



ASSISTANT DIRECTOR: OFFICE OF THE PRINCIPAL SL 9
SALARY: R356 289 Per Annum (Excluding Benefits)
REFERENCE NUMBER: EEC-MOTP-01/2019
PERMANENT

Minimum Requirements: A National Diploma/Degree in Public Administration or Monitoring and Evaluation related qualification or equivalent qualification. A 5 years' relevant experience in office management & administration and/or monitoring and evaluation and a minimum of 2 years' supervisory experience. A qualification in report writing is an added advantage. Sound communication skills. Computer literacy. A valid driver's licence.

Competencies, Knowledge and Skills: Sound knowledge of office administration procedures and systems. Knowledge of all legislations applicable to the TVET sector. Knowledge of policy development. Ability to interpret legislations and policies. Knowledge of managing stakeholders. Good interpersonal and presentation skills. Extensive computer skills. Report writing and editing skills. Negotiations skills. Ability to multi-task. Exceptional planning and organising skills including prioritizing requests. Ability to work under pressure. Ability to work well in a team and independently. Time management skills. Professional, client focus, Integrity, organised and proactive. Maintain confidentiality and pay attention to detail.

Duties and Responsibilities: Report to the Principal and often liaise with Executive Management Team and Campus Managers. organise and prepare agendas and papers for meetings and Strategic planning sessions. Take minutes, draft resolutions and follow up on actions from meetings. oversee policies, making sure they are kept up to date and referred to the appropriate committee for approval. maintain statutory registers. deal with correspondence, collate information and write reports, ensuring decisions made are communicated to the relevant College stakeholders. contribute to meeting discussions as and when required, and advise office of the principal of the implications of proposed policies. Serve as Secretariat of meetings in the Principal's office. Compile meeting schedule for planned meetings and engagements. Keep the records of Office of the Principal. Provision of business development services for the College. Arrange and attend business meetings with prospective clients for the Office of the Principal. Build a long term relationship with new and existing clients. Comply, monitor and evaluate the College Statutory submissions. Develop monitoring and evaluation tool to monitor College statutory submissions and reporting. Coordinate and management College events as assigned to the office of the Principal. Ensure compliance with staff performance management policy for all employees reporting to the Principal. Comply with DHET College policies and procedures. Monitoring and evaluation of College plans implementation.

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



higher education
& training
Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



EKURHULENI EAST TVET COLLEGE
"Committed to Excellence"

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.