



ADMINISTRATOR: EXAMINATION & ASSISTANT (SL7)
SALARY: R242 475 per annum (Excluding Benefits)
Reference Number: EEC-AEA-01/2019
PERMANENT

Minimum Requirements: A National Diploma/Degree in Administration or equivalent qualification. A minimum of Two (2) years 'experience in Administration. Good written and verbal communication skills. Computer literacy. A valid driver's licence.

Competencies, Knowledge and Skills: Knowledge of the TVET Sector Curriculum. Knowledge of Public Service Act and Regulations and FECT Act. Good planning, Organising and controlling Skills. Good Interpersonal relations. Ability to work in a team and independently.

Duties and Responsibilities: Facilitate administration process for examination and assessment. Administrate student information data capturing per examination cycle including double capture. Check and verify all captured marks on Management Information System (MIS) for Report 191 Business Studies, Report191 Engineering Studies and NCV. Compile and submit daily reports on students marks captured. Administrate student examination registration. Compile and submit Management Plan for student examination registration processes. Improve student performance and development. Compile and submit reports on student performance per assessment cycle. Co-ordinate examination and assessment workshops for students. Develop and maintain relationships with stakeholders and update its database for the Examination and Assessment Manager. Comply with the College policies and procedures.

CLOSING DATE: 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 Z83 form 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.