



PROGRAMME MANAGERS (PL2) X 14 (Permanent)

SALARY: R308 877 per annum (Excluding Benefits)

The Programme Managers (PL2) are required for the following posts:

- English NCV (EEC-KT-1-01/2017)**
- Life Orientation NCV (EEC-KT-2-02/2017)**
- Mathematics NCV (EEC-KT-3-03/2017)**
- Electrical Infrastructure and Construction NCV (EEC-KT-4-04/2017)**
- Life Orientation NCV (Ref. EEC-SP-1-05/2017)**
- Hospitality NCV (EEC-SP-2-06/2017)**
- Electrical Engineering (EEC-BEN-1-07/2017)**
- Mathematics Literacy NCV (EEC-BEN-2-08/2017)**
- Marketing (EEC-BEN-3-09/2017)**
- English NCV (EEC-BEN-4-10/2017)**
- Office Administration NCV (EEC-BEN-5-11/2017)**
- Management NCV (EEC-BEN-6-12/2017)**
- English NCV (EEC-DAV-1-13/2017)**
- Civil Engineering NCV (EEC-ASDC-1-14/2017)**

Minimum Requirements: An appropriate Degree/Diploma backed by professional qualification in education equivalent to REQV 13 or trade test in a relevant field or equivalent qualification. 3 years' experience as a lecturer/ teacher/ educator is a prerequisite. Sound knowledge of theory and practical in the relevant field. Registered with SACE. Sound communication skills and computer literacy. Practical experience in the specific aspects of the subject field as well as the ability to do practical training will be an added advantage. A valid driver's licence.

Competencies, Knowledge and Skills: Sound knowledge of CET Act, Act No. 16 of 2006 and any other relevant legislations. Good interpersonal skills. Good problem solving skills and Analytical skills. Classroom management skills. Supervisory skills.

Duties and Responsibilities: Assist Head of Department with the management of all academic matters within the advertised subject area. Control and monitor class registers. Prepare lessons. Conduct teaching and manage learning in a classroom/practical centre. Supervise classes. Prepare and mark subject related assessments. Prepare progress reports. Use innovative methods in the delivery of teaching and learning. Organise, prepare and conduct workplace or simulated experiential learning for students. Perform other relevant duties in the context of teaching and learning. Be accountable for performance of students in the subject taught. Assist Campus Manager with the management of all academic affairs in the relevant Department/programme. Supervise staff. Schedule duties. Manage performance of staff. Attend Campus Management Meetings. Carry out class visits. Schedule and coordinate meetings. Assist in the development of staff training programmes, skills training, assessments and moderation. Plan and organise academic tours.