



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](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, 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: PROJECT LECTURERS: BUSINESS STUDIES – HOSPITALITY PL1 (2 POSTS)**

**REFERENCE NUMBER: TL17/2022PEC**

**SALARY: REQV 13: R211 098.00 PA + 37% IN LIEU OF BENEFITS  
REQV 14: R279 198.00 PA + 37% IN LIEU OF BENEFITS**

**CENTRE: PORT ELIZABETH TVET COLLEGE: RUSSEL ROAD CAMPUS**

**NATURE OF APPOINTMENT: PROJECT CONTRACT (END DATE: 31 DECEMBER 2022)**

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:** The incumbent should have a relevant Senior Certificate/Grade 12 or NCV Certificate (Level 4). A Commerce degree in consumer studies or a 3-year National Diploma in Hospitality and catering services. A good understanding of record keeping of students' assessments and attendance. Computer literacy, a high level of proficiency in English, the ability to work with adult learners and to work independently, without supervision are also required. Furthermore, reporting and writing skills. Knowledge of the TVET college system will be an added advantage.

**DUTIES:** Ability to set up assessments. Professional duties (attend workshops and meetings). Administration duties (staff and students). Monitoring the capturing of attendance and academic performance. Auditing and verification of remarks and processes. Parent/guardian interaction. Counselling of students. Any other reasonable task as determined by program manager.

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

**Tel: (041) 509 6000**

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