



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



Let the future be known

VACANCY ADVERTISEMENT

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

- POST** : **HEAD OF DIVISION: ENGINEERING DEPARTMENT**
- SALARY** : R421 473.00 per annum (PL3) plus benefits (College Paid)
CENTRE : Nkandla Campus (x1)
REF NO : **UMF/004/01/2022** (This is a Re-advertisement candidate who previously applied are encouraged to re-apply)
Email: Applications.nkandla@umfolozi.edu.za
- REQUIREMENTS** : An appropriate recognised 3 years Bachelor Degree / National Diploma or equivalent qualifications (REQV 13) backed by a professional teaching qualification plus 5 years teaching experience in Engineering Studies. Very good knowledge of subject area and work-related applications. Qualified Assessor or Moderator. Registration with SACE. Computer literacy (attach evidence). At least 2 years' experience as a Senior Lecturer will be an added advantage. Good record keeping and administrative skills. A valid driver's licence. In-depth knowledge of the legislative framework, CETA, PSA, LRA, PFMA. Management, leadership and administrative skills. Excellence communication skills: willing to travel to attend meetings.
- DUTIES** : Manage registration of student induction procedure in cooperation with other line manager, planning of lecturer work allocation. Work closely with Campus Management on academic development. Prepare and deliver lecturers to students as per work plan. Manage own class attendance records, assessments, year marks and all related duties. Management of Labour relations matters. Management of performance appraisals of lecturers including annual revision of job descriptions. Responsible for administration of resources within the division. To undertake teaching and learning quality assurance. Co-ordinate curriculum development activities. To be a responsible for performance of the division. Coordinate assessment and moderation activities. Provide students guidance and support on subject related matters and behavioural patterns.
- POST** : **EDUCATION SPECIALIST: BUSINESS STUDIES (x2)**
- SALARY** : R353 979.00 per annum (PL2) plus benefits (PERSAL Paid)
CENTRE : Esikhawini Campus: Transport & Logistics (x1)
REF NO : **UMF/036/06/2022**
Email: Applications.esikhawini@umfolozi.edu.za
- SALARY** : R353 979.00 per annum (PL2) plus benefits (College Paid)
CENTRE : Nkandla Campus: (x1)
REF NO : **UMF/037/06/2022**
Email: Applications.nkandla@umfolozi.edu.za
- 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: FUNDAMENTALS**

SALARY : R353 979.00 per annum (PL2) plus benefits (PERSAL Paid)

CENTRE : Richtek Campus (x1)

REF NO : **UMF/038/06/2022**

Email: Applications.richtek@umfolozi.edu.za

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.

POST : **MATHEMATICS AND SCIENCE LECTURER**

SALARY : R214 908.00 - R284 238.00 per annum (PL1) plus benefits (College Paid)

CENTRE : Bambanani Campus (x1)

REF NO : **UMF/039/06/2022**

Email: Applications.bambanani@umfolozi.edu.za

REQUIREMENTS : A relevant recognised three-year Diploma/Bachelor Degree (REQV 13) inclusive of an appropriate recognised professional qualification. In the case of post related to technical subjects/skills/training a recognised appropriate National N Diploma or equivalent recognised qualification (REQV13) in the relevant field is required or a N3 qualification inclusive of two languages and a trade test in relevant field is required. Conversant with OBE methodologies.

Advantageous: Assessor or Moderator accredited 3-year teaching /training/industry-related experience.

Subject to teach:

- NCV Mathematics L2-L4
- PLP Foundational Physical Science
- PLP Foundational Mathematics

APPLICATIONS : All application should be emailed to the specified email addresses. Applications should be send as one PDF document. No Faxed applications will be accepted. Applications that do not comply with the above specifications will be disqualified.

CLOSING DATE : **11 July 2022 at 13:00**

NOTE : Applications must be submitted on a New Z83 form obtainable from any Public Service department as well as uMfolozi TVET College Official website www.umfolozicollege.co.za (and must be fully completed, dated and 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 qualifications and other relevant documents must not be included on application. Only shortlisted candidates will be required to submit certified copies of qualification and other relevant documents to

College Human Resources Management Administration Unit on or before the day of the interview. Communication will be limited to shortlisted candidates. 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.

ENQUIRIES : Ms ZH Mngoma Tel No: 035-902 9572



BM Jacobs
uMfolozi TVET College: Principal

Date: 21 June 2022