



# higher education & training

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA



*Let the future be known*

## CIRCULAR 03 OF 2021

TO : ALL STAFF  
FROM : HRM&D UNIT  
DATE : 29 January 2021

### **VACANCY RE - ADVERTISEMENT : INTERNAL**

**POST** : **EDUCATION SPECIALIST: ERD AND CIVIL ENGINEERING REF NO 2020/031**  
**SALARY** : **R347 703.00 per annum (PL2) plus benefits (Re- advertisement candidates who applied before are encouraged to re-apply)**  
**CENTRE** : **Esikhawini Campus**  
**REQUIREMENTS** : An appropriate recognized and relevant Bachelor Degree or National Diploma (REQV13) specialising in Engineering & Related Design/Mechanical/Civil Engineering. A recognised professional qualification in Education. Three years teaching experience in a TVET College. Registration with SACE. Valid driving licence. Computer literacy (attach evidence). Been found competent as Assessor and Moderator. Very good knowledge of subject area and work related applications. Good record keeping and administrative skills. Knowledge of SAQA legislation and Health and Safety  
**DUTIES** : To be responsible for offline and online teaching and learning delivery. To assess and evaluate students according to the set standards. Manage and administer programme delivery. To manage and administer teaching and learning activities. Provide student guidance and support on subject related matters and manage behavioural patterns. To be responsible for performance management of the Unit. Co-ordinate subject development programmes that enhance teaching and learning  
**ENQUIRIES** : Ms P. Sibisi Tel. No. (035 902 9500)


### **IMPORTANT INFORMATION**

**APPLICATIONS** : Attention Ms P. Sibisi, uMFOLOZI TVET College, HRM&D Unit, Private Bag X5023, Richards Bay 3900 or alternatively, applications can be hand-delivered to the Central Office, Naboomnek, Arboretum, Richards Bay 3900  
**CLOSING DATE** : **15 February 2021 at 13:00pm.**  
**NOTE** : Applications must be submitted on form Z83 (available at [www.umfolozicollege.co.za](http://www.umfolozicollege.co.za), from schools, colleges and government departments) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z83 and a **Covering Letter** signed with date must be attached. A recent, comprehensive Curriculum Vitae. Certified copies of all original qualifications (Matric Certificate must also be attached) and academic records, your ID Document and valid driver's licence (certification must be within the last 06 months). Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). A separate application must be submitted for each post that you are applying for. Late (received after closing date and time), incomplete, emailed and faxed applications will not be considered. The employer is an equal opportunity affirmative, action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) in the

Department through the filling of this post(s) with a candidate whose appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan. The Employer reserves the right not to make an appointment. Where applicable, candidates will be subjected to a skills test. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and citizen verification; criminal record and financial/asset record checks. Applicants who have not been invited for an interview within 60 days of the closing date should consider their application unsuccessful.

The Campus Managers and Assistant Managers are requested to inform all employees of the content of this circular.

Thank you for your cooperation.

  
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EPL du Toit  
Acting Principal  
UMfolozi TVET College.

Date: 29/1/2019