

**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: EXAMINATION AND ASSESSMENT (RE-ADVERTISEMENT)**

**EWC Ref: 9/2023**

Salary range: **R 491 403 – R578 841 per annum plus benefits (Salary Level 10)**

**Requirements:** 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 and 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 PROGRAMME (RE-ADVERTISEMENT)**

**EWC Ref: 10/2023**

Salary range: **R 491 403 – R578 841 per annum plus benefits (Salary Level 10)**

**Requirements:** 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.

## 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.