



**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 AND ACADEMIC POSITIONS**

**ASSISTANT DIRECTOR: EXAMINATION AND ASSESSMENT**

EWC Ref: 35/2022

Salary range: R 477 090 – R556 981 per annum plus benefits (Salary Level 10)

**Requirements:** Grade 12, National Diploma (NQF 6) in Education/Administration or equivalent qualification, 3 – 5 years in the Teaching and Learning environment/related, knowledge of the Public TVET sector and its regulatory and legislative framework, knowledge of practice notes, national, provincial policy frameworks relevant to Education, Training and Development, Knowledge of Skills Development Act, Public Service Regulations.

**Duties:** Manage the administration of exam venues (i.e seating plan, direction to exam venue, instruction to student and other related duties as per exam manual); Manage concessions for students with disabilities prior examination sitting; Monitoring of examination processes and procedures; Manage compliance of examination policy and regulations by invigilator and student; Manage the administer College exam centers for trimester or semester or year examination cycle; Manage the safekeeping and distribution of question papers; Develop the internal Assessment (ICASS/ISAT) Monitoring and Verification tool; Develop College Examination Policy and Terms of References (TOR) for Examination related committee; Manage all the submission of examination data to DHET and Coordinate meetings for before and after exams to discuss irregularity experience and develop strategies.

**ASSISTANT DIRECTOR: OCCUPATIONAL PROGRAMMES**

EWC Ref: 36/2022

Salary range: R 477 090 – R556 981 per annum plus benefits (Salary Level 10)

**Requirements:** Grade 12, recognized three year National Diploma (NQF Level 6)/Degree in Office Management and Technology or related qualification; 3-5 years' experience in relevant field; Knowledge of PSET and CET Act; Knowledge of skills Development Act, Public Service Regulations and Public Service Act, Labour Relations Act; Knowledge and understanding of the Higher Education sector and Knowledge of the Ethical regulatory and legislative framework. Management skills; Decision making; Financial management and Good communication skills.

**Duties:** Planning, Managing and Monitoring of programmes, plan for implementation of learnerships and short skills programme, manage all administration of the programs that are currently running, monitor progress of the programmes and do site visits where necessary; Establishment of partnerships, establish more partnerships with public and private sector to get more funding for learnerships and short skills programme, establish partnership for work placements of learners who are doing learnerships to be able to do their practical; Programme accreditation with all Seta's, apply for accreditation for programme with all Seta's as per the need of the industry and the need of the communities that we are serving as the College; Budget control, responsible for the Sectional budget payment of training providers, facilitators and learner stipends; Risk Management and Reporting, identify risks that may affect smooth running of the Unit like drop outs of learners on learnerships which is mostly caused by non-payment of stipends and submit monthly reports to BMM and quarterly reports to funders.

**ASSISTANT DIRECTOR: TVET MIS (Management Information System)**

EWC Ref: 37/2022

Salary range: R 477 090 – R556 981 per annum plus benefits (Salary Level 10)

**Requirements:** Grade 12, National Diploma (NQF level 6) / Bachelor's Degree in Information Technology, Computing or equivalent; at least 3-5 years working experience in Information Technology or systems development, driver's license; Knowledge and understanding, application and interpretation of office management, coltech, data warehouse and proven working experience in web programming and IT prescripts will be an added advantage.

**Duties:** System Development Monitoring and data extraction for the college, Set up the system in readiness for enrolment and support other processes, control the quality of captured data and report if there are errors, maintain the college TVET MIS system, manage the student data; Compile reports on to management, submit monthly report on skills and learnership on monthly basis, compile, monitor academic examination and staff statistics of the college and submit reports on quarterly basis to management and DHET; Maintain the Coltech student system and other related system; Management of human, physical and financial resources, render management service to the staff, ensure completion of performance agreements by all employees in the unit, supervise of staff, Implementation of Microsoft technology specialist, mobile application developer and Information technology system development. Development creating website layout/user interfaces by using standard HTML/CSS practices and writing well designed, testable, efficient code by using best software practices

**ASSISTANT DIRECTOR: HEAD OF ADMINISTRATION (In Office of the Campus Manager) x 6**

EWC Ref: 38/2022, EWC Ref: 39/2022, EWC Ref: 40/2022, EWC Ref: 41/2022, EWC Ref: 42/2022, EWC Ref: 43/2022

Salary range: R382 245 – R450 255 per annum plus benefits (Salary Level 9)

**Requirements:** Grade 12, recognised National Diploma (NQF 6) in Public Management / Administration or equivalent, 3-5 years relevant experience in Administration related to education/ Human Resource Management/ Finance and Supply Chain Management or relevant environment, drivers' license

**Duties:** Oversee the academic and student administration support services, administer the provision of student support services,

Knowledge of the relevant legislative policies that governs the public TVET colleges, must be computer literate, valid driver's license. SACE Registration and workshop experience will be added as advantage.

**Duties:** Nated Engineering: 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, merging and control of the department.

**ENGINEERING STUDIES PL1 LECTURER**

Lecturer: Ref: EWC 47/2022 Mathematics N2-N6

Salary range R214 908 – R284,238 per annum plus benefits (PL1)

**Requirements:** Grade 12, Diploma/degree in Mathematics and teaching qualification, 0-1 year experience in Education field, valid driver's license, SACE Registration.

**Duties:** Engage in learning /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.

**CHIEF OCCUPATIONAL HEALTH AND SAFETY AND ENVIRONMENTAL CLERK**

REF: EWC 48/2022

Minimum Salary notch R261 372 – R307 890 per annum plus benefits (Salary Level 7)

**Requirements:** Grade 12, recognised National Diploma in Occupational Health and Safety or equivalent, 2-3 years relevant experience, valid driver's license. Computer Literacy, Environmental Compliance and Management Training will be an added advantage.

**Duties:** Requirements as per the National Environmental Management Act (Act 107 OF 1998) and well as per Paragraph 18 of the Occupational Health and Safety Act, 85 of 1993 as well as the standards as laid out in SABS 18001 and 14001, which includes reviewing H&S and Environmental measures, Identifying hazards and potential incidents, examining causes of incidents, investigating complaints and conducting representations to the relevant persons, inspecting workplace, conducting of all type of risk assessments, attending and chairing of monthly meetings, compiling of agendas and taking, typing and distribution of agendas and minutes of meetings, conducting of allocated checklists at the Corporate Centre as well as at the Campuses, writing reports and providing feedback to the Campus managers on the outcome of results of the checklists conducted, analysing of checklist results, corrective measures recommendations and providing support to the Campuses to handle all non-compliances, participation in internal and external audits, as required and agreed, induction of staff, students, all contractors (fixed term) and well as construction and maintenance contractors, inspections of contractor's safety and environmental files and participation in all OH&S as well as Environmental tasks and activities.

**HUMAN RESOURCE CLERK**

Ref: EWC 49/2022

R 176 310 – R207 681 per annum plus benefits (salary level 5)

**Requirements:** Grade 12, Diploma in Human Resource Management or equivalent, 1-2 years' experience in Human Resource Administration, valid driver's license will be added as an advantage.

**Duties:** Administer Recruitment, Termination, Conditions of service, Leave and Absence Management and Pension processes; Capture Pension on PCM system (Pension Management System); Guide and advice staff members on Human resource related matters as required; Disseminate and communicate reports; Submit reports to management regarding Human Resource matters as required; Administration and Capturing of Termination, Leave forms, IQMS and PMDs on PERSAL; Ensure that new employees induction takes place; Ensure that job descriptions and financial disclosures are submitted to HR yearly; Update Human Resource Information system, Submit all documents for filing to Registry; Contribute to new Human resource policy making. Serve on the Human Resource Committee.

**GENERAL INFRASTRUCTURE AND MAINTENANCE CLERK**

Ref: EWC 50/2022

R176 310 – R207 681 per annum plus benefits (Salary Level 5)

**Requirements:** Grade 12, recognised National Diploma in Building/Civil /Mechanical Engineering, 1-2 years relevant experience, valid driver's license. Project Management and Occupational Health and Safety Training will be an added advantage.

**Duties:** Develop, Implement and maintain an effective program and ensure that maintenance and Infrastructure tasks are carried out satisfactory; Develop systems to ensure all contractors comply with all maintenance and Infrastructure requirements; Liaise with on-site contractors to ensure compliance with maintenance and infrastructure requirement; Conduct surveys and inspections of

administer the provision of student academic support services; administer the provision of resource center; Oversee student registration and examination administration process, draw up campus enrolment plan, ensure that student portfolios of evidence and student records are safely filed, process the details of applications for programmes and credits ; Oversee and coordinate human resource administration services, Coordinate Leave forms and submit to central office, coordinate PMDS documents and submit central office, coordinate all conditions of services matters and submit to central office for processing, coordinate requests to advertise forms and submit to central office, maintain human resource records administration and coordinate all relevant documentation pertaining to disciplinary cases and grievances and submit to central office.

**ASSISTANT DIRECTOR: OFFICE MANAGER (OFFICE OF THE PRINCIPAL)**  
EWC Ref: 44/2022

**Salary range: R 382 245 – R450 255 per annum plus benefits (Salary Level 9)**

**Requirements:** Grade 12, recognised National Diploma (NQF6) in Public Management/Business Management/ Office Management and Technology or related qualification, 3-5 years relevant experience in strategic planning and administration environment; Knowledge of Public Service legislations and policies.

**Duties:** Ensure effective and efficient management of the college including the management of the workflow in the office of the Principal; Conduct research and provide expert administrative advice to the Principal and other officials in the college; Draft letters, memoranda and submission; Oversee and monitor the budget in the office of the Principal; Co-ordinate of college inputs for annual, quarterly, monthly reports and cash flow statements, Establish and implement effective records and documents management systems in the office of the Principal; Follow up and collate progress reports on the implantation of the resolutions; Coordinate reports/presentations to all forums; Arrange of all meetings (sub-committee, Council EXCO and other external stakeholders) Maintain stock of standard forms and stationary.

**ASSISTANT DIRECTOR: LABOUR RELATIONS**

EWC Ref: 45/2022

**Salary range: R 382 245 – R450 255 per annum plus benefits (Salary Level 9)**

**Requirements:** Grade 12, appropriate National Diploma (NQF 6) in Labour Relations, Employment Relations and Human Resource Management or related qualification; 3-5 years in Labour Relations or Human resource Management or related field; Knowledge of Labour Relations Act, Public services legislations and policies related to Human Resource Management or related qualification and Sound knowledge of International Labour Organisation (ILO).

**Duties:** Maintain sound Labour Relations, render advice on labour related matters, develop and implement Human Resource policies and manuals; Ensure proper implementation of disciplinary procedures, grievance procedures and code of conduct; Conduct investigations and disciplinary hearing, Management of strike action, minimize Labour disputes, Facilitate and conduct labour relations training and workshops; Ensure proper implementation of the collective bargaining council resolutions and management of all Human, Financial and other resources of the unit.

**SENIOR EDUCATION SPECIALIST: ENGINEERING STUDIES**

Ref: EWC 46/2022

**Salary range: R421 473 – R516 822 per annum plus benefits (PI3)**

**Requirements:** Grade 12, Mechanical/Electrical Diploma or Degree and or equivalent; Teaching Diploma and Trade Certificate or Diploma, 5 years teaching experience in the TVET Sector, Experience in curriculum Management, Trained Assessor and Moderator,

infrastructure as required, identifying the tasks requiring maintenance; Assistance with the drafting of specifications of maintenance and infrastructure project; Inspection of work carried out by contractors and compiling of snag lists where required; Issuing of safe work permits to contractors at all sites; Briefing of Campus representative on the infrastructure and maintenance projects scope of work and providing them with relevant documentation; Attendance and conduction of infrastructure and Maintenance projects site briefing sessions; Developing and monitoring project maintenance programmes; Monitoring large projects construction programmes and Reporting to line manager on a weekly base on the progress of all projects.

**PHOTOCOPIER OPERATOR**

Ref: EWC 51/2022

**R104 073 – 122 592 per annum plus benefits (Salary Level 2)**

**Requirements:** Grade 10/Basic Education, No experience required Knowledge of hygiene and storage requirement will be an added advantage.

**Duties:** Operate the photocopier machines; make photocopies for staff, report any malfunctioning of photocopier machines, keep records of photocopier machine activities , scanning of documents; Binding and laminating of documents; Provide counter services; receive the request form and documents, contact clients when documents are ready, update the index, attend to counter queries; Perform minor maintenance on the photocopier machine; arrange for the servicing and repair to the machines; Make requisition for photocopying materials; Ensure that photocopying materials and equipment's are stored away and securely, arrange for the re-ordering of copy papers, staples and toners; copying counter reports, departmental reports and setup of pins and maintain.

**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 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 hand delivered/Couriered to Ekurhuleni West TVET College, Corporate Centre, Cnr Flag and Rose Innes, Germiston 1400. No faxed/emailed applications will be accepted. Please mark the application with the post title and reference number. Closing date **25 March 2022 at 12:00PM.**

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.

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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