



# 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:

**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 licence 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 should 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 Mr BE Majoro

Closing date for applications is: 12 May 2017 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.



*"The Gateway to Employability"*



# higher education & training

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA



MOTHEO TVET COLLEGE

**POST : SENIOR EDUCATION SPECIALIST: QUALITY ASSURANCE**  
**REFERENCE NO : MOT/001/CNT/2017**  
**POST LEVEL : 3**  
**CENTRE : CENTRAL OFFICE**  
**SALARY : R367, 773.00 per annum**

## MINIMUM JOB REQUIREMENTS:

- Any relevant B Degree with at least minimum of 3 years
- Must include a qualification as an educator
- Must have worked in a managerial environment for at least 5 years

## RECOMMENDATIONS:

- Extensive experience in the TVET sector
- Ability to engage in strategic planning, research, analytical and report-writing skills,
- Sound knowledge and insight into the relevant legislation, policies and procedures governing the TVET College sector.
- Extensive management, administrative and organisational skills.
- Sound communication skills, facilitation and presentation skills.
- Experience in policy development and experience in the implementation of Quality Management System

## DUTIES:

- Assist the manager in policy development process
- Ensure that there is continuous monitoring of adherence to policies, procedures and quality systems.
- Conduct customer satisfaction survey and reporting
- Maintenance and update of QMS system of the college
- Recording and collating of quarterly M & E reporting to DHET
- Assist with implementation and management of any other projects for example the AAT Project
- Support role in the development of strategic documents of the college
- Conduct regular internal audits regarding the quality management system of college
- Coordinate and implement research work at the college

**Enquiries: Mrs MDM Phutsisi (Principal)**  
**Contact: 051 406 9300**



***"The Gateway to Employability"***



# higher education & training

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA



MOTHEO TVET COLLEGE

**POST** : **CHIEF REGISTRY CLERK**  
**REFERENCE NUMBER** : **MOT/002/CLR/2017**  
**SALARY LEVEL** : **7**  
**CENTRE** : **CENTRAL OFFICE**  
**SALARY** : **R226, 611.00 per annum**

## MINIMUM POST REQUIREMENTS

1. Grade 12 with 5 years' experience in Record management, Record management certificate.
2. A relevant three years Diploma or Degree qualification will be an added advantage.

## RECOMMENDATIONS

- Computer literacy
- Competency in written and verbal communication

## DUTIES:

- Supervising of Registry clerks
- Ensure documents are distributed from one point to another.
- Ensure that the records and files are properly safe guarded.
- Understanding of life-cycle of records within records management continuum.
- Ensure compliances with Records Management Acts and national core standards.
- Training of Registry personnel
- Develop, implement and update file plan of the College
- Perform any related tasks given by the supervisor.

**Enquiries: Mr LJ Thakhube**  
**Contact: 051 406 9335**



*"The Gateway to Employability"*



# higher education & training

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA



MOTHEO TVET COLLEGE

**POST : SECRETARY (COLLEGE COUNCIL – 2 POSTS)**  
**REFERENCE NUMBER : MOT/003/CLR/2017**  
**SALARY LEVEL : 5**  
**CENTRE : CENTRAL OFFICE**  
**SALARY : R152, 862.00 per annum**

## MINIMUM POST REQUIREMENTS

An appropriate degree / National Diploma in Administration/ Communication or equivalent at NQF level 6 or Secretarial qualification

## RECOMMENDATIONS

- Computer literacy
- Competency in written and verbal communication
- Knowledge of secretarial duties

## DUTIES:

- Handle all incoming and outgoing mail on behalf of College Council
- Handle all College Council claims, arrange trips and accommodations.
- Attend to telephonic calls and visitors, establish the nature of the visit and handle accordingly.
- Prepare reports, presentations, letters and other correspondence for the College Council.
- Make follow ups to all enquiries related to College Council issues.
- Arrange Council meetings, workshops and other gatherings as required by Council.
- Take minutes in Council meetings and sub committees
- Safeguarding and keeping of all Council records and documentation.

**Enquiries: Mr LJ Thakhube**  
**Contact: 051 406 9335**



*"The Gateway to Employability"*



# higher education & training

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA



MOTHEO TVET COLLEGE

**POST** : **ADMINISTRATION CLERK**  
**REFERENCE NUMBER** : **MOT/0011/BFN/2017**  
**SALARY LEVEL** : **5**  
**CENTRE** : **BLOEMFONTEIN CAMPUS**  
**SALARY** : **R152, 862.00 per annum**

## MINIMUM POST REQUIREMENTS

Grade 12 plus N6 or National Diploma in Management Assistant or equivalent NQF level 6 qualification.

## RECOMMENDATIONS

- Computer literacy
- Competency in written and verbal communication
- Knowledge of Administrative duties

## DUTIES:

- Handle all incoming and outgoing mail on behalf of the Office of the Campus Manager
- Attend to telephonic calls and visitors, establish the nature of the visit and handle accordingly.
- Prepare reports, presentations, letters and other correspondence for the Campus Manager.
- Make follow ups to all enquiries related to Campus Manager's office.
- Arrange meetings, workshops and other gatherings as required by the Campus Manager.
- Take minutes in meetings held by the Campus Manager

**Enquiries: Ms SE Odendaal**

**Contact: 051 411 2005**



*"The Gateway to Employability"*



# higher education & training

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA



MOTHEO TVET COLLEGE

**POST** : **Career Guidance Officers (4 Posts)**  
**REFERENCE NUMBER** : **MOT/004/CLR/2017**  
**SALARY LEVEL** : **7**  
**CENTRE** : **Thaba Nchu, Bloemfontein, Hillside View, Satellites**  
**SALARY** : **R226, 611.00 per annum**

## MINIMUM POST REQUIREMENTS

Grade 12 plus a recognized 3-year Diploma / Bachelor's Degree in Social Science or Bachelor's Degree in Psychology or an equivalent qualification, including a minimum of 3 years' actual and appropriate experience.

## RECOMMENDATIONS

- Experience working at a TVET College
- Ability to analyse, interpret policies and guidelines to support students on the campus.
- A sound knowledge of Continuing Education and Training Act 16 of 2006 (As Amended). Knowledge of student support framework in a TVET sector.
- Good communication and writing skills.
- Computer literacy skills with specific reference to MS Word, Excel and PowerPoint.
- Ability to work in a team and under pressure.
- Strategic, project, financial and time management skills.
- A valid drivers licence preferably C1 (Code 10)
- Public Drivers Permission (PDP) will be an added advantage

## DUTIES:

- Facilitate and provide counselling to peer and individual students
- Provide students with consultations and references to determine the career paths they are interested in and ways to pursue it.
- Managing students confidential information
- Capability to identify student potential and managing their problems
- Ensure continuous support and implementation of Student Wellness Programmes
- Ability to plan around empowering and equipping students through HEAIDS and conducting activations
- Ability to draw up the activity year plan and preventative programmes
- Creating partnerships and links with Health organizations.
- Plan sessions on healthy living styles; motivational workshops; peer educators;
- Drawing up reports for the College
- Must be willing to work extra hours when required to do so

**Enquiries: Ms MJ Lethole**  
**Contact: 051 406 9307**



**"The Gateway to Employability"**



# higher education & training

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA



MOTHEO TVET COLLEGE

**POST** : **ARTS AND CULTURE OFFICERS**  
**REFERENCE NUMBER** : **MOT/005/CLR/2017**  
**SALARY LEVEL** : **5**  
**CENTRE** : **CENTRAL OFFICE**  
**SALARY** : **R152, 862.00 per annum**

## MINIMUM POST REQUIREMENTS

Grade 12 plus a N6 / NCV Level 4 / National Certificate in Arts and Culture or Diploma or equivalent qualification

## RECOMMENDATIONS

- Should have 1-2 years experience in TVET sector.
- Sound knowledge on Student Support Service Framework; FETC Act of 2006
- Knowledge and understanding of all offerings of College Programmes
- Sound communication; interpersonal and problem solving skills.
- Competency in computer applications on (Excel; PowerPoint, Ms Word).
- A valid drivers licence preferably C1 (Code 10)
- Public Drivers Permission (PDP) will be an added advantage

## DUTIES:

- Ensure that students are empowered with the knowledge on Cultural Heritage of South Africa
- Plan and draw budget for the section in Arts and Culture
- Ability to manage, organize, promote all relevant Cultural events
- Knowledge of all programme offerings in the college
- Arrange College social activities for students on: Choral Choirs, Debating; Public Speaking; Dancing; Plays; Women's day; Youth day; curious culture day; Religious activities and all other related activities as per National Student Support Service Framework
- Conduct community outreach programmes
- Ability to evaluate and write reports to the supervisor
- Must be willing to work extra hours when required to do so

**Enquiries: Ms MJ Lethole**

**Contact: 051 406 9307**



**"The Gateway to Employability"**



# higher education & training

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA



MOTHEO TVET COLLEGE

**POST** : **SPORTS OFFICERS**  
**REFERENCE NUMBER** : **MOT/0012/CLR/2017**  
**SALARY LEVEL** : **5**  
**CENTRE** : **CENTRAL OFFICE**  
**SALARY** : **R152, 862.00 per annum**

## MINIMUM POST REQUIREMENTS

Grade 12 plus a N6 / NCV Level 4 / National Certificate in Sports or Diploma or equivalent qualification

## RECOMMENDATIONS

- Should have 1-2 years experience in TVET sector.
- Sound knowledge on Student Support Service Framework; FETC Act of 2006
- Knowledge and understanding of all offerings of College Programmes
- Sound communication; interpersonal and problem solving skills.
- Competency in computer applications on (Excel; PowerPoint, Ms Word).
- A valid drivers licence preferably C1 (Code 10)
- Public Drivers Permission (PDP) will be an added advantage

## DUTIES:

- Plan and draw budget for the section in Arts and Culture
- Ability to manage, organize, promote all relevant Sports events and balance between sport and Academic
- Managing and taking care of all the equipment
- Arrange College students' participation; inter sports competition and all other related activities as per National Student Support Service Framework
- Know all Programme offerings in the College
- Ability to write reports to the supervisor
- Establishing partnerships with external stakeholders on facilities; Associations in sports and Government Departments
- Organize trainings in sports and First Aid
- Have the ability to conduct Team sport; Individual sport and Traditional games and Sports
- Must be willing to work extra hours when required to do so

**Enquiries: Ms MJ Lethole**  
**Contact: 051 406 9307**



**"The Gateway to Employability"**





# higher education & training

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA



MOTHEO TVET COLLEGE

**POST** : **HUMAN RESOURCE OFFICERS (2 POSTS)**  
**REFERENCE NUMBER** : **MOT/0014/CLR/2017**  
**SALARY LEVEL** : **5**  
**CENTRE** : **CENTRAL OFFICE**  
**SALARY** : **R152, 862.00 per annum**

## MINIMUM POST REQUIREMENTS

Grade 12 plus a N6 in Human Resource Management or Diploma or equivalent qualification

## RECOMMENDATIONS

- Knowledge of PERSAL and HR processes.
- Knowledge and understanding of the legislative framework governing the Public Service
- Good verbal and written communication skills
- Ability to work under pressure
- Competency in computer applications on (Excel; PowerPoint, Ms Word).

## DUTIES:

- Handling of recruitment and selection process
- Appointments, transfers, verification of qualifications, secretariat functions at interviews.
- Address human resource management enquiries to ensure the correct implementation of human resource management practices.
- Handling of leave matters and capturing on the PERSAL system
- Implement and administer human resource administration practices concerning conditions of service benefits.
- Implement and administer performance management at Motheo TVET College.

**Enquiries: Mr LJ Thakhube**  
**Contact: 051 406 9335**



*"The Gateway to Employability"*



# higher education & training

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA



MOTHEO TVET COLLEGE

**POST** : **HEALTH, WELLNESS AND SAFETY OFFICER**  
**REFERENCE NUMBER** : **MOT/0014/CLR/2017**  
**SALARY LEVEL** : **7**  
**CENTRE** : **CENTRAL OFFICE**  
**SALARY** : **R226, 611.00 per annum**

## MINIMUM POST REQUIREMENTS

1. Grade 12 plus Bachelor of Science Degree in Health and Wellness or related field or equivalent qualification.
2. 2 years of experience in healthcare or related industry.

## RECOMMENDATIONS

- Understanding of Public health issues
- Understanding of trends and best practices in the sector
- Strong written and verbal communication skills
- Driver's licence

## DUTIES:

- Responsible for developing, planning, marketing and executing health and wellness initiatives and programmes
- Develop relationships with external brokers, carrier account management and other vendors in order to leverage the medical plan for health and wellness initiatives.
- Responsible for gathering and analysing data to measure success on health and wellness programmes and initiatives.
- Compile comprehensive monthly objectives report on participation, programmes and initiatives.
- Ability in writing reports to the supervisor and make presentations during management meetings.
- Conduct student benefit surveys and focus groups
- Make budget recommendations with regard to Health and Wellness initiatives and programmes.
- Act as a liaison to gather ideas and sponsor events (such as with the Performance Running team, hiking etc)
- Must be willing to work extra hours when required to do so
- A valid drivers licence preferably C1 (Code 10)
- Public Drivers Permission (PDP) will be an added advantage

**Enquiries: Ms MJ Lethole**

**Contact: 051 406 9307**



***"The Gateway to Employability"***



# higher education & training

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA



MOTHEO TVET COLLEGE

<b>POST</b>	:	<b>PLACEMENT ADMINISTRATION OFFICER (2 posts)</b>
<b>REFERENCE NUMBER</b>	:	<b>MOT/009/CLR/2017</b>
<b>SALARY LEVEL</b>	:	<b>5</b>
<b>CENTRE</b>	:	<b>CENTRAL OFFICE</b>
<b>SALARY</b>	:	<b>R152, 862.00 per annum</b>

## MINIMUM POST REQUIREMENTS

A National Senior Certificate (Grade 12) /N6/NCV L4 or equivalent qualification in Management assistant / Marketing & Communication / Human Resources Management and experience in Work Placement environment.

## RECOMMENDATIONS

- Knowledge and understanding of the TVET sector and its student support framework and administrative skills.
- Have extensive knowledge on National Guidelines of Work Integrated Learning, understanding all SETA processes with reference to placement of learners.
- Good communication (verbal and written), negotiation and networking, reporting, presentation and facilitation skills.
- Ability to work under pressure and meet deadlines.
- Advanced computer skills in MS Excel and MS Word and PowerPoint.

## DUTIES:

- Plan and support the work placement process of graduates across the College.
- Organize work placements and support students in the work placement process.
- Conduct placement visits to monitor the progress of students, and deal effectively with any issues/concerns that may arise.
- Ensure the orientation and induction of interns and host employers so that they understand the work placement process, the level of support available and are fully equipped to undertake successful work placement.
- Support the development and maintenance of a database of appropriate host employers and industry links.
- Arranging preparations for Work Readiness workshops and issuing Work Log-books to students.
- Monitor the progress of work placement throughout the college.
- Attend work placement meetings with various stakeholders when necessary.
- Communicate effectively with interns, host employers, SETAs and various stakeholders on the work

**Enquiries: Ms MJ Lethole**  
**Contact: 051 406 9307**



***"The Gateway to Employability"***



# higher education & training

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA



MOTHEO TVET COLLEGE

**POST** : **PLOT MANAGER**  
**REFERENCE NUMBER** : **MOT/0010/PLT32/2017**  
**SALARY LEVEL** : **7**  
**CENTRE** : **Plot 32**  
**SALARY** : **R226, 611.00 per annum**

## MINIMUM POST REQUIREMENTS

Applicants must be in possession of Grade 12 plus a 3-year National Diploma with Horticulture or Plant Production as a major subject.

## RECOMMENDATIONS

- Proven supervisory skills
- Good interpersonal relations, initiative, problem-solving and decision-making qualities
- Computer literacy in MS Office software
- A valid driver's licence

## DUTIES:

- The incumbent will be responsible to manage the day-to-day agricultural activities at the Plot, e.g. propagation of plants, pest management, weed management, soil preparation, production, harvesting, waste management, arrangement of material and facilities, maintenance of plants in the facilities, monitoring plants, etc.
- Liaise with clients and stakeholders.
- Manage natural resources at the Plot.
- Implement new infrastructure projects and maintain existing infrastructure.
- Provide support for research / training purposes.
- Perform administrative and related functions.
- Manage the equipment and farm implements at the Plot.
- Manage an effective administration system with regard to data records, and personnel files.
- Manage personnel with regard to daily activities, performance and discipline.
- Procure goods and services within the financial prescripts and budget.

**Enquiries: Mr MJ Kgasago**  
**Contact: 051 406 9473**



*"The Gateway to Employability"*



# higher education & training

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA



MOTHEO TVET COLLEGE

**POST:** 1 GARDENER AND 1 CLEANER  
**REFERENCE NUMBER:** MOT/009/BOT/2016  
**SALARY LEVEL:** 2  
**CENTRE:** BOTSHABELO SATELLITE  
**SALARY:** R90, 234.00pa Minimum

## POST REQUIREMENTS:

ABET certificate/ Grade 8 or higher

## RECOMMENDATIONS:

- Knowledge of gardening equipment and appliances
- Knowledge of lawn care process.
- Knowledge of the pruning and trimming process and techniques.
- Knowledge of daily maintenance procedures for efficient machine/equipment performance.
- Knowledge of garden maintenance and planting practices.

## RESPONSIBILITIES:

- Ensure the cleanliness of campus grounds.
- Care for established lawns by mulching, aerating, weeding, grubbing, trimming and edging around flower beds, walks and lawns.
- Maintain existing grounds/gardens by caring for sod, plants and trees.
- Maintain and repair tools, equipment and structures such as buildings, fences and benches using hand and power tools.
- Provide proper upkeep of sidewalks, driveways, parking lots etc.
- Gather and remove litter.
- Plant and transplant flowers, trees and lawns.
- Rake and mulch leaves, irrigate plants and lawns.
- Sweeping parking lots, walkways and grounds.
- Landscaping of the whole campus.

**Enquiries: Mr N Mophiring**  
**Contact No: 0737390124**



*"The Gateway to Employability"*



# higher education & training

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA



MOTHEO TVET COLLEGE

**POST:** GARDENER  
**REFERENCE NUMBER:** MOT/0013/HSV/2016  
**SALARY LEVEL:** 2  
**CENTRE:** HILLSIDE VIEW CAMPUS  
**SALARY:** R90, 234.00pa Minimum

## POST REQUIREMENTS:

ABET certificate/ Grade 8 or higher

## RECOMMENDATIONS:

- Knowledge of gardening equipment and appliances
- Knowledge of lawn care process.
- Knowledge of the pruning and trimming process and techniques.
- Knowledge of daily maintenance procedures for efficient machine/equipment performance.
- Knowledge of garden maintenance and planting practices.

## RESPONSIBILITIES:

- Ensure the cleanliness of campus grounds.
- Care for established lawns by mulching, aerating, weeding, grubbing, trimming and edging around flower beds, walks and lawns.
- Maintain existing grounds/gardens by caring for sod, plants and trees.
- Maintain and repair tools, equipment and structures such as buildings, fences and benches using hand and power tools.
- Provide proper upkeep of sidewalks, driveways, parking lots etc.
- Gather and remove litter.
- Plant and transplant flowers, trees and lawns.
- Rake and mulch leaves, irrigate plants and lawns.
- Sweeping parking lots, walkways and grounds.
- Landscaping of the whole campus.

**Enquiries: Mr C McCrae**  
**Contact: 051 409 3300**



*"The Gateway to Employability"*



# higher education & training

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA



MOTHEO TVET COLLEGE

**POST : SENIOR LECTURERS (2 POSTS)**  
**POST LEVEL : 2**  
**SALARY : R308, 877.00pa**

## MINIMUM REQUIREMENTS FOR ALL THESE POSTS:

1. A three year teacher qualification and specialisation in the specific subject field.
2. Computer Literacy.
3. A three year teaching experience

**NB: It will be required from successful candidates to work flexi hours: Mondays - Thursdays 12h00 -20h00 and Fridays: 7h30 -13h00 under adult further studies**

## 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:

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

## THABA CHU CAMPUS:

**FACULTY: ENGINEERING STUDIES**

**Enquiries: Mr BT Madalane**  
**Contact: 051 406 9414**



*"The Gateway to Employability"*



# higher education & training

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA



MOTHEO TVET COLLEGE

**POST** : **LECTURERS (Posts)**  
**POST LEVEL** : **1**  
**SALARY** : **REQV 13- R185, 768.00pa**  
**REQV 14- R245, 700.00pa**

## MINIMUM REQUIREMENTS FOR ALL THESE POSTS:

A three year teacher qualification and specialization in the specific subject field, and must include appropriate training as educator.

**NB: it will be required from successful candidates to work flexi hours: Mondays - Thursdays 12h00 -20h00 and Fridays: 7h30 -13h00 under adult further studies**

## 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.
- Computer Literacy.

## CORE DUTIES:

1. Assist with the registrations of students and students induction procedures.
2. Planning of classroom work.
3. Prepare and deliver lectures to students as per work plan.
4. Manage own class attendance records, assessments, tests and year marks and all related duties.
5. Maintain discipline among students.
6. Prepare and manage POAs and POEs.
7. Report on monthly basis to the Senior Lecturer on the prescribed format.
8. Liaise with students and parents.

## BLOEMFONTEIN CAMPUS

## DISABILITY UNIT

Arts	Ref no.: MOT/BFN/001/2017
Disability Unit	Ref no.: MOT/BFN/002/2017
Arts	Ref no.: MOT/BFN/003/2017
Tourism Operations and Tourism Destinations	Ref no.: MOT/BFN/004/2017

**Enquiries: Ms S Odendaal**  
**Contact: 051 411 2004**



**"The Gateway to Employability"**





# higher education & training

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA



MOTHEO TVET COLLEGE

## HILLSIDEVIEW CAMPUS

<b>NCV: Engineering &amp; Related Design</b> <ul style="list-style-type: none"><li>• Engineering Fundamentals L2</li><li>• Workshop Practice L2</li><li>• Engineering Graphics &amp; Design (CAD) L3</li><li>• Professional Engineering Practice L4</li></ul>	Ref no.: MOT/HSV/001/2017
<b>NCV: Engineering &amp; Related Design</b> <ul style="list-style-type: none"><li>• Engineering Technology L2</li><li>• Fitting &amp; Turning L2, L3 &amp; L4 (Including Practical)</li></ul>	Ref no.: MOT/HSV/002/2017
<b>NATED: Electrical Engineering</b> <ul style="list-style-type: none"><li>• Industrial Electronics N4 - N6</li><li>• Electrotechnics N4 - N6</li></ul>	Ref no.: MOT/HSV/003/2017
<b>NATED: Electrical Engineering</b> <ul style="list-style-type: none"><li>• Industrial Electronics N1 - N4</li><li>• Electrical Trade Theory N1 &amp; N2</li><li>• Electrotechnology N3</li></ul>	Ref no.: MOT/HSV/004/2017
<b>NATED: Mechanical Engineering</b> <ul style="list-style-type: none"><li>• Mechanical Drawing &amp; Design N5 &amp; N6</li><li>• Power Machines N5 &amp; N6</li><li>• Mechanotechnics N4 - N6</li></ul>	Ref no.: MOT/HSV/005/2017
<b>NATED: Mechanical Engineering</b> <ul style="list-style-type: none"><li>• Engineering Drawing N1 - N3</li><li>• Mechanotechnology N3</li><li>• Mechanotechnics N4 - N6</li></ul>	Ref no.: MOT/HSV/006/2017
Qualified Cabinet Maker for the Furniture Making Workshop.	Ref no.: MOT/HSV/007/2017
Qualified Diesel Mechanic for the Automotive Repair Workshop	Ref no.: MOT/HSV/008/2017
Qualified Welder / Boilermaker for the Welding Workshop	Ref no.: MOT/HSV/009/2017

**Enquiries: Mr C McCrae**  
**Contact: 051 409 3300**



**"The Gateway to Employability"**



# higher education & training

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA



MOTHEO TVET COLLEGE

## THABA-NCHU CAMPUS

Management Communication N4 English L2 – L4	Ref no.: MOT/TBN/001/2017
Day Care Communication N5 Child Health N4	Ref no.: MOT/TBN/002/2017
Entrepreneurship N4 – N6	Ref no.: MOT/TBN/003/2017
Introductory Accounting N4 Economics N4 – N5	Ref no.: MOT/TBN/004/2017
Cost Management Accounting N4 – N6 Financial Accounting N4 – N6	Ref no.: MOT/TBN/005/2017
Applied Accounting L2 – L4 Financial Management L2 – L4	Ref no.: MOT/TBN/006/2017
Educare Didactics N4 – N6	Ref no.: MOT/TBN/007/2017
Education N4 Education Psychology N5 – N6	Ref no.: MOT/TBN/008/2017
Bricklayer (Skills)	Ref no.: MOT/TBN/009/2017
Plumbing N1 – N2 Civil & Building Technology N3 Building Drawing N1 – N3	Ref no.: MOT/TBN/0010/2017

**Enquiries: Mr BT Madalane**  
**Contact: 051 406 9414**

## ZASTRON SATELLITE

Computer Practice N4, Personnel Management N4, Personnel Training N5	Ref no.: MOT/ZAS/001/2017
Entrepreneurship & Business Man N4-N6, Introductory Accounting N4, Financial Accounting N4, Economics N4-N5	Ref no.: MOT/ZAS/002/2017

## KOFFIEFONTEIN

Electrical Trade Theory & Industrial electronics	Ref no.: MOT/KOFF/001/2017
---	----------------------------

**Enquiries: Mr BT Madalane**  
**Contact: 051 406 9313**



**"The Gateway to Employability"**