

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

PERMANENT ACADEMIC POSITIONS

VACANCY 2 OF 2024

CAMPUS MANAGER

Ref: EWC 03/2024

Salary range: R 572 346 – R877 356 per annum plus benefits (Post Level 5)

Requirements: National Senior Certificate / Grade 12 or NCV Level 4; An appropriate Bachelor's degree in Education; A minimum of three to five (3-5) years working experience in the TVET sector education institution of which at least three (3) years' should be at Supervisory level; Must be registered with SACE. Computer Literacy (MS Word, Excel, PowerPoint, Access & Outlook); and must also be in possession of a valid Driver's License.

Duties: Ensure alignment of campus with the strategic goal and transformation of the college; Ensure the effective implementation of strategic policies, procedures, operational and project plans as approved by the College Council and Department of Higher Education and training guide; Support, monitor and assess the performance of all staff members at campus; Execute all Human Resource Operations in his/her capacity as line manager including staff attendance, performance management, inductions at campus level; Monitoring students, attendance records, administration, performance assessment, discipline and manage placement; Account on all academic processes of the campus.

SENIOR EDUCATION SPECIALIST: BUSINESS STUDIES

Ref: EWC 04/2024

Minimum salary: R465 843 – R569 574 per annum plus benefits (Post Level 3)

Requirements: National Senior Certificate / Grade 12 or NCV Level 4; Bachelor's Degree in Business Studies, TVET education qualification; A minimum of three to five (3-5) years' appropriate experience in the TVET Sector, At least 3 years' experience in Curriculum Management; Trained Assessor and Moderator. Knowledge of the relevant legislative policies that governs the public TVET colleges, must be computer literate with a valid driver's license and SACE Registration; Understanding of the functioning of following programmes NC (V); Report 191); Occupational Programmes and working with SETAs among other stakeholders.

Duties: Management of Students, Lecturers and Curriculum Delivery; Implementation of administration processes within the Business Studies division; Ensure effective utilization of resources; Ensure that the college provides innovative learning programs which are responsive to Business, Commerce, Industry and Community needs in collaboration with the College Council Academic Board and Planning committee; Assist with student affairs and job placement; Ensure that Work Integrated learning for students take place. Plan and implement quality management in department or division; Contribute to the drafting of a year planner in advance featuring all operations; Promote outcomes-based education, skills training and learnerships; Ensure that programmes offered equip students with employability skills; Analyze, interpret and make recommendations based on statistics; Contribute to the management of diploma ceremonies; Manage and control part-time classes, support tuition, company and afternoon classes; Manage the administration and conduct of

the National Examinations and Assessment; Establish and maintain records of staff attendance, department or division structure, circulars, timetables, class, training facilities visits and results and assessment; Participate in Learning Area Committees; Support and motivate Senior Lecturers; Encourage and sustain academic excellence and improve learner results.

EDUCATION SPECIALIST: ENGINEERING STUDIES

REF: EWC 05/2024

Salary range R394 032 – R463 603 per annum plus benefits (PL2)

Requirements: National Senior Certificate / Grade 12 or NCV Level 4; Diploma/Degree in Mechanical Engineering, Mechanical Workshop, TVET education qualification; A minimum of two to three (2 -3) years appropriate experience in the TVET Sector; Assessor training, valid driver's license, SACE Registration and any Mechanical trade test will be an added advantage.

Duties: Engage in Teaching /facilitating as per workload; Assess and record the performance of students; Manage a learning program, Develop the policy for the program; Co-ordinate evaluation and assessments, homework, assignments, etc .of the programs; Provide guidance on the latest development on approaches to the program; Provide guidance to in experienced or newly appointed staff members; Monitor and control the work of educators and students in the program; Be able to teach Automotive Repairs and Maintenance L2- L4, ERD L2-L4 and EGD L3.

General Instructions

Applicants are to complete and submit a **NEW Z83 effective from 01 January 2021 (those who use old Z83 form will be disqualified)** obtainable from our website or any Public Service Department.

The form must be accompanied by:

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

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

Applications should be hand delivered to Ekurhuleni West TVET College, Corporate Centre, Cnr Flag and Rose Innes, Germiston. Please mark the application with the post title and reference number.

Closing date **26 April 2024 at 13:00pm**

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.

African, White and Coloured Males; and people with disabilities are highly encouraged to apply for this position in-line with the Ekurhuleni West TVET College Employment Equity targets.

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.