



**CENTRE MANAGER: ARTISAN AND SKILLS DEVELOPMENT CENTRE (PL5)**  
**SALARY: R482 706 Per Annum (Excluding Benefits)**  
**REFERENCE NUMBER: EEC-ASDC-01/2019**  
**COMPONENT: EKURHULENI EAST TVET COLLEGE**  
**PERMANENT**

**Minimum Requirements:** An appropriate National Diploma / Bachelor Degree in engineering or equivalent qualification. An artisan trade qualification and experience as an artisan facilitator, assessor and moderator is a prerequisite. A qualification in Business Management including project management an added advantage. 7 years' work experience in the skills development sector, with a minimum of three years' experience at management level. Demonstration of an understanding of and experience in the implementation of all learning programmes, particularly to trades and artisan development in a SETA environment is required. Knowledge and understanding of SETAs, NSDS and legislation governing the implementation of artisan development programmes. Knowledge of the Skills Development Act, 1998. Knowledge of Skills Development Levies Act (SDLA), Knowledge of The South African Qualifications Authority (SAQA) Act, 1995. Knowledge of Occupational Health and Safety Act (OHS). Computer literacy. A valid driver's licence.

**Competencies, Knowledge and Skills:** An understanding of transformation issues and capacity building processes in the TVET sector. Knowledge of CET Act. Leadership and management skills, project management skills and communication inclusive of presentation skills. Human Resource Development inclusive of Supervisory Management. Policy development inclusive of relevant Legislation. 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 and innovation skills.

**Duties and Responsibilities:** Ensure growth by providing skills, learnerships, and apprenticeships. Establish partnerships with industries. Ensure placement of students with industries. Manage and facilitate registration of learning programmes. Facilitate the implementation of artisan development programmes. Represent the College in all artisan development forums. Develop and review procedures and templates for the implementation of the learning programmes. Ensure implementation of learning programmes policies. Conduct site visits to monitor the implementation of artisan development programmes. Facilitate the certification process for competent learners in accordance with relevant legislation and QCTO requirements. Ensure that the quality assurance functions are performed in accordance with the set regulations. Drive the growth of the Centre by generating new business opportunities for the College. Comply with DHET and College policies and procedures. Ensure accreditation of all programmes offered and workshops through the relevant accreditation institutions.

**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**



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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.