



PROGRAMME MANAGERS (PL2) X 3
SALARY: R308 877 per annum (Excluding Benefits)
(Permanent)

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

HOSPITALITY NCV (EEC-SP-1-01/2018)

TOURISM (EEC-SP-2-01/2018)

ELECTRICAL (EEC-DAV-3-01/2018)

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: Support 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. Support 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. Support in the development of staff training programmes, skills training, assessments and moderation. Plan and organise academic tours.

ENQUIRIES: Mr M Mathe Tel. No. (011) 730-6600.

CLOSING DATE: 20 April 2018 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!