



higher education  
& training

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA



PORT ELIZABETH  
TVET COLLEGE

**EXTERNAL ADVERTISEMENT**  
**PROJECT FUNDED BY NATIONAL SKILLS FUND**

**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:** 09 FEBRUARY 2022 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.

**POST: EDUCATION & TRAINING DEVELOPMENT PRACTITIONER (TEACHING & LEARNING MONITORING & EVALUATION)**

**REFERENCE NUMBER: TS10/20222PEC**

**SALARY: R316 791 PA + 37% IN LIEU OF BENEFITS (SL 8)**

**CENTRE: PORT ELIZABETH TVET COLLEGE: KEMSLEY PARK**

**NATURE OF APPOINTMENT: PROJECT CONTRACT – 3 YEARS (END DATE – 31 DECEMBER 2024)**

**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)

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**REQUIREMENTS:** Incumbent should have a relevant Senior Certificate / Grade 12/ NCV Certificate (Level 4). Must be in a position of Bachelor's Degree or equivalent. Must be a qualified Assessor and Moderator. 3 – 5 years' experience in occupational programmes. Must have mentorship skills. People Management experience and skills. Learnership implementation skills. Knowledge of legislation regulating the SETA environment. Knowledge of project management. Understanding of the SETA processes for learning programmes. Successful Implementation of a SETA project will be an advantage. Computer literacy (MS Word, MS Excel, Ms PowerPoint & MS Project). Must be in a possession of valid Driver's licence. Excellent report writing and presentation skills. Innovative and creativity skills. Excellent communication and interpersonal skills. High energy levels, ability to pay attention to detail. Ability to establish and maintain sound and professional stakeholder relations. Ability to take initiative and be proactive, Ability to work under pressure. Must be a South African National Citizen. Must have facilitated training programs within the SETA environment or TVET Colleges. Experience within the SETA environment will be an advantage.

**DUTIES:** Assist with the capacitation of facilitators, assessors and moderators. Oversee the implementation of various learning programmes. Maintain and extend accreditation of the College with various SETAs. Develop and maintain College Quality Management Systems Policies & Procedures to obtain and retain accreditation. Stakeholder engagement and liaison. Bring non-participating companies on board to implement / participate in the learning projects for workplace experience. Monitoring and Evaluation of skills initiatives. Implement and maintain the relevant management systems and optimize controls and processes. Monitor implementation of learning programmes and adhere to program time frames. Reporting. Receive monthly reports from facilitators in the programs. Provide monthly consolidated reports on all programmes. Conduct on the site monitoring and verification. Any other requirements deemed necessary for the successful delivery and completion of teaching & learning.

**ENQUIRIES: Mrs. C Jansen & Mrs. Z Plaatjies**

**Tel: (041) 509 6000**

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