



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



Let the future be known

CIRCULAR 17 OF 2021

TO : ALL STAFF
FROM : HRM&D UNIT
DATE : 13 July 2021

VACANCY ADVERTISEMENT

Umfolozi Technical and Vocational Education and Training (TVET) College is inviting applications from suitably qualified candidates to fill the following positions: -

- POST** : Facilitator – Centre of Specialization: Millwright Trade
- REF NO** : UMF/022/07/2021
- SALARY** : R302 334.00 – R347 703.00 per annum plus benefits (College Appointment)
- CENTRE** : Richtek Technical Training Centre
- REQUIREMENTS** : A relevant recognised artisan qualification: Millwright. N3 qualification inclusive of two languages or matric/Grade 12 or relevant NQF L4 qualification with a minimum of 3 years' trade related industry experience post trade test. A Relevant Diploma/degree. Certified Facilitator/Assessor/Moderator, with an appropriate ETQA. (Facilitator/Assessor/Moderator and relevant diploma qualification may be obtained after employment) driver's licence (B1) All shortlisted candidates may be expected to participate in an assessment of his/her experience in the above areas
Advantageous: Computer literacy (Microsoft Office Suite) Relevant teaching/training-related experience. A recognised teaching qualification
TECHNICAL SKILLS AND KNOWLEDGE Very good knowledge of subject area and work-related applications within the Millwright trade. Sound experience in the implementation of legislative and regulatory environment including Occupational Health & Safety regulations and requirements. Good verbal and written communication skills, including presentation or lecturing skills and report writing. Computer literacy (Microsoft Office Suite). Good inter supervisory skills and problem solving skills
- DUTIES** : **Teaching and Learning Delivery-** To provide theoretical and practical training applicable to the Millwright trade according to predetermined curriculums and lesson framework. Prepare lessons (lesson plans) and produce materials such as typed notes, diagrams, patterns and any consumables for use in teaching. To ensure availability of training equipment, workshops and related resources in good working condition. To monitor and report on student engagement and responsiveness to teaching activities. To comply with the college and programme quality systems and processes including assessment, moderation and performance records.
Student Assessment and Evaluation - To assess and /or moderate theoretical and practical competencies of apprentices / learners in the programme against predetermined requirements. To ensure that work is set and assessed consistently, in line with different teaching principles and College Assessment policy. To maintain all assessment records of student progress and performance. **Teaching Administration-** To perform administrative and management functions, including preparing and submitting reports to relevant authorities, preparation of training registers, preparing and completion of apprentices / learners files and any other administration required by oversight bodies. To perform regular Health and Safety inspections according to college policies and procedures of the training facilities and equipment.

Subject Development and Marketing of Programmes- To maintain up-to-date knowledge of industry trends in subject area. To participate in occupational courses and contribute subject specific teaching enhancements. **Student Guidance and Support.** To provide advice on occupational related career and qualification options and typical working scenarios. To support apprentices/learners on an individual basis through academic or personal difficulties and liaise with other professionals within the Student Support function as needed.

- ENQUIRIES** : Ms ZH Mngoma Tel No: 035-902 9501
- POST** : Technical Training Centre Supervisor
- REF NO** : UMF/023/07/2021
- SALARY** : R485 463.00 – R491 787.00 per annum plus benefits (College Appointment)
- CENTRE** : Richtek/Alton Technical Training Centre
- REQUIREMENTS** : N3 qualification inclusive of two languages or NCV level 4 or matric/grade 12. A trade tested artisan qualification or engineering diploma /degree or equivalent diploma. Minimum of 3 years' relevant industry experience. Minimum of 2 years proven management/supervisory experience. Certified assessor/moderator with an appropriate ETQA. (Assessor/moderator qualification may be obtained after employment). A valid driver's licence(B1).
Advantageous: Proven computer literacy Relevant teaching/training-related experience. A recognised teaching qualification
TECHNICAL SKILLS AND KNOWLEDGE- Sound knowledge of Electrical and Mechanical Engineering Qualifications. Extensive knowledge of training of artisans in terms of section 26b of the Skills Development Extensive knowledge of academic and practical assessment and moderation procedures Knowledge of College TVETMIS system. Proven report writing and presentation skills Extensive knowledge of QCTO Workplace Approval Policy, Artisan training and Trade Testing Regulations criteria and guidelines, SAQA and DUAL apprenticeship principals
- DUTIES** : **Occupational Programme Management.** Manage appropriate artisan development and other occupational programmes for the unit. Manage the identification of programme gaps, feasibility assessments and introduction of new, responsive programmes. Drive programme quality systems and processes including assessment, moderation and performance records. Manage the identification and procurement/arrangement of student material, equipment and other resource requirements. Manage the reporting on Artisan Development (Learnership/occupational) programme project progress and performance where applicable.
Occupational Programme Delivery and Administration. Manage and oversee the performance and development of unit's facilitators. Ensure the implementation of best practice teaching practices across the unit's programmes (e.g. daily lesson plans/ programme plan). Participate and lead occupational programme related assessment and moderation processes.
Stakeholder Management. Coordinate meetings with all stakeholders, sponsors and clients to provide progress updates. Manage and participate in key customer stakeholder interactions (SETA's, community forums, local business and local government). Establish and maintain a database of key related industries/professional bodies and access regular input from these representatives.
Unit Management Manage job profiles for all posts within the Unit. Conduct performance appraisals with Unit staff and arrange and monitor individual

development Compile the annual Strategic & Operational Plan related to the unit.

Training, Learning and Assessments Monitor the provision of resources to engineering stores, libraries and/or access to ICT facilities appropriate to the programme requirements and advice on these requirements. Monitor and prepare relevant training materials and consumables for each course. Complete all related assessment and moderation administrative records or reports. Maintain all assessment records of student progress and performance.

ENQUIRIES : Ms ZH Mngoma Tel. No. (035) 902 9501

IMPORTANT INFORMATION


APPLICATIONS : To be posted: uMfolozi TVET College, HRM&D Unit, Private Bag X5023, Richards Bay 3900 for attention: Ms. ZH Mngoma OR alternatively, applications can be emailed to Applications@umfolozi.edu.za Applicants should indicate on their email subject the name of the post and reference number of the post they are applying for.

CLOSING DATE : 27 August 2021

NOTE : Applications must be submitted on form New Z83 (available at 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** with date and signature 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) and incomplete 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.



EPL du Toit
Acting Principal
uMfolozi TVET College

Date: 20/07/2021