



ASSISTANT DIRECTOR: QUALITY MANAGEMENT SYSTEM SL 9
SALARY: R356 289 Per Annum (Excluding Benefits)
REFERENCE NUMBER: EEC-QMS-01/2019
PERMANENT

Minimum Requirements: An appropriate National Diploma/Bachelor's Degree in Quality Assurance Management, Certificate in Quality Management Systems, Understanding ISO 9001 or equivalent qualification. 5 years' experience in Quality Assurance environment and a minimum of two years' supervisory experience. Project Management and Leadership. Sound communication skills. Computer literacy. A valid driver's licence.

Competencies, Knowledge and Skills: Strong knowledge of ISO 9001 requirements. Broad knowledge of College's operations and its QMS. Ability to listen and influence. Ability to summarise information and communicate effectively. In-depth knowledge of ISO 9001: 2015 and all other relevant ISO Standards. Good Problem solving skills, Research skills, Planning and Organising, Analytical skills, Report writing skills, Presentation and leadership skills.

Duties and Responsibilities: The candidate will be responsible for Management, maintenance and continuous improvement of the QMS of the College. Ensure that the processes needed for the Quality Management System are established, implemented, maintained, improved and linked together accordingly. Provide QMS expertise on development and review of processes. Ensure effectiveness and compliance with ISO 9001 and also maintain the architectural integrity of the QMS and other ISO systems. Support the process owner/s so that the processes meet the user requirements and deliver business value. Ensure documentation is reviewed on regular basis. Render Internal Audits for the College. Develop internal Audit scopes, criteria, Raise non-conformance and list recommendations/ opportunities for improvement. Conduct customer satisfaction survey for the College. Generate customer satisfaction Survey documentation. Prepare SABS surveillance/recertification Audits for the College. Prepare Campuses and Departments at Central for surveillance /recertification. 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.