



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



Let the future be known

VACANCY ADVERTISEMENT: HRM & D CIRCULAR 9 OF 2025

uMfolozi Technical and Vocational Education and Training (TVET) College is inviting applications from suitably qualified candidates to fill the following positions:

- APPLICATIONS** : All applications should be emailed to the specified email addresses. The name of the post and reference number must be indicated in the email subject line. Applications should be sent as one PDF file, without any qualifications. No Faxed applications will be accepted. Applications that do not comply with the above specifications will be disqualified.
- CLOSING DATE** : **12 AUGUST 2025 at 13:00**
- NOTE** : A fully completed new Z83 form (**in line with DPSA circular 19 of 2022**), obtainable from any Public Service Department or on the internet at www.dpsa.gov.za, and a detailed Curriculum Vitae. Copies of qualifications and other relevant documents must not be included in the application. Only shortlisted candidates will be required to submit certified copies of qualifications on the day of the interview. Communication will be limited to shortlisted candidates. A separate application must be submitted for each post that you are applying for. Late application (received after closing date and time) and incomplete applications will not be considered. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability). The Employer reserves the right not to make an appointment. Where applicable, candidates will be subjected to a skills test. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and citizen verification; criminal record and financial/asset record checks. Applicants who have not been invited for an interview within 60 days of the closing date should consider their application unsuccessful.
- POST** : **HEAD OF DIVISIONS POST LEVEL 3 (X2)**
- SALARY** : R514 563.00 per annum (PL3) plus benefits
- CENTRE** : Bambanani Campus (PERSAL Paid)
FACULTY : Engineering and Primary Agriculture
REF. NO : **UMF12/07/2025**
Email: Applications.bambanani@umfolozi.edu.za
- CENTRE** : Sundumbili/Isithebe Campus (PERSAL Paid)
FACULTY : Engineering & Business Studies (**Re-advertisement candidates who previously applied are encouraged to re-apply**)
REF. NO : **UMF13/07/2025**
Email: Applications.sundumbili@umfolozi.edu.za
- REQUIREMENTS** : An appropriate recognised 3-year Bachelor's Degree/ National Diploma or equivalent qualifications (REQV13) backed by a professional teaching qualification. At least 5 years teaching experience and industry- related/ trade experience. At least 2 of the 5 years must be experience in management positions. Very good knowledge of subject area and work related applications. Qualified Assessor or Moderator. Registration with SACE. Computer literacy. Good record keeping and administrative skills. A valid driver's licence. In-depth knowledge of the legislative framework, CETA, PSA, LRA, PFMA. Management, leadership and administrative skills. Excellent communication skills; willing to travel to attend meetings.
- DUTIES** : Manage registration of students and student induction procedure in co-operation with other line managers, planning of lecturer work allocation. Work closely with Campus Management on academic development. Prepare and deliver lectures to students as per work plan. Manage own class attendance records, assessments, year marks and all related duties. Management of Labour Relations matters. Management of performance appraisal of lecturers including annual revision of job descriptions. Responsible for the administration of the resources within the division. To undertake teaching

and learning quality assurance. Co-ordinate curriculum development activities. To be responsible for performance management of the division. Co - ordinate Assessment and moderation activities. Provide students guidance and support on subject related matters and behavioural patterns.

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| <u>POSTS</u> | : | <u>SENIOR LECTURERS POST LEVEL 2 NC(V) AND REPORT 191 (X3)</u> |
| <u>SALARY</u> | : | R435 240.00 per annum (PL2) plus benefits (PERSAL PAID) |
| <u>FACULTY</u> | : | <u>FUNDAMENTALS</u> |
| <u>CENTRE</u> | : | Mandeni Campus- (English and/ Mathematics and Math Literacy or Life Skills and Computer literacy) |
| <u>REF. NO</u> | : | <u>UMF14/07/2025</u> Email: Applications.mandeni@umfolozi.edu.za |
| <u>CENTRE</u> | : | Esikhawini Campus- (Fundamentals) |
| <u>REF. NO</u> | : | <u>UMF15/07/2025</u> Email: Applications.esikhawini@umfolozi.edu.za |
| <u>FACULTY</u> | : | <u>BUSINESS STUDIES (Re-Advertisement) Candidates who previously applied are encouraged to re-apply</u> |
| <u>CENTRE</u> | : | Chief Albert Luthuli Campus (Financial Management / Accounting, Entrepreneurship & Computer related subjects) |
| <u>REF. NO</u> | : | <u>UMF16/07/2025</u> Email: Applications.cal@umfolozi.edu.za |
| <u>REQUIREMENTS</u> | : | An appropriate recognised and relevant Bachelor Degree or National Diploma (REQV 13). A recognised professional qualification in education. Three years teaching experience in the relevant field at a TVET College. Registration with SACE. A valid driver's licence. Computer literacy. Been found competent as Assessor or Moderator. Very good work related applications. Good record keeping and administrative skills. |
| <u>DUTIES</u> | : | To be responsible for offline and online teaching and learning delivery. To assess and evaluate students according to the set standards. Manage and administer programme delivery. To manage and administer teaching and learning activities. Provide student guidance and support on subject related matters and manage behavioural patterns. To be responsible for performance management of the Unit. Co-ordinate subject development programmes that enhance teaching and learning. |
| <u>POSTS</u> | : | <u>POST LEVEL 1 LECTURERS NC(V) AND R191 (X57)</u> |
| <u>SALARY</u> | : | R270 498. 00- R351 972. 00 per annum (PL1) plus benefits (PERSAL PAID) |
| <u>FACULTY</u> | : | <u>BUSINESS STUDIES (X11)</u> |
| <u>CENTRE</u> | : | Eshowe Campus (Ref No: UMF17/07/2025) X1 (Hospitality) Email: Applications.eshowe@umfolozi.edu.za |
| <u>CENTRE</u> | : | Eshowe Campus (Ref No: UMF18/07/2025) X2 Office Administration) Email: Applications.eshowe@umfolozi.edu.za |
| <u>CENTRE</u> | : | Esikhawini Campus (Ref No: UMF19/07/2025) X2 (Hospitality) Email: Applications.esikhawini@umfolozi.edu.za |
| <u>CENTRE</u> | : | Esikhawini Campus (Ref No: UMF20/07/2025) X1 (Transport and Logistics) Email: Applications.esikhawini@umfolozi.edu.za |
| <u>CENTRE</u> | : | Sundumbili Campus (Ref No: UMF21/07/2025) X 2 (Public Management) (Maphumulo Site) Email: Applications.sundumbili@umfolozi.edu.za |
| <u>CENTRE</u> | : | Sundumbili Campus (Ref No: UMF22/07/2025) X 1 (Clothing Production) Email: Applications.sundumbili@umfolozi.edu.za |

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| <u>CENTRE</u> | : | Sundumbili Campus (Ref No: UMF23/07/2025) X 2 (Human Resource Management) Maphumulo Site) Email: Applications.sundumbili@umfolozi.edu.za |
| <u>FACULTY</u> | : | <u>FUNDAMENTALS STUDIES (12)</u> |
| <u>CENTRE</u> | : | Bambanani Campus (Ref No: UMF24/07/2025) X1 (English first additional language) Email: Applications.bambanani@umfolozi.edu.za |
| <u>CENTRE</u> | : | Eshowe Campus (Ref No: UMF25/07/2025) X1 (English first additional language) Email: Applications.eshowe@umfolozi.edu.za |
| <u>CENTRE</u> | : | Eshowe Campus (Ref No: UMF26/07/2025) X1 (Life Skills and Computer Literacy) Email: Applications.eshowe@umfolozi.edu.za |
| <u>CENTRE</u> | : | Eshowe Campus (Ref No: UMF27/07/2025) X1 (Mathematics & Mathematical Literacy) Email: Applications.eshowe@umfolozi.edu.za |
| <u>CENTRE</u> | : | Esikhawini Campus (Ref No: UMF28/07/2025) X2 (Mathematics /Mathematical Literacy) Email: Applications.esikhawini@umfolozi.edu.za |
| <u>CENTRE</u> | : | Mandeni Campus (Ref No: UMF29/07/2024) X3 (English) Email: Applications.mandeni@umfolozi.edu.za |
| <u>CENTRE</u> | : | Sundumbili Campus (Ref No: UMF30/07/2025) X1 (Life Orientation & Computer Skills) Email: Applications.sundumbili@umfolozi.edu.za |
| <u>CENTRE</u> | : | Sundumbili Campus (Ref No: UMF31/07/2025) X1 (Mathematics) Email: Applications.sundumbili@umfolozi.edu.za |
| <u>CENTRE</u> | : | Richtek Campus (Ref No: UMF32/07/2025) X 1 (Mathematics) Email: Applications.richtek@umfolozi.edu.za |
| <u>FACULTY</u> | : | <u>ENGINEERING STUDIES (X34)</u> |
| <u>CENTRE</u> | : | Bambanani Campus (Ref No: UMF33/07/2025) X4(Primary Agriculture) Email: Applications.bambanani@umfolozi.edu.za |
| <u>CENTRE</u> | : | Bambanani Campus (Ref No: UMF34/07/2025) X1 (Primary Agriculture: Life Skills & Computer Literacy) Email: Applications.bambanani@umfolozi.edu.za |
| <u>CENTRE</u> | : | Bambanani Campus (Ref No: UMF35/07/2025) X1 (Farming Management, Mechanisation and Primary Agriculture) Email: Applications.bambanani@umfolozi.edu.za |
| <u>CENTRE</u> | : | Chief Albert Luthuli Campus (Ref No: UMF36/07/2025) X1 (Engineering and Related Design) Email: Applications.cal@umfolozi.edu.za |
| <u>CENTRE</u> | : | Chief Albert Luthuli Campus (Ref No: UMF37/07/2025) X1 (Engineering and Related Design: Welding) Email: Applications.cal@umfolozi.edu.za |
| <u>CENTRE</u> | : | Esikhawini Campus (Ref No: UMF38/07/2025) X2 (Engineering and Related Design) Email: Applications.esikhawini@umfolozi.edu.za |
| <u>CENTRE</u> | : | Esikhawini Campus (Ref No: UMF39/07/2025) X1 (Electrical Engineering) Email: Applications.esikhawini@umfolozi.edu.za |
| <u>CENTRE</u> | : | Esikhawini Campus (Ref No: UMF40/07/2025) X1 (Civil Engineering) Email: Applications.esikhawini@umfolozi.edu.za |
| <u>CENTRE</u> | : | Eshowe Campus (Ref No: UMF41/07/2025) X1 (Animal Production) Email: Applications.eshowe@umfolozi.edu.za |
| <u>CENTRE</u> | : | Eshowe Campus (Ref No: UMF42/07/2025) X1 (Plant Production) |

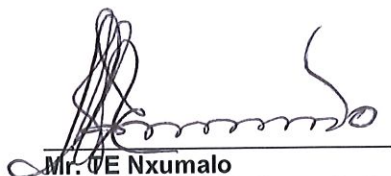
Email: Applications.eshowe@umfolozi.edu.za

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| <u>CENTRE</u> | : | Eshowe Campus (Ref No: UMF43/07/2025) X1(Soil Science, Farming and Mechanisation) Email: Applications.eshowe@umfolozi.edu.za |
| <u>CENTRE</u> | : | Eshowe Campus (Ref No: UMF44/07/2025) X1 (Computer Practice: Farming Management) Email: Applications.eshowe@umfolozi.edu.za |
| <u>CENTRE</u> | : | Nkandla Campus (Ref No: UMF45/07/2025) X1 (Primary Agriculture) Email: Applications.nkandla@umfolozi.edu.za |
| <u>CENTRE</u> | : | Nkandla Campus (Ref No: UMF46/07/2025) X1 (Civil Engineering Building and Construction) Email: Applications.nkandla@umfolozi.edu.za |
| <u>CENTRE</u> | : | Mandeni Campus (Ref No: UMF47/07/2025) X3 (Engineering and Related Design) Email: Applications.mandeni@umfolozi.edu.za |
| <u>CENTRE</u> | : | Mandeni Campus (Ref No: UMF48/07/2025) X2 (Electrical Infrastructure & Construction) Email: Applications.mandeni@umfolozi.edu.za |
| <u>CENTRE</u> | : | Mandeni Campus (Ref No: UMF49/07/2025) X1(Process Plant Operations) Email: Applications.mandeni@umfolozi.edu.za |
| <u>CENTRE</u> | : | Mandeni Campus (Ref No: UMF50/07/2025) X1 (Electrical Workshop) Email: Applications.mandeni@umfolozi.edu.za |
| <u>CENTRE</u> | : | Sundumbili Campus (Ref No: UMF51/07/2025) X1 (Electrical Engineering) Email: Applications.sundumbili@umfolozi.edu.za |
| <u>CENTRE</u> | : | Sundumbili Campus (Ref No: UMF52/07/2025) X1 (Mechanical Engineering and Engineering Related Design) (PERSAL Paid) Email: Applications.sundumbili@umfolozi.edu.za |
| <u>CENTRE</u> | : | Sundumbili Campus (Ref No: UMF53/07/2025) X1 (Automatic Repairs and Maintenance) Email: Applications.sundumbili@umfolozi.edu.za |
| <u>CENTRE</u> | : | Richtek Campus (Ref No: UMF54/07/2025) X2 (Engineering and Related Design) Email: Applications.richtek@umfolozi.edu.za |
| <u>CENTRE</u> | : | Richtek Campus (Ref No: UMF55/07/2025) X 1 (Engineering and Related Design Workshop trainer) Email: Applications.richtek@umfolozi.edu.za |
| <u>CENTRE</u> | : | Richtek Campus (Ref No: UMF56/07/2025) X3 (Electrical Infrastructure &Construction) Email: Applications.richtek@umfolozi.edu.za |
| <u>CENTRE</u> | : | Richtek Campus (Ref No: UMF57/07/2025) X1 (Information Technology) Email: Applications.richtek@umfolozi.edu.za |
| <u>CENTRE</u> | : | Richtek Campus (Ref No: UMF58/07/2025) X1 (Millwright) Email: Applications.richtek@umfolozi.edu.za |
| <u>REQUIREMENTS</u> | : | A relevant recognised three-year diploma/degree (REQV13) inclusive of an appropriate recognised professional teaching qualification. In case of posts related technical subjects/skills training a recognised appropriate National N Diploma or recognised qualification (REQV 13) in the relevant field is required or a N3 qualification inclusive of two languages and trade test in the relevant field is required. Relevant. 1-2 years teaching/training/industry or related experience in the relevant field at a TVET College. Registration with SACE. Computer literacy. Very good work relations. Good record keeping and administrative skills. Advantageous: been found competent as Assessor or Moderator. A valid driver's licence and 3 years teaching /training/industry relate experience |
| <u>DUTIES</u> | : | To be responsible for offline and online teaching and learning delivery. To assess and evaluate students according to the performance standards. To participate in subject development and marketing of NCV, Report 191and Occupational programmes. Manage |

and administer programme delivery. Monitor student attendance register. To manage and administer teaching and learning activities. Provide student guidance and support on subject related matters and manage behavioural patterns.

ENQUIRIES

: Ms NA Sibiya Tel No: 035-902 9501



Mr. VE Nxumalo

uMfolozi TVET College: Acting Principal

Date: 18/07/25