



CIRCULAR 05 OF 2022

TO : ALL STAFF
FROM : HRM&D UNIT
DATE : 11 February 2022

VACANCY ADVERTISEMENT

- POST** : **EDUCATION SPECIALIST: PRIMARY AGRICULTURE/ FARMING MANAGEMENT**
- REF NO** : **UMF/009/02/2022**
- SALARY** : **R353 979.00 per annum (PL2) plus benefits.**
- CENTRE** : **Eshowe Campus x 1**
- REQUIREMENTS** : **An appropriate recognised and relevant Bachelor Degree or National Diploma (REQV 13). A recognised professional qualification in education. Three years' experience teaching Agricultural Studies/Farming Management at TVET College. Registration with SACE. Valid driving licence. Computer literacy (attach evidence). Been found competent as Assessor or Moderator. Very good work related applications. Good record keeping and administrative skills.**
- 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**
- POST** : **EDUCATION SPECIALIST: BUSINESS STUDIES:**
- SALARY** : **R353 979.00 per annum (PL2) plus benefits.**
- CENTRE** : **Chief Albert Luthuli Campus x 1 – REF NO: UMF/010/02/2022**
- CENTRE** : **Eshowe Campus: Hospitality x 1 – REF NO: UMF/011/02/2022**
- REQUIREMENTS** : **An appropriate recognised and relevant Bachelor Degree or National Diploma (REQV 13). A recognised professional qualification in education. Three years' experience teaching in the relevant field at TVET College. Registration with SACE. Valid driving licence. Computer literacy (attach evidence). Been found competent as Assessor or Moderator. Very good work related applications. Good record keeping and administrative skills**
- 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**

- POST** : **EDUCATION SPECIALIST: ENGINEERING STUDIES**
SALARY : R353 979.00 per annum (PL2) plus benefits.
CENTRE/REF NO : Chief Albert Luthuli Campus x 1 - REF NO: UMF/012/02/2022
Richtek Campus x 1 - REF NO: UMF/013/02/2022
Sundumbili Campus x 1 - REF NO: UMF/014/02/2022
- REQUIREMENTS** : An appropriate recognised and relevant Bachelor Degree or National Diploma (REQV 13). A recognised professional qualification in education. Three years' experience teaching Engineering Studies at TVET College. Registration with SACE. Valid driving licence. Computer literacy (attach evidence). Been found competent as Assessor or Moderator. Very good work related applications. Good record keeping and administrative skills.
- 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
- POST** : **EDUCATION SPECIALIST: ENGINEERING / BUSINESS STUDIES**
SALARY : R353 979.00 per annum (PL2) plus benefits.
CENTRE/REF NO : Richtek Campus x 1 - REF NO: UMF/015/02/2022
- REQUIREMENTS** : An appropriate recognised and relevant Bachelor Degree or National Diploma (REQV 13). A recognised professional qualification in education. Three years' experience teaching Engineering/Business Studies at TVET College. Registration with SACE. Valid driving licence. Computer literacy (attach evidence). Been found competent as Assessor or Moderator. Very good work related applications. Good record keeping and administrative skills.
- 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
- POST** : **EDUCATION SPECIALIST: FUNDAMENTAL STUDIES**
SALARY : R353 979.00 per annum (PL2) plus benefits.
CENTRE/REF NO : Eshowe Campus x 1 - REF NO: UMF/016/02/2022
Esikhawini Campus x 1- REF NO: UMF/017/02/2022
Mandeni Campus x 1 - REF NO: UMF/018/02/2022
Richtek Campus x 1- REF NO: UMF/019/02/2022
- REQUIREMENTS** : An appropriate recognised and relevant Bachelor Degree or National Diploma (REQV 13). A recognised professional qualification in education. Three years teaching experience teaching fundamental subjects at a TVET College. Registration with SACE. Valid driving licence. Computer literacy (attach evidence). Been found competent as Assessor or Moderator. Very good work related applications. Good record keeping and administrative skills.
- 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 ZH Mngoma No. (035) 902 9572

IMPORTANT INFORMATION

APPLICATIONS: Attention Ms ZH Mngoma, 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: 09 March 2022 at 13:00

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. 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 should note this post is college paid and salary Top Ups will not be implemented as results of this appointment. 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: 11/02/2022