

WATERBERG TVET COLLEGE (LIMPOPO PROVINCE) INVITES QUALIFIED AND EXPERIENCED CANDIDATES TO APPLY FOR THE FOLLOWING POSTS TO BE FILLED ACCORDING TO THE CETC ACT NO.16 OF 2006 (AS AMENDED)



REF: WTVET 2022/54-58 - SUPERVISOR CLEANING SERVICES (SL 4) x5 POSTS

SALARY: R145 281 per annum plus benefits

SITES:

REF: WTVET 2022/54 - Central Office (Mokopane)

REF: WTVET 2022/55 - Business Studies Centre (Mahwelereng)

REF: WTVET 2022/56 - Engineering and Skills Training Centre (Lebowakgomo)

REF: WTVET 2022/57 - IT and Computer Science Centre (Mahwelereng)

REF: WTVET 2022/58 - Thabazimbi Campus (Regorogile)

Requirements: ABET Level 4/ Standard 8/ grade 10 * One (1) - two (2) years' experience in cleaning Services environment * Knowledge of facilities policies * Knowledge of relevant legislation, prescripts, policies and procedures * Knowledge of hygiene. Storage requirement. Must be computer literacy * Must be able to communicate verbally in English * Must be physically healthy * Knowledge on how to handle cleaning equipment, when to use different types of cleaning materials * Previous experience as a Supervisor will be an added advantage

Duties: Oversee Cleaning Services of offices, corridors, general kitchens, restrooms, elevators and boardroom * Manage and ensure the maintenance of cleaning materials and equipment * Ensure maintenance and replacement of cleaning machines and equipment's. Make requisition and issue cleaning materials * Supervise Cleaners * Perform Administrative and related functions * Provide guidance and advice to cleaners * Develop and update the cleaning roster.

REF: WTVET 2022/59-62 -

DRIVER/MESSENGER (SL 4) x4 POSTS

SALARY: R145 281 per annum plus benefits

SITES:

REF: WTVET 2022/59 - Business Studies Centre (Mahwelereng)

REF: WTVET 2022/60 - Engineering and Skills Training Centre (Lebowakgomo)

REF: WTVET 2022/61 - IT and Computer Science Centre (Mahwelereng)

REF: WTVET 2022/62 - Thabazimbi Campus (Regorogile)

Requirements: Minimum of Gr 12 or equivalent * Must be able to communicate in English (read, write and speak) * Must be physically healthy * Must have a valid driver's license as well as a valid Professional Driver's Permit (PDP) * Must be able to read maps and use a GPS or other similar applications * Must have at least one (1) year driving experience * Must be available to work flexi hours.

Duties: Collect, deliver and distribute documents and articles * Drive students and staff members * Ensure that the itinerary of campus vehicles is completed * Daily inspections to ensure that the vehicles are roadworthy and report damage to the vehicle * Complete monthly transport reports * Ensure that vehicles are kept clean * Report all defects to Supervisor * Keep records on License renewals and due services.

REF: WTVET 2022/63-65 - DATA CAPTURER (SL 4) x3 POSTS

SALARY: R145 281 per annum plus benefits

SITES:

REF: WTVET 2022/63 - Business Studies Centre (Mahwelereng)

REF: WTVET 2022/64 - Engineering and Skills Training Centre (Lebowakgomo)

REF: WTVET 2022/65 - IT and Computer Science Centre (Mahwelereng)

Requirements: An appropriate NC(V) Level 4 Certificate in Office Administration * National Diploma/Bachelor's Degree in Administration will be an added advantage * Certificate in computer literacy i.e. MS Office Word, Excel, Power Point, Outlook * Good typing skills * Knowledge of Coltech will be an added advantage. Must be able to work under pressure to ensure that deadlines are adhere to * A minimum of two (2) years working experience in a Data Capturing environment will also be an

added advantage * Good communication and interpersonal relations skills * Client focus and innovative thinking * Ability to work under pressure with little or no supervision. A valid driver's license.

Duties: Collect data from various sections * Capture student information during registration * Check and verify the correctness of all data and keep original records of all work received for verification of captured marks and student attendance on Coltech * Print class registers, mark sheets and other records as per request * Ensure that all data received and captured are kept confidential and safe * Adhere to deadlines * Keep records of all data received for capturing * Filing of records as required by campus management and policies * Responsible for the safekeeping of equipment * Report all system errors or malfunctioning equipment to the supervisor to ensure that there are no delays in the capturing of data.

REF: WTVET 2022/66 - RECEPTIONIST (SL 4)

SALARY: R145 281 per annum plus benefits

SITES: Thabazimbi Campus (Regorogile)

Requirements: NQF Level 4/Grade 12 and one (1) year working experience as a Receptionist or Secretary or a National Management Assistant Certificate N5 or higher. Excellent verbal English communication skills, speak, read and write * Knowledge of telephone and reception etiquette * Knowledge of the TVET sector and programmes offered at Mopani TVET College * Computer literate with basic typing skills * Must be able to deal with public and stressful situations in a polite professional manner * A certificate or other in Client Service will be an added advantage.

Duties: Receive visitors in a helpful polite manner, handle enquiries and refer to the relevant Sections or Managers * Keep records of all visitors and enquiries * Operate the Switchboard, by answering, transferring all incoming calls in a friendly and professional manner * Take and deliver messages * Manage the Reception Area and ensure all safety and health protocols are adhered to * Ensure that the reception area is clean and neat at all times * Responsible for the safekeeping of all furniture and equipment in the reception area.

REF: WTVET 2022/67-69 - HANDYMAN (SL 3) x3 POSTS

SALARY: R124 434.00 per annum plus benefits

SITES:

REF: WTVET 2022/67 - Central Office (Mokopane)

REF: WTVET 2022/68 - Business Studies Centre (Mahwelereng)

REF: WTVET 2022/69 - Thabazimbi Campus (Regorogile)

Requirements: Grade 10/STD 8 or any relevant qualification * One (1) - two (2) years' experience, Semiskilled Manual * Knowledge of infrastructure maintenance * Must have a valid Driver's License * Artisan Trade experience and any electrical skills will be an added advantage. Knowledge of infrastructure policies * Knowledge of relevant legislation, prescripts, policies, and procedures * Knowledge of building laws * Safe keeping of tools * Storage requirement.

Duties: Maintenance of office buildings * Conduct regular building inspections * Attend to minor electrical, plumbing and carpentry problems * Maintenance of office equipment and furniture * Repair broken furniture and equipment * Report defects * Safekeeping of maintenance tools and supplies.

REF: WTVET 2022/70-72 - GROUNDSMAN (SL 2) x3 POSTS

SALARY: R102 534.00 per annum plus benefits

SITES:

REF: WTVET 2022/70 - Central Office (Mokopane)

REF: WTVET 2022/71-72 - Thabazimbi Campus (Regorogile) (x2)

Requirements: An appropriate ABET qualification or Grade 8 as minimum requirement.

Senior Certificate or Grade 12 or NVC Level 4 Certificate will be an added advantage * One (1) year experience in gardening and cleaning * Ability to work under pressure with little or no supervision

Duties: Cleaning and maintain grounds and repair tools and structures such as buildings, fences and benches using hand and power tools * Mix spray or spread fertilizer, herbicides or insecticides onto grass, shrubs and trees using hand or automatic sprayers or spreaders * Provide proper upkeep of sidewalks, driveways, parking lots, fountains, planters and other ground features * Maintain existing grounds/ gardens by caring for sod, plants and trees * Rake and mulch leaves, irrigate plants and lawns * Sweep parking lots, walkways, grounds.

REF: WTVET 2022/73-78 - CLEANER (SL 2) x6 POSTS

SALARY: R102 534.00 per annum plus benefits

SITES:

REF: WTVET 2022/73 - Central Office (Mokopane)

REF: WTVET 2022/74-78 - Thabazimbi Campus (Regorogile) (x5)

Requirements: ABET Level 4 / Standard 8 / Grade 10 * Zero (0) - one (1) year working experience in the cleaning services * Good communication skills.

Duties: Clean offices' corridors and boardroom * Dust and wax furniture * Sweep, scrub and wax floors * Vacuum and shampoo floors, walls, windows * Emptying and cleaning dirt bins * Collect and remove papers, freshen the office areas * Perform cleaning in the kitchen by washing of basins and keeping of stock utensils * Perform cleaning of restrooms by refilling hand wash liquid, replacing toilet papers, hand towels and refreshers * Emptying and washing waste bins * Maintain cleaning materials and equipment by reporting broken cleaning machine * Report any defects in the work place, equipment to immediate supervisor.

NOTE:

Applications must be submitted on new Z83 form obtainable from all Government Departments or can be downloaded from www.dpsa.gov.za. * Applicants are to specify the centre on Z83 form, which must be completed in full, originally signed, with reference number indicated and dated by the applicant * Application should be accompanied by a recent updated comprehensive CV and copies of qualifications including academic records/transcripts and ID document * The certified copies must not be older than 6 months * Only short-listed applicants are required to submit certified copies of their educational qualifications and other relevant documents on or before the day of the interviews * Foreign applicants should attach: SAQA Evaluation results, passport, Work permit and police clearance * PEOPLE WITH DISABILITY ARE ENCOURAGED TO APPLY * Failure to submit the requested documents will result in your application not being considered * The College will not carry any related costs (transport, accommodation, and meals) for candidates attending interviews * The employer reserves the right not to fill the posts * Suitable candidates will be subjected to a personnel suitability check (i.e. verification of educational qualifications, previous work experience, citizenship, reference checks, criminal record check, verification of financial/assets record check and security vetting) * Applications received after the closing date whether posted or hand-submitted will not be considered * If you have not heard from us within 90 days of the closing date, please accept that your application has been unsuccessful.

SUBMIT APPLICATION TO:

The Principal, Waterberg TVET College, Postnet Suite #59, PRIVATE BAG X2449, MOKOPANE, 0600 OR Hand deliver at: Central Office (Waterberg TVET College), Corner Hooze and Totius Streets, MOKOPANE (entrance in Hooze street).

CLOSING DATE: Friday, 7 October 2022 at 14:00 * ENQUIRIES: Mr LF Mpebe on 015 492 9000/9021