

IKHALA TVET COLLEGE PERMANENT POSITIONS

POST 1 : **CAMPUS MANAGER X2**
SALARY : **PL 5 SALARY NOTCH PLUS BENEFITS**
CENTRE : **ALIWAL NORTH CAMPUS REF NO: AN10/3/20**
: **EZIBELENI CAMPUS REF NO: EE11/3/20**

MINIMUM REQUIREMENTS: Grade 12/NC(V) Level 4 or equivalent, a recognised and relevant 3/4 year Diploma/Degree teaching qualification or a 3 year Degree/Diploma plus professional qualification in Education, seven years teaching experience in a TVET College sector of which three years' minimum experience at management level. Registered with SACE, Computer literacy in MS Office package and a valid driver's licence.

KNOWLEDGE AND SKILLS: Sound knowledge of transformational issues within the TVET sector, experience in managing people, projects, finance, labour relations, human resources management and development and good governance practice relevant to the TVET sector. Sound knowledge and insight of CET Act (Act 16 of 2006), as amended and the relevant pieces of legislation, policies and procedure governing the TVET sector. Extensive management, administration and organisational skills. Good communication skills (verbal and non-verbal). Knowledge/experience of supervision, timetables, staff utilisation, quality assurance systems and examination/assessments.

DUTIES: Management of all academic matters (teaching and learning, examinations, internal assessments, WIL). Create a conducive environment for teaching and learning. Manage and supervise performance of staff. Registration of students at campus level. Oversee students support activities. Manage and maintain campus assets. Maintain and promote stakeholder relations. Management and implementation of budget on campus. Alignment of campus strategic plan with the college strategic plan with particular focus on PQM and Occupational programs. Manage Lecturer Support System and Learning Management System.

POST 2 : **HEAD OF FACULTY (BUSINESS STUDIES X 2 & ENGINEERING STUDIES X1).**
SALARY : **PL 3 SALARY NOTCH PLUS BENEFITS**
CENTRE : **QUEEN NONESI CAMPUS REF NO: QN12/3/20 (BUSINESS STUDIES)**
: **STERKSPRUIT CAMPUS REF NO: SS13/3/20 (BUSINESS STUDIES)**
: **EZIBELENI ENGINEERING CAMPUS REF NO: EE14/3/20 (ENGINEERING STUDIES)**

MINIMUM REQUIREMENTS: Grade 12/NC(V) Level 4 or equivalent, a recognised and relevant 3/4 year Diploma/Degree teaching qualification or a 3 year Degree/Diploma plus professional qualification in Education, five years teaching experience in a TVET College sector of which two years' minimum experience at management level. Registered with SACE, Computer literacy in MS Office package and a valid driver's licence.

KNOWLEDGE AND SKILLS: Sound knowledge of transformational issues within the TVET sector, experience in managing people, projects, finance, labour relations, human resources management and development and good governance practice relevant to the TVET sector. Sound knowledge and insight of CET Act (Act 16 of 2006, as amended) and the relevant pieces of legislation, policies and procedure governing the TVET sector. Extensive management, administration and organisational skills. Good

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communication skills (verbal and non-verbal). Knowledge/experience of supervision, timetables, staff utilisation, quality assurance systems and examination/assessments.

DUTIES: Assist the campus manager with management of all academic matters (teaching and learning, examinations, internal assessments, WIL). Create a conducive environment for teaching and learning. Prepare PoA's and PoE's for internal and external moderation and verification. Monitor the implementation of ICASS and ISAT guidelines and all policies that governs learning delivery and assessments. Provide guidance in the implementation of syllabi, subject and learning outcomes. Manage and supervise performance of lecturing staff. Assist in development of staff training programs, skills training, assessment and moderation. Monitor classroom attendance of lecturers and students. Carry out class visits. Schedule and coordinate staff meetings. Assist in the registration of students at campus level. Coordinate all academic activities within the section including but not limited to the management of timetables, staff and student attendance, staff allocation, ordering of textbooks, monitoring and evaluation of curriculum delivery. Prepare and manage plans and report on all activities in the section including section meetings. Management of Lecturer Support System and Learner Management System.

POST 3 : SENIOR LECTURER: ACCOUNTING, ECONOMICS & FINANCE
SALARY : PL 2 SALARY NOTCH PLUS BENEFITS
CENTRE : QUEENSTOWN CAMPUS REF NO: QN15/3/20

MINIMUM REQUIREMENTS: Grade 12/NC(V) Level 4 or equivalent; An appropriate & relevant Diploma/Degree qualification (REQV 13/14) with Accounting or Finance as a major subject; A professional qualification in Education; Proof of SACE registration; Computer Literacy in MS Office Package. 3 Years teaching experience in the TVET College sector is a requirement. Proof of driver's licence.

POST 4 : SENIOR LECTURER: FUNDAMENTALS X 3
SALARY : PL 2 SALARY NOTCH PLUS BENEFITS
CENTRE : QUEENSTOWN CAMPUS REF NO: QT16/3/20
: ALIWAL NORTH CAMPUS REF NO: AN17/3/20
: EZIBELENI ENGINEERING CAMPUS: EE18/3/20

MINIMUM REQUIREMENTS: Grade 12/NC(V) Level 4 or equivalent; An appropriate & relevant Diploma/Degree qualification (REQV 13/14). A professional qualification in Education; Proof of SACE registration; Computer Literacy in MS Office Package. 3 years teaching experience in the TVET College Sector is a requirement. Proof of driver's licence.

POST 5 : SENIOR LECTURER: PUBLIC MANAGEMENT X 2
SALARY : PL 2 SALARY NOTCH PLUS BENEFITS
CENTRE : STERKSPRUIT CAMPUS REF NO: SS19/3/20
: ALIWAL NORTH CAMPUS REF NO: AN20/3/20

MINIMUM REQUIREMENTS: Grade 12/NC(V) Level 4 or equivalent; An appropriate & relevant Diploma/Degree qualification (REQV 13/14) in Public Management. A professional qualification in Education; Proof of SACE registration; Computer Literacy in MS Office Package. 3 years teaching experience in the TVET College Sector is a requirement. Proof of driver's licence.

POST 6 : SENIOR LECTURER: MANAGEMENT ASSISTANT & OFFICE
ADMINISTRATION
SALARY : PL 2 SALARY NOTCH PLUS BENEFITS
CENTRE : STERKSPRUIT CAMPUS REF NO: SS21/3/20

MINIMUM REQUIREMENTS: Grade 12/NC(V) Level 4 or equivalent; An appropriate & relevant Diploma/Degree qualification (REQV 13/14) in Business Studies; A professional qualification in Education; Proof of SACE registration; Computer Literacy in MS Office Package. 3 years teaching experience in the TVET College Sector is a requirement. Proof of driver's licence.

POST 7 : SENIOR LECTURER: CIVIL ENGINEERING STUDIES
SALARY : PL 2 SALARY NOTCH PLUS BENEFITS
CENTRE : STERKSPRUIT CAMPUS REF NO: SS22/3/20

MINIMUM REQUIREMENTS: Grade 12/NC (V) Level 4 or equivalent; An appropriate & relevant Diploma/Degree qualification (REQV 13/14) in Civil Engineering studies; A professional qualification in Education; Proof of SACE registration; Computer Literacy in MS Office Package. 3 Years teaching experience in the TVET College sector is a requirement. Proof of driver's licence.

POST 8 : SENIOR LECTURER: INFORMATION TECHNOLOGY PRACTICE
SALARY : PL 2 SALARY NOTCH PLUS BENEFITS
CENTRE : QUEENSTOWN CAMPUS REF NO: QT23/3/20

MINIMUM REQUIREMENTS: Grade 12/NC(V) Level 4 or equivalent; An appropriate & relevant Diploma/Degree qualification (REQV 13/14) in Information Technology; A professional qualification in Education; Proof of SACE registration; Computer Literacy in MS Office Package. 3 years teaching experience in the TVET College Sector is a requirement. Proof of driver's licence.

POST 9 : SENIOR LECTURER: TOURISM MANAGEMENT
SALARY : PL 2 SALARY NOTCH PLUS BENEFITS
CENTRE : QUEEN NONESI CAMPUS REF NO: QN24/3/20

MINIMUM REQUIREMENTS: Grade 12/NC(V) Level 4 or equivalent; An appropriate & relevant Diploma/Degree qualification (REQV 13/14) in Tourism Management; A professional qualification in Education; Proof of SACE registration; Computer Literacy in MS Office Package. 3 Years teaching experience in the TVET College sector is a requirement. Proof of driver's licence.

POST 10 : SENIOR LECTURER: AGRICULTURE / FARMING MANAGEMENT
SALARY : PL 2 SALARY NOTCH PLUS BENEFITS
CENTRE : QUEEN NONESI CAMPUS REF NO: QN25/3/20

MINIMUM REQUIREMENTS: Grade 12/NC(V) Level 4 or equivalent; An appropriate & relevant Diploma/Degree qualification (REQV 13/14) in Agriculture/Farming Management; A professional qualification in Education; Proof of SACE registration; Computer Literacy in MS Office Package. 3 Years teaching experience in the TVET College sector is a requirement. Proof of driver's licence.

POST 11 : SENIOR LECTURER: ELECTRICAL ENGINEERING
SALARY : PL 2 SALARY NOTCH PLUS BENEFITS
CENTRE : EZIBELENI ENGINEERING CAMPUS REF NO: EE26/3/20

MINIMUM REQUIREMENTS: Grade 12/NC(V) Level 4 or equivalent; An appropriate & relevant Diploma/Degree qualification (REQV 13/14) in Electrical Engineering; A professional qualification in Education; Proof of SACE registration; Computer Literacy in MS Office Package. 3 Years teaching experience in the TVET College sector is a requirement. Proof of driver's licence.

POST 12 : SENIOR LECTURER: HOSPITALITY, CATERING SERVICES & TOURISM
SALARY : PL 2 SALARY NOTCH PLUS BENEFITS
CENTRE : ALIWAL NORTH CAMPUS REF NO: AN27/3/20

MINIMUM REQUIREMENTS: Grade 12/NC(V) Level 4 or equivalent; An appropriate & relevant Diploma/Degree qualification (REQV 13/14) with Hospitality / Catering Services /Tourism; A professional qualification in Education; Proof of SACE registration; Computer Literacy in MS Office Package. Three years teaching experience in the TVET College Sector is a requirement. Proof of driver's licence.

DUTIES: Lecture subjects in related programmes. Coordinate the administration of students and lecturers within the specified field. Ensure the implementation of the Campus curriculum as required by legislation. Ensure effective and efficient utilization of resources. Coordinate all academic activities within the section including but not limited to the management of timetables, staff and student



attendance, staff allocation, ordering of textbooks and stationery, monitoring and evaluation of curriculum delivery. Provide professional support to lecturing staff and students. Keep the management abreast of all aspects of academic services and administration in the section. Prepare and manage plans and report on all activities in the section including section meetings. Manage and supervise assessment and examination processes in the section including timeous marking of script, development and moderation of question papers and preparation of all ISAT and ICASS activities including the verification of marks. Ensure adherence to policies on attendance and sub-minimum. Liaise with employer for the placement of Students and Lecturers. Manage Lecturer Support System and Learner Management System.

POST 13 : **LECTURER: PUBLIC ADMINISTRATION & MUNICIPAL ADMINISTRATION.**
SALARY : **PL 1 SALARY NOTCH PLUS BENEFITS**
CENTRE : **ALIWAL NORTH CAMPUS. REF NO: AN28/3/20**

MINIMUM REQUIREMENTS: Grade 12/NC(V) Level 4 or equivalent; An appropriate & relevant Diploma/Degree qualification (REQV 13/14) in Public Management/ Administration. A professional qualification in Education; Proof of SACE registration; Computer Literacy in MS Office Package; Teaching experience in the TVET Sector will be an added advantage.

POST 14 : **LECTURER: FOOD & BEVARAGE, NUTRITION & MENU PLANNING,**
SALARY : **PL 1 SALARY NOTCH PLUS BENEFITS**
CENTRE : **ALIWAL NORTH CAMPUS REF NO: AN29/3/20**

MINIMUM REQUIREMENTS: Grade 12/NC(V) Level 4 or equivalent; An appropriate & relevant Diploma/Degree qualification (REQV 13) in Hospitality or Catering Services. A professional qualification in Education; Proof of SACE registration; Computer Literacy in MS Office Package. Teaching experience in the TVET College sector will be an added advantage.

POST 15 : **LECTURER: OFFICE DATA PROCESSING & OFFICE PRACTICE**
SALARY : **PL 1 SALARY NOTCH PLUS BENEFITS**
CENTRE : **ALIWAL NORTH CAMPUS REF NO: AN30/3/20**

MINIMUM REQUIREMENTS: Grade 12/NC(V) Level 4 or equivalent; An appropriate & relevant Diploma/Degree qualification (REQV 13) in Office Management & Technology /Management Assistant; A professional qualification in Education; Proof of SACE registration; Computer Literacy in MS Office Package. Teaching experience in the TVET College sector will be an added advantage.

POST 16 : **LECTURER: BUSINESS PRACTICE & OFFICE PRACTICE**
SALARY : **PL 1 SALARY NOTCH PLUS BENEFITS**
CENTRE : **STERKSPRUIT CAMPUS REF NO: SS31/3/20**

MINIMUM REQUIREMENTS: Grade 12/NC(V) Level 4 or equivalent; An appropriate & relevant Diploma/Degree qualification (REQV 13) in Office Management & Technology /Management Assistant; A professional qualification in Education; Proof of SACE registration; Computer Literacy in MS Office Package. Teaching experience in the TVET College sector will be an added advantage.

POST 17 : **LECTURER: LABOUR RELATIONS & PERSONNEL MANAGEMENT**
SALARY : **PL 1 SALARY NOTCH PLUS BENEFITS**
CENTRE : **QUEENSTOWN CAMPUS REF NO: QT32/3/20**

MINIMUM REQUIREMENTS: Grade 12/NC(V) Level 4 or equivalent; A Diploma/Degree qualification (REQV 13/14) in Human Resource Management, A professional qualification in Education; Computer Literacy in MS Office Package, Proof of SACE registration. Teaching experience in the TVET Sector will be an added advantage.

POST 18 : **LECTURER: LIFE ORIENTATION (SKILLS)**
SALARY : **PL 1 SALARY NOTCH PLUS BENEFITS**
CENTRE : **QUEENSTOWN CAMPUS REF NO: QT33/3/20**

MINIMUM REQUIREMENTS: Grade 12/NC(V) Level 4 or equivalent; An appropriate & relevant Diploma/Degree qualification (REQV 13/14). A professional qualification in Education; Computer Literacy in MS Office Package, Proof of SACE registration. Teaching experience in the TVET Sector will be an added advantage.

POST 19 : **LECTURER: PROJECT MANAGEMENT & BUSINESS PRACTICE**
SALARY : **PL 1 SALARY NOTCH PLUS BENEFITS**
CENTRE : **STERKSPRUIT CAMPUS REF NO: SS34/3/20**

MINIMUM REQUIREMENTS: Grade 12/NC(V) Level 4 or equivalent; An appropriate & relevant Diploma/Degree qualification (REQV 13/14) in Office Administration and Technology with advanced qualification in Project Management. A professional qualification in Education; Proof of SACE registration. Computer Literacy in MS Office Package. Teaching experience in the TVET College sector will be an added advantage.

POST 20 : **LECTURER: MECHANOTECHNICS & ENGINEERING DRAWING**
SALARY : **PL 1 SALARY NOTCH PLUS BENEFITS**
CENTRE : **EZIBELENI ENGINEERING CAMPUS REF NO: EE35/3/20**

MINIMUM REQUIREMENTS: Grade 12/NC(V) Level 4 or equivalent; An appropriate & relevant Diploma/Degree qualification (REQV 13/14) in Mechanical Engineering. Proof of SACE registration. Computer Literacy in MS Office Package. Computer Literacy in MS Office Package Teaching experience in the TVET College sector and Trade Test Certificate will be an added advantage.

POST 21 : **LECTURER: MATHEMATICS**
SALARY : **PL 1 SALARY NOTCH PLUS BENEFITS**
CENTRE : **EZIBELENI ENGINEERING CAMPUS REF NO: EE36/3/20**

MINIMUM REQUIREMENTS: Grade 12/NC(V) Level 4 or equivalent; An appropriate & relevant Diploma/Degree qualification (REQV 13/14) with Mathematics as a major subject. A professional qualification in Education. Proof of SACE registration. Computer Literacy in MS Office Package. Teaching experience in the TVET Sector will be an added advantage.

POST 22 : **LECTURER: ELECTRICAL PRINCIPLES AND PRACTICE & ELECTRICAL CONTROL AND DIGITAL ELECTRONICS**
SALARY : **PL 1 SALARY NOTCH PLUS BENEFITS**
CENTRE : **EZIBELENI ENGINEERING CAMPUS REF NO: EE37/3/20**

MINIMUM REQUIREMENTS: Grade 12/NC(V) Level 4 or equivalent; An appropriate & relevant Diploma/Degree qualification (REQV 13/14) in Electrical Engineering. Proof of SACE registration; Computer Literacy in MS Office. Package. Teaching experience in the TVET College sector and Trade Test Certificate will be an added advantage.

POST 23 : **LECTURER: ENGLISH**
SALARY : **PL 1 SALARY NOTCH PLUS BENEFITS**
CENTRE : **EZIBELENI ENGINEERING CAMPUS REF NO: EE38/3/20**

MINIMUM REQUIREMENTS: Grade 12/NC(V) Level 4 or equivalent; An appropriate & relevant Diploma/Degree qualification (REQV 13/14) with English as a major subject. Be able to teach English, and Life Orientation Theory & Practical. A professional qualification in Education; Proof of SACE registration. Computer Literacy in MS Office Package. Teaching experience in the TVET Sector will be an added advantage.

POST 24 : **LECTURER: BUILDING DRAWING & CARPENTRY AND ROOF WORK**
SALARY : **PL 1 SALARY NOTCH PLUS BENEFITS**
CENTRE : **EZIBELENI ENGINEERING CAMPUS REF NO: EE39/3/20**



MINIMUM REQUIREMENTS: Grade 12/NC(V) Level 4 or equivalent; An appropriate & relevant Diploma/Degree qualification (REQV 13/14) in Civil Engineering. Proof of SACE registration; Computer Literacy in MS Office Package. Teaching experience in the TVET College sector and Trade Test Certificate will be an added advantage.

POST 25 : **LECTURER: TOURIST DESTINATIONS & TRAVEL OFFICE PROCEDURES**
SALARY : **PL 1 SALARY NOTCH PLUS BENEFITS**
CENTRE : **QUEEN NONESI CAMPUS REF NO: QN40/3/20**

MINIMUM REQUIREMENTS: Grade 12/NC(V) Level 4 or equivalent; An appropriate & relevant Diploma/Degree qualification (REQV 13/14) in Tourism Management. A professional qualification in Education. Proof of SACE registration; Computer Literacy in MS Office Package. Teaching experience in the TVET College sector will be an added advantage.

DUTIES: To prepare and engage in class teaching; To plan, coordinate, control, administer; evaluate and report on students' academic progress; To create and maintain conducive classroom environment that stimulates positive learning and activity engage students learning process; To ensure efficient classroom management and discipline of students; To set, pre-moderate, administer, mark, post-moderate, consult and capture marks for students on assessments and examinations; To manage and monitor students attendance register, To organise job placement and excursions for students; To participate on lecturers placement; To assist with registration and induction of students; To teach NC(V) and Nated; To distribute learning materials to students; To upload learning content in the Student Portal

POST 26 : **CAREER GUIDANCE OFFICER X2**
SALARY : **R257 508.00 PER ANNUM PLUS BENEFITS (SL7)**
CENTRE : **QUEEN NONESI CAMPUS REF NO: QN41/3/20**
: **ALIWAL NORTH CAMPUS REF NO: AN42/3/20**

MINIMUM REQUIREMENTS: Grade 12 or equivalent NQF level 4 qualification. An appropriate & relevant 3/4-year Degree in Psychology/Social Work. Registration with relevant Council. A proof of valid driver's license. A minimum of one-year relevant experience.

COMPETENCIES: Knowledge on the relevant legislation/policies/prescripts and procedures. Computer literacy in MS Office Package. Understanding and knowledge of the TVET sector.

DUTIES: Registration and enrolment support. Students counselling and referrals. Students career guidance support. Coordinate student wellness programmes. Facilitate outreach programme for students. Assist with student's events organization and administration. Assist with placement of students.

POST 27 : **PERSONAL ASSISTANT TO THE PRINCIPAL**
SALARY : **R 257 508.00 PER ANNUM PLUS BENEFITS (SL7)**
CENTRE : **ADMIN CENTRE REF NO: AC43/3/20**

MINIMUM REQUIREMENTS: Grade 12 or equivalent NQF level 4 qualification. An appropriate & relevant National Diploma/Degree (REQV 13/14) in Secretarial; Office Administration; Office Management & Technology or Management Assistant. Minimum of 3 years' experience as Personal assistant or Secretary. A valid drivers' license.

COMPETENCIES: Knowledge on the relevant legislation/policies/prescripts and procedures. Computer literacy in MS Office Package is essential. Good communication skills – both verbal and written, have good interpersonal skills, work independently and as a team member. Ability to work under pressure.

DUTIES: Provide Secretarial/Administrative support service to the College Principal. Receive telephone calls in an environment where, in addition to the calls for the College Principal, discretion is required to decide to whom the call should be forwarded. In the process the job incumbent should finalize some enquiries. Operate and ensures that office equipment, e.g fax machines and photocopiers are in good working order. Respond to enquiries received from internal and external stakeholders. Provide support to the College Principal regarding meetings. Manage daily diary of the College Principal. Collect and

compile all necessary documents for the College Principal to inform him on the contents. Record minutes/decisions and communicate to relevant role-players, follow-up on progress made.

POST 28 : **SUPPLY CHAIN CLERK X2**
SALARY : **R 173 703 .00. PER ANNUM PLUS BENEFITS (SL5)**
CENTRE : **ADMIN CENTRE REF NO: AC44/3/20**

MINIMUM REQUIREMENTS: Grade 12 or equivalent NQF level 4 qualification.

The following will serve as an added advantage: Degree/Diploma in Supply Chain management, Business Management or Public Administration. Knowledge of operating system IQUAL, COLTECH and DMS asset management System.

COMPETENCIES: Knowledge of SCM processes, knowledge of procurement policies and tender procedure, knowledge of orders, payments and posting. Interpersonal skills, people orientated ability to work under pressure. Understand advance concepts. Computer literacy in MS Office Package.

KEY PERFORMANCE AREAS: Compile and maintain records, asset registers and database. Check and issue furniture, equipment and accessories to components and individuals, identify redundant, non-service and obsolete for disposal, verify asset register. Capture request for goods and services on IQUAL system, oversee COLTECH process regarding stock, capture requests for goods and services, obtain quotations, place orders with suppliers, update and maintain supplier database. Provide administrative support with payment for good and services, authorize orders and payments and requests. Provide secretariat or logistical support during the bid consideration and contracts conclusion process.

POST 29 : **SECRETARY TO DEPUTY PRINCIPAL: CORPORATE SERVICES**
SALARY : **R 173 703 .00. PER ANNUM PLUS BENEFITS (SL5)**
CENTRE : **ADMIN CENTRE REF NO: AC45/3/20**

MINIMUM REQUIREMENTS: Grade 12 or equivalent NQF level 4 qualification.

The following will serve as an added advantage: Degree/Diploma in Office Administration; Office Management & Technology or Management Assistant. Computer Literacy in MS Office Package, a minimum of 0-3-years' experience in Typing and Secretariat.

COMPETENCIES: Good communication skills – both verbal and written, have good interpersonal skills, work independently and as a team member. Ability to work under pressure.

DUTIES: Render effective and efficient secretarial services to Deputy Principal: Corporate Services. Type and file a variety of documents such as agendas, minutes, memos, letters and reports. Handle and maintain daily correspondence, control incoming and outgoing calls. Arrange meetings, appointments, flights, accommodation, transport, parking etc. Requisition and stock stationery and forms of the office. Liaise with other sections/ Campuses and external stakeholders. Manage daily diary of the Deputy Principal: Corporate Services. Perform any other duties assigned to.

POST 30 : **CLEANER**
SALARY : **R102 534.00 PER ANNUM PLUS BENEFITS (SL 2)**
CENTRE : **EZIBELNI ENGINEERING CAMPUS REF NO: EE46/3/20**

MINIMUM REQUIREMENTS: Applicants must be in a possession of an ABET Certificate or Grade 10. Minimum of 1-year experience in cleaning.

COMPETENCIES: Ability to read and write. Basic literacy and numeracy skills. The ability to do physical tasks, operate heavy duty cleaning and household equipment.

DUTIES: Maintaining of a high level of hygiene in and around the workplace with the cleaning of the College premises assigned to, which may include either or both inner and outer parameters, performing tasks of a routine nature, such as dusting Polish furniture and floors Vacuum carpets and mopping of tile floors, Empty dustbins around offices/Classrooms. Perform maintenance tasks in and around the assigned premises, clean bathrooms and kitchens.

POST 31 : GROUNDSMAN
SALARY : R102 534.00 PER ANNUM PLUS BENEFITS (SL 2)
CENTRE : EZIBELENI CAMPUS REF NO: EE47/3/20

REQUIREMENTS: Applicants must be in a possession of an ABET Certificate or Grade 10. Minimum of 1-year experience in cleaning.

COMPETENCIES: Ability to read and write. Basic literacy and numeracy skills. Ability to operate electrical equipment e.g lawnmowers. The ability to do physical tasks, operate heavy duty cleaning and household equipment.

DUTIES: Cleaning the College building and maintaining grounds. Provide proper maintenance of sideways, driveways, parking lots and other grounds features, assist in emptying dust beans around the College premises. Report broken cleaning machines. Loading and unloading of goods. Garden maintenance services; Washing and cleaning of College vehicles and utensils

Applications must be sent to the following address:

POSTAL ADDRESS: Human Resources Department; Ikhala TVET College; Private Bag X7110; QUEENSTOWN; 5320.

HAND DELIVERY ADDRESS: Ikhala TVET College; Admin Centre; Human Resources Department; Zone D; Gwadana Drive; EZIBELENI; 5326.

Or

Email Address: recruitment@ikhala.edu.za

For enquiries: S Makapela: 047 873 8893 or B. Xakeka 047 873 8855

CLOSING DATE: 13 November 2020 @ 12H00 am

TO APPLY: Applications must be submitted on a completed and signed Z83 form, detailed CV, certified copy of Identity Document and certified copies of all academic qualifications and academic records. Persons in possession of foreign qualifications **MUST** submit an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit the requested documents will result in the application not being considered.

All candidates who will be appointed for PL 1 Engineering positions will be required to complete professional teaching qualification within a period of 36 months.

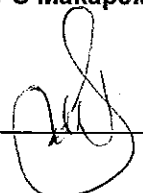
Faxed and late applications will not be accepted. Applicants who have not been informed about the outcome of their applications within two months after the closing date may regard their application as being unsuccessful.

Ikhala TVET College is an equal opportunity employer and reserves the right not to appoint. People with disabilities and coloured females are encouraged to apply.

Compiled by B.A Xakeka (HR Clerk)

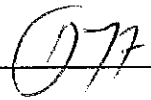
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Checked by S Makapela (HR Practitioner: HRA)

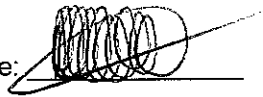
Signature:  Date: 28/10/2020



Recommended by S. Damana (ASD: HRM & A)

Signature:  Date: 28/10/2020

Approved by L. Malindi (DP: CORPORATE SERVICES)

Signature:  Date: 28/10/2020

Authorised by X.B. Phike (College Principal)

Signature:  Date: 28/10/2020