



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



PORT ELIZABETH
TVET COLLEGE

EXTERNAL ADVERT

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: 24 FEBRUARY 2022 at 16H00.

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 or 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, 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: FACILITATOR (COS) – AUTOMATIC MOTOR MECHANIC

REFERENCE NUMBER : PS16/2022PEC

SALARY: R376 596 PA + SERVICE BENEFITS (SL9)

CENTRE: PORT ELIZABETH TVET COLLEGE : IQHAYIYA 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 • www.pecollege.edu.za

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REQUIREMENTS: Incumbent should have a relevant Senior Certificate/ Grade 12/ NCV Certificate (Level 4). A relevant or equivalent qualification at REQV 13. Qualified Automatic Motor Mechanic e.g. trade test. Education, Training & Development Practice (ETDP) or related qualification would be advantageous. Registered moderator would be advantageous. 3-5 years' experience or appropriate artisan experience as an Automatic Motor Mechanic in industry e.g. Subject - matter expert in the field of differentials, steering box, wheel alignment, air brakes, battery, engine fitting, cylinder head, injectors, engine problem solving and gear box. Knowledge of Automotive Motor Mechanic Industry, must have analytical skills, must know legislative and regulatory environment, including Occupational Health & Safety regulations and requirement, and experience in implementation of these. Planning and organizing skills including lesson-planning skills. Verbal and communication skills, including presentation or lecturing skills and report writing skills. Ability to access apprentices in accordance with set requirements.

DUTIES: provide theoretical and practical training applicable to the Automotive Motor Mechanic trade, and according to predetermined curriculums and lesson frameworks. Assess and/ or moderate theoretical and practice competencies of apprentices in the programme against pre-determined requirements. Ensure that training equipment, workshops and related resources are available in working order, and conduct regular inventory control. Perform administrative and management functions, including preparing and submitting reports to relevant authorities, preparation of training registers, preparation and completion of apprentice files, and any other administration required by oversight bodies. Attend industry and training workshops, as well as any other prescribed training to ensure own continuous professional development. Ensure training environment and activities are compliant to all safety, health and environmental requirements. Plan delivery of the occupational qualification in such a way that the apprentices are prepared to complete and pass relevant assessments and trade test. Manage scheduling of apprentices for theory and industry placement/practical components of the programme.

ENQUIRIES: Mrs. C Jansen & Mrs. Z Plaatjies

Tel: (041) 509 6000

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