

**WEST COAST TVET COLLEGE INVITES ALL THE QUALIFIED CANDIDATES TO
APPLY FOR THE FOLLOWING COLLEGE COUNCIL FIXED - TERM
CONTRACT POSITIONS**

ADMINISTRATOR POSITIONS

(Ref.no: WCC 59/18) ECD Administrator – Central Office

Salary Level 5

Salary: R152 862. 00 per annum plus 37% in lieu of benefits

One (1) year performance based contract)

Minimum requirements: Grade 12 / NCV level 4 / N6; computer and typing skills; telephone etiquette; verbal and written communication skills; interpersonal skills; strong administrative skills; knowledge of ECD administration and ECD programme; administration and report writing skills. **Key performance areas:** Assisting during national examination; managing queries of students on a daily basis; assisting with data capturing process. **Abilities:** To work independently; to work in a team; Attention to detail; to work under pressure.

(Ref.no: WCC 60/18) Community Development Administrator / YLDP (NARYSEC) – Central Office

(Ref.no: WCC 61/18) Community Development Administrator / YLDP (NARYSEC) – Vredenburg Campus x 2

Salary Level 5

Salary: R152 862. 00 per annum plus 37% in lieu of benefits

One (1) year performance based contract)

Minimum requirements: Grade 12 / NCV level 4 / N6; computer and typing skills; telephone etiquette; verbal and written communication skills; interpersonal skills; strong administrative skills; driver's will be advantageous; knowledge of SETA administration and learnership programme; administration and report writing skills. **Key performance areas:** Maintaining filing system for records of correspondence, manuals, inventory, learner information, attendance registers, etc; receiving goods and keeping records; ensuring database of learners is correct and regularly updated; keeping all records of the programme; ensuring administrative support to project manager/project co-ordinator; assisting with verification; assisting with Registration Period of the programme; assisting all personnel in the programme with photocopying; keeping leave forms of all staff and sending these through to central office; keeping track of all learner attendance and informing coordinator/manager of defaulters; assisting with site visits. **Abilities:** To work independently; to work in a team; attention to detail; to work under pressure.

(Ref.no: WCC 62/18) Asset Verifying Administrator – Citrusdal Campus

(Ref.no: WCC 63/18) Asset Verifying Administrator – Malmesbury Campus

(Ref.no: WCC 64/18) Asset Verifying Administrator – Vredenburg Campus

(Ref.no: WCC 65/18) Asset Verifying Administrator – Vredendal Campus

Salary Level 5

Salary: R152 862. 00 per annum plus 37% in lieu of benefits

One (1) year performance based contract)

Minimum requirements: Grade 12 / NCV level 4 / N6 in Finance or Business Management; qualification in assets and knowledge of ITS system will be an added advantage; one year experience in asset Management; computer (Excellent MS Excel) and typing skills; telephone etiquette; verbal and written communication skills; interpersonal skills; strong administrative skills; security and asset management; valid driver's license; knowledge of assets, OHSA, policies and processes, fire codes; strong pro-active management skills, conflict management skills; administration and report writing skills; computer literacy. **Key performance areas:** To coordinate and manage all college physical resources (i.e. fleet, equipment, buildings, etc.); to perform asset verification bi – annually; to assist with asset management, fair value, bar coding, updating of fixed assets register, insurance etc; to continuously bar code asset additions; to perform regular scheduled building inspections; to assist with the maintenance plans; to assist with health and safety compliance; to assist the Facilities Officers on their day to day tasks when required. **Abilities:** To communicate at all levels including with students.

ACADEMIC SUPPORT TUTORS

(Ref.no: WCC 75/18): Information Processing and Computer Practice; ERD & EIC Mathematics – Atlantis Campus

(Ref.no: WCC 76/18) Information Processing; Computer Practice and Office Data Processing; ERD & EIC and Mathematics – Citrusdal Campus

(Ref.no: WCC 77/18) Office Data Processing; Information Processing; Fundamentals – Malmesbury Campus

(Ref.no: WCC 78/18) EIC; Mathematics and; Mathematical Literacy; English – Vredenburg Campus

(Ref.no: WCC 79/18) Mathematics; Information Processing and Office Data Processing; ERD – Vredendal Campus

Salary: R 4 500.00 p.m.

One (1) year performance based contract

Minimum Requirements: NC (V) Level 4 or NATED N6 or recently graduated in a relevant field of study; good organisational and planning skills; knowledge of NC (V) and Report 191

programmes. **Key Performance Areas:** Assisting students in identifying problem areas through question and answer; using examples to demonstrate concepts and theories, providing opportunity for practice; attends to problems relating to work dealt in lectures; provide alternative methods of instruction by explaining in their own style and in terms which the student will understand; conduct the number of tutorials per week as per timetable throughout the trimester/semester/year; conduct test on remedial and support work; mark work completed in tutorial sessions; keep an attendance register of students attending tutorial sessions; keep a time sheet to record times and dates of tutorials; provides general assistance and guidance to students. **Abilities:** Excellent organisational skills; excellent time management skills; ability to work with students from a diverse background; ability to work under pressure; ability to tutor students relevant subjects; able to adapt and be flexible towards the different learning styles.

Instructions to applicants:

All applicants must submit a completed Z.83 form obtainable from the government institution, 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 an application for each position applied for. Applications must be forwarded as follows: By post to P.O. Box 935 Hand delivered to the West Coast College Central Office, No. 2 Loedolf Street, Malmesbury, 7300.

Attention: Ms Alice Arosi

Closing date: 06th July 2018 @ 13:00.

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.