



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, DEPARTMENTAL PERMANENT POSITIONS: MANAGEMENT POSTS

**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 they must not be older than six 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**. You can also E-mailed your applications to the following E-Mail Address [namekan@motheotvet.co.za](mailto:namekan@motheotvet.co.za). **The College has the right to withdraw and/or amend adverts for post(s) and retains the right not to fill the post(s) as determined by the delegated authority.**

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 09 October 2020 at 12h00.  
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.



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MOTHEO TVET COLLEGE

**POST : SENIOR EDUCATION SPECIALIST (ASSISTANT CAMPUS MANAGER):  
STUDENT SUPPORT SERVICES**  
**REFERENCE NO : MOT/DHET/ACM-SSS/TBN/2020**  
**POST LEVEL : 3**  
**CENTRE : THABANCHU CAMPUS**  
**SALARY : R 415,245.00pa**

## MINIMUM POST REQUIREMENTS:

- An appropriate three or four-year National Diploma/B Degree or equivalent, from an accredited institution, which must include teacher training
- 5 years teaching experience
- 3 years' management/supervisory experience plus 3years experience in the TVET sector
- Experience in Student Support Services
- A valid driver's license

## RECOMMENDATIONS:

- In-depth knowledge of legislative framework, CET Act and related legislation
- Extensive experience in the educational environment especially TVET Sector
- Management, Leadership and Administration skills
- A Sound knowledge of transformational issues in the TVET College Sector
- Good collaboration and networking skills
- Computer literacy

## DUTIES:

- Administration of student admissions and registration
- Manage and co-ordinate student placement and tracking
- Administration of student funding
- Manage and co-ordinate the implementation of all sport, art and culture programmes
- Manage the provision of student health and wellness
- Manage the student resource centre
- Ensuring provision of ICT at campus level
- Ensuring management of discipline and labour peace at campus level
- Perform all other relevant functions for the improvement of the College as directed by Executive Management

**ENQUIRIES: MR MNJ SEMPE**  
**CONTACT NO: 051 873 5200**





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MOTHEO TVET COLLEGE

**POST : ASSISTANT CAMPUS MANAGER: CORPORATE SERVICES**  
**REFERENCE NO : MOT/DHET/ACM-CORP/TBN/2020**  
**POST LEVEL : 3**  
**CENTRE : THABANCHU CAMPUS**  
**SALARY : R 415,245.00pa**

#### MINIMUM POST REQUIREMENTS:

- An appropriate 3-year National Diploma/B Degree or equivalent qualifications specialising in Public Administration and/ or Human Resources, coupled with 5years working in any of the fields relevant to corporate services
- 3years managerial experience in corporate services  
3years experience in the TVET sector would be an added advantage
- A valid driver's licence

#### RECOMMENDATIONS:

- In-depth knowledge of legislative framework, CET Act and related legislation
- Sound knowledge of transformational issues in the TVET College sector
- Management, Leadership and Administration skills
- Experience in Finance, Labour Relations, Human Resources Management, Infrastructure, IT and good governance practices relevant to the TVET Sector
- Sound knowledge of supply chain management
- Computer literacy

#### DUTIES:

- Oversee the entire Campus Corporate Services
- Advise and assist the Campus Manager in the execution of duties and responsibilities relevant to Corporate Services
- Manage and lead Human Resources dealing with all corporate issues
- Manage infrastructure projects. (Maintenance and repairs included)
- Assist Campus Manager with financial planning and control of projects
- Provide support to Campus Manager with regard to support and auxiliary services
- Ensuring provision of ICT at campus level
- Ensuring management of discipline and labour peace at campus level
- Perform all other relevant functions for the improvement of the College as directed by the Campus Manager

**ENQUIRIES: MR MNJ SEMPE**  
**CONTACT NO: 051 873 5200**



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MOTHEO TVET COLLEGE

**POST : ASSISTANT CAMPUS MANAGER: CORPORATE SERVICES**  
**REFERENCE NO : MOT/DHET/ACM-CORP/BFN/2020**  
**POST LEVEL : 3**  
**CENTRE : BLOEMFONTEIN CAMPUS**  
**SALARY : R 415,245.00pa**

#### MINIMUM POST REQUIREMENTS:

- An appropriate 3-year National Diploma/B Degree or equivalent qualifications specialising in Public Administration and/ or Human Resources, coupled with 5years working in any of the fields relevant to corporate services
- 3years managerial experience in corporate services  
3years experience in the TVET sector would be an added advantage
- A valid driver's licence

#### RECOMMENDATIONS:

- In-depth knowledge of legislative framework, CET Act and related legislation
- Sound knowledge of transformational issues in the TVET College sector
- Management, Leadership and Administration skills
- Experience in Finance, Labour Relations, Human Resources Management, Infrastructure, IT and good governance practices relevant to the TVET Sector
- Sound knowledge of supply chain management
- Computer literacy

#### DUTIES:

- Oversee the entire Campus Corporate Services
- Advise and assist the Campus Manager in the execution of duties and responsibilities relevant to Corporate Services
- Manage and lead Human Resources dealing with all corporate issues
- Manage infrastructure projects. (maintenance and repairs included)
- Assist Campus Manager with financial planning and control of projects
- Provide support to Campus Manager with regard to support and auxiliary services
- Ensuring provision of ICT at campus level
- Ensuring management of discipline and labour peace at campus level
- Perform all other relevant functions for the improvement of the College as directed by the Campus Manager

**ENQUIRIES: MRS SE ODENDAAL**  
**CONTACT NO: 051 411 2004**



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MOTHEO TVET COLLEGE

**POST** : FACULTY HEAD (SKILLS)  
**REFERENCE NUMBER** : MOT/DHET/HOD-NCV/TBN/2020  
**POST LEVEL** : 03  
**CENTRE** : THABANCHU CAMPUS  
**SALARY NOTCH** : R 415,245.00pa

#### **MINIMUM REQUIREMENTS FOR ALL THESE POSTS:**

- Three years' teachers' qualification and specialisation in the specific subject field and /or trade certificate in Civil /Electrical/Mechanical (Any of the three)
- Computer Literacy
- Five year teaching experience of which two should be at supervisory level
- 3 Years' experience in the TVET sector
- Related industry experience in civil/electrical/mechanical
- A qualified artisan would be an added advantage
- Valid driver's licence

#### **RECOMMENDATIONS:**

- Must be able to work under pressure
- Excellent communication skills
- Must be able to work independently
- Willingness to travel to attend meetings and trainings
- Must be a qualified assessor and Moderator

#### **CORE DUTIES:**

- To assist the campus manager in promoting the education of students in a proper manner
- To be responsible for college curriculum, co-ordinating work and developmental programmes
- To guide and supervise the work and the performance of Senior Lecturers and where necessary, discuss and countersign reports
- To provide professional leadership
- Assist Senior Lecturers with the compilation of the timetables
- To disseminate and encourage the application of good practices in all areas of work
- Maintain discipline among lectures
- To create and maintain sound human relations among colleagues
- Report on monthly basis to the Campus Management on the prescribed format

**ENQUIRIES: MR MNJ SEMPE**  
**CONTACT NO: 051 873 5200**



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MOTHEO TVET COLLEGE

**POST** : **SENIOR LECTURER: MANAGEMENT PRACTICE (NCV)**  
**REFERENCE NUMBER** : **MOT/DHET/SEN-NCV/TBN/2020**  
**POST LEVEL** : **2**  
**CENTRE** : **THABANCHU CAMPUS**  
**SALARY** : **R 328,953.00**

### MINIMUM REQUIREMENTS

- Three years' teachers' qualification and specialisation in the specific subject field
- Computer Literacy
- A three year teaching experience

### RECOMMENDATIONS

- Must be able to work under pressure
- Excellent communication skills
- Must be able to work independently
- Willingness to travel to attend meetings and trainings
- Qualified assessor
- Valid driver's licence

### CORE DUTIES:

- Assist with the registrations of students and students' induction procedures
- Manage and control lecturers in the faculty including regular monitoring as per academic year plan
- Management of leave of lecturers in the faculty
- Planning of lecturer work allocation in the faculty
- Assist the Faculty Head with the compilation of the timetable
- Manage own class attendance records, assessments, tests and year marks and all related duties
- Maintain discipline among students
- Prepare and manage POAs and POEs
- Report on monthly basis to the faculty head on the prescribed format
- Liaise with students and parents

**ENQUIRIES: MR MNJ SEMPE**  
**CONTACT NO: 051 873 5200**



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## LECTURING POSTS

### MINIMUM REQUIREMENTS FOR ALL THESE POSTS:

- Three years' teachers' qualification and specialization in the subject field
- Computer Literacy

**SALARY:**     REQV 13- R211, 731.00pa/REQV 14- R280, 038.00pa

### RECOMMENDATIONS:

- Must be able to work under pressure
- Excellent communication skills
- Must be able to work independently
- Willingness to travel to attend meetings and trainings

### CORE DUTIES:

- Assist with the registrations of students and student's induction procedures
- Planning of classroom work
- Prepare and deliver lectures to students as per work plan
- Manage own class attendance records, assessments, tests and year marks and all related duties
- Maintain discipline among students
- Prepare and manage POAs and POEs
- Report on monthly basis to the Senior Lecturer on the prescribed format
- Liaise with students and parents

**ENQUIRIES: MR MNJ SEMPE**  
**CONTACT NO: 051 873 5200**



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**POST** : LECTURER: ACCOUNTING AND ECONOMICS (NATED)  
**REFERENCE NUMBER** : MOT/DHET/NATED-AE/TBN/2020  
**POST LEVEL** : 1  
**CENTRE** : THABANCHU CAMPUS

:

**POST** : LECTURER: SALES MANAGEMENT (NATED)  
**REFERENCE NUMBER** : MOT/DHET/NATED-SM/TBN/2020  
**POST LEVEL** : 1  
**CENTRE** : THABANCHU CAMPUS

#### MINIMUM REQUIREMENTS FOR THIS POST:

Three years' teachers' qualification or Grade 12 + NTC Certificate, Trade Test or apprenticeship in plumbing plus two-year appropriate industrial experience in plumbing.

**POST** : LECTURER: PLUMBING  
**REFERENCE NUMBER** : MOT/DHET/PLUMB/TBN/2020  
**POST LEVEL** : 1  
**CENTRE** : THABANCHU CAMPUS

**ENQUIRIES: MR MNJ SEMPE**  
**CONTACT NO: 051 873 5200**



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