



ACADEMIC AND NON ACADEMIC POSTS

Ingwe TVET College is an Affirmative Action employer. Whites, Coloured, Indians males and females and people with disability are encouraged to apply. Ingwe TVET College reserves the right not to make appointments for these posts. Applications are invited from suitably qualified and experienced person(s) for the following posts:

SENIOR REGISTRATION OFFICER SALARY NOTCH: R359 517 – SL 8 REF NO: INGWE/06/01

Requirements

- An appropriate Degree or Diploma in Business Administration/Public Management Administration (NQF Level 6)
- Minimum of five (5) years relevant experience in the TVET environment and minimum of two (2) years supervisory experience
- Must have a valid driver's license
- Good verbal and written communication skills, presentation, and report writing-skills
- Knowledge of the Public legislative framework
- Knowledge and understanding of the College system, TVETMIS and ITS system.
- Knowledge of the registration processes
- Advanced Computer skills
- Ability to work under pressure and independently.

Competencies:

- Good listening and writing skills, good interpersonal relations, and customer orientation.
- Organizing and planning skills

Responsibilities

- Ensure the overall supervision and coordination of student registration at all Campus.
- Supervision and coordination of career counselling and career exhibitions services
- Supervision and coordination of guidance and testing of students, with regards to the choice and replacement within programmes at all Campus
- Supervision and maintenance of database of students enrolled within programmes at all Campus.
- Supervision and administration of learning materials
- Supervision and coordination of registration records.
- Supervision of human, physical and financial resources render staff supervision/Management.
- Ensure completion of performance agreements by all employees in the unit.

HR CLERK: ADMIN CENTRE SALARY NOTCH: R202 233 – SL 5 REF NO: INGWE/06/02

Requirements

- Matric/NCV Level 4
- N6 Certificate in Human Resource Management/Public Management
- National N Diploma will be an added advantage.
- Must be Computer Literacy.
- Excellent administrative skills, Communication skills (both written and verbal)
- Knowledge of Payrolls system would be an added advantage.
- Knowledge of PERSAL will be an added advantage.
- One (1) year experience in Human Resources Management

Competencies:

- Good listening and writing skills, good interpersonal relations, and customer orientation.
- Organizing and planning skills and basic Financial Management will be an added advantage.
- Attention to detail knowledge of the Further & Higher Education System, professional discreet with confidentiality. Assertive, good organizer with sound judgement and decision- making skills and able to work under pressure.

Responsibilities

- Assist on compiling Adverts, Recruitment and Selection process (serve as secretary on Shortlisting Interviews)
- Assist on opening employee personal files.
- Assist on processing Salary adjustments, Housing allowance and Payrolls administration.
- Assist on doing Terminations on PERSAL system through death, Resignation and Retirements
- Assist on Transfers

HR CLERK: NGQUNGQUSHE CAMPUS SALARY NOTCH: R202 233 – SL 5 REF NO: INGWE/06/03

Requirements

- Matric/NCV Level 4
- N6 Certificate in Human Resource Management/Public Management
- National N Diploma will be an added advantage.
- Must be Computer Literacy.
- Excellent administrative skills, Communication skills (both written and verbal)
- Knowledge of Payrolls system will be an added advantage.
- Knowledge of PERSAL will be an added advantage.
- One (1) year experience in Human Resources Management

Competencies:

- Good listening and writing skills, good interpersonal relations, and customer orientation.
- Organizing and planning skills and basic Financial Management will be an added advantage.
- Attention to detail knowledge of the Further & Higher Education System, professional discreet with confidentiality. Assertive, good organizer with sound judgement and decision- making skills and able to work under pressure.

Responsibilities

- Assist on Compiling adverts, Recruitment and Selection Process (serve as secretary on Shortlisting Interviews)
- Assist on coordinating PMDS and IQMS
- Assist on service benefits, Housing allowances and Leave Management
- Assist on doing Termination through death, resignation, and retirement.

SECRETARY TO THE COLLEGE COUNCIL SALARY NOTCH: R202 233 – SL 5 (5 MONTHS FIXED TERM CONTRACT) REF NO: INGWE/06/04

Requirements

- Diploma in Public Management or Office Management or equivalent qualification
- Certificate in Advanced Computer skills (proficiency in MS Office, Excel, PowerPoint)
- Minimum of three (3) years in a company or council secretarial function of similar role and function
- Must have a valid driver's license.

Competencies:

- Good listening and writing skills, good interpersonal relations, and customer orientation.
- Organizing and planning skills and basic Financial Management will be an added advantage.
- Attention to detail knowledge of the Further & Higher Education System, professional discreet with confidentiality. Assertive, good organizer with sound judgement and decision- making skills and able to work under pressure.

Responsibilities

- Schedule College Council meetings and arrange meeting venues & all logistics.
- Align agendas for and take minutes of Council and Council Subcommittee
- Providing secretarial functions for the Council and its Committees
- Compile Council presentations and reports when needed.
- Conduct research on various topics as may be required by Senior Management or College Council
- General maintenance of the office/ office administration
- Attending routine office correspondence
- Ensuring that all stakeholders are notified on time about meetings, news and notices emanating from the College Council.
- Arranging and organizing meetings as directed by the Council.
- Liaising with the DHET Regional Office and Head office when need be.
- Calling for reports, including budget reports, quarterly performance reports, Annual performance report and matters pending
- Dealing with telephone calls, and attending to office visitors
- Ensuring effective and efficient communication within the College as well as with other stakeholders

HANDYMAN: SITETO CAMPUS SALARY NOTCH: R147 036 – SL 3 REF NO: INGWE/06/05

Requirements

- Grade 12/NCV Level 4
- One year experience
- Must have Plumbing/Carpentry certificate.
- Must have a driver's license.

Competencies:

- Good listening and writing skills, good interpersonal relations.

Responsibilities

- Carry out Carpentry by fixing furniture, roofs, and ceilings.
- Monitor repairs on electricity.
- Install, repair, and maintain complete plumbing system and appliances.
- Conduct regular inspections on buildings and other facilities.
- Identify any machinery faults, health, safety and environmental system hazards and report with recommendations.
- Place order for relevant repairs and installation.
- Coordinating health and safety committee in the Campus
- Liaising with suppliers and constructors for the new structure and major maintenance
- Making contributions in health, safety, and environmental system in the workplace
- Maintenance of office equipment and furniture
- Repair broken furniture and equipment
- Safekeeping of maintenance

PL 2 SENIOR LECTURER ELECTRICAL ENGINEERING: SITETO CAMPUS SALARY NOTCH: R 3940 032 (Permanent) REF NO: INGWE/06/06

Requirements

- Matric/NCV Level 4
- National Diploma/Degree in Electrical Engineering, must have a recognized teacher's qualification.
- Trade test Certificate will be an added advantage.
- Two (2) years' experience in TVET Sector
- Sace registration
- Able to teach Electrical systems and construction L2-L3, Electrical principles and practice L3-L4, Electrical Control and digital electronics L3-L4.
- Must have a valid driver's license.
- Assessor /Moderator qualification will be an added advantage.

PL 2 SENIOR LECTURER ENGINEERING STUDIES: MOUNT FRERE CAMPUS SALARY NOTCH: R3940 032 (Permanent) REF NO: INGWE/06/07

Requirements

- Matric/NCV Level 4
- A recognized Diploma/ Degree in Mechanical Engineering, must have a recognized teacher's qualification.
- A recognized Teachers qualification
- Three (3) years teaching experience in TVET Sector
- Able to teach Monitor Trade theory and Power Machines
- Must have Trade test certificate.
- Must have Sace and Valid driver's License.
- Assessor and Moderator Certificate will be an added advantage

PL 1 LECTURER CIVIL ENGINEERING: NGQUNGQUSHE CAMPUS SALARY NOTCH: R244 884 (Permanent) REF NO: INGWE/06/08

Requirements

- Matric/NCV Level 4
- A recognized Diploma/ Relevant Degree in Civil Engineering
- Assessor and Moderator certificate will be an added advantage.
- One (1) year teaching experience in TVET Sector
- Sace certificate
- Trade test Certificate
- Able to teach Construction Planning L2-L4, plant and equipment L2-L3

PL1 LECTURER CIVIL ENGINEERING: NGQUNGQUSHE CAMPUS SALARY NOTCH: R244 884 (Permanent) REF NO: INGWE/06/09

Requirements

- Matric/NCV Level 4
- A recognized Diploma / Relevant Degree in Civil Engineering
- Assessor and Moderator certificate will be an added advantage.
- One (1) year teaching experience in TVET Sector
- SACE Certificate
- Trade test Certificate
- Able to teach Materials L2 and Construction planning L2-L4
- Able to teach Construction Planning L2-L4
- Plant and Equipment L2-L3

PL1 LECTURER PUBLIC MANAGEMENT: MOUNT FLETCHER CAMPUS SALARY NOTCH: R 244 884 (Permanent) REF NO: INGWE/06/10

Requirements

- Matric/NCV Level 4
- A recognized National Diploma/ Degree in Public Management
- Must be Computer literate.
- S ACE Certificate
- Assessor and Moderator certificate will be an added advantage.
- Able to teach Public Management N4-N6, Management Communication N4

PL1 LECTURER ENGINEERING STUDIES: MOUNT FRERE CAMPUS SALARY NOTCH: R244 884 (Permanent) REF NO: INGWE/06/11

Requirements

- Senior Certificate
- A recognized Diploma /Degree in Mechanical Engineering
- A recognized Teachers qualification
- One year teaching experience in TVET Sector
- Industry experience will be an added advantage
- Trade test certificate will be an added advantage.
- SACE will be an added advantage.
- Assessor and Moderator Certificate will be an added advantage.

Please forward applications to: Human Resource Administration – Ingwe TVET College, PO Box 92491 Mount Frere, 5090 or hand deliver at Ingwe TVET College Admin Centre Office, Badibanise A/A, Mount Frere 5090. All applications must be accompanied by the new approved Z83 and must be completed in full and page 2 duly signed quoting the reference number for the posts you applying for as per the advert. A recent curriculum Vitae, Applicants are NOT submitting copies/attachments/ID/ qualifications on application, only which may be submitted to HR on or before the day of the interview. The communication from HR Department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for post will be required to submit certified on or before the day of the interview following communication HR. If there are no responses within 90 days of the closing date, consider your application as unsuccessful.

ENQUIRIES: MS NA DAMOYI (039 9402142) EXT: 151

CLOSING DATE: 12 JULY 2023