



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



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IMPORTANT INFORMATION

uMfolozi TVET College – Mandeni Campus Advertisements

APPLICATIONS: Attention : Mr. S Mthembu, applications can be emailed to sicelo.mthembu@umfolozi.edu.za or application can alternatively be hand delivered to Mr. S Mthembu at Address uMfolozi TVET College- Mandeni Campus, HRM & D Unit, End of Anderson Rd, Mandeni, 4490. Applications should indicate on their email subject the name of the post and reference number of the post they are applying for.

CLOSING DATE: 15 February 2022 at 13:00

NOTE: Applications must be submitted on form New Z83 (available at www.umfolozicollege.co.za, form 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. Copies of all original qualifications (Matric Certificate must also be attached) and academic records, your ID Document and valid driver's license. Such copies need not be certified when applying for a post. Communication will be limited to shortlisted candidates. Therefore, only shortlisted candidates will be required to submit certified documents on or before the interview, following communication from the College HRM, 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 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.



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POST : NCV: OFFICE ADMINISTRATION EMERGENCY LECTURER
REF. No. M024/2021

SALARY : R211 098.00 – R279 198.00
(College appointment on contract)

CENTRE : MANDENI CAMPUS

REQUIREMENTS : Any relevant recognised three-year diploma/degree with computer related studies (REQV 13) or relevant.

Advantageous:

- Minimum 1-year relevant teaching /lecturing experience.

Must be able to teach the following Subjects:

- o L2 – L4 Business Practice
- o L2 – L4 Office Practice
- o L2 – L4 Office Data Processing
- o L2 – L4 New Venture Creation
- o L4 Personal Assistant

ENQUIRIES: Mr S Mhembu, Tel. No (035 902 9527)

O. MSWELI
MANDENI CAMPUS
ACTING CAMPUS MANAGER
DATE: 07/02/2022