



**CAMPUS MANAGER PL5**  
**SALARY: R482 706 Per Annum (Excluding Benefits)**  
**REFERENCE NUMBER: EEC-CM-01/2019**  
**PERMANENT**

**Minimum Requirements:** An appropriate National Diploma/Degree in education or equivalent qualification with a minimum of REQV 13. Seven years teaching experience with a minimum of three years' experience at management level. Registered with SACE. Sound communication skills. Computer literacy. A valid driver's licence.

**Competencies, Knowledge and Skills:** An understanding of transformation issues and capacity building processes in the TVET sector. Sound knowledge of CET Act, policies and practices and any other relevant legislations. Interpersonal skills. Good problem solving and analytical skills. Ability to work under pressure and meet deadlines. Ability to work independently as well as in a team. Planning, organising, leading and control skills. Research, report writing and presentation skills.

**Duties and Responsibilities:** Improve student performance and development. Student registration and enrolment planning. Management of examinations and assessments. Manage all the operational activities at the campus level. Management of all Campus resources. Supervision of staff and their performance. Comply with DHET and College policies and procedures.

**ENQUIRIES:** DR MM Muswaba Tel. No. (011) 730-6600.

**Closing Date for All Applications: 29 March 2019 at 13:30. Applications received after the closing date, emailed or faxed applications will not be considered.**

**Please Note: Applications must be submitted on a form Z83 obtainable from any Public Sector Department/TVET College. The reference number and the post title must be quoted on the Z83 which must be originally signed by the applicant. Candidates must also submit comprehensive curriculum vitae, certified copies of identity documents and certified copies of all qualifications including matric certificate. Certified copy of the drivers licence, where required, must be provided. All qualifications obtained from institutions outside South-Africa should be accompanied by certified copies of SAQA certificate. Clearly indicate the experience where applicable (DD-MM-YYYY). Successful candidate will be subjected to security screening. Applications must be delivered to Ekurhuleni East TVET College, Sam Ngema Road, Kwa - Thema or posted to Private Bag X52, Springs 1560, for the attention of the HR Manager, MR M MATHE. Due to high volume of applications, applications will not be acknowledged and if you do not receive any response within 3 months, please accept that your application was unsuccessful. The College is an affirmative action employer! ENQUIRIES: Mr M Mathe Tel. No. (011) 730-6600.**