



HEAD OF DEPARTMENTS (PL3) X2 (Permanent)

SALARY: R367 773 per annum (Excluding Benefits)

Head of Departments are required for the following posts:

Fundamentals (EEC-DAV-1-01/2017)

Business Studies (EEC-BR-1-02/2017)

Minimum Requirements: An appropriate Degree/Diploma backed by professional qualification in education equivalent to REQV 13. 5 years' experience as a lecturer/ teacher/ educator is a prerequisite. At least 3 years' experience as a senior lecturer/teacher/educator. 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: An understanding of transformation issues and capacity building processes in the TVET education sector. Sound knowledge of CET Act, Act No. 16 of 2006, policies and practices and any other relevant legislation. Interpersonal skills. Good problem-solving skills and analytical skills. The ability to work under pressure and meet deadlines. The ability to work independently as well as in a team. Planning, organising, leading and coordinating skills.

Duties and Responsibilities: Assist Campus Manager with the management of all academic matters. Supervision of staff. Scheduling of duties. Manage performance of staff. Attend Campus Management Meetings. Carry out class visits. Schedule and coordinate meetings. Assign responsibilities to Senior Lecturers and Lecturers. Assist in development of staff training programmes, skills training, assessments and moderation. Monitor classroom attendance by lecturers. Comply with College policies and procedures.

CLOSING DATE: 03 July 2017 at 16:30. Applications received after the closing date 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.