



## EXTERNAL VACANCY LIST 8 OF 2018

### FOREWARD

The DHET and South Cape TVET College are an equal opportunity, affirmative action employer, whose aim is to promote representation in all levels of occupational categories in accordance with the Employment Equity Plan of the College. ♿

### 1. GENERAL INSTRUCTIONS:

#### **NB: PLEASE READ THE INSTRUCTIONS CAREFULLY BEFORE APPLYING:**

- Applications should be on form **Z83**, signed and dated, and must be accompanied by a comprehensive Curriculum Vitae with full particulars of the applicant's training, qualifications, competencies, knowledge and experience (on a separate sheet). Please find electronic files with Z83 application forms in word and pdf format on College website.
- Certified copies of the following original documents must be attached: **Matric Certificate (Senior Certificate)**, Driver's license, SACE registration for educators, qualifications, and identity document not older than three months. (ORIGINAL DOCUMENTS WILL NOT BE RETURNED).
- Applicants in possession of a foreign qualification **must** attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their application forms.
- Non-RSA citizens/Permanent resident permit holders **must** submit a copy of his/her Permanent Resident Permit with his/her application.
- Please note that a separate application **must** be submitted if you apply for more than one post.
- *These documents are compulsory and failing to comply will automatically lead to disqualification of the applicant.*

### 2. GENERAL INFORMATION:

- The DHET and the College reserves the right not to make an appointment.
- Matching and redeployment to other workstations within the College may be considered based on the operational requirements.
- Candidates will be subjected to a personnel suitability check (criminal record, citizenship, qualification verification and employment verification).
- Direct your application, quoting the above relevant post reference number on the letter of application and on the front of the envelope.

3. **COMMUNICATION:**

- No late applications will be considered.
- Please consider your application as unsuccessful if you don't receive correspondence from us within three months of the application closing date.
- Applicants are respectfully informed that correspondence will be limited to short-listed candidates only.

4. **FORWARDING ADDRESS FOR APPLICATIONS:**

**APPLICATIONS MUST BE SUBMITTED TO THE FOLLOWING ADDRESS:**

**For attention:**

**Mr ME Gcuwa**

**Assistant Director: Human Resource Management**

South Cape TVET College

PO Box 10400

**GEORGE**

6530

**OR HAND DELIVER TO THE:**

South Cape TVET College (Central Office)

125 Mitchell Street

**GEORGE**

6529

- **Applications sent by telefax or e-mail will not be considered.**

5. **CLOSING DATE:**

- **CLOSING DATE AND TIME FOR APPLICATIONS: *Friday, 22 June 2018 at 16:00.***
- Applications can be delivered by hand to the Central Office during normal office hours. **(Monday – Friday 07:30 – 16:00).**

**Date of issue: Thursday, 7 June 2018**