

ASSISTANT DIRECTOR: CURRICULUM SUPPORT SL 9
SALARY: R356 289 Per Annum (Excluding Benefits)
REFERENCE NUMBER: EEC-CURS-01/2019
PERMANENT

Minimum Requirements: An appropriate National Diploma/Degree in education or equivalent qualification with a minimum of REQV 13. Five years teaching experience with a minimum of two years' experience at management level. Experience in Education, Training and Development (ETD) environment. Experience in statistical data presentation will be an added advantage. Registered with SACE. Sound communication skills. Computer literacy. Experience in statistical data presentation will be an added advantage. Project Management and Leadership skills. Sound communication skills. Computer literacy. A valid driver's licence.

Competencies, Knowledge and Skills: Knowledge of relevant legislation pertaining to teaching and learning. Knowledge of National policy framework relevant to Education, Training and Development. Skills Development Act, Public Service Regulations and Public Service Act, Labour relations Act. Good Written and verbal communication skills. Good problem solving skills, research skills, Planning & Organising, Research skills, Analytical skills, Report writing skills, Verbal and written communication, Presentation and leadership skills. Professionalism. Client service focus. Integrity. Committed and Proactive.

Duties and Responsibilities: Ensure compliance with preparation and planning processes necessary for teaching and learning. Develop Academic Management Plans for the College. Compile and submit reports relating to Academics to internal and external stakeholders. Monitor and evaluate student academic support. Monitor and report on the provision of classroom teaching and support. Implement and manage the lecturer support systems (LSS) and ensure compliance with DHET requirements. Oversee the implementation of LSS at College. Monitoring and evaluate all College processes in terms of the TVET College monitoring and evaluation framework and report on College performance in this regard. Review academic policies, processes and procedures to ensure compliance. 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.

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