



## **EXTERNAL ADVERTISEMENT**

### **PORT ELIZABETH TECHNICAL VOCATIONAL EDUCATION AND TRAINING [TVET] COLLEGE**

**APPLICATIONS:** Please hand deliver your application, quoting the reference number to: The Deputy Principal: Corporate Services: Mr. D.P. Baartzes; Port Elizabeth TVET College; Erica Central Campus; 1 Richmond Park Drive; Richmond Hill; Port Elizabeth 6001; Reception Area or post your application to: Private Bag X6040; Port Elizabeth 6000

**CLOSING DATE AND TIME:** 30 March 2021 at 16:00

**NOTE:** Applications must be submitted on a Z83 application form obtainable from any public service department or on the internet at [www.gov.za/documents](http://www.gov.za/documents) or [www.pecollege.edu.za](http://www.pecollege.edu.za).

The duly completed Z83 application form must be accompanied by a duly signed and dated Application Letter. A recently updated comprehensive CV with three (3) contactable references and certified copies of all qualifications, the qualification transcripts of certified copies (statement of results), identity document and driver's license [where it is required] not older than six (6) months is required. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority and the evaluation certificates from SAQA must be attached. Failure to sign the Z83 form and submit the requested documents will result in your application not be considered. Candidates whose appointments will promote representivity of race, gender and disability will receive preference. Correspondence will only be entered into with short-listed applicants. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Successful candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Applications received after the closing date or fax and email applications will not be considered.

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**POST:** EDUCATION SPECIALIST (NCV DEPARTMENT)

**REFERENCE NUMBER:** PL15/2021DHET

**SALARY :** R347 703P.A + BENEFITS (POST LEVEL 2)

**CENTRE:** PORT ELIZABETH TVET COLLEGE: DOWER CAMPUS

**NATURE OF APPOINTMENT:** PERMANENT

Port Elizabeth Technical Vocational Education and Training College (TVET)

Central Administration - Tel: 041 509 6000, Fax: 041 582 2017 • Dower Campus - Tel: 041 509 6200, Fax: 041 481 7111  
Iqhayiya Campus - Tel: 041 509 6450, Fax: 041 452 1048 • Russell Road Campus - Tel: 041 509 6300, Fax: 041 582 2281  
Victoria Campus - Tel: 041 509 6150, Fax: 041 374 5321  
Private Bag X6040, Port Elizabeth 6000 • Email: [info@pec.edu.za](mailto:info@pec.edu.za) • [www.pecollege.edu.za](http://www.pecollege.edu.za)



## **REQUIREMENTS:**

Incumbent should have a relevant Senior Certificate/Grade 12/NCV Certificate (Level 4). REQV14 (Diploma/ Degree) in Business Management and Relevant Teachers' Qualification. Certified copy of membership certificate with South African Council for Educators (SACE Certificate) – Proof of registration. Three years' teaching experience. Advanced Computer skills (MS Word, MS Excel, and PowerPoint). A valid code 08 driver's license. Be familiar with TVET College policies, collective agreements and the process of college change and development. Recognise individuals and teams and provide developmental feedback in accordance with performance management principles. Oversee that financial planning and budgeting are in line with the goals of the college. Maintain meticulous records to disseminate information for financial accountability. Manage conflict in an effective, efficient and timely manner through a participatory transparent approach. Motivate and inspire staff members to act in a way that contribute to positive stakeholder co-operation. Create structures that ensure the active participation of all in the decision making process of the college. Good communication skills. Good computer skills. Interpersonal skills & people management skills. Conflict management and resolution skills.

## **DUTIES:**

To assist the Campus Manager in managing the Campus and promoting the education and Academic Excellence at PE TVET College. To maintain a total awareness of the administrative procedures across the total range of Campus activities and functions. Divisional Administration e.g. Duty roster, arrangements to cover absent staff, internal and external evaluation and assessment, College/ Campus calendar, admission of new learners, class streaming, Campus/ College functions. Support Teaching and Learning.

**ENQUIRIES: Ms C Jansen and Ms Z Cooper**

**Tel: (041) 509 6000**

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