

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 AND SUPPORT STAFF POSITIONS

SUPPORT STAFF

ASSISTANT DIRECTOR: CURRICULUM IMPLEMENTATION (ACADEMIC MANAGER)

Ref: EWC 11/2023

Minimum salary: R491 403 – R578 841 per Annum plus benefits (Salary Level 10)

Requirements: Recognised National Diploma (NQF 6) in Education or related qualification, 3-5 years' appropriate experience in Education/Teaching and Learning environment or related field, Drivers licence Knowledge of PSET and CET Act and Teaching and learning will be an added advantage.

Duties: Oversee Curriculum Management and Administration, Develop, implement, monitor academic and curriculum policies, Support the implementation of new programmes, qualifications and revised National Curriculum (Vocational), Update NC(V) qualifications policy with SAQA, Monitoring the conduct of assessment on all programmes, Report to Broad Management Meeting, Monitor availability of lecturer workloads and class timetables, implement, monitor digitalisation of teaching and learning; Oversee Academic Management Services, plan for delivery of quality teaching and learning, develop, implement and monitor all academic planning and documentation with teaching and learning; Ensure the provision of guidance for the improvement curriculum content and delivery based on engagement with public and private industry stakeholders; Plan class visit for support ICASS and ISAT and provide learning Materials.

ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT

Ref: EWC 12/2023

Minimum salary: R 424 104 – R508 692 per annum plus benefits (Salary Level 9)

Requirements: National Diploma in Supply Chain Management or Logistics Management or related qualification, a valid driver's licence, 3 to 4 years' experience in Supply Chain Management (tender and logistics Management); knowledge of the PFMA, PPPFA, Treasury Regulations Supply Chain Framework Act and BBEE Act will be an added advantage.

Duties: Develop, review, implement and monitor SCM policies in line with relevant legislation, ensure the Implementation and monitoring of Supply Chain policy, introduce a system for provisioning, Procurement, stock control and reporting; Oversee the procurement of good and service for the College, ensure that all procurement is in compliance with Supply Chain Management (SCM) policies and procedures of the college, align procurement plan, policies and strategies with annual budget , Oversee the development, maintenance and utilization of the central supplier database; Oversee the management of assets for the college, Monitor the implementation of the asset Management plan of the college, ensure the barcoding of all existing assets are recorded on the Relevant asset register, coordinate the receipt, processing and distribution of new assets, facilitate And recording of loss, damage or mismanagement of assets, responsible for asset verification, establish Asset disposal committee, coordinate the internal, external and unauthorized movement of assets; ensure an Up to date database of service providers.

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 their e-mail addresses**
- Original Certified copies of 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

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 to Ekurhuleni West TVET College, Corporate Centre, Cnr. Flag and Rose Innes, Germiston 1400. Please mark the application with the post title and reference number. Closing date **30 June 2023**.

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.