GERT SIBANDE TVET COLLEGE COUNCIL INVITES SUITABLY QUALIFIED CANDIDATES TO APPLY FOR THE FOLLOWING VACANT POSTS

ECD FACILITATOR: PIET RETIEF (ONE YEAR CONTRACT)

Salary: (R272 062,56) all-inclusive

•Ref no. GSC75/2023 Skills Academy

Requirement: • Grade 12 plus Early Childhood Development NQF 4/5 or a pre grade R/grade R qualification. • A registration as an assessor a must.

Competencies: • Be able to teach Early Childhood Development.

• Computer literacy will be an advantage •A valid driver's licence may be an advantage

Duties: •Assist with the registration of students and student induction procedures •Planning of classroom work and prepare and deliver facilitation to learners as per work plan • Carry out practical training in a workshop • Manage own class attendance records, assessments, tests and year marks and all other related duties •Maintain discipline among learners •Prepare and manage POE's and POA's •Report on a monthly basis to the Coordinator/Project Manager on the prescribed format • Liaise with learners •Accompany learners to industry for experiential training as per project roll-out plan.

CHEMICAL OPERATIONS FACILITATOR (EVANDER B) (ONE YEAR CONTRACT)

Salary: (R272 062,56) all-inclusive

•Ref no. GSC76/2023 Skills Academy

Requirement: An appropriately recognized National Diploma or Degree in Chemical Engineering or An OD ETDP qualification with Chemical Operations Certificates. • One-year relevant industrial experience a must. • Registered constituent assessor and moderator a must.

Competencies: • Be able to teach Chemical Operations Level 2 to 4. •Computer literacy a must •A valid driver's licence a must.

Duties: •Assist with the registration of students and student induction procedures •Planning of classroom work and prepare and deliver facilitation to learners as per work plan • Carry out practical training in a workshop • Manage own class attendance records, assessments, tests and year marks and all other related duties •Maintain discipline among learners •Prepare and manage POE's and POA's •Report on a monthly basis to the Coordinator/Project Manager on the prescribed format • Liaise with learners •Accompany learners to industry for experiential training as per project roll-out plan .

ACCOUNTING TECHNICIAN FACILITATOR STANDERTON (ONE YEAR CONTRACT)
Salary: (R272 062,56) all-inclusive
•Ref no. GSC77/2023 Skills Academy

Requirement: An appropriate recognised National Diploma in Accounting or An NQF Level 4 Accounting Technician certificate.
Competencies: Be able to facilitate Accounting modules from NQF level 3. •Registered constituent assessor a must. •Teaching qualification, Experience and knowledge of the TVET sector will be an advantage. •Valid driver's licence is a must.
Duties: •Assist with the registration of students and student induction procedures •Planning of classroom work and prepare and deliver facilitation to learners as per work plan • Carry out practical training in a workshop • Manage own class attendance records, assessments, tests and year marks and all other related duties •Maintain discipline among learners •Prepare and manage POE's and POA's •Report on a monthly basis to the Coordinator/Project Manager on the prescribed format • Liaise with learners •Accompany learners to industry for experiential training as per project roll-out plan.

CARPENTRY FACILITATOR STANDERTON (ONE YEAR CONTRACT)
Salary: (R307 162,44) all-inclusive
•Ref no. GSC78/2023 Skills Academy

Requirement: Trade test Certificate for the respective trade.• 3 years of post-qualification work experience.
Competencies:•Qualified as a facilitator, an assessor and a moderator a must.
• Teaching experience, a teaching qualification and knowledge of the TVET sector will be an advantage. •Computer literacy will be an advantage. •A valid driver's licence will be a must.
Duties: •Assist with the registration of students and student induction procedures •Planning of classroom work and prepare and deliver facilitation to learners as per work plan • Carry out practical training in a workshop • Manage own class attendance records, assessments, tests and year marks and all other related duties •Maintain discipline among learners •Prepare and manage POE's and POA's •Report on a monthly basis to the Coordinator/Project Manager on the prescribed format • Liaise with learners •Accompany learners to industry for experiential training as per project roll-out plan • Implement trade test schedule.

PLUMBING FACILITATOR STANDERTON (ONE YEAR CONTRACT)
Salary: (R307 162,44) all-inclusive
•Ref no. GSC79/2023 Skills Academy

Requirement: Trade test Certificate for the respective trade.• 3 years of post-qualification work experience.
Competencies:•Qualified as a facilitator, an assessor and a moderator a must.
• Teaching experience, a teaching qualification and knowledge of the TVET sector will be an advantage. •Computer literacy will be an advantage. •A valid driver's licence will be a must.
Duties: •Assist with the registration of students and student induction procedures •Planning of classroom work and prepare and deliver facilitation to learners as per work plan • Carry out practical training in a workshop • Manage own class attendance records, assessments, tests and year marks and all other related duties •Maintain discipline among learners •Prepare and manage POE's and POA's •Report on a monthly basis to the Coordinator/Project Manager on the prescribed format • Liaise with learners •Accompany learners to industry for experiential training as per project roll-out plan • Implement trade test schedule.

HAIRDRESSING FACILITATOR: STANDERTON (ONE YEAR CONTRACT)
Salary: (R307 162,44) all-inclusive
•Ref no. GSC80/2023 Skills Academy

Requirement: •Trade test Certificate for the respective trade. • 3 years of post-qualification work experience
Competencies: •Qualified as a facilitator, an assessor and a moderator a must.•Teaching experience, a teaching qualification and knowledge of the TVET sector will be an advantage • Computer literacy will be an advantage.
•A valid driver's licence will be a must.
Duties: •Assist with the registration of students and student induction procedures •Planning of classroom work and prepare and deliver facilitation to learners as per work plan • Carry out practical training in a workshop • Manage own class attendance records, assessments, tests and year marks and all other related duties •Maintain discipline among learners •Prepare and manage POE's and POA's •Report on a monthly basis to the Coordinator/Project Manager on the prescribed format • Liaise with learners •Accompany learners to industry for experiential training as per project roll-out plan • Implement trade test schedule.

UPHOLSTERY FACILITATOR – STANDERTON (ONE YEAR CONTRACT)
SALARY: (R217 858,92) ALL-INCLUSIVE
•Ref no. GSC81/2023 Skills Academy

Requirement: • Minimum relevant NQF L3 in Upholstery. •Upholstery Trade Test certificate will be an added advantage
Competencies: •Qualified as a facilitator, an assessor will be an advantage Teaching experience.• a teaching qualification and knowledge of the TVET sector will be an advantage • Computer literacy will be an advantage. •A valid driver's license will be an advantage
Duties: •Assist with the registration of students and student induction procedures •Planning of classroom work and prepare and deliver facilitation to learners as per work plan • Carry out practical training in a workshop • Manage own class attendance records, assessments, tests and year marks and all other related duties •Maintain discipline among learners •Prepare and manage POE's and POA's •Report on a monthly basis to the Coordinator/Project Manager on the prescribed format • Liaise with learners •Accompany learners to industry for experiential training as per project roll-out plan.

PROJECT ADMINISTRATOR STANDERTON (ONE YEAR CONTRACT)
Salary: (R195 217,92 all-inclusive)
•Ref no. GSC82/2023 Skills Academy

Requirements: • Level 4 Certificate in Office Administration or N6 Certificate in Management Assistant •A valid driver's license will be an added advantage. One year relevant experience.
Competencies: • Strong administration and secretarial skills, innovative thinking and problem solving skills •Ability to perform accurately and methodically under pressure •Project implementation •SETA system operation.
Duties: • Render general administration support services, including typing, filing, reception and switchboard duties •Deal with the collection, duplication and distribution of information and documents • Maintain records and management information •Deal with arrangements for meeting, travelling and catering and other related duties •Good telephone etiquette •Good people skills •High level of reliability •Written and verbal communication skills •Ability to do research and analyses documents •Liaise with learners uploads and Provide support to supervisor regarding meetings •Learner uploads on different systems strong IT skills, including Microsoft Word, Access and Excel, PowerPoint.

Enquiries: Mr BJ Dlongolo/Ms CM Moloi Tel. (017) 712 9040 (during office hours)

Note: •Applications must be accompanied by a fully completed and officially signed **Z83** form, a comprehensive CV and copies of all qualification, academic records, ID document, together with THREE contactable work-related references •Application **Z83** form is available on our website, www.gscollege.edu.za or DPSA website •Failure to submit the requested documents will result in your application not being considered •No faxed or emailed applications will be accepted •Applicants should submit separate applications where more than one post is applied for •Selected candidates will be subjected to vetting process and personnel suitability check in terms of minimum information security standard. •Only shortlisted candidate will be requested to bring certified documents •The College reserves the right to verify any information received in applications •Late and incomplete applications will not be considered •Submission of fraudulent documentation and canvassing of Council members or College staff will immediately disqualify the candidate •Communication will be entered into with successful candidates only •Should you not receive any response from us within 60 days after the closing date, please consider your application as unsuccessful •Post reference number should be indicated on the application •The College reserves the right to withdraw any position at any time.

Closing date:14 December 2023 at 12:00

Applications must be forwarded to: The Principal/CEO, Gert Sibande TVET College, P.O. Box 3475, Standerton, 2430, for attention Acting HR Manager, Human Resources or may be placed in the application container located at the reception: Gert Sibande TVET College, 18a Dr Beyers Naude Street, Standerton, 2430.

GERT SIBANDE COLLEGE IS COMMITTED TO ESTABLISHING A DIVERSE WORKFORCE; THEREFORE, PREFERENCE WILL BE GIVEN TO SUITABLE CANDIDATES FROM THE DESIGNATED GROUPS, ESPECIALLY WITH REGARD TO RACE, GENDER AND DISABILITY.