

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: BUSINESS STUDIES

Ref: EWC 01/2024

Minimum salary: R465 843 – R569 574 per annum per Annum (Post Level 3)

Requirements: Matric/Grade 12 certificate, Bachelor's degree in Business Studies and Teachers qualification. At least 3 - 5 years' appropriate experience in the TVET Sector and at least 3 - 5 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 the 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 Business 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 matters and job placement. Ensure that Work Integrated Learning for students takes 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 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 learners results.

EDUCATION SPECIALIST: ENGINEERING STUDIES

REF: EWC 02/2024

Salary range R394 032 – R463 603 per annum plus benefits (PL2)

Requirements: Diploma/Degree in Mechanical Engineering and Teacher's qualification. A minimum of 2 -3 years appropriate experience in the TVET Sector, Assessor training. A valid driver's license and SACE Registration. Any Mechanical trade test will be an added advantage.

Duties: Engage in teaching or facilitating as per workload. Assess and record the performance of students. Manage a learning programme. Develop the policy for the program. Co-ordinate evaluation and assessments, homework, assignments, etc of 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

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

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 **19 March 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.