



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

CAPRICORN TVET COLLEGE
CENTRAL OFFICE

(015) 230 1800

(015) 291 2767

www.capricorncollege.edu.za

16 & 18 Market Street, 0699 Polokwane

Private Bag X9674, Polokwane 0700



ACHIEVING EXCELLENCE TOGETHER

INTERNAL ADVERTISEMENT

Capricorn Technical and Vocational Education and Training (TVET) College is inviting applications from suitably qualified candidates in the following vacancies:

Position : Acting Assistant Director: Curriculum and Development

Salary Level : 10

Centre : Central Office

Reference No: CCTVET 01/01/05/2024

Salary Scale: R552 018.00 per annum

Requirements: Capricorn TVET Employee currently appointed on PL2-3 with M+3-year degree or diploma in teaching or equivalent qualification specialising in Curriculum development. At least 5 years' relevant experience plus 2-3 years' supervisory experience in the field. Knowledge of quality assurance, policies, teaching and learning practices, student assessment and lecturers support, knowledge of curriculum management and implementation at campus level, knowledge of the Public TVET sector and its regulatory and legislative framework. Ability to develop, analyse, interpret policies as well as guidelines to support students at campuses. Knowledge of ICASS guidelines. Strong interpersonal and communication skill (both verbal and written). Negotiation and problem solving skills. Well-developed organizational, planning and management skills. Computer literacy. Valid driver's license. SACE registration.

Key Performance areas: oversee the development, monitoring and support of curriculum services, ensure the provision of guidance for the improvement of curriculum content and delivery based on engagement with public and private industry stakeholders, provisioning of Examinations, Assessment and Moderation, Learning material development, management of Human, Financial and other

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RAMOKGOPA CAMPUS

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resources of the unit. Monitor, support development and implementation of teaching and learning plan. Coordinate and facilitate planning for lecturer placement in industries for work integrated learning (WIL), WPBL/WBE.

Position : Acting Digital Learning Manager: Curriculum and Development and Support

Salary Level : 10

Centre : Central Office

Reference No: CCTVET 02/01/05/2024

Salary Scale : R552 018.00 per annum

Requirements: Capricorn TVET Employee currently appointed on PL2-3 with M+3-year degree or diploma in teaching or equivalent qualification. At least 5 years' relevant experience plus 2-3 years' supervisory experience in the field, 3-5 years' experience in the delivery of high quality education and training in a college, Experience in the development and management of learning programmes and learning materials, preferably in an open/online/distance mode. Knowledge required: Demonstrated knowledge of open learning and open educational resources issues in the country, including copyright issues, Good Understanding of the PSET system, Experience in the development of open/online/distance learning programme, courses and/or materials, Knowledge of the relevant legislation/policies/prescripts and procedures, Knowledge of the relevant legislation/policies/prescripts and procedures, Basic knowledge of financial administration. Skills required: Ability to work independently, as well as manage, coordinate and engage in outputs/deliverables, Good understanding of open learning platforms and how it operates, Translate innovative ideas into actions and activities, Excellent communication skills, both written and oral, Strong organizational and problem solving skills, Ability to develop and maintain positive relationships with stakeholders, both internal and external, Extensive knowledge of MS Office Software package, Language skills and ability to communicate well with people at different levels and from different backgrounds, Sound organizational skills, interpersonal management skills, Enhanced written communication skills, Well-developed report /submission/minutes writing skills, Computer literacy. Valid driver's license. SACE registration.

Key Performance areas: Develop coherent open learning opportunities for post school education and training, provide administrative support services to the project. Manage the college learning management system(LMS) and offer support to campuses for implementation. Monitor and provide

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quantitative report on implementation and access to the platform. Manage and implement distant learning and support student on the platform.

Assist the Open Learning project manager with advocacy and communication of open learning in the college, provide support to the project related meetings, workshops and events, Provide financial administration support to the Project

Position : Acting Senior Lecturer (Education Specialist): Education and Development (Re-Advertisement)

Post Level : 2

Component : Fundamental Studies

Centre : Seshego Campus

Reference No: CCTVET 03/01/05/2024

Salary Scale: R412 551.00 per annum

Requirements: Capricorn TVET College employees, currently appointed as Lecturer on Post Level 1 with, M+3 years Degree or National Diploma in Educare or Education which includes education as a qualification, plus three years of teaching experience in Educare or Education and Development, in the TVET sector. Registered with SACE. Computer literacy. A valid driver's license. Moderator and Assessor certificates will be an added advantage.

Key performance areas: supervise and manage all activities about teaching and learning in the programme. Assess and moderate subjects in the programme. Teach Art and Science of Teaching, Early Childhood Development, Learning Psychology, and Human and Social Development subjects in the programme. Manage and supervise registration and examinations in the programme. Perform administrative duties. Operate COLTECH and coordinate WBE

Position : Acting Sports, Arts and Culture Officer: Student Support Services

Salary Level : 7

Centre : Central Office

Reference No: CCTVET 04/01/05/2024

Salary Scale: R308 154.00 per annum

Requirements: Capricorn TVET College employee with M+3-year degree or diploma in Public Management/ Sports Management / Administration or equivalent qualification. At least 2-3 years' relevant experience. Knowledge of Sports Administration, Cultural Administration, Project

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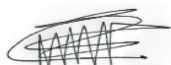
Management, Ability to capture data, operating computer, collecting statistics, Legislative framework governing the Public Services, Knowledge of procedures in terms of the working environment, Strong interpersonal communication (both verbal and written). Negotiation and problem solving skills. Well-developed organizational, planning and management skills. Computer literacy. Valid driver's license.

Key Performance areas: ensure the coordination and management of work integrated learning for students, ensure that projects are implemented in line with project implementation plan and consolidate monthly/quarterly reports to SETA, DHET and any other relevant stake holders, safekeeping of the sectional document. Coordinate the establishment and provide support to sport and recreation structures in college in conjunction with the stakeholders, facilitate sustainable capacity development extramural programs within the college, Implement sport and recreation programs in the college for the development of sport and recreation, Monitor and evaluate the compliance with sport and recreation transformational Policies, render administrative functions in relation to programs that are implemented.

Enquiries: Maphutha OM and Phokungwana MZ at 015 230 1800

NOTE: All interested candidates are requested to apply using a new Z83 form available at any Government Department and DPSA website. Attach recently updated CV; Academic Records/Transcripts certified (within three months); copies of ID and Qualifications. No faxed or late applications will be considered. The College reserves the right to withdraw any post/s at any time. Please forward all applications to: hand delivery: Central Office at 16 Market Street, Registry Office, or post to: The Principal, Capricorn TVET College, Private Bag X 9674, Polokwane, 0699. If you did not receive feedback from the College within 30 days of the closing date, consider your application unsuccessful. Shortlisted candidates will be subjected to screening and security vetting to determine the suitability of a person for employment.

Closing date: 18 June 2024



LJ Mamabolo

Principal

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