



Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA

INTERNAL MEMORANDUM

MOTHEO TVET COLLEGE



TO: Campus Manager  
Academic Staff Members  
OFFICE: Motheo TVET College

FROM: Mrs SE Odendaal  
OFFICE: Bloemfontein Campus

DATE: 27/08/2020  
TOPIC: Temporary Lecturer  
(Bloemfontein)

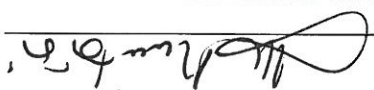
URGENT ATTENTION: X  
ATTENTION:  
REPLY:  
FOR INFORMATION:  
FOR RECORD:

MESSAGE:

SUBSTITUTE: Personnel Management N4 – N6  
Personnel Training N5 – N6  
Management Communication N4

MINIMUM REQUIREMENTS	RECOMMENDATIONS	COMPETENCIES
<ul style="list-style-type: none"> <li>An appropriate N-Diploma/ B-degree or equivalent</li> <li>3 year Qualification in Personnel Management and Personnel Training as major subjects.</li> <li>A teacher's qualification</li> <li>Minimum requirement REQV 13</li> <li>Registration with SACE.</li> </ul>	<ul style="list-style-type: none"> <li>Communication skills</li> <li>Knowledge of teaching administration</li> <li>Excellent Computer Skills</li> <li>Knowledge of TVET College Sector</li> <li>Assessment experience knowledge</li> </ul>	<ul style="list-style-type: none"> <li>Organisational skills</li> <li>Communication skills</li> <li>Good human relation</li> <li>Reliability, loyalty and punctuality</li> </ul>

Please submit your application form (form Z83) fully completed with Curriculum Vitae and certified copies of your qualifications (not older than 6 months) and identify document to: Mrs. MIM Shuping/Mis N Nameka HR, Central Office, Motheo TVET College

Enquiries: Mr. ID Mokwa (051 411 3001)  


CLOSING DATE: 11/09/2020  
 DATE: 07/09/2020

Prof MDM PHUTSISI  
 PRINCIPAL

