



ASSISTANT DIRECTOR: EXAM & ASSESMENT SL 9
SALARY: R356 289 Per Annum (Excluding Benefits)
REFERENCE NUMBER: EEC-MEA-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. Qualification and experience as an assessor and moderator is a prerequisite. Experience as an examiner is also a requirement. Experience in statistical data presentation will be an added advantage. Registered with SACE. Sound communication skills. Computer literacy. A valid driver's licence.

Competencies, Knowledge and Skills: Knowledge of relevant legislation pertaining to exams and assessments, knowledge of Legislations and Policies relating to teaching and learning. Good problem solving skills, research skills, Planning & organising, Analytical skills, Report writing skills, Presentation and leaderships skills. Candidate must be ethical, fair, accountable, honest able to maintain confidentiality.

Duties and Responsibilities: Manage examinations and assessments. Monitor data management exam cycle including double capture. Verify all captured marks on MIS for both NCV and Report 191. Monitor students' examination registration. Ensure all students are registered electronically for the examination and entries submitted timeously to DHET. Submit report on daily conduct, irregularities, state of readiness and any other reports as required by DHET examinations office. Chair the College Assessments Committee in view of improving student performance and development. Coordinating and analysing results periodically. Submit quarterly performance assessments. 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.