

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

SENIOR EDUCATION SPECIALIST: ENGINEERING STUDIES

Ref: EWC 06/2024

Minimum salary: R487 737 – R596 343 per annum plus benefits (Post Level 3)

Requirements: National Senior Certificate / Grade 12 or NCV Level 4, Diploma/Degree in Electrical or Mechanical Engineering/ and trade test, 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 Engineering 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; Planning. 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 07/2024

Salary range R412 551 – R485 391 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 assessment, homework, assignments, etc .of the program, 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.

ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING

REF: EWC 08/2024

SALARY NOTCH: R 444 036 – R532 602 per annum (SL 9)

Requirements: National Diploma/Degree in Financial management or any other qualification in Finance; three to five (3-5) years in coordinating, reviewing, and undertaking the implementation of financial accounting systems and procedures in line with relevant legislation, regulations frameworks and departmental policies and procedures. Knowledge of GRAP statements, PFMA and CET will be added as an advantage.

Duties: Collection and recording of revenue, Oversee that bank reconciliations are performed and are correct, Monitor and review the procedures for the collection and safekeeping of all monies and compliance with the relevant prescripts; Debt management, Liaise with debtors in the most complex and problematic cases to determine payback conditions and time span, Oversee the accurate allocation of monies received; Monitoring and reporting on revenue, Oversee and monitor income against budget and review reconciliations, Ensure completeness and accuracy of financial information; Expenditure management, Authorises reimbursement transactions on the accounting system, Authorises payments to third parties (employer contributions to pension funds, medical aid funds, tax contributions and reconciliations etc.) outside the payroll system; Supervise employees to ensure an effective financial accounting service, Allocate duties and do quality control of the work delivered by supervisees.

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
- Certification should not be older than three (3) months

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 **17 May 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.