



# 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 AND SUPPORT STAFF POSITIONS

### SENIOR EDUCATION SPECIALIST: ENGINEERING STUDIES

Ref: EWC 75/2021

Salary range R414 003 – R506 682 per annum plus benefits (PL3)

**Requirements:** 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; Knowledge of the relevant legislative policies that governs the public TVET colleges; must be computer literate; valid driver's license and SACE registration.

**Duties:** Nated Engineering - Ensure that the college provides innovative learning programmes 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.

### SENIOR EDUCATION SPECIALIST: BUSINESS STUDIES

Ref: EWC 76/2021

Minimum salary: R414 003 – R506 682 per annum per Annum (Post Level 3)

**Requirements:** Bachelor's Degree in Business Studies or equivalent; Teachers qualification. 5 years' appropriate experience in the TVET Sector; experience in Curriculum Management; Trained Assessor and Moderator. Knowledge of the relevant legislative policies that governs the public TVET Colleges; must be computer literate; valid driver's license; understanding of functioning of the following programmes NC (V); Report 191); Occupational Programmes and SACE Registration 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 programmes which are responsive to Business, Commerce, Industry and Community needs in collaboration with the College Council Academic Board; 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. Analyse, interpret and make recommendations based on statistics. Contribute to the management of diploma ceremonies. Manage and control part-time classes; Manage the administration and conduct of the National Examinations and Assessment. Establish and maintain records of staff attendance structure; circulars; timetables; class; training facilities visits and results and assessments for the department or division; Participate in Learning Area Committees. Support and motivate Senior Lecturers. Encourage and sustain academic excellence and improve learner results.

## EDUCATION SPECIALISTS

### EDUCATION SPECIALIST HOSPITALITY SERVICES (PL2)

Ref: EWC 77/2021 Education Specialist: Catering Theory and Practical N4-N6; Nutrition N4-N6; Food and Beverages N5; Food Preparation Level 2-4

Salary range R347 703 – R411 147 per annum plus benefits (PL2)

**Requirements:** Diploma/Degree in Hospitality Services and or equivalent; Teacher's qualification; A minimum of 3 years appropriate experience in the TVET Sector; Assessor training; valid driver's license and SACE Registration.

**Duties:** Engage in learning or facilitating as per workload; Assess and record the performance of students; Manage a learning programme; Develop the policy for the programme; Co-ordinate evaluations and Assessments; Homework; Assignments; etc. for the programme; 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 programme.

### EDUCATION SPECIALIST BUSINESS STUDIES PL2 X4 POSTS

Education Specialist: Ref: EWC 78/2021 Computerised Computer Systems; Accounting N4 to N6; Applied Accounting L2 – L4 Ref. (Re-advertisement)

Education Specialist: Ref: EWC 79/2021 Finance; Economics and Accounting

Education Specialist: Ref: EWC 80/2021

Education Specialist: Ref: EWC 81/2021 Life Orientation

Salary range R347 703 – R411 147 per annum plus benefits (PL2)

**Requirements:** Diploma/degree in Business Studies or equivalent and teaching qualification; 3 years appropriate experience in the TVET Sector; Experience in Business Studies field; Assessor training; Valid driver's license and SACE Registration.

**Duties:** Engage in learning or facilitating as per workload; Assess and record the performance of students; Manage a learning programme; Develop the policy for the programme; Co-ordinate evaluations and Assessments; Homework; Assignments; etc. for the programme; 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 programme.

### EDUCATION SPECIALIST ENGINEERING STUDIES (WORKSHOP)

Education specialist: Ref EWC 82/2021 Electronic control and digital electronics Level 2 – 4; Electrical Principle and Practice Level 2 – 4; Electro techniques N4 – N6; Industrial Electronics N4 – N6

Salary Range: Salary range R347 703 – R411 147 per annum plus benefits (PL2)

**Requirements:** National Diploma/Degree in Electrical Engineering or equivalent and Teacher's qualification; 3 years teaching experience in the TVET Sector; Experience in curriculum Management; Trained Assessor and Moderator; Knowledge of the relevant legislative policies that governs the public TVET colleges; must be computer literate; valid driver's license; Trade Certificate; SACE Registration and Practical Experience in Electrical Workshop will be an added advantage.

**Duties:** Engage in learning or facilitating as per workload; Assess and record the performance of students; Manage a learning programme; Develop the policy for the programme; Co-ordinate evaluations and Assessments; Homework; Assignments; etc. for the programme; Provide guidance on the latest development on approaches to the programme; Provide guidance to in experienced or newly appointed staff members; Monitor and Control the work of educators and students in the programme.

### EDUCATION SPECIALIST- CIVIL ENGINEERING

Education Specialist: Ref: 83/2021 Materials L2-L4; Construction Planning L2-L3; Construction supervision L4; Masonry L2-L4; Carpentry and Roof work L2-L4

**Requirements:** National Diploma/Degree in Civil Engineering or equivalent and Teacher's qualification; 3 years teaching experience in the TVET Sector; Experience in curriculum Management; Trained Assessor and Moderator; Knowledge of the relevant legislative policies that governs the public TVET colleges; must be computer literate; valid driver's license. SACE Registration; Trade Certificate; and Practical Experience in Civil Engineering Workshop will be an added advantage.

**Duties:** Engage in learning or facilitating as per workload; Assess and record the performance of students; Manage a learning programme; Develop the policy for the programme; Co-ordinate evaluations and Assessments; Homework; Assignments; etc. for the programme; Provide guidance on the latest development on approaches to the programme; Provide guidance to in experienced or newly appointed staff members; Monitor and Control the work of educators and students in the programme.

### BUSINESS STUDIES LECTURERS (PL1) X 2 POST

Lecturer: Ref: EWC 84/2021 Human and Social Development NC (V) Level 2-4; Art and Science of Teaching Level 3-4

Lecturer: Ref: EWC 85/2021 Financial Accounting N4-N6; Computerized Financial

Systems N4-N6; Cost and Management Accounting N5-N6

Salary Range: R 211 098 – R345 297 per Annum per annum plus benefits (PL1)

**Requirements:** Diploma/degree in Education/Finance or equivalent and teaching qualification; 0-1 year experience Education field; SACE Registration; valid driver's license would be an added advantage.

**Duties:** Engage in learning or facilitating as per workload; Assess and record the performance of students; Manage a learning programme; Develop the policy for the programme; Co-ordinate evaluations and Assessments; Homework; Assignments; etc. for the programme; Provide guidance on the latest development on approaches to the programme; Provide guidance to in experienced or newly appointed staff members; Monitor and Control the work of educators and students in the programme.

### ENGINEERING STUDIES PL1 LECTURERS X 3 POST (PERMANENT)

Lecturer: Ref: EWC 86/2021 Mathematics

Lecturer: Ref: EWC 87/2021 Engineering Technology L2; Engineering System Level and Engineering Graphics and Design Level 3

Lecturer: Ref: EWC 88/2021 Mathematics L2-L4 and MATHS Literacy

Salary Range: R 211 098 – R345 297 per Annum per annum plus benefits (PL1)

**Requirements:** REQV 13 teacher's qualification Electrical/Electronics/Mechanical/Maths Diploma/Degree in Engineering or equivalent. A minimum of 0-1 year appropriate experience in Engineering Studies field; SACE Registration; a Trade test qualification ad driver's license would be added advantage.

**Duties:** Engage in learning or facilitating as per workload; Assess and record the performance of students; Manage a learning programme; Develop the policy for the programme; Co-ordinate evaluations and Assessments; Homework; Assignments; etc. for the programme; Provide guidance on the latest development on approaches to the programme; Provide guidance to in experienced or newly appointed staff members; Monitor and Control the work of educators and students in the programme.

### PLP (PREPARATORY LEARNING PROGRAMME) LECTURERS X 6 POSTS

Lecturers: Ref: EWC 89/2021 English and Life Orientation

Lecturers: Ref: EWC 90/2021 English and Life Orientation

Lecturers: Ref: EWC 91/2021 English and Life Orientation

Lecturers: Ref: EWC 92/2021 Mathematics and Physical Science

Lecturers: Ref: EWC 93/2021 Mathematics and Physical Science

Lecturers: Ref: EWC 94/2021 Mathematics and Physical Science

Salary Range: R 211 098 – R345 297 per Annum per annum plus benefits (PL1)

**Requirements:** REQV 13 teacher's qualification or equivalent; minimum of 0-2 year appropriate experience; SACE Registration; and driver's license would be added advantage.

**Duties:** Engage in learning or facilitating as per workload; Assess and record the performance of students; Manage a learning programme; Develop the policy for the programme; Co-ordinate evaluations and Assessments; Homework; Assignments; etc. for the programme; Provide guidance on the latest development on approaches to the programme; Provide guidance to in experienced or newly appointed staff members; Monitor and Control the work of educators and students in the programme.

### SUPPORT STAFF

Human Resource Clerk Ref: EWC 95/2021

R 173 703 – R204 612 per annum plus benefits (Salary Level 5)

**Requirements:** National N 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 and Serve on the Human Resource Committee.

Supply Chain Management Ref: EWC 96/2021

R 173 703 – R204 612 per annum plus benefits (Salary Level 5)

**Requirements:** National Diploma in Supply Chain Management or Nation N Diploma in Financial Management or equivalent; 1-2 years' experience in Supply Chain Management.

**Duties:** Receive request to purchase from the SCM Head; select and evaluate suppliers according to the SCM policy; Administration of tenders; Request or receive quotations as per the SCM policy; Obtain signatures in line with the Ekurhuleni West College Financial Policy; Prepare official orders for approval; Placing of orders with suppliers; Liaise with Suppliers and Internal Customers; Handle queries from suppliers and Internal Customer GRV orders upon delivery of goods or services and Any other delegate duties.

Senior Finance Officer Ref: EWC 97/2021

R 316 791 - R373 167 per annum plus benefits (Salary Level 8)

**Requirements:** National Diploma in any Finance related field, 5 years' experience in finance field; valid driver's license, ITS will be added as an advantage.

**Duties:** Ensure that the expenditure is aligned with approved budget; Ensure all expenditure is in compliance with the Financial and Supply Chain Management policy; Checking and authorizing of payments according to the mandate of delegated powers; Monthly reconciliations and follow up on reconciling items; Process general ledger journal transactions after obtaining authorization; Overseas Payroll Division; Reconcile monthly PERSAL expenditure; Solve problems concerning payroll; Prepare monthly reports to immediate senior.

### 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 posted or 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 08 October 2021.

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.*