLEGE
C/o ALIWAL & St GEORGES STREETS
PRIVATE BAG X20509
BLOEMFONTEIN
9300
For the attention of Mrs. MM
Suping**

**Closing date for applications is 12 October 2018 at 16h00. (No late applications
will be accepted)**

**APPLICANTS ARE RESPECTFULLY INFORMED THAT IF NO NOTIFICATION OF
APPOINTMENT IS RECEIVED WITHIN 4 MONTHS OF THE CLOSING DATE THEY MUST
ACCEPT THAT THEIR APPLICATIONS WERE UNSUCCESSFUL.**



Central Office
Private Bag X20509
Bloemfontein 9300

Tel: 051-406 9300
Fax: 051-406 9340

Bloemfontein Campus
Private Bag X20542
Bloemfontein 9300

Tel: 051-411 2000
Fax: 051-447 0486

Hillside View Campus
Private Bag X20813
Bloemfontein 9300

Tel: 051-409 3300
Fax: 051-435 7602

Thaba 'Nehu Campus
Private Bag X10
Thaba 'Nehu 9780

Tel: 051-873 5200
Fax: 051-873 2632

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THE FOLLOWING POST IS RE-ADVERTISED AND IS A DEPARTMENTAL POST:

POST : RESTAURANT MANAGER
REFERENCE NO : MOT/CNT/002/RM/2018
SALARY LEVEL : 07
CENTRE : CENTRAL OFFICE
SALARY : R242 475.00pa

MINIMUM JOB REQUIREMENTS:

- Grade 12 plus three years relevant qualification in Hospitality.
- Three years' experience in as a Chef with restaurant exposure/Restaurant Manager.
- Hospitality industry experience required.
- A valid driver's license.

RECOMMENDATIONS:

- Excellent interpersonal skills for handling staff and customers.
- Sound knowledge and insight into the relevant legislation, policies and procedures governing the industry.
- Strong written and oral communication skills for managing business administration and personnel matters.
- Extensive management, administrative and organisational skills.
- Financial management skills.

DUTIES:

- To oversee and manage all areas of the restaurant and make decisions on matters of importance for guest service.
- To training and supervise staff employed at the restaurant.
- To manage the restaurant budget.
- To plan menus and to ensure compliance with licensing, hygiene and health and safety legislations/guidelines.
- To promote and market the restaurant to become self-sustainable.
- To monitor stock levels and to order supplies for all practical class events.
- Handle customer enquiries, complaints and take reservations.
- Liaise with lecturing staff to utilise students in the restaurant for training experience.
- Maybe required to work extended hours due to operational reasons.

ENQUIRIES: Mrs. SE Odendaal
CONTACTS: 051 411 2000