



**DEPARTMENT OF HIGHER EDUCATION AND TRAINING (SOUTH CAPE TVET COLLEGE)**

**APPLICATIONS:** Applications must be forwarded: The HR Manager, South Cape TVET College, Private Bag X10400 or be hand delivered at South Cape TVET College (Central Office), 125 Mitchell Street, George 6529.

**FOR ATTENTION:** Mr M Gcuwa

**CLOSING DATE:** 14 September 2018 at 16:00

**GENERAL INSTRUCTION:** A completed Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details), Original certified copies (not older than three months) of all qualifications with academic transcripts/record, ID document and drivers licence.

Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date as well as faxed or emailed applications will not be accepted.

Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks [where applicable], qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test.

Matching and redeployment to other workstations within the College may be considered based on the operational requirements.

Applicants in possession of a foreign qualification **must** attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their application forms.

Non-RSA citizens/Permanent resident permit holders **must** submit a copy of his/her Permanent Resident Permit with his/her application.

**PLEASE NOTE**

No late applications will be considered.

No emailed / faxed applications will be considered.

The College/DHET reserves the right not to make appointments where it deems fit to do so. Correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application as unsuccessful.

Preference will be given to persons from designated groups, especially with regard to race, gender and disability.

South Cape TVET College invites suitable candidates to apply for the following permanent posts:

## ACADEMIC POSTS

- POST 01**                      **SENIOR EDUCATION SPECIALIST – HEAD OF DEPARTMENT (REF: CS 01/2018)**  
(Persal Appointment)
- SALARY:**                      **R391 677.00** per annum (PL3)
- CENTRE:**                      **OUDTSHOORN CAMPUS**
- REQUIREMENTS:**                      Matric plus a minimum 3 year accredited Degree/Diploma in the study field: Safety in Society/Tourism/Hospitality/Business Studies, including a professional qualification as an educator and Registration with SACE •Computer Literacy (MS Office) • A valid code 08 driver's license. •A minimum of 5 years relevant teaching experience. Managerial, Leadership and Administrative experience. •Sound knowledge of the Continuous Education and Training (CET) Act No 16 of 2006. Good interpersonal skills. Excellent report writing and communication skills •Statistical analysis and interpretation of student data. •Complete annual surveys •Knowledge and experience of external examination and internal assessment •Sound knowledge and experience of the National Certificate Vocational (NCV), Report 191 Business and General Studies and Occupational programmes •Ability to effectively communicate in at least two of the three official languages of the Western Cape.
- DUTIES:**                      Management, teaching and coordination of all listed programmes. Overall curriculum management, assessment, moderation and administration. Provide lecturer and curriculum delivery support. Ensure a supportive teaching and learning environment. Academic and administrative support of all academic programmes and administer national DHET internal assessments and external examinations. Overall curriculum management, assessment, moderation and administration. Responsible for lecturer work-based experience (WBE). Responsible for student work integrated learning (WIL)..Adherence to the implementation of all college policies and quality management system. Ensure adherence to quality assurance standards of DHET, UMALUSI and QCTO.  
**NB: An academic record must be attached with your application for this position**
- ENQUIRIES**                      Ms T La Fleur (044-2722110)
- POST 02**                      **SENIOR EDUCATION SPECIALIST - DEPUTY CAMPUS HEAD ADMINISTRATION**  
**REF: CS 02/2018**  
(Persal Appointment)
- SALARY:**                      **R391 677.00** per annum (PL3)
- CENTRE:**                      **OUDTSHOORN CAMPUS**
- REQUIREMENTS:**                      Matric plus a minimum 3- year accredited Degree/Diploma in the study field of: Business Studies/Safety in Society/Tourism/Hospitality/Education majoring in either (FET Band: English/Mathematical Literacy/Life Orientation) including a professional qualification as an educator. •Computer Literacy (MS Office). •A minimum of 5 years relevant teaching experience. •A valid code 08 driver's license. Managerial, Leadership, Financial and Administrative experience. •Sound knowledge of the Continuous Education and Training (CET) Act No 16 of 2006. Infrastructure and asset management. •Good interpersonal skills. Excellent report writing and communication skills. Proven budgetary knowledge. •Statistical analysis and interpretation of student data. •Complete annual surveys •Timetabling skills •Knowledge and experience of external examination and internal assessment processes •Sound knowledge and experience of National Certificate Vocational (NCV), Report 191 Business Studies and Occupational programmes. •Ability to effectively communicate in at least two of the three official languages of the Western Cape.
- DUTIES:**                      Management and co-ordination of student academic, assessment and examinations administrative functions in accordance with DHET, UMALUSI and QCTO requirements. Co-responsible for the general support service functions e.g. facilities, assets, maintenance, finances and human resource management. Tuition of subjects linked to one of the mentioned study fields under qualifications and provide lecturer and curriculum delivery support. Overall curriculum management, assessment, moderation and administration. Academic and

administrative support of all academic programmes and administer internal assessments and national DHET external examinations. Ensure compliance with of all College policies, quality management system and DHET, UMALUSI and QCTO.

system. Ensure adherence to quality assurance standards of DHET, UMALUSI and QCTO.

**NB: An academic record must be attached with your application for this position**

**ENQUIRIES**

Ms T La Fleur (044-2722110)

**POST 03**

**EDUCATION SPECIALIST – BUSINESS STUDIES REF: CS 03/2018**

(Persal Appointment)

**SALARY:**

**R328 953.00 per annum (PL2)**

**CENTRE:**

**OUDTSHOORN CAMPUS**

**REQUIREMENTS:**

Matric plus a minimum 3-year accredited Degree/Diploma in the study field: Business Studies including a professional qualification as an educator. •A minimum of at least 3 years relevant experience as an educator. •Computer Literacy (MS Office) •A valid code 08 driver's license. Managerial and administrative experience. Sound knowledge of the Continuous Education and Training (CET) Act No 16 of 2006. •Statistical analysis and interpretation of student data. •Complete annual surveys •Timetabling skills. •Knowledge and teaching experience of National Certificate Vocational (NCV), Report 191 Business Studies and Occupational programmes. •Knowledge and experience of external examination and internal assessment processes. •Excellent report writing and communication skills. •Ability to effectively communicate in at least two of the three official languages of the Western Cape.

**DUTIES:**

Tuition of subjects linked to the study field: Information Processing, Computer Practice and Office Data Processing. Provide lecturer and curriculum delivery support. Overall curriculum management, assessment, moderation and administration. Responsible for lecturer workplace-based experience (WBE). Responsible for student work integrated learning (WIL). Ensure adherence to quality assurance standards of DHET, UMALUSI and QCTO. Adherence to the implementation of all College policies and quality management system. Academic and Administrative support of all academic programmes. Administer internal assessments and national DHET external examinations.

**NB: An academic record must be attached with your application for this position**

**ENQUIRIES**

Ms T La Fleur (044-2722110)

**POST 04**

**EDUCATION SPECIALIST – CAMPUS HEAD REF: CS 04/2018**

(Council Appointment)

**SALARY:**

**R328 953.00 per annum (PL2)**

**CENTRE:**

**HESSEQUA CAMPUS**

**REQUIREMENTS:**

Matric plus a minimum 3-year accredited Degree/Diploma in the study field: Business Studies including a professional qualification as an educator. •A minimum of at least 3 years relevant experience as an educator. •Computer Literacy (MS Office) •A valid code 08 driver's license. Managerial, Leadership, Financial and Administrative experience. •Sound knowledge of the Continuous Education and Training (CET) Act No 16 of 2006. Infrastructure and asset management. •Good interpersonal skills. Excellent report writing and communication skills. Proven budgetary knowledge. •Statistical analysis and interpretation of student data. •Complete annual surveys •Timetabling skills •Knowledge and experience of external examination and internal assessment processes •Sound knowledge and experience of Report 191 Business Studies and Occupational programmes •Ability to effectively communicate in at least two of the three official languages of the Western Cape.

**DUTIES:**

Overall leadership and management of the campus. Participate in the development of the College strategic and operational plan. Marketing of campus programmes and liaison with all internal and external stakeholders. Responsible for the compilation and control of the campus budget. Responsible for general support service functions e.g. administration, facilities, assets, maintenance, finances and human resource management. Tuition of subjects linked to human resource management study field. Provide lecturer and curriculum delivery support. Overall

curriculum management, assessment, moderation and administration. Responsible for lecturer work-based experience (WBE). Responsible for student work integrated learning (WIL). Academic and Administrative support of all academic programmes. Administer internal assessments and national DHET external examinations. Ensure adherence to quality assurance standards of DHET, UMALUSI and QCTO. Adherence to the implementation of all College policies and quality management system.

**NB: An academic record must be attached with your application for this position**

**ENQUIRIES**

Ms T Boshoff (044-884 0359)

**POST 05**

**EDUCATION SPECIALIST – BUSINESS STUDIES REF: CS 05/2018**

(Persal Appointment)

**SALARY:**

**R328 953.00 per annum (PL2)**

**CENTRE:**

**BITOU CAMPUS**

**REQUIREMENTS:**

Matric plus a minimum 3-year accredited Degree/Diploma in the study field: Business Studies including a professional qualification as an educator. •A minimum of at least 3 years relevant experience as an educator. •Computer Literacy (MS Office) •A valid code 08 driver's license. Managerial, Leadership, Financial and Administrative experience. •Sound knowledge of the Continuous Education and Training (CET) Act No 16 of 2006. Infrastructure and asset management. •Good interpersonal skills. Excellent report writing and communication skills. Proven budgetary knowledge. •Statistical analysis and interpretation of student data. •Complete annual surveys •Timetabling skills •Knowledge and experience of external examination and internal assessment processes •Sound knowledge and experience of Report 191 Business Studies and Occupational programmes •Ability to effectively communicate in at least two of the three official languages of the Western Cape.

**DUTIES:**

Tuition of subjects linked to the study fields: Business studies. Provide lecturer and curriculum delivery support. Overall curriculum management, assessment, moderation and administration. Responsible for lecturer workplace-based experience (WBE). Responsible for student work integrated learning (WIL). Ensure adherence to quality assurance standards of DHET, UMALUSI and QCTO. Adherence to the implementation of all College policies and quality management system. Academic and Administrative support of all academic programmes. Administer internal assessments and national DHET external examinations.

**NB: An academic record must be attached with your application for this position**

**ENQUIRIES**

Mr C Webber (044-533 2388)

**POST 06**

**EDUCATION SPECIALIST – BUSINESS STUDIES (REF: CS 06/2018)**

(Persal Appointment)

**SALARY:**

**R328 953.00 per annum (PL2)**

**CENTRE:**

**BITOU CAMPUS**

**REQUIREMENTS:**

Matric plus a minimum 3-year accredited Degree/Diploma in the study field: Business Studies including a professional qualification as an educator. •A minimum of at least 3 years relevant experience as an educator. •Computer Literacy (MS Office) •A valid code 08 driver's license. Managerial, Leadership, Financial and Administrative experience. •Sound knowledge of the Continuous Education and Training (CET) Act No 16 of 2006. Infrastructure and asset management. •Good interpersonal skills. Excellent report writing and communication skills. Proven budgetary knowledge. •Statistical analysis and interpretation of student data. •Complete annual surveys •Timetabling skills •Knowledge and experience of external examination and internal assessment processes •Sound knowledge and experience of Report 191 Business Studies and Occupational programmes •Ability to effectively communicate in at least two of the three official languages of the Western Cape.

**DUTIES:**

Tuition of subjects linked to the study field: Information Processing, Computer Practice and Office Data Processing. Provide lecturer and curriculum delivery support. Overall curriculum management, assessment, moderation and administration. Responsible for lecturer workplace-based experience (WBE). Responsible for student work integrated learning (WIL). Ensure adherence to quality

assurance standards of DHET, UMALUSI and QCTO. Adherence to the implementation of all College policies and quality management system. Academic and Administrative support of all academic programmes. Administer internal assessments and national DHET external examinations.

**NB: An academic record must be attached with your application for this position**

**ENQUIRIES**

Mr C Webber (044-533 2388)

**POST 07**

**EDUCATION SPECIALIST – BUSINESS STUDIES REF: CS 07/2018**

(Persal Appointment)

**SALARY:**

R328 953.00 per annum (PL2)

**CENTRE:**

**BEAUFORT WEST CAMPUS**

**REQUIREMENTS:**

Matric plus a minimum 3-year accredited Degree/Diploma in the study field: Business Studies including a professional qualification as an educator. •A minimum of at least 3 years relevant experience as an educator. •Computer Literacy (MS Office) •A valid code 08 driver's license. Managerial, Leadership, Financial and Administrative experience. •Sound knowledge of the Continuous Education and Training (CET) Act No 16 of 2006. Infrastructure and asset management. •Good interpersonal skills. Excellent report writing and communication skills. Proven budgetary knowledge. •Statistical analysis and interpretation of student data. •Complete annual surveys •Timetabling skills •Knowledge and experience of external examination and internal assessment processes •Sound knowledge and experience of Report 191 Business Studies and Occupational programmes •Ability to effectively communicate in at least two of the three official languages of the Western Cape.

**DUTIES:**

Tuition of subjects linked to the study fields: Business studies. Provide lecturer and curriculum delivery support. Overall curriculum management, assessment, moderation and administration. Responsible for lecturer workplace-based experience (WBE). Responsible for student work integrated learning (WIL). Ensure adherence to quality assurance standards of DHET, UMALUSI and QCTO. Adherence to the implementation of all College policies and quality management system. Academic and Administrative support of all academic programmes. Administer internal assessments and national DHET external examinations.

**NB: An academic record must be attached with your application for this position**

**ENQUIRIES**

Mr W Abdullah (023-414 3064)

**POST 08**

**EDUCATION SPECIALIST – BUSINESS STUDIES REF: CS 08/2018**

(Persal Appointment)

**SALARY:**

**R328 953.00 per annum (PL2)**

**CENTRE:**

**BEAUFORT WEST CAMPUS**

**REQUIREMENTS:**

Matric plus a minimum 3-year accredited Degree/Diploma in the study field: Business Studies including a professional qualification as an educator. •A minimum of at least 3 years relevant experience as an educator. •Computer Literacy (MS Office) •A valid code 08 driver's license. Managerial, Leadership, Financial and Administrative experience. •Sound knowledge of the Continuous Education and Training (CET) Act No 16 of 2006. Infrastructure and asset management. •Good interpersonal skills. Excellent report writing and communication skills. Proven budgetary knowledge. •Statistical analysis and interpretation of student data. •Complete annual surveys •Timetabling skills •Knowledge and experience of external examination and internal assessment processes •Sound knowledge and experience of Report 191 Business Studies and Occupational programmes •Ability to effectively communicate in at least two of the three official languages of the Western Cape.

**DUTIES:**

Tuition of subjects linked to the study fields: Human Resource Management. Provide lecturer and curriculum delivery support. Overall curriculum management, assessment, moderation and administration. Responsible for lecturer workplace-based experience (WBE). Responsible for student work integrated learning (WIL). Ensure adherence to quality assurance standards of DHET, UMALUSI and QCTO. Adherence to the implementation of all College policies and quality management system. Academic and Administrative support of all academic programmes. Administer internal assessments

and national DHET external examinations.

**NB: An academic record must be attached with your application for this position**

**ENQUIRIES**

Mr W Abdullah (023-414 3064)

**POST 09**

**EDUCATION SPECIALIST – SAFETY IN SOCIETY REF: CS 09/2018**

(Persal Appointment)

**SALARY:**

**R328 953.00 per annum (PL2)**

**CENTRE:**

**GEORGE CAMPUS**

**REQUIREMENTS:**

Matric plus a minimum 3-year accredited Degree/Diploma in the study field: Policing/BA Law/BProc/LLB or relevant equivalent qualification including a professional qualification as an educator. • A minimum of at least 3 years relevant experience as an educator. •Computer Literacy (MS Office). •A valid code 08 driver's license. Managerial, Leadership, Financial and Administrative experience. •Sound knowledge of the Continuous Education and Training (CET) Act No 16 of 2006. Infrastructure and asset management. •Good interpersonal skills. Excellent report writing and communication skills. Proven budgetary knowledge. •Statistical analysis and interpretation of student data. •Complete annual surveys •Timetabling skills •Knowledge and experience of external examination and internal assessment processes •Sound knowledge and experience of Report 191 Business Studies and Occupational programmes •Ability to effectively communicate in at least two of the three official languages of the Western Cape.

**DUTIES:**

Tuition of Safety in Society NC(V) subjects on Levels 2 – 4. Provide lecturer and curriculum delivery support. Overall curriculum management, assessment, moderation and administration. Responsible for lecturer workplace-based experience (WBE). Responsible for student work integrated learning (WIL). Ensure adherence to quality assurance standards of DHET, UMALUSI and QCTO. Adherence to the implementation of all College policies and quality management system Academic and Administrative support of all academic programmes. Administer internal assessments and national DHET external examinations.

**NB: An academic record must be attached with your application for this position**

**ENQUIRIES**

Ms V Hartnick (044 - 8742360)

**POST 10**

**EDUCATION SPECIALIST – BUSINESS STUDIES (REF: CS 10/2018)**

(Persal Appointment)

**SALARY:**

**R328 953.00 per annum (PL2)**

**CENTRE:**

**GEORGE CAMPUS**

**REQUIREMENTS:**

Matric plus a minimum 3-year accredited Degree/Diploma in the study field: Business Studies including a professional qualification as an educator. •A minimum of at least 3 years relevant experience as an educator. •Computer Literacy (MS Office) •A valid code 08 driver's license. Managerial, Leadership, Financial and Administrative experience. •Sound knowledge of the Continuous Education and Training (CET) Act No 16 of 2006. Infrastructure and asset management. •Good interpersonal skills. Excellent report writing and communication skills. Proven budgetary knowledge. •Statistical analysis and interpretation of student data. •Complete annual surveys •Timetabling skills •Knowledge and experience of external examination and internal assessment processes •Sound knowledge and experience of Report 191 Business Studies and Occupational programmes •Ability to effectively communicate in at least two of the three official languages of the Western Cape.

**DUTIES:**

Tuition of subjects linked to the study field: Information Processing, Computer Practice and Office **Data Processing**. Provide lecturer and curriculum delivery support. Overall curriculum management, assessment, moderation and administration. Responsible for lecturer workplace-based experience (WBE). Responsible for student work integrated learning (WIL). Ensure adherence to quality assurance standards of DHET, UMALUSI and QCTO. Adherence to the implementation of all College policies and quality management system. Academic and Administrative support of all academic programmes. Administer internal assessments and national DHET external examinations.

**NB: An academic record must be attached with your application for this position**

**ENQUIRIES** Ms V Hartnick (044 - 8742360)

**POST 11** **EDUCATION SPECIALIST – BUSINESS STUDIES (REF: CS 11/2018)**

(Persal Appointment)

**SALARY:** **R328 953.00 per annum (PL2)**

**CENTRE:** **GEORGE CAMPUS**

**REQUIREMENTS:** Matric plus a minimum 3-year accredited Degree/Diploma in the study field: Business Studies including a professional qualification as an educator. •A minimum of at least 3 years relevant experience as an educator. •Computer Literacy (MS Office) •A valid code 08 driver's license. Managerial, Leadership, Financial and Administrative experience. •Sound knowledge of the Continuous Education and Training (CET) Act No 16 of 2006. Infrastructure and asset management. •Good interpersonal skills. Excellent report writing and communication skills. Proven budgetary knowledge. •Statistical analysis and interpretation of student data. •Complete annual surveys •Timetabling skills •Knowledge and experience of external examination and internal assessment processes •Sound knowledge and experience of Report 191 Business Studies and Occupational programmes •Ability to effectively communicate in at least two of the three official languages of the Western Cape.

**DUTIES:** Tuition of subjects linked to the study field: Marketing Management. Provide lecturer and curriculum delivery support. Overall curriculum management, assessment, moderation and administration. Responsible for lecturer workplace-based experience (WBE). Responsible for student work integrated learning (WIL). Ensure adherence to quality assurance standards of DHET, UMALUSI and QCTO. Adherence to the implementation of all College policies and quality management system. Academic and Administrative support of all academic programmes. Administer internal assessments and national DHET external examinations.

**NB: An academic record must be attached with your application for this position**

**ENQUIRIES** Ms V Hartnick (044 - 8742360)

**POST 12** **EDUCATION SPECIALIST – BUSINESS STUDIES REF: CS 12/2018**

(Persal Appointment)

**SALARY:** **R328 953.00 per annum (PL2)**

**CENTRE:** **GEORGE CAMPUS**

**REQUIREMENTS:** Matric plus a minimum 3-year accredited Degree/Diploma in the study field: Business Studies including a professional qualification as an educator. •A minimum of at least 3 years relevant experience as an educator. •Computer Literacy (MS Office) •A valid code 08 driver's license. Managerial, Leadership, Financial and Administrative experience. •Sound knowledge of the Continuous Education and Training (CET) Act No 16 of 2006. Infrastructure and asset management. •Good interpersonal skills. Excellent report writing and communication skills. Proven budgetary knowledge. •Statistical analysis and interpretation of student data. •Complete annual surveys •Timetabling skills •Knowledge and experience of external examination and internal assessment processes •Sound knowledge and experience of Report 191 Business Studies and Occupational programmes •Ability to effectively communicate in at least two of the three official languages of the Western Cape.

**DUTIES:** Tuition of subjects linked to the study field: Human Resource Management. Provide lecturer and curriculum delivery support. Overall curriculum management, assessment, moderation and administration. Responsible for lecturer workplace-based experience (WBE). Responsible for student work integrated learning (WIL). Ensure adherence to quality assurance standards of DHET, UMALUSI and QCTO. Adherence to the implementation of all College policies and quality management system. Academic and Administrative support of all academic programmes. Administer internal assessments and national DHET external examinations.

**NB: An academic record must be attached with your application for this position**

**ENQUIRIES** Ms V Hartnick (044 - 8742360)

**POST 13**                     **EDUCATION SPECIALIST – ENGINEERING STUDIES REF: CS 13/2018**

(Persal Appointment)

**SALARY:**                    **R328 953.00 per annum (PL2)**

**CENTRE:**                    **MOSSEL BAY CAMPUS**

**REQUIREMENTS:** Matric plus a minimum 3- year accredited Degree/Diploma in the study field: Engineering Studies. Including a professional qualification as an educator. •A minimum of at least 3 years relevant experience as an educator. •Computer Literacy (MS Office) • A valid code 08 driver's license. Managerial and administrative experience. Sound knowledge of the Continuous Education and Training Act No 16 of 2006. •Statistical analysis and interpretation of student data. •Complete annual surveys •Timetabling skills. •Knowledge and teaching experience of National Certificate Vocational (NC(V)) and Report 191 Engineering and Occupational programmes. •Knowledge and experience of external examination and internal assessment processes. • Excellent report writing and communication skills. •Ability to effectively communicate in at least two of the three official languages of the Western Cape.

**DUTIES:** Tuition of subjects link to the study field: Engineering studies on (NCV) levels 2-4. Provide lecturer and curriculum delivery support. Overall curriculum management, assessment, moderation and administration. Responsible for lecturer workplace-based experience (WBE). Responsible for student work integrated learning (WIL). Ensure adherence to quality assurance standards of DHET, UMALUSI and QCTO. Adherence to the implementation of all College policies and quality management system. Academic and Administrative support of all academic programmes. Administer internal assessments and national DHET external examinations.

**NB: An academic record must be attached with your application for this position**

**ENQUIRIES** Ms C Moorcroft (044 – 693 2613)

**POST 14**                     **EDUCATION SPECIALIST – BUSINESS AND GENERAL STUDIES (REF: CS 14/2018)**

(Persal Appointment)

**SALARY:**                    **R328 953.00 per annum (PL2)**

**CENTRE:**                    **MOSSEL BAY CAMPUS**

**REQUIREMENTS:** Matric plus a minimum 3-year accredited Degree/Diploma in the study field: Business and General Studies including a professional qualification as an educator. •A minimum of at least 3 years relevant experience as an educator. •Computer Literacy (MS Office) •A valid code 08 driver's license. Managerial, Leadership, Financial and Administrative experience. •Sound knowledge of the Continuous Education and Training (CET) Act No 16 of 2006. Infrastructure and asset management. •Good interpersonal skills. Excellent report writing and communication skills. Proven budgetary knowledge. •Statistical analysis and interpretation of student data. •Complete annual surveys •Timetabling skills •Knowledge and experience of external examination and internal assessment processes •Sound knowledge and experience of Report 191 Business Studies and Occupational programmes •Ability to effectively communicate in at least two of the three official languages of the Western Cape.

**DUTIES:** Tuition of subjects linked to the study fields: Business and General Studies. Provide lecturer and curriculum delivery support. Overall curriculum management, assessment, moderation and administration. Responsible for lecturer workplace-based experience (WBE). Responsible for student work integrated learning (WIL). Ensure adherence to quality assurance standards of DHET, UMALUSI and QCTO. Adherence to the implementation of all College policies and quality management system. Academic and Administrative support of all academic programmes. Administer internal assessments and national DHET external examinations.

**NB: An academic record must be attached with your application for this position**

**ENQUIRIES** Ms C Moorcroft (044 – 693 2613)



**POST 15**                      **EDUCATION SPECIALIST – BUSINESS STUDIES (REF: CS 15/2018)**

(Persal Appointment)

**SALARY:**                      **R328 953.00 per annum (PL2)**

**CENTRE:**                      **MOSSEL BAY CAMPUS**

**REQUIREMENTS:**      Matric plus a minimum 3-year accredited Degree/Diploma in the study field: Business Studies including a professional qualification as an educator. •A minimum of at least 3 years relevant experience as an educator. •Computer Literacy (MS Office) •A valid code 08 driver's license. Managerial, Leadership, Financial and Administrative experience. •Sound knowledge of the Continuous Education and Training (CET) Act No 16 of 2006. Infrastructure and asset management. •Good interpersonal skills. Excellent report writing and communication skills. Proven budgetary knowledge. •Statistical analysis and interpretation of student data. •Complete annual surveys •Timetabling skills •Knowledge and experience of external examination and internal assessment processes •Sound knowledge and experience of Report 191 Business Studies and Occupational programmes •Ability to effectively communicate in at least two of the three official languages of the Western Cape.

**DUTIES:**                      Tuition of subjects linked to the study field: Information Processing, Computer Practice and Office Data Processing. Provide lecturer and curriculum delivery support. Overall curriculum management, assessment, moderation and administration. Responsible for lecturer workplace-based experience (WBE). Responsible for student work integrated learning (WIL). Ensure adherence to quality assurance standards of DHET, UMALUSI and QCTO. Adherence to the implementation of all College policies and quality management system. Academic and Administrative support of all academic programmes. Administer internal assessments and national DHET external examinations.

**NB: An academic record must be attached with your application for this position**

**ENQUIRIES**                      Ms C Moorcroft (044 – 693 2613)

#### **SUPPORT POSITIONS**

**POST 16**                      **PROJECT MANAGER: INFRASTRUCTURE AND MAINTANANCE (REF: PS01/2018)**

(3 year College Council Contract)

**SALARY:**                      **R 356 289.00 – per annum plus 37% benefits**

**CENTRE:**                      **Central Office**

**REQUIREMENTS:**      Matric plus a minimum 3-year accredited National Diploma/Degree in Construction Management/Construction Science or Quantity Surveying with a minimum of 3 years relevant work experience in managing construction projects. Computer literacy (MS Office) A valid code 08 driver's license. Knowledge of organizational objectives, CIBD regulations, Occupational Health and Safety Regulations (OHS). Environmental management. Project Management. Risk Management. Financial Management. Compliant to policies and legislation. Information Management. Analytical abilities. Committed. Hardworking, Good coping skills. Ability to work independently. Policy development and implementation skills. Ability to work in a team and also individually. Ability to effectively communicate in at least two of the three official languages of the Western Cape.

**DUTIES:**                      Responsible to supervise different task in completing construction or repairs and maintenance projects. Responsible for the flow of information from the college level project supervisor (organizational point where the service/project is requested) to the team regarding the project in the Department of Higher Education and Training Department. Make the arrangement for projects documentation on the recommendation and specification of the Department and ensure that specifications are met. Meet the project owner, ensure that appropriate specification are set, or meet a higher standard. Update information on the project management tools. Make arrangement for the project completion based on specifications of the project owner. Put a proficient team together to achieve the purpose of the work in a changing circumstance and fixed circumstance, and in a responsive circumstance using leadership and management expertise. Plan, commence, execute, supervise, and roundup assigned projects. **ENQUIRIES**                      Mr M Gcuwa (044 – 884 0359)

**POST 17 ASSISTANT PROJECT MANAGER: INFRASTRUCTURE AND MAINTANANCE**  
**(REF: PS02/2018)**

(College Council Appointment)

**SALARY: R 281 418.00 – per annum plus 37% benefits**

**CENTRE: Central Office**

**REQUIREMENTS:** Matric plus a minimum 3-year accredited National Diploma/Degree in Construction Management/Construction Science or Quantity Surveying with a minimum of 3 years relevant work experience in Construction. Computer literacy (MS Office). A valid code 08 driver's license. Knowledge of organizational objectives, CIBD regulations, Occupational Health and Safety Regulations (OHS). Environmental management. Project Management. Risk Management. Financial Management. Compliant to policies and legislation. Information Management. Analytical abilities. Committed. Hardworking, Good coping skills. Ability to work. Policy development and implementation skills. Ability to work in a team and also individually. Ability to effectively communicate in at least two of the three official languages of the Western Cape.

**DUTIES** Facilitate SCM Processes as the end user: Initiate the development of specifications for Projects. Provide immediate support to relevant queries around the specifications. Provide Ongoing support to the process until it is complete. Project Risk Management: Conduct comprehensive project planning prior to commencement of all College projects. Present completed documents that identify and highlight potential risks, opportunities and challenges of College projects to Deputy Principal: Corporate Services and Project manager. Define and deliver detailed project plans as per project budget. Ensure compliance with legal, Contractual and safety requirements for all College Projects. Manage implementation of work within established policies, systems, procedures, processes and practices. Facilitate Planning Progress Report Meetings: Provide administrative reports to the progress report meetings. Attend to these meetings and provide progress report and feedback. Drafting, submission and presentation of College project related management reports. Act as a liaison between consultants and the college management. Make recommendations of the projects to management. Report to management in relation to projects underway. Facilitate legal and Regulatory requirements for all projects. Ensure compliance with relevant legislation: Ensure that the appropriate legislation, policies and standard and procedures are complied with and that there is no negligence in this regards. Monitor legislation updates and communicate to relevant staff. Provide advice in line with applicable legislation. Liaise with all professionals including OHS and Environmental Officers. Compile monthly update and status reports. Ensure validity of statistics and facts submitted. Facilitate project completion and hand over including all relevant paperwork on sign off.

**ENQUIRIES** Mr M Gcuwa (044 – 884 0359)

**POST 18 PROJECT MANAGER: CENTRE OF SPECIALISATION BRICKLAYER (REF: PS03/2018)**  
(2 year College Council Contract)

**SALARY: R 356 289.00 – per annum plus 37% benefits**

**CENTRE: Central Office**

**REQUIREMENTS:** An Appropriate accredited 3 year Degree/ Diploma in Engineering with a minimum of 3 years relevant work experience. • Computer Literacy (MS Office experience). • A valid code 08 driver's license. Knowledge of Bricklaying facilitation, Qualified Assessor and Moderator, Energetic and dedicated to Learner success, Ability to effectively communicate in at least two of the three official languages of the Western Cape.

**DUTIES:** Manage, co-ordinate and facilitate when necessary the implementation of Occupational programmes (Apprenticeships, Learnerships and Skills programmes) across delivery sites of the Southern Cape & Klein Karoo area as required, with an emphasis on the Mossel Bay Bricklaying Centre of Excellence. •Provide subject/practice related guidance to facilitators and ensure quality delivery of teaching and learning as well as workshop practice. •Strict adherence to College / SETA/OCTO/NAMB evaluation processes, policies and procedures. •Must be prepared to work under pressure. •Must be prepared to work after hours when necessary. •Need to work very

closely with Facilitators (coaching and mentoring). •Oversee workplace assessment as and when required. •Liaise with Business and Industry. •Initiate new projects, prepare budgets, monitor costs and project manage work assignments with a focus on efficiency, effectiveness and economical outputs.

**ENQUIRIES** Mr H Cronje (044 – 884 0359)

**POST 19 SENIOR ACCOUNTING CLERK: SUPPLY CHAIN MANAGEMENT (SL7)**

**(REF: PS04/2018)**

(Persal Appointment)

**SALARY: R 242 475.00 – R285 630.00 per annum**

**CENTRE: Central Office**

**REQUIREMENTS:** Matric plus an accredited three-year Degree/ National Diploma majoring in Accounting/ Financial Management /Procurement and Finance. 3 years relevant work experience. Computer literate with Excel and Word/ITS or any Procurement system. A valid code 08 driver's license Knowledge of Public Finance Management Act, Treasury Regulations, Preferential Procurement Policy Framework (PPPF), Broad Based Black Economic Empowerment (BBBEE) Act. Knowledge of ITS (Integrated Tertiary Software) systems will be an added advantage. •Ability to effectively communicate in at least two of the three official languages of the Western Cape.

**DUTIES:** Render demand and acquisition clerical support: Control turnaround time of requisition and orders. Monitor GRV validations by buyers Check and sign off on invoices / documents submitted for payment. Monitor issuing of office stock and ensure stock take and or controlling reorder levels. Supervise buyers managing outstanding commitments. Supervise and undertake logistical support services: Check, place and verify orders for goods. Receive requests from end users. Maintain goods register. Facilitate Procurement process for Informal Tender process: Upon receipt requisitions with specifications be checked. Initiate informal tender process. Compile informal tender. Compile adjudication and evaluation report. Submission of report to requesting department and seek approval from Principal and Deputy Principal Finance. Facilitate Procurement processes for formal tenders: Tender opening. Complete tender register and submit to Supervisor. Provide secretariat or logistical support during the bid consideration and contracts conclusion process. Ensure deviations get recorded. Assisting with the draft of specifications. Compile adverts for bids. Open tender box. Compile evaluation reports. Draft all agendas and minutes of sub committees of SCM (Specification, Evaluation and BAC). All official communication to Bidders (successful & unsuccessful letters). Ensure supplier contract register is up to date. Ensure regular update of supplier database. Attending site meetings with Bidders and contractors. Manage internal communication of successful bidders. Relevant Reports Review policies and processes.

**ENQUIRIES** Mr C Bellingan (044 – 884 0359)

**POST 20 SENIOR ACCOUNTING CLERK: CREDITORS (SL7) (REF: PS05/2018)**

(Persal Appointment)

**SALARY: R242 475.00 – R285 630.00 per annum**

**CENTRE: Central Office**

**REQUIREMENTS:** Matric plus an accredited three-year Degree/ National Diploma majoring in Accounting or Financial Management. 3 years relevant work experience in Finance dealing with creditors. Computer Literate with Excel and Word as well as data entry. A valid code 08 driver's license. Knowledge of Public Finance Management Act, Treasury Regulations, Preferential Procurement Policy Framework (PPPF), Broad Based Black Economic Empowerment (BBBEE) Act. Knowledge of ITS (Integrated Tertiary Software) systems will be an added advantage. •Ability to effectively communicate in at least two of the three official languages of the Western Cape.

**DUTIES:** Prepares and administers the Creditor's ledger: Day-today overseeing the processing of invoices, cheques and payment advices. Provide various creditors ledger reports ensuring creditor's payments are processed within stipulated treasury regulations. Maintaining Financial Process Controls: Verify all creditor invoices and purchase orders have been appropriately approved. Report any discrepancies. Prepare, process and provide supporting documentation for various month end journals. Filing/archiving of all accounting records in a secure and efficient manner. Recording of Financial Transactions: Uploading of annually approved budget on ITS. Uploading of annually approved revised budget on ITS. Uploading of all project budgets (ad-hoc). System verification of petty cash and cash book capturing. Complete credit application forms and attached all necessary required supporting documents.

**ENQUIRIES** Mr C Bellingan (044 – 884 0359)

**POST 21** **JOB PLACEMENT OFFICERS X3 (SL6) (REF: PS06/2018)**  
(Council Appointment)

**SALARY:** **R196 407.00 per annum plus 37% benefits**

**CENTRE:** **(George Campus x1, Mossel Bay Campus x1 and Oudtshoorn Campus x1)**

**REQUIREMENTS:** Matric plus a minimum 3-year accredited Degree/National Diploma majoring in Human Resource or Business Management, Marketing, Public Relations. •A minimum of 3 to 5 years relevant work experience. Knowledge of relevant Learner ships, Apprenticeships, SETAs. •Good Interpersonal Relations, Customer Relations and stakeholder engagement. •Computer Literacy (ICDL or MS Office). •Ability to effectively communicate in at least two of the three official languages of the Western Cape. •A code 08 driver's License. Good interpersonal relationship communication skills. Listening Skills. Team Leadership skills, Planning and organizing skills, People Management. • Ability to manage time effectively and problem-solving skills. •Report writing skills. Committed, Loyal, Client orientated, Professional and also with Integrity, Ability to effectively communicate in at least two of the three official languages of the Western Cape.

**DUTIES:** Co-ordinate and facilitate job readiness training: Placement of students in the workplace. • Create and maintain a database of all graduates. • Student recruitment, application and selection. Liaison with commerce and industry and other relevant stakeholders: Create a database of potential employers. • Create and maintain a database of all prospective employers. • Create a database of all advertisements for vacancies and notify students. • Develop & Review companies work placement policy and procedures. • Maintain and update the student tracking system: Manage and administer student Logbooks. • Post placement reviews, reports and statistics. • Liaise with Academic, and Innovation in Development Departments in connection with placing students for experiential learning. Develop quality reports and statistics: Provide advice and guidance to relevant stakeholders. •Create an Alumni newsletter. •Complete relevant reports on time. Record progress report on all successful placements on a quarterly bases.

**ENQUIRIES** Mr S Kiewiet (044 – 884 0359)

**POST 22**                                **MARKETING AND COMMUNICATION OFFICERS X2 (SL6) (REF: PS07/2018)**

(Persal Appointment)

**SALARY:**                                **R196 407.00 – R231 351.00 per annum**

**CENTRE:**                                **(Mossel Bay Campus x1, George Campus x1)**

**REQUIREMENTS:**                Matric plus a minimum 3-year accredited Degree/National Diploma in the field of Marketing and Communication, Public Relations; Media Studies or similar field of endeavor. •Computer Literacy (ICDL or MS Office). •A minimum of 1 to 2 years relevant experience in the relevant field is required. •Needs to be well versed in English Language with excellent writing skills. •A code 08 driver's License. Energetic and focused on reaching targets. Proven experience with regard to student recruitment and journalism skills. • Ability to manage time effectively and problem-solving skills. •Report writing skills.

**DUTIES:**                                Communication with external markets across the College's catchment area through PR functions, career exhibitions, school visits, Campus visits and more. Network with relevant role-players and stakeholders by attending functions, meetings, Imbizos and the likes. Student and internal market research. Facilitate external market research and generate new opportunities for recruitment. Gather relevant news and compile articles with photographs for internal and external publications. Co-ordinate and facilitate door-to-door campaigns, recruitment roadshows and various other recruitment methods to reach targets. Maintain the corporate image across all College sites. Organize and participate in internal and external functions and events. Coordinate effective marketing for Forster's Manor Guest House as an establishment of the College. Must be prepared to work after hours when necessary. Must be prepared to travel.

**ENQUIRIES**                                Mr H Cronje (044 – 884 0359)

**POST 23**                                **LABOUR RELATIONS AND EMPLOYEE WELNESS (SL6) (REF PS08/2018)**

(Council Appointment)

**SALARY:**                                **R196 407.00 per annum plus 37% benefits**

**CENTRE:**                                **Central Office**

**REQUIREMENTS:**                Matric plus a minimum 3-year accredited Degree/National Diploma in Human Resources, Labour Relations, or Industrial Psychology or related fields with Labour Relations as a major subject. •A minimum of 3 to 5 years' experience in Employee Wellness and Labour Relations. •Computer Literacy (ICDL or MS Office). •Ability to effectively communicate in at least two of the three official languages of the Western Cape. •A code 08 driver's License. Good interpersonal relationship communication skills. Knowledge of organizational objectives. Knowledge of Labour Relations Act, Basic Conditions of Employment Act, Skills Development Act and other HR related legislation. • Project management. •Event Management. •Protocol and Etiquette. Registration as a psychology counsellor or as a Social Worker will be an added advantage. •Listening Skills. Planning and organizing skills, People Management. • Ability to manage time effectively and problem-solving skills. •Report writing skills. •Committed, Loyal, Client orientated, Professional and also with Integrity. Ability to effectively communicate in at least two of the three official languages of the Western Cape.

**DUTIES:**                                Provide Administrative support to maintenance of sound Employee Relations and Human Resource Development Co-ordination: Assist employees in improving their health by raising awareness of healthy lifestyles, disability and other health –related issues. •Promote physical and/or mental health and well-being of employees e.g., employee fitness programs, nutrition, alcohol, as well as stress management. •Administer management of employee wellness programme contract. •Integrate employee wellness programmes focused and the overall health and well-being of employees and their related productivity. Ensure compliance with relevant legislation: •Ensure that the appropriate legislation, policies and standard procedures are complied with and that there is no negligence in this regard. •Monitor legislation updates and communicate to relevant staff. Vendor Management: •Managing Employee Wellness Programme. •Ensuring that delivery and follow up standards are met and that the content and assessments are integrated with the other management development. Manage and administer student Logbooks. • Post placement reviews, reports and statistics. • Liaise with Develop quality

reports and statistics: Provide advice and guidance to relevant stakeholders. Create an Alumni newsletter. Complete relevant reports on time. Record progress report on all successful placements on a quarterly bases.

Reporting: Compile monthly update and status report for submission to the Assistant Director: Human Resources.

Mr M Gcuwa (044 – 884 0359)

#### ENQUIRIES

**POST 24** **HUMAN RESOURCES CLERK X2 (SL5) (REF: PS09/2018)**

(Persal Appointment)

**SALARY:** **R163 563.00 – R192 666.00 per annum**

**CENTRE:** **Central Office**

**REQUIREMENTS:** Matric plus a minimum 3-year accredited Degree/National Diploma/National N Diploma in Human Resource Management or Public Administration/Management or relevant qualification with a minimum of 2 years relevant human resources management/administration work experience. •Computer Literacy (MS Office) •A valid code 08 driver's license. Knowledge of the Labour Relations Act, 1995 and Prescriptive Departmental policies, procedures and delegations, Basic Conditions of Employment Act, Policy development, PSCBC and ELRC Resolutions, Continuous Education and Training Act No 6 of 2006, Employment of Educators Act, Public Service Act. •Knowledge of relevant HR Prescripts. •Good interpersonal relations, customer relations, supervisory skills and computer Literacy. •Ability to lead a team of HR practitioners and offer advice to Senior Management on HR related matters. •Ability to act professionally and ethically at all times. •Ability to effectively communicate in at least two of the three official languages of the Western Cape

**DUTIES:** Ensure the implementation of Human Resource functions such as leave administration, performance management, and termination of services. Communicate and implement policy and legislative matters. Maintain post establishment. Ensure proper administration of transfers, service benefits (including housing subsidies, accommodation, pension, medical aid, staff bursaries, grievances, disciplinary proceedings. Capturing of any salary related transactions on PERSAL/VIP. Handle general enquiries pertaining to salaries and allowances. Assist in recruitment and selection process. Administer and manage information. Maintain duty register. Servicing Beaufort West Campus in addition to Oudtshoorn campus.

**ENQUIRIES** Mr M Gcuwa (044 – 884 0359)

**POST 25** **STUDENT ADMINISTRATION CLERK X3 (SL5) (REF: PS10/2018)**

(College Council Appointment)

**SALARY:** **R163 563.00 per annum plus 37% benefits**

**CENTRE:** **(Central Office x2, Mossel Bay Campus x1)**

**REQUIREMENTS:** Matric plus an accredited three-year appropriate Degree/Diploma/National N Diploma in the field of Secretarial/Administration, Business / Financial Management with MS Office software package are compulsory. •A minimum of 1 year relevant work experience is required. • A valid code 08 driver's license. Knowledge of Integrated Tertiary Software (ITS) will serve as an added advantage .Organisational ability and have the desire to learn progressively throughout their career. Ability to manage time effectively and problem-solving skills. Ability to effectively communicate in at least two of the three official languages of the Western Cape.

**DUTIES:** Co-responsible for the effective management of the College Management Information System (MIS) Responsible for the capturing of Report 191, NC(V) and Occupational student biographical data and assessment marks / competencies on the MIS. Ensure that student information linked to occupational programmes are captured on the various SETA (Sector Education and Training

Authority) databases. Assist with the compilation of statistical information / reports. Provide professional support to internal and external stakeholders including taking accurate and detailed messages. Perform general administrative duties including maintenance of the student filling system, student certificates and taking minutes of meetings.

**ENQUIRIES**

Ms V Heyneke (044 – 884 0359)

**POST 26**

**STUDENT ADMINISTRATION CLERK (SL5) (REF: PS 11/2018)**

(College Council Appointment)

**SALARY:**

**R163 563.00 per annum plus 37% benefits**

**CENTRE:**

**Hessequa Campus**

**REQUIREMENTS:**

Matric plus an accredited three-year appropriate Degree/Diploma/National N Diploma in the field of Secretarial/Administration, Business / Financial Management with MS Office software package are compulsory. •A minimum of 1 year relevant work experience is required. • A valid code 08 driver's license. Knowledge of Integrated Tertiary Software (ITS) will serve as an added advantage .Organisational ability and have the desire to learn progressively throughout their career. Ability to manage time effectively and problem-solving skills. Ability to effectively communicate in at least two of the three official languages of the Western Cape.

**DUTIES:**

Co-responsible for the effective management of the College Management Information System (MIS) Responsible for the capturing of Report 191, NC(V) and Occupational student biographical data and assessment marks / competencies on the MIS. Ensure that student information linked to occupational programmes are captured on the various SETA (Sector Education and Training Authority) databases. Assist with the compilation of statistical information / reports. Provide professional support to internal and external stakeholders including taking accurate and detailed messages. Perform general administrative duties including maintenance of the student filling system, student certificates and taking minutes of meetings.

**ENQUIRIES**

Ms V Heyneke (044 – 884 0359)

**POST 27**

**BURSARY CLERK (SL5) (REF: PS 12/2018)**

(College Council Appointment)

**SALARY:**

**R163 563.00 per annum plus 37% benefits**

**CENTRE:**

**Oudtshoorn Campus**

**REQUIREMENTS:**

Matric/NC(V) Level 4 plus a minimum 3-year accredited National Diploma or National N Diploma in Business Management/Management Assistant/Financial Management/Office Administration **or** related equivalent qualification with a minimum of 2 years relevant work experience **or** Matric/NC(V) Level 4 with 3 - 4 years relevant work experience. Computer literacy (MS Office). Good interpersonal and communication skills. •Attention to detail. •Strong administrative skills. •Ability to effectively communicate in at least two of the three official languages of the Western Cape.

**DUTIES:**

Ensure that all bursary application forms are completed correctly. •Accurately capture online bursary applications. • Ensure good document administration (filing, recording of all bursary application forms).•Assist with the compilation of statistical information. •Provide assistance in administration and maintenance of College records. •Compile Excel spreadsheets to report statistical data. •Attending to routine correspondence and prepare written reports when required.

**ENQUIRIES**

Ms C Robertson (044 – 884 0359)