

## VACANCY ADVERT

**Nature of Post:** 5 months' contract

**Post Description:** Facilitators

**Ref No:** 2019/05-02

**No. of Posts:** 08

**Salary:** PL1

**Notch:** 211 731 per annum **plus 37% in lieu of benefits**

**Centre:** King Hintsa TVET College.

**Requirements:** College requests the services of experienced Applicants and must be registered with the following Seta (s)

- 6 facilitators must be registered with Construction SETA
- 2 facilitators must be registered with Agri SETA. Suitably experienced in facilitating and assessing programme. Draw up detailed roll-out plan for learnership. Assist with monitoring of workplace component of programme. Be a subject matter expert. Valid driver's licence and own transportation. Xhosa is an added advantage.

**DUTIES:** Conduct facilitation and assessments. Produce training reports after training

Comply with all assessment and moderation policies and practices. Guide and support learners. Keep training records and records of attendance.

Administration of learning programme. Meet deliverables as per Service Level Agreement. Draw up and submit reports as required for purposes of meeting SETA requirements. Draw up and submit individual and summary reports at the conclusion of the training.

Applications must be submitted on form DPO1 obtainable from any public service department and must be accompanied by a comprehensive CV and certified copies of qualifications. **The successful candidate will be subjected to a security clearance and verification of qualifications.** Interviewed candidates will be subjected to a competency assessment where necessary. Correspondence or communication will only be entered into with short-listed applicants. The College /Department reserves the right to withdraw any of the advertised posts at any time depending on the need.

## VACANCY ADVERT

Faxed or emailed applications will not be considered. Correspondence will only be made to successful candidates.

All applications should be directed to the Manager: Human Resources Department; using the following address:

**Closing Date: 04 June 2019 @: 16:00**

**Postal Address**

Private Bag X 3018  
Butterworth  
4960

OR

**Physical Address**

218 Mthatha Road, Ibika Location  
Butterworth  
4960

**Post Description:** General Assistants  
**Nature of Post:** 12 months' contract  
**Work Station:** Pep Building  
**Ref No:** 2019/05-03  
**No. of Posts:** 02 (one Male and one Female)

**Salary:** 122 595 per annum **plus 37% in lieu of benefits.**

**Centre:** King Hintsa TVET College Pep Building.

**Requirements:** Grade 9 -12/ Standard 7- 10. At least one year Proven Experience as a General Assistant/ Cleaner. Have a good communication skill. Be able to work with people. Ability to prioritize workload and work under pressure without supervision.

**Duties:** undertake activities associate with maintaining cleanliness of designated area and provide support during the relocation of office furniture/equipment with laid down instructions. Receive verbal instructions from immediate supervisor on the work program and/priorities related to specific departments and/communication specific cleaning material requirement. Clean ablution facilities mopping floors and sweeping floors replacing toilet rolls. Ensure that campus kept neat and clean all the time.

**Notice to Candidates:**



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Please submit your application using Z83 form, certified copies of qualifications, certified ID copy and a detailed CV.

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Enquiries should be directed to Human Resources Department at 047 401 6400  
Ms Soyizwapi P