



higher education

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA



## EKURHULENI WEST TVET COLLEGE

**EKURHULENI WEST TVET COLLEGE INVITES QUALIFIED AND EXPERIENCED CANDIDATES TO APPLY FOR THE FOLLOWING VACANCIES TO BE FILLED ACCORDING TO THE CET ACT NO. 16 OF 2006 AS AMENDED.**

### SUPPORT STAFF

**DEPUTY PRINCIPAL: REGISTRAR SALARY NOTCH R869 007- Total Cost to Company**

**Ref EWC 12/2020 (6 Months College Council Contract Salary Level 12)**

**Applications are invited from permanently appointed in salary Level 10, 11 and Post Level 5 only**

**Requirements:** An appropriate Bachelor Degree in Computer science or equivalent qualification relevant to the post. A post-graduate degree/qualification in Mathematics or Statistics will be an added advantage. At least 5 years' relevant work experience at junior management level is essential. Advanced knowledge of the TVET College Sector and applicable policies and procedures. Good knowledge of most or all the following: Student Support Services. Student Registration. IT/TVETMIS Management of Examination and Results. Knowledge of technical support on LMS and online applications. Advanced Computer Literacy – Microsoft Applications. Strategic Planning Skills. Good Organizational Skills, Good Interpersonal Relations Skills. Good Communication Skills, Ability to create networks. Ability to work under pressure and meet deadlines. A valid driver's license.

**Duties:** Oversee the planning and implementation of student support service including functions of the SRC. Oversee the planning and implementation of student registration and examination functions at the College. Oversee student placement activities. establishment of the Alumni. Management of Administrations of NFSAS and development of Tracer-Studies. Responsible for IT/TVETMIS Management and Data Analysis. General managerial duties including the supervision of staff in the division, reporting and attendance of meetings (internal and external). The incumbent will be expected to travel on a frequent basis to meetings and functions and between campuses.

### **ASSISTANT DIRECTOR: PARTNERSHIP AND LINKAGES**

**Ref: EWC 13/2020 (6 Months College Council contract)**

**Minimum salary: R376 596 plus 37% (Salary Level 9)**

**Requirements:** Diploma/Degree in Business studies, 4 years' appropriate experience in the TVET sector, Knowledge of legislation, computer Literacy and a valid driver's licence,

**Duties:** Form Partnership and Linkages with Industry and Commerce. Manage the quality of related policies, procedures, sub-processes and systems. Co-ordinate related administrative responsibilities. Prospective-donor relations and stewardship. Build local and International partnerships. Take responsibility for initiating or co-ordinating all projects to promote the college's vision, mission and strategic plan. Enhance EWC's public profile as a distinctive leading institution. Foster and support strategic partnership. Secure sustained support for its activities. Take responsibility for an effective and professional internal communication strategy. Implement and evaluate strategies to achieve the college's fundraising goals. paying particular attention to the quality of relationships with Public and Private Donors. and secure the unequivocal support of the college community. particularly in building good relationships with business, professional and social leaders.

## **STUDENT SUPPORT SERVICES OFFICER**

**Ref: EWC 14/2020**

**Minimum Salary notch R316 791 per annum plus benefits (Salary Level 8)**

Requirements: Diploma/Degree in Finance Management, 3 years' experience in Student Support Services. Computer Literacy. Integrated Training System (ITS). MS Word, MS Excel, MS PowerPoint. Knowledge and understanding of the TVET sector. TVET (CET) Act as amended. Report writing. excellent communication skills both written and verbal. good interpersonal relations. able to work under pressure and meet deadlines. Passion for working with students. Budget control and mentorship skills. A valid driver's license.

Duties: Provide student related information and Financial Aid Services. Promote awareness of Financial Aid available at the college. Arrange induction events. Ensure implementation of students' wellness programmes at campus level. arrange social functions for learners with the SRC. Facilitate student involvement in community projects. assist with student discipline and job placement. responsible for class representative, SRC elections and training processes as well as mentoring and counselling services. Ensure sound relationships between the SRC and class representatives. Responsible for SRC budget at Corporate level. Curriculum Vitae support for students and interview workshops. attend sports, Arts and Culture meetings and administer all bursaries.

## **IT TECHNICIAN**

**Ref: EWC 15/2020**

**Minimum notch Salary notch R257 508 per annum plus benefits (Salary level 7)**

Requirements: An appropriate National diploma in Information Technology with three years' experience in Information technology. MCSA/ MCSE and ITIL certification will be added as an advantage. Good customer service skills

**Duties:** Install hardware. software and device drivers on standalone computers. Install and configure computer networks including LAN and WAN. Manage network configurations to ensure that all computers on network can communicate effectively. Test computers peripherals, hardware and software to ensure that they are working appropriately. Upgrade software, patches and operating systems on a continuous basis. Install and configure monitors, keyboards and printers. Troubleshoot hardware and software problems. Act as a technical resource to assist users with resolving computer issues. Answer tickets and emails pertaining to users' computer problems. Ensure that all computers are secured effectively by installing and updating antivirus software. Set up and organize IPs appropriately. Train users on new software. Analyse network problems and manage preventative maintenance procedures. Explain the role of network applications and equipment to the end user.

## **OCCUPATIONAL HEALTH AND SAFETY SPECIALIST**

**Ref: EWC 16/2020**

**Minimum Salary notch R316 791 per annum plus benefits (Salary Level 8)**

**Requirements:** Recognised National Diploma in Occupational Health and Safety or equivalent, 5 years' relevant experience. Computer Literate. A valid driver's license.

**Duties:** Managing of Occupational Health and Safety (OH&S) and Environmental processes and conduction of the following duties as per the Occupational Health and Safety Act, 85 of 1993 and National Environmental Management Act, 107 of 1998 including reviewing Health, Safety and Environmental

measures. identifying hazards, risks, aspects, impacts and potential incidents. Examining causes of incidents, investigating complaints and conducting representations to the relevant persons. Inspecting workplace. Consulting, chair meetings and writing reports. Attend to all the existing OH&S and Environmental Non-Conformances on a Systematic bases for all Campuses and Corporate Centre. Ensuring the implementation of the OH& S and Environmental Management System take place. Establish clear communication and feedback channels with relevant Campus Managers, Quality Manager and the Estate Manager. Ensuring that advocacy and induction in terms of all aspects of OH&S and Environmental awareness take place especially regarding the EWC Emergency Response Procedure. OH&S Policy, Environmental Policy and any other relevant Policies. Review the effectiveness of health, safety and environmental measures. Identify potential hazards, risks, aspects, impacts and potential major incidents at the workplace. Make representations to the employer on general matters affecting the health or safety of the employees and environment at the workplace in collaboration with the relevant line managers and EWC Management. Management of any processes related to the Disaster Management Act.

## **ACADEMIC POSITIONS**

### **SENIOR EDUCATION SPECIALIST: ENGINEERING STUDIES**

**Ref: EWC 17/2020**

**Minimum Salary notch R414 003**

**Requirements:** Mechanical/Electrical Diploma or Degree. Teaching Diploma and Trade Certificate or Diploma. 5 years teaching experience in the TVET Sector. Experience in Curriculum Management. Trained Assessor and Moderator. Knowledge of the relevant legislative policies that governs the public TVET colleges. Must be computer literate. SACE Registration. A valid driver's license.

**Duties:** NC(V) Engineering: Ensure that the college provides innovative learning programmes which are responsive to Business, Commerce, Industry and Community needs in collaboration with the College Council, Academic Board. Planning, merging and control of the department.

### **EDUCATION SPECIALISTS**

**Minimum Salary Notch Salary Notch R347 703**

#### **8 X EDUCATION SPECIALIST ENGINEERING STUDIES PL 2**

**Requirements:** Electrical/Electronics/mechanical Diploma/Degree in Engineering. A minimum of 3 years' appropriate experience in the TVET Sector. Experience in Engineering Studies field. Assessor training. SACE Registration. A Trade test qualification would be added advantage. A valid driver's licence

**Duties:** Engage in learning /facilitating as per workload. Assess and record the performance of students. Manage a learning programme. Develop the policy for the programme. Co-ordinate evaluation and assessment, homework, assignments, etc. of the programme. Provide guidance on the latest development on approaches to the programme. Provide guidance to inexperienced or newly appointed staff members. Monitor and control the work of educators and students in the programme.

Education Specialist (Engineering Studies): Electrical/ Electronic NC (V) (L2-L4) & Report 191(N2-N6):

Ref: EWC 18/2020

Education Specialist (Engineering Studies): Mathematics and Engineering Science NC (V) (L2-L4):

Ref: EWC 19/2020

Education Specialist. (Engineering Studies): Engineering and Related Design NC (V) (L2 - L4):

Ref: EWC 20/2020.

Education Specialist :( Engineering Studies): Engineering and Related Design NC (V) (L2 - L4):

Ref: EWC 21/2020

Education Specialist: (Engineering Studies): Civil Engineering NC (V) (L2 - L4):

Ref: EWC 22/2020

Education Specialist: (Engineering Studies): Mathematics and Engineering Science Report 191(N1-N6):

Ref: EWC 23/2020

Education Specialist: (Engineering Studies): Electrical Infrastructure and Construction NC (V) (L2-L4):

Ref: EWC 24/2020

Education Specialist: (Engineering Studies): Mathematics NC (V) (L2-4) & Report 191 (N2-N6):

Ref: EWC 25/2020

#### **4 X EDUCATION SPECIALIST BUSINESS STUDIES PL 2**

Requirements: Diploma/Degree in Business Studies and Teaching qualification. A minimum of 3 years' appropriate experience in the TVET Sector. Experience in Business Studies field. Assessor training. SACE Registration. A valid driver's license.

Duties: Engage in learning /facilitating as per workload. Assess and record the performance of students. Manage a learning programme. Develop the policy for the programme. Co-ordinate evaluation and assessment, homework, assignments, etc. of the programme. Provide guidance on the latest development on approaches to the programme. Provide guidance to inexperienced or newly appointed staff members. monitor and control the work of educators and students in the programme.

Education Specialist :( Business Studies): Finance, Economics & Accounting NC (V) L2-L4 & Report 191 (N4-N6): Ref: EWC 26/2020

Education Specialist :( Business Studies): Fundamentals (English & Life Orientation) NC (V) (L2-L4): Ref: 27/2020

Education Specialist: (Business Studies): Finance, Economics & Accounting NC (V) (L2-L4) & Report 191 (N4-N6): Ref: EWC 28/2020

Education Specialist: (Business Studies): English NC (V) (L2-L4) & Management Communication Report 191 (N4-N6): Ref: EWC 29/2020

#### **2X Student Support Services Officers: (Salary Notch R211 098)**

**Ref EWC 30/2020**

**Ref EWC 31/2020**

Requirements: REQV13 Finance and Teacher's qualification at least 2 years' experience in Student Support Services. Computer Literacy. Integrated Training System (ITS). MS Word, MS Excel, MS PowerPoint. Knowledge and understanding of the TVET sector. TVET(CET) Act as amended. Report writing. excellent communication skills both written and verbal. good interpersonal relations. able to work under pressure and meet deadlines. Passion for working with students. Budget control and mentorship skills. A valid driver's license.

Duties: Provide student related information and Financial Aid Services. Promote awareness of Financial Aid available at the college. Arrange induction events. Ensure implementation of students' wellness programme at campus level. Arrange social functions for learners with the SRC. Facilitate student involvement in community projects. Assist with student discipline and job placement responsible for class representative, SRC elections and training processes as well as mentoring and counselling services. Ensure sound relationships between the SRC and class representatives responsible for SRC budget at campus level. Curriculum Vitae support for students and interview workshops. Attend sports, Arts and Culture meetings and Administer all bursaries.

## General Instructions

Applicants are to complete and submit a Z83 obtainable from our website or any Public Service Department. The form must be accompanied by:

- **A comprehensive CV with three contactable references**
- Original Certified copies of qualifications (Evaluated by DHET& SAQA if foreign)
- Original certified academic record/transcript
- Original certified copy of identity document.
- Original certified copy of valid driver's license

Please send a separate and completed application for each post and include reference number and position you apply for.

Shortlisted candidates will go through vetting process (Citizenship, Criminal check, verification of qualifications and credit check)

Applications should be e-mailed to [Recruitment@ewc.edu.za](mailto:Recruitment@ewc.edu.za) , **maximum size of the attachments must be 8 MB**. Please mark the application with the post title and reference number. No hand delivered documents will be accepted. **Closing date 21 December 2020**

Communication will only be entered into with short-listed candidates and the successful applicants. Applicants should kindly note that if no notice of appointment has been received within 60 days of the closing date. it must be assumed that the application has been unsuccessful.

*Ekurhuleni West TVET College is an equal opportunities employer and reserves the right not to fill in the posts.* Enquiries relating to the above position: Mr TR Mandiwana (Assistant Director: Human Resource Management) Tel No: (011) 323 1600.

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