VACANCIES FOR THREE-YEAR RENEWABLE CONTRACT POSTS

Assistant Director HRM (SR09) Ref. EWC 1/2011

Requirements for post - REQV 13 - A recognised Bachelor's degree/three-year Diploma or equivalent • 5 years' appropriate experience • in-depth and sound knowledge of the sector, legislation and social leaders; policy and practice, labour relations, staff development and training.

A qualification in Human Resource Management and experience/ knowledge of the FET sector or industry within HR will be an added advantage.

Duties: Training and Development (HRD) training policy; identify and plan training needs and strategy; assess effectiveness of training; liaise with education and training authorities; implement WSP; co-ordinate all development levies; ensure registration with SARS; grant claims of levies. Labour Relations (LR) leuk with EWC, colleges on disputes; resolutions; legislations/acts; code of conduct; administration; recruitment, dismissals, selection and interviews; liaise with GDE; DETH; unions. Management job description; written and oral skills; knowledge of employee wellness; employment equity; payroll; succession planning; performance management.

Skills: Management skills and capacity to interpret, analyse and present complex information; skills in career pathing; leadership skills; planning and management skills; job description skills; course report - writing skills; computer/ literate.

Senior Marketing Officer (SR08) Ref. EWC 2/2011

Requirements for post - N Diploma in Marketing or equivalent • 5 years' appropriate experience . • Sound knowledge of the sector and legislation.

Duties: Advertising of college programs, updating of information for publications, UR, CRM, manage exhibitions, prepare, deliver and update presentations. Manage college catalogues and related materials. Prepare exhibitions material and compile reports as requested.

Competencies and skills: Good interpersonal and communication skills, problem solving skills; Use of technology; knowledge of the target market and target areas.

Partnerships and Linkages (Post level 5) Ref. EWC 3/2011

Requirements for post - A relevant tertiary/college degree and a teacher's qualification + 5 years' appropriate experience • Sound knowledge of the sector and legislation.

Duties: Prospective donor and stakeholders' relationships; and public and media relations; college communications and publications; special events. Internal and external communications, public events, build local and international networks. Take ownership, initiate and co-ordinate all projects to promote the college's mission, vision and values; enhance EWC's public profile as a distinctive, leading institution; foster and support strategic partnerships; secure sustained support for its activities. Take responsibility for an effective and professional internal communication strategy. liaise with college departments to help enhance their profiles and build synergies in public communication. Implement and evaluate strategies to achieve the college's fundraising goals, paying particular attention to the quality relationships with public and private donors, and secure the unequivocal support of the college community, particularly in building good relations with both, business, professional and social leaders.

Competencies and skills: Management skills and capacity to interpret, analyse and present complex information; leadership skills; planning and organisational skills; budgeting skills and related industry and commerce.

BUSINESS STUDIES

Senior Education Specialist (HOD - Post Level 2) • 3 posts

Head of Department - Business Studies

Duties: Co-ordinate, manage, administer and lead the academic operations of the campus business studies.

Requirements: REQV 13 • Teacher's qualification + 3 years' appropriate experience • Sound knowledge of the sector and legislation.

Education Specialist (Senior Lecturer - Post Level 2) • 1 post
Ref. EWC 6/2011


Requirements: REQV 13 • Teacher's qualification + 3 years' appropriate experience • Sound knowledge of the sector and legislation.

Lecturer (Post Level 2 - Business Studies) • 4 posts

Entrepreneurship & Project Management, Office Practice & Business Management, Entrepreneurship & English First Additional Language


Marketing, Consumer Behaviour, Marketing Communication L2 - L4
Ref. EWC 16/2011/Ref. EWC 17/2011 (2 posts)

Office Data Processing and Life Orientation Ref. EWC 18/2011

Freight Logistics, Transport Economics and Training Ref. EWC 19/2011 and Ref EWC 20/2011 (2 posts)

Requirements for Post level 1: REQV 13 • Teacher's qualification and according to specific (additional) requirements above (where applicable).

UTILITY STUDIES

Education Specialist - Tourism (Senior Lecturer - Post Level 2) • 1 post
Science of Tourism, Client Services and Human Relations, Sustainable Tourism in South Africa, Tourism Operations and Technology L2 - L4

Ref EWC 21/2011

Requirements for Post level 1: REQV 13 • Teacher's qualification and according to specific (additional) requirements above (where applicable).

Lecturer Post Level 2 - Utility Studies (3 posts)
Hospitality, Food Preparation; Hospitality Generics; Client Services Management, Early Childhood Development Daycare

Ref EWC 23/2011

Client Services, Hospitality Generics, Hospitality Services, Food Preparation Ref EWC 24/2011

Requirements for Post level 1: REQV 13 • Teacher's qualification and according to specific (additional) requirement above (where applicable).

ENGINEERING STUDIES (EWC 15)

14 posts

Lecturer (PL 1) Mechanical Engineering, Power Machines, Fluid Mechanics N4 - N6, Fitting and Tuning Level 2-4
Ref EWC 25/2011


Engineering and Related Design, Mathematics N4 - N6 Ref. EWC 27/2011


Mechanotechnics N6, Engineering Science N6 Ref. EWC 34/2011 Ref. EWC 35/2011 (2 posts)

Mechanotechnics N6, Engineering Science N6 Ref. EWC 36/2011

Digital Electronics; Electrical Systems and Construction; Electrical Principles and Practice; Electrical Workmanship L2 - L4 Ref. EWC 34/2011 Ref. EWC 35/2011 (2 posts)

Mechanotechnics N6, Engineering Science N6 Ref. EWC 36/2011


Information Technology and Computer Science L2 - L4 Ref. EWC 38/2011

Requirements for Post level 1: REQV 13 • Teacher's qualification and according to specific (additional) requirements above (where applicable).

Remedial Lecturer Post Level 1 - 3 posts
Ref. EWC 39/2011

Remedial Lecturer Post Level 1 - 3 posts
Ref. EWC 39/2011

Duties: Remedial, Academic, Teaching and related psycho-social support to students.

Requirements: REQV 13 • Teacher's qualification + Psychology III • Valid driver's licence.

Duties: Administer the selection and placement tool and support students with their bargaining needs; undergo sessions with students with psycho-social issues such as HIV/AIDS, substance abuse, teenage pregnancy; refer students to their respective educational psychologists.

Administration (1 post) SR 5 Ref. EWC 40/2010

Reception and general office administration.

Requirements for post SR 5: Grade 10 or equivalent and between 5 and 10 years' appropriate experience and between 2 and 5 years' current experience.

Duties: Answering and screening incoming and outgoing telephone calls. Dealing with telephone queries. Take and distribute memos; effective record, organise, store, capture and retrieve information related to the work. Organise and/or construct the filing administrative system.

Senior Payroll Clerk (SR 7) Ref. EWC 41/2011

Requirements for post: N Diploma in Financial Management or equivalent • 2 years' appropriate experience.

Duties: Prepare, process and distribute the payroll, check the accuracy of staff details and process part-time claims and overtime claims, print salary advices, prepare requisitions for payments, process and part-time salary advances, solve problems concerning payroll in collaboration with immediate senior, prepare monthly reports, create new data, capture payroll and related details on the system, reports as requested from Human Resource, and supply information/reports as required by the Department of Labour in collaboration with Human Resource, e.g. income differential reports, all office administration duties.

Competencies and skills: Computer literate, communication skills, accuracy, financial administrative skills, specific knowledge of finance, Human Resources and administration policies and procedures.

Debtors Administrator (SR 7 - College Council Appointment) Ref. EWC 42/2011

Requirements for Post: N Diploma in Financial/Management or equivalent • 2 years' appropriate experience • Sound knowledge of the sector and legislation.

Duties: Co-ordinate, manage, administer and lead the call centre and the debtors department, implement the college debt collection strategy, manage college debt accounts, interact and monitor debtors collectors' procedures and progress, handle enquiries from debtors.

Competencies and skills: Must be able to plan, organise and execute objectives promptly. Managerial skills, risk management, time management, leadership, computer literate, negotiating skills, research, innovative, structured, reliable, transparent, professional, performance driven, able to work under pressure.

Contact person: Mr Jomo Jacobs - Deputy Principal - Corporate Services. 011 323 1600

Ekurhuleni West College is an Equal Opportunities Employer

Apply online only at www.ewc.edu.za closing date: Friday, 28 October 2011.