



higher education
& training
Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

TALETSO
TECHNICAL VOCATIONAL EDUCATION AND TRAINING

SABS
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CENTRAL OFFICE

APPLICATIONS ARE INVITED FROM INTERESTED, SUITABLY QUALIFIED INDIVIDUALS FOR THE FILLING OF
THE FOLLOWING POSITIONS: -

DIVISION: OCCUPATIONAL PROGRAMMES

1x Motor Mechanics Instructor (Artisan); Ref No. : MM/01/2019;
1x Electrical Instructor (Artisan); Ref No. : EL/02/2019;
1x Welding Instructor (Artisan); Ref No. : W/03/2019.

Twelve (12) Months Fixed Term Contract (College Council Appointment: Project)

Post Level 01

Salary: (R 211 731.00 – R280 038.00) pa, excluding 37% allowance in lieu of service benefits

Requirements:

An appropriate recognized and relevant qualifications, N4 + Trade Test certificate, Diploma + Trade Test Certificate, or any relevant qualification coupled with trade test. Able to teach the subjects related to above mentioned posts. Be able to conduct workshop training. Computer skills. A valid driver's licence may be an advantage.

Duties:

Assist with the recruitment, registration and induction of students. Completion of student attendance records. Prepare and lecture subjects as specified. Facilitate training in the specified trade area. Prepare trainees for trade testing where applicable. Conduct and mark all assessments. Maintain discipline. Ensure quality education. Adherence to National and College policies. Liaise with students, workplace for WIL, parents, potential student employers as well as other external stakeholders.

NB: Retired and experienced Artisans in the relevant fields are also encouraged to apply.

Enquiries: Mr. Mailula NW at 018 384 2346/7/8/50; willy@taletsofetcollege.co.za

Closing date: 30 August 2019.

CENTRAL OFFICE

Telephone: +27(0)18 384 2341/3/4/5/6/50
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MAFIKENG CAMPUS

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Internal Auditor

Twelve Months (12) Fixed Contract (Fixed Term, 12 Months Contract, College Council Appointment)

Salary: R 316 791.00 – R 373 167.00 pa; excluding 37% allowance in lieu of service benefits

Salary Level 08

Ref No. : IN/04/2019

Job purpose

To provide assurance that the College's risk management, internal audit, governance and control environment processes are operating effectively, thereby assisting the College in achieving its objectives.

Main objective

Assist the College in effectively identifying and managing its risks to improve financial results and value by providing assurance and consulting services to the institution on adequate and effective management of its risks, compliance and controls. Constructively engage with divisional managers and senior College managers to ensure key areas are receiving appropriate action. Ensure legal compliance is achieved by driving adherence to acceptable levels of compliance to applicable legislation. Drive reduction in Fraud Risk Exposure in order to minimise risks. Improve governance through completing planned audit activity and advising in the formulation and improvement of divisional policy and procedures taking in consideration risk management compliance and audit results. Ensure alignment and compliance with the College Internal Audit and risk Management and strategic plan. Perform monthly follow ups on previously reported audit findings. Prepare Risk Committee packs. Attend Risk Committee meetings. Prepare Audit Committee submissions. Coordinate Audit Committee meetings.

Job requirements

Qualification(s) Grade 12, B Degree relevant and in support of Governance / Risk Management / Internal Audit / Finance. Post Graduate degree in Accounting or Internal Audit will be advantage. Knowledge of Internal Auditing, Risk Management, Control Environment, Governance Compliance . Unendorsed driver's licence.

Skills

Strong communication skills - both verbal and written. Application of risk based auditing techniques, planning and execution of internal audits according to international professional practices framework (IIA)

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Microsoft Office (Visio, Word, Excel, PowerPoint, Outlook). Business risk and process knowledge and understanding of ISO 9001. Translate audit results into business impact.

Experience

Minimum 3 years relevant experience in Compliance / Risk Management / internal audit, and management experience. Risk based auditing techniques, Client liaison and relations.

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Post: Lecturer : Mathematics.

TALETSOTVET College: Lichtenburg Campus; Ref No. : ML/05/2019

Post Level 1: Four (04) Months Fixed Term Contract (Relief Post)

Salary: R 211 731 – R 280 038.0 pa; excluding 37% allowance in lieu of service benefits

Ref No: ML/05/2019

Requirements, experience and skills

● A recognised Degree or equivalent REQV 13 qualification with major in Mathematics ● A Teacher qualification ● In-depth knowledge of the subject ● Excellent communication in English (written and verbal), organising, planning and administration skills. Ability to plan and deliver lessons ● Monitor students' performance and provide critical feedback in an objective and professional manner. ● Ability to relate to students in a professional manner and to promote a conducive teaching and learning environment ● SACE registration ● Computer literacy. ● Valid drivers' licence.

Duties and Responsibilities

Assist with recruitment, registration and induction of students ● Facilitate general academic and career development of students ● Prepare lesson plans and lecture students in compliance with the College Annual Academic Plan, the Campus time- table and the College Quality Management System ● Assess students, maintain assessment records and capture marks electronically in compliance with the College's policies and procedures ● Create a conducive classroom environment and ensure effective classroom management and discipline of students ● Report to the Senior Lecturer and liaise with the Student Support Officers in providing support interventions to students ● Distribute textbooks and student packs to students and maintain the necessary records ● Manage and monitor student attendance ● Invigilate internal and external examinations ● Participate in student extra-curricular activities and promote the holistic development of students.

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Closing date: 16 August 2019

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Post: Student Financial Aid Administrator

Taletso TVET College: Central Office (Fixed Term, 12 Months Contract, College Council Appointment)

Salary: R 257 508.00 – R 303 339.00 pa, excluding 37% allowance in lieu of service benefits

(Salary Level 07)

Ref No: FA/06/2019

Minimum Requirements

Diploma/Degree or related qualification in Financial Management. Minimum of three years' experience. Knowledge of administration. Knowledge of Departmental policies. Knowledge of the PFMA and other Financial Management and associated prescripts. Ability to work effectively with stakeholders at various levels. Ability to communicate effectively with both internal and external stakeholders.

Duties and Responsibilities

Receiving re-fund application forms from campuses. Applications are processed and sent to Finance section for payment. Liaise with National Financial Aid Scheme (NSFAS) officers. Liaise with NSFAS on an ongoing basis. Submit requested proof of registrations, electronic templates, and other relevant documents. Process applications received from the respective campus sites. Prepare NSFAS submission letters. Ensure that submission letters are duly signed by the office of the Principal before sending applications to NSFAS. Capture Bursary Application forms onto the NSFAS system. Deal directly with students with respect to enquiries on student financial aid matters. Ensure guideline documentation and appropriate application forms are available at campuses at all times. Explore financial aid opportunities for students, including all available bursaries. Maintain information on scheme requirements, contact details and application guidelines. Maintain student files, database and reconcile disbursements. Respond to daily telephonic and other queries. Contact website and fax enquiries. Process applications in accordance with DHET policies. Track student financial aid requirements, compliance and implement remedial initiatives as required. Provide compliance and bursary utilisation reports as required.

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Closing date: 30 August 2019

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STUDENT FINANCIAL AID CLERK x 3

Salary Level 05 (Fixed Term, 12 Months Contract, College Council Appointment)

Salary: R 173 703.00 – R 204 612.00 pa, excluding 37% allowance in lieu of service benefits

Taletso TVET College: Lehurutshe/Mafikeng /Lichtenburg Campus

Ref No's: FC/MAF/07/2019, FC/LEN/08/2019, FC/TAE/09/2019

Requirements

Matric/NC(V) Level 4 plus a minimum 3-year accredited National N Diploma in Business or Financial Management. Minimum of 2 years relevant work experience. Computer literacy (MS Office). Good interpersonal and communication skills. Attention to detail. Strong administrative skills.

Duties and Responsibilities

Ensure that all bursary application forms are completed correctly. Accurately capture online bursary applications. Ensure good document record-keeping (filing, recording of all bursary application forms, and other applicable documents). Assist with the compilation of statistical information. Provide assistance in administration and maintenance of College records. Compile Excel spreadsheets to report statistical data. Attending to routine enquiries and correspondence. Prepare written reports where required.

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Directions to Applicants

Applications must be accompanied by a completed Z83 form, transcripts and recent updated CV, as well as originally certified copies of all qualifications and ID document not older than 3 months. Failure to submit the required documents will result in your application not being considered. No electronic applications will be considered. The College reserves the right to withdraw any post at any time. Communication will be entered into with successful candidates only. Should you not receive any response from us within 30 days after the closing date, please consider your application as unsuccessful. Reference number for each post applied should be indicated on the application. Applicants whose appointment will enhance representivity and equity considerations will be given preference. Women and especially **people living with disabilities** are strongly encouraged to apply.

Application packages should be submitted in a sealed envelope clearly marked APPLICATION FOR EMPLOYMENT with the appropriate Name and Reference Number of the post applied for as follows: -

By Post

The Principal
Private Bag X 128
Mmabatho
2735

Or

Hand Delivered, in the appropriate box at the Reception Area of the Central Office of Taletso TVET College at the following physical address: -

Taletso TVET College: Central Office;
Kgora Building;
2766 Dr Albert Luthuli Drive (Next to the SABC North West facility) ;
Mmabatho,;
North West Province.

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