



INTERNAL ADVERT

DEPARTMENT: PORT ELIZABETH TVET COLLEGE
POST: EDUCATION & TRAINING SENIOR PRACTITIONER
REF NO: TS01/2024PEC
SALARY: R376.413.00 PER ANNUM (LEVEL 08 +37% IN LIEU OF BENEFITS)
CENTRE: PORT ELIZABETH COLLEGE: KEMSLEY PARK
NATURE OF APPOINTMENT: PROJECT CONTRACT (END DATE- 30 SEPT 2025)

REQUIREMENTS: Incumbent should have a relevant Senior Certificate / Grade 12/ NCV Certificate (Level 4). Must be in possession of recognised three-year National Diploma (NQF Level 6)/ Degree in Education. Must be a qualified assessor and moderator. 2 - 3 years' experience in occupational programs. Must be in possession of a driver's license. Must have mentorship skills; People Management experience skills; Learnership implementation skills. Knowledge of legislation regulating the SETA environment; Knowledge of project management; understanding of the SETA processes for learning programs; successful implementation of a SETA project will be an added advantage. Computer literacy (MS Word, MS Excel, MS PowerPoint & MS Project) Excellent report writing and presentation skills. Innovative and creative 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 have facilitated training programs within the SETA environment or TVET environment. Experience within the SETA environment will be an added advantage.

DUTIES: Oversee the implementation of various learning programs. Maintain and extend accreditation of the College with various SETAs. Develop and maintain College management systems Policies & procedures to obtain and retain accreditation. Bring non-participating companies on board to implement/participate in the learning projects for workplace experience. Monitor and evaluation of skills initiatives; implement and maintain relevant management systems and optimize controls and processes. Monitor implementation of learning programs and adhere to program time frames reporting Receive monthly reports from facilitators in the programs; provide monthly consolidated reports on all programs.

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



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



PORT ELIZABETH
TVET COLLEGE

Conduct onsite monitoring and verification.

Any other requirements deemed necessary for the successful delivery and completion of teaching and learning.

ENQUIRIES: Ms Zenia Plaatjies/ Ms Chantel Jansen Tel No: (041) 509 6000

NOTE: All applications must be submitted on the new approved Z83 Application Form (dated 1 January 2021) obtainable from the DPSA Website or any Public Service Department website. The new Z83 Application Form must be fully completed and duly signed. The Z83 Application Form must be accompanied by a detailed recently updated comprehensive CV with three (3) contactable references (provide their contact number and email addresses). Only shortlisted candidates will be contacted to submit the required certified documents. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately for every post you wish to apply for. Failure to submit the requested documents will result in your application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on the application. Only posted or hand-delivered applications will be considered. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to personnel suitability checks (criminal records, citizenship, and qualification verification). The suitable candidates will be required to annually disclose their financial interests and declare any conflict or perceived conflict of interest. People with disabilities are encouraged to apply. All applicants must consider their applications to be unsuccessful if not contacted within 60 days after the closing date.

APPLICATIONS: Please hand deliver your application, quoting the reference number to: The office of the Deputy Principal: Corporate Services. 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: 02 December 2024.

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