



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



WEST COAST TVET COLLEGE (on behalf of DHET) invites qualified applicants to apply for the following positions

WEST COAST TVET COLLEGE VACANCIES

INSTRUCTOR: BRICKLAYING (REF NO. WCC 08/16) VREDENDAL CAMPUS

Salary: R16, 574 .00 per month plus 37% in lieu of benefits

Minimum requirements: Trade certificate, assessor and moderator training essential; three – five years' facilitation and industry related experience; understanding of SETA requirements; knowledge of construction; 3-5 Years practical experience. **Key Performance areas:** Provide theoretical and practical construction training to students to obtain a learnership construction qualification; assessments and moderate POE's; training and assessment responsibilities in accordance with programme plans. **Skills:** Planning and organisational skills; good report writing skills essential; communication and interpersonal skills and computer literacy. **Abilities:** Ability to facilitate / lecture classes; ability to work with students / youth; be results driven and meet customer expectations, evaluate the performance of students in the construction workshop; administer training and relevant records.

FACILITIES OFFICER (REF NO: WCC 09/16) VREDENBURG CAMPUS

Salary range: R 151 278. 00 - R 162 963.00 plus benefits per annum (Level 6)

Minimum requirements: appropriate qualification in facilities and or security; three years' experience in facilities, security and asset management; valid driver's license; knowledge of OHSA and fire codes; strong pro-active management skills, conflict management skills; ability to communicate at all levels including with students; administration and report writing skills; computer literacy. **Key performance areas:** coordinate and manage all college physical resources (i.e. fleet, equipment, buildings, etc.); as well as proactively manage the supervision of residence supervisors and general assistants; ensure adherence to company policies and procedures; ensure discipline compliance of all residence students and residence staff; identify and resolve facility deficiencies; perform regular scheduled building inspections; manage maintenance plans; ensure compliance with relevant health and safety standards; manage security.

INSTRUCTOR: CARPENTRY (REF NO: WCC 15/16) VREDENDAL CAMPUS

Salary: R16 574 .00 per month plus 37% in lieu of benefits

Minimum requirements: Construction trade certificate or qualified Artisan, assessor and moderator training essential; three – five years' facilitation and industry related; 3 - 5 Years practical experience; understanding of SETA requirements; knowledge of construction. **Key performance areas:** Provide theoretical and practical construction training to students to obtain a learnership construction qualification. Assessments and moderate POE's; training and assessment responsibilities in accordance with programme plans. **Skills:** Planning and organisational skills; good report writing skills essential; communication and interpersonal skills and computer literacy. **Abilities:** Ability to facilitate / lecturer classes; ability to work with students / youth; be results driven and meet customer expectations, evaluate the performance of students in the construction workshop; administer training and relevant records.

ADMINISTRATOR ECD (REF NO: WCC 17/16) CENTRAL OFFICE; MALMESBURY

Salary range: R 139 392. 00 – R 149 148. 00 + 37 % in lieu of benefits per annum (salary Level 5)

Minimum requirements: Grade 12 plus relevant tertiary qualification; at least 12 months experience in similar position; excellent computer and typing skills; telephone etiquette, good communication and interpersonal skills; strong administrative skills; ability to work under pressure; attention to detail; good time management skills; confidentiality important; experience in working with students. **Key performance areas:** assist the Programme Manager with financial matters; managing call register and re- ports; general secretarial and administrative duties; record keeping; assist with general administrative functions; typing of correspondence and reports; schedule and manage boardroom for meetings; receiving of visitors. **Skills:** Interpersonal Skills; ability to file; team player; loyal.

SENIOR LECTURER HOSPITALITY (REF NO: WCC 18 /16) MALMESBURY CAMPUS

Salary range: R 267 351. 00 – R 270 195. 00 plus benefits per annum (Post Level 2)

Minimum requirements: Master's Degree in and or Hospitality Managements; four years teaching experience; assessor and moderator training advantageous; relevant hospitality industry experience; knowledge of a TVET Sector; computer literacy and the ability to use IT effectively for learning; course management and associated administrative duties; effective communication and interpersonal skills; ability to develop appropriate programmes to meet needs and requirements; able to adapt and be flexible towards different learner needs. **Key performance areas:** Teaching and assessment of students; set tests and assignments; mark scripts and prepare mark sheets; prepare Portfolio of Assessments and Portfolio of Evidence files. **Skills and abilities:** Must be able to organise relevant hospitality tools and liaise with academic department; ability to comply with leadership expectations and the values of the organisation; ability to maintain good interpersonal relationship; work under pressure and be involved in the activities of the department.

LECTURER: E & D (EDUCATION AND DEVELOPMENT) (REF NO. 19/16) ATLANTIS CAMPUS

Salary R 16 574. 00 per month, four months contract (Maternity replacement) (Post level 1)

Minimum requirements: Minimum requirements: Grade 12; four-year teaching qualification; other relevant qualifications; assessor and moderator training advantageous; three years' teaching experience in the relevant field strongly recommended; good knowledge and understanding of Early Childhood Development domain; computer literacy and the ability to use IT effectively for learning; course management and associated administrative duties; effective communication and interpersonal skills; ability to develop appropriate programmes to meet needs and requirements; able to adapt and be flexible towards different student needs; ability to speak, read and write in English. **Key performance areas:** Teaching and assessment of students; set tests and assignments; mark scripts and prepare mark sheets; prepare portfolio of assessments and files.

MANAGEMENT INFORMATION SYSTEMS (MIS) MANAGER (REF NO: WCC 20/16) - CENTRAL OFFICE, MALMESBURY

Salary range: R 361 659. 00 - R 426 009. 00 plus benefits per annum (Post level 10)

Minimum requirements: 3 year IT - related qualification; 3 - 5 years' experience in business, student management systems and finance applications; valid driver's license; at least 2 years management experience; knowledge of student management systems; sound experience in the use of ITS advantageous; preferably FET College environment experience; excellent leadership; problem solving and communication skills; report writing skills; excellent administration skills; registration skills; formal training in student management information systems; dedicated to customer service. **Key performance areas:** Direct management and supervision of admin staff at Central Office and campuses; provide technical support and training to staff at all levels; management of systems engineering projects (this may include solutions management; project management and technical tasks); provide statistical reports and compliance to timelines; processing and importing results from DHET; effective reporting of project status and issues at top management and team meetings; participating in development and adherence to College and BMS systems policies and procedures; assisting with BMS software or hardware issues or problems with the department and various external programs/vendors and entities; ensuring accurate reports and statistics at all times; willing to travel regularly between campuses.

FIXED ASSETS AND STOCK COORDINATOR (REF NO: WCC 21/16) CENTRAL OFFICE, MALMESBURY

Salary range: R 243 747. 00 – R287 121. 00 plus benefits per annum (Salary level 8)

Job Purpose: To effectively manage the fixed assets and stock of the college. **Minimum requirements:** Accounting or equivalent. A post matric qualification will be advantageous. Knowledge of stock and asset management methodologies and systems; computer literacy. **Key performance areas:** Examination and accurate recording of information; maintenance of accurate asset registers and inventories; asset identification and valuation; preparation of the asset register and relevant documentation; verification and safeguarding of assets; management of overall logistical processes and functions; establishment of a cost effective database system; ability to analyse assets and data; ensure correct asset management procedures in terms of policies and legislation; provide management with regular asset reports; monitor and report on different categories of stock; perform stock counts.

RESIDENCE SUPERVISOR (MALE) – (REF NO: WCC 22/16) CITRUSDAL CAMPUS (live in position)

Salary: R143 958. 00 – R 155 088. 00 plus benefits per annum (Salary level 5)

Requirements: Grade 12 or equivalent qualification; valid driver's license compulsory; relevant supervisory qualification advantageous; minimum five years' experience as a supervisor/manager at a boarding school/residence; sober habits; assertive; strong leadership abilities; ability to work with and have patience with youth; reliable. **Key performance areas:** minor building maintenance and scheduling thereof; oversee housekeeping in residence; maintain and oversee terrain work; assist with room division and allocation; facilitate study times of students; ensure efficiency of staff; monitoring overall property security. This task may include scheduling and monitoring of guards; help ensuring adherence to company policies and procedures; assisting in food preparation; co-ordinate stock control and maintain a complete inventory of all utensils and equipment; ensure discipline compliance of all residence students and residence staff; ensure security and safekeeping of students and residences.

RESIDENCE SUPERVISOR (FEMALE) (REF NO: WCC 23 /16) CITRUSDAL CAMPUS (Live in position)

Salary range: R 143 300. 00 – R 155 088. 00 plus benefits per annum (Salary level 5)

Minimum requirements: Grade 12 or equivalent qualification; driver's licence; 2 years' supervisory and residence management experience; sober habits; good health; communication and interpersonal skills; prepared to work overtime; reliable. **Key performance areas:** Assist with room division and allocation; housekeeping and cleaning; assist with food services including food purchasing, record keeping, planning, cooking and serving; safekeeping of college property; general maintenance in and around the residence; keeping general student order and discipline in the residence; administration duties. **Skills and Abilities:** Attention to detail; energetic; patience; strong work ethics and a positive approach.

RESIDENCE SUPERVISOR (FEMALE) (REF NO: WCC 24 /16) VREDENDAL CAMPUS (Live in position)

Salary range: R 143 300 – R 155 088. 00 plus benefits per annum (Salary level 5)

Minimum requirements: Grade 12 or equivalent qualification; driver's licence; 2 years' supervisory and residence management experience; sober habits; good health; communication and interpersonal skills; prepared to work overtime; reliable. **Key performance areas:** Assist with room division and allocation; housekeeping and cleaning; assist with food services including food purchasing, record keeping, planning, cooking and serving; safekeeping of college property; general maintenance in and around the residence; keeping general student order and discipline in the residence; administration duties. **Skills and Abilities:** Attention to detail; energetic; patience; strong work ethics and a positive approach.

RESIDENCE ASSISTANT SUPERVISOR MALE (REF NO: WCC 25 /16) VREDENDALCAMPUS (Live in position)

Salary range: R 124 044. 00 – R 129 714. 00 plus benefits per annum (Salary level 4)

Minimum requirements: Grade 12 or relevant supervisory qualifications; supervisory experience; driver's licence; sober habits; relevant residence experience advantageous **Skills:** assertive by nature; strong leadership abilities; able to work and have patience with youth; ethical work practices; reliable. **Key performance areas:** prepared to work shifts; assist with room division and allocation; assist with housekeeping and cleaning; assist with food services including food purchasing, record keeping, planning, cooking and serving; assist with safekeeping of college property; and provide general maintenance in and around the residence.

RESIDENCE ASSISTANT SUPERVISOR MALE (REF NO: WCC 26 /16) MALE ATLANTIS CAMPUS (Live in position)

Salary range: R 124 044. 00 – R 129 714. 00 plus benefits per annum (Salary level 4)

Minimum requirements: Grade 12 or relevant supervisory qualifications; supervisory experience; driver's licence; sober habits; relevant residence experience advantageous **Skills:** assertive by nature; strong leadership abilities; able to work and have patience with youth; ethical work practices; reliable. **Key performance areas:** prepared to work shifts; assist with room division and allocation; assist with housekeeping and cleaning; assist with food services including food purchasing, record keeping, planning, cooking and serving; assist with safekeeping of college property; and provide general maintenance in and around the residence.

RESIDENCE ASSISTANT SUPERVISOR FEMALE (REF NO: WCC 27 /16) MALE VREDENDAL CAMPUS (Live in position)

Salary range: R 124 044. 00 – R 129 714. 00 plus benefits per annum (Salary level 4)

Minimum requirements: Grade 12 or relevant supervisory qualifications; supervisory experience; driver's licence; sober habits; relevant residence experience advantageous **Skills:** assertive by nature; strong leadership abilities; able to work and have patience with youth; ethical work practices; reliable. **Key performance areas:** prepared to work shifts; assist with room division and allocation; assist with housekeeping and cleaning; assist with food services including food purchasing, record keeping, planning, cooking and serving; assist with safekeeping of college property; and provide general maintenance in and around the residence.

RECRUITMENT / PLACEMENT ADMINISTRATOR (REF NO: WCC 28 /16) CENTRAL OFFICE, MALMESBURY

Salary range: R 92 919. 00 – R 109 458. 00 plus benefits per annum (Salary level 4)

Minimum requirements: Grade 12 plus an appropriate, recognized 3 – year tertiary qualification in Marketing Public Relations/Human Resource Management; at least 2 years' relevant experience in work placement or business related environment. **Key performance areas:** Ensure student targets are met; monitor and identify opportunities for placement; negotiate employment opportunities with employers; promote jobseekers for vacancies; co-ordinate and implement job readiness programmes; conducting administration activities consistent with employment services contractual and legislative requirements; maintaining and reporting statistics related to Employment Placement Services; Liaising with employers; community groups and other agencies; to facilitate positive and effective Relationships; co-ordinate and implement job shadowing programmes for all level 4 learners and related staff; coordinate internal and external internship programme.

STUDENT SUPPORT OFFICER (REF NO: WCC 29/16) CENTRAL OFFICE; MALMESBURY

Salary range: R 199 224. 00 – R 231 210. 00 plus benefits per annum (Level 7)

Minimum requirements: Professional qualification in psychology or social work or equivalent; minimum of 3 years' experience in the relevant field or youth related sector advantageous; understanding of the education system; ability to communicate at all levels within the organisation; good organizational, administration; time management; presentation and networking skills. **Key performance Areas:** Develop and apply policies and procedures to support learners; provide academic and social support; including counselling referral; ensure cultural affairs and sport programmes are integrated into mainstream academic life; promote health and wellness programmes; develop, implement and manage peer education and leadership skills development programmes; manage the Student Representative Council (SRC); develop networks with government, NGOs and community organizations; support students with accommodation and transport needs when required; assist with alumni and tracking systems; advise learners on financial aid.

CAMPUS MANAGER (REF NO: WCC 30/16) VREDENDAL CAMPUS

Salary range: R 392 574. 00 – R 396 510. 00 plus benefits per annum (PL 4)

Requirements: An appropriate recognised tertiary degree or equivalent qualification backed by a professional qualification in Education; five years' relevant management experience; extensive knowledge of the FET Act, PFMA and all other related education and training legislation; bilingual; experience in managing an FET institution, school or department; knowledge in change management and leadership; diversity management skills. **Key performance areas:** Responsible for the professional management of the campus; lead and co-ordinate day-to-day management of staff, students and campus activities; lead and support designated staff to ensure learner attainment; recruitment of students; support and contribute to the implementation of college transformation policies and strategic plans; lead and coordinate the construction and development of the campus plan; promote college's strategies for the development and effective use of information and learning technologies; maintain contact with parents, guardians and sponsors relating to the behaviour and performance of learners; develop strong and vibrant relationships with social and community organisations; provide relevant and timely management information; contribute to the audit review and monitoring process related to corporate objectives; manage facilities and infrastructure and learner support services; monitor usage of funds allocated to the campus; marketing of services and networking with industry; accountable for institutional quality assurance at campus level. **Recommendation:** Extensive knowledge and understanding of the FET sector; sound knowledge and experience of financial management, project management and Human Resource development strategies; strong interpersonal, communication, motivational, negotiation and problem solving skills; well-developed organisational, planning and management skills.

LEARNERSHIP AND SKILLS LIAISON OFFICER (REF NO: WCC 31/16) VREDENDAL CAMPUS

Salary: R 162 474 plus 37% (in lieu of benefits) per annum (One year contract)

Minimum requirements: Educational or other suitable qualification; 3-5 years' experience in a similar position; SETA liaison and Quality Assurance experience; understanding of skills development & SETA accreditation requirements / documentation; able to engage with the SETA Quality Assurance function; familiar with web-based applications; MS Office; written and verbal communication skills; detail and client orientated; able to work in a team; able to work unsupervised / independently; valid driver's license. **Key performance areas:** Act as mediator and coordinate the activities between the college; Seta's and other stakeholders; to assist on coordination of placement of students; liaise with the Project Manager on all Seta matters; represent the college at Seta and other stakeholder events; assist stakeholders with all ETQA matters; respond to SETA and stakeholder inquiries/complaints; research; create and maintain a stakeholder/customer database; identify and escalate priority issues to relevant Setas.

PROCUREMENT CLERK - (REF NO: WCC 32 /16) CENTRAL OFFICE – MALMESBURY

Salary Range: R 143 958. 00 - R 155 088. 00 plus benefits per annum (Level 5)

Minimum requirements: Grade 12; Post matric qualification would be advantageous; 3 years procurement experience; experience in computerized procurement systems; experience in dealing with high volume of work. **Key performance area:** Review requests received for services / goods on the College's system; contact suppliers for quotations as per guidelines set out in the college policy; add quotations to electronic request on the College's system; present completed request and relevant paperwork to the procurement officer and/or Finance Manager for approval; process Request to an "Order Status" and place order with supplier; follow up on delivery of these items with supplier and with staff that requested the items; match orders with invoices received from suppliers; identify and resolve any discrepancies and forward to creditors department for payment. **Skills and abilities:** Computer literacy; ability to perform routine tasks; interpersonal skills; ability to file; ability to operate fax and photocopy machine; verbal communication skills for the helpful and polite communication of information; written communication skills for the writing of memos, letters, notes, and reports; ability to work independently; must be deadline driven.

Instructions to applicants:

All applicants must submit a complete Z 83 form obtainable from any government departments, a covering letter, comprehensive CV, certified copies of qualifications (not older than three months); ID and where applicable, a certified copy of a driver's license. Applications without this documentation will not be considered. Applicants must submit one application on each position applied for. Applications must be forwarded as follows: Hand delivered to the West Coast College Central Office, No. 2 Loedolf Street,

Malmesbury, 7300; or fax: 086 599 2009; or email: careers@westcoastcollege.co.za.

Attention: Ms Alice Arosi.

Closing date: 20th May 2016 @ 16:00.

No late applications will be accepted. Applicants, who do not receive any response within three weeks of the closing date, should consider their applications as unsuccessful. It will be expected of candidates to be available for an interview on a date, time and place as determined by the college. West Coast College is an equal opportunities employer and is guided by the principles of Employment Equity.