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**VACANCIES 1/2021**

The Mthashana TVET College is inviting the interested and suitably qualified individuals to apply for the following permanent posts:-

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| **HEAD OF DEPARTMENT [FIVE (5) POSTS] PL 3**  Starting Salary Notch Code: 244  Starting Salary Notch Value: R414 003 |
| |  |  |  | | --- | --- | --- | | **Description of post** | **Post Reference No.** | **Site where post is located** | | Head of Department – Utility Studies (NCV) (NATED) | MTH/PP/1/2021 | Emandleni Campus | | Head of Department – Business Studies (NCV) (NATED) | MTH/PP/2/2021 | KwaGqikazi Campus | | Head of Department – Business Studies | MTH/PP/3/2021 | Nquthu Campus | | Head of Department – Business Studies | MTH/PP/4/2021 | Vryheid Campus | | Head of Department – Engineering Studies | MTH/PP/5/2021 | Vryheid Campus |   **Requirements:** Relevant 3-year Diploma / Degree or an equivalent qualification, including a professional qualification. 5 years’ experience in Education and/or TVET institution of which at least two years should be at managerial or supervisory level. Knowledge of NCV programmes including assessments, POEs and POAs. Ability to analyse, interpret policies and develop guidelines to support students on campus. Knowledge of examination and assessment policies. Good communication and writing skills. Computer literacy skills with specific reference to MSWord, MS Excel and MS PowerPoint. Ability to work in teams and under pressure. Strategic, project, financial and time management skills. Valid driver’s licence and registration with SACE.  **Duties:** Ensure implementation of the campus curriculum in the specific faculty. Coordinate teaching and learning in the faculty. Manage all academic activities within the faculty including the management of timetable, attendance, monitoring and evaluation. Ensure effective utilisation of resources in the faculty. Provide professional support to lecturing staff and students. Keep the campus manager abreast of all aspects of administration and academic services in the faculty. Prepare and manage plans and reports on all activities in the faculty. Manage and supervise assessment and examination process in the faculty including the timeous processing of all ISAT and ICASS activities and marks. Organise student support activities and registration. Supervise all lecturers within the faculty. |
| **Directions to applicants** |
| Applications must be submitted on the new/current Z83 Form obtainable from any Public Service Department or on the internet [**www.gov.za/documents**](http://www.gov.za/documents) and must be accompanied by a recently updated comprehensive CV with certified copies of qualifications (Including academic records), Identity Document not older than six (6) months including the driver’s licence. If you apply for more than one position, please submit a separate set of these documents in a separate envelope for each application made. It is the responsibility of the applicants to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA); and the evaluation certificate from the South African Qualifications Authority (SAQA) must be attached. Failure to sign the Z83 and submit the requested documents will result in your application not being considered. Correspondence will only be entered into with short-listed applicants. If not contacted within three (3) months of the closing date of this advertisement, please accept that your application was not successful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) and security clearance processes. Applications received after the closing date or faxed and emailed applications, will not be considered. Mthashana TVRT College reserves the right to withdraw and/or amend this advert and retains the right not to fill the above posts. Persons with disabilities are encouraged to apply.  Please forward your applications, quoting the reference number, on an envelope as well, to: The Principal, Mthashana TVET College, Private Bag X9424, Vryheid, 3100 or alternatively hand-deliver and deposit into the Application Box located at Central Office, 266 South Street, Vryheid, 3100. This advert is also available on our College website:[**www.mthashanacollege.co.za**](http://www.mthashanacollege.co.za)**.**  **Enquiries:** Mrs T Venter (034 980 1010)  **Closing date:** 27 September 2021 |