

# VACANCIES



**West Coast FET College has the following vacancies. These are all one-year performance based College Council contract positions unless otherwise stated. Computer literacy and valid driver's license compulsory.**

**(Ref no: WCC 69/11) Linkages and Partnerships Unit (LPU) Specialist - Central Office, Malmesbury**

**R219 681 + 37% in lieu of benefits per annum**

**Minimum requirements:** S3 or National Diploma technical qualification (engineering/electrical); minimum 2 years relevant managerial experience; registered as assessor/moderator with appropriate SETAs; assist with developing relevant policies; participate in the compilation of strategic, operational and other plans for the college; thorough understanding of National Skills Framework, National Qualifications Framework and other relevant legislation; at least five years' relevant experience in learnerships and skills development programmes and project management. **Key performance areas:** Recruitment of new business; research; develop and coordinate programme approval with various SETAs; coordinate sourcing and development of learning materials and assessment tools; project manage implementation of learnerships and skills programmes; partnership development and stakeholder management; contribute to college policy development and strategy.

**(Ref no: WCC 70/11) Accreditation Administrator - R117 228 + 37% in lieu of benefits per annum**

**Minimum requirements:** Appropriate administration diploma; 2 years administrative experience within education environment; interpersonal skills; able to build and maintain relationships with accreditation and quality bodies; strong computer literacy; high attention to detail; organised and ability to meet tight deadlines. **Key performance areas:** Collate all relevant documentation related to National Educational initiatives; administer database of information; maintain network of contracts; initiate research into possible partnership or learnership opportunities; liaison with SETAs and government departments to comply with accreditation requirements; review programmes in collaboration the relevant departments; ability to analyse and align SAQA qualifications and learning material; facilitate registration of assessors and moderators; knowledge of different SETA's, in depth knowledge of accreditation processes.

**(Ref no: WCC 71/11) Lecturer- Mathematics and Maths Literacy - Atlantis Campus**

**(Ref no: WCC 72/11) Lecturer- Mathematics and Maths Literacy - Vredendal Campus**

**Post Level 1**

**Requirements:** Diploma/HDE/Degree in Commercial or General Education; 3 years relevant teaching experience in NCV and Nated; teaching experience in Grade 10-12 highly recommended; assessor/moderator certificate advantageous. Familiar with OBE training and facilitation, classroom management, familiar with assessments standards as prescribed by DOE. Ability to teach fundamental subjects specifically maths and maths literacy. Bilingual, computer literate, ability to work in a team; good communication skills.

**(Ref no: WCC 73/11) Lecturer - Electrical - Atlantis Campus**

**(Ref no: WCC 74/11) Lecturer - Electrical - Vredenburg Campus**

**(Ref no: WCC 75/11) Lecturer - Electrical - Citrusdal Campus**

**Post Level 1**

**Requirements:** Trade Test Certificate in Electrical Engineering compulsory; 3 years relevant teaching experience; teaching experience in Grade 10-12 highly recommended; assessor/moderator certificate advantageous. Familiar with OBE training and facilitation, classroom management, familiar with assessments standards as prescribed by DOE. Ability to teach fundamental subjects specifically Maths Literacy and Electronics, etc. Ability to deliver practical/experimental lectures. Ability to work under pressure, bilingual, computer literate, ability to work in a team; good communication skills;

**(Ref no: WCC 76/11) Lecturer - Fitting and Turning - Vredendal Campus**

**Post Level 1**

**Requirements:** Trade Test Certificate in Fitting and Turning compulsory; 3 years teaching experience in a technical environment; assessor/moderator certificate advantageous. Familiar with OBE training and facilitation, classroom management, familiar with assessments standards as prescribed by DOE. Knowledge of fitting and machinery trade; ability to train students in fitting and machinery field; relevant work place experience essential.

**(Ref no: WCC 77/11) Lecturer - English - Atlantis Campus**

**Post Level 1**

**Requirements:** Diploma/HDE/Degree in Commercial or General Education; 3 years relevant teaching experience; teaching experience in Grade 10-12 highly recommended; assessor/moderator certificate advantageous. Familiar with OBE training and facilitation, classroom management, familiar with assessments standards as prescribed by DOE. Ability to teach subjects specifically english, communication, etc. Bilingual, computer literate, ability to work in a team; good communication skills;

**(Ref no: WCC 78/11) Lecturer- Hospitality Studies - Malmesbury Campus**

**Post Level 1**

**Requirements:** Relevant Diploma/Degree in Hospitality Studies; Commercial or General Education; 3 years relevant teaching experience; teaching experience in Grade 10-12 highly recommended; assessor/moderator certificate advantageous. Familiar with OBE training and facilitation, classroom management, familiar with assessments standards as prescribed by DOE. Ability to teach Hospitality subjects specifically Food Preparation and any other Hospitality Subjects, E.g. Hospitality Generics or Client Service and Human Resources etc. Bilingual, computer literate, ability to work in a team; good communication skills.

Please quote reference number on cover letter and send CV with certified copies of qualifications and ID to West Coast College, Department Administration: Human Resources Unit, Private Bag 935, Malmesbury, 7300; or hand deliver to Clicks Building, 1st Floor, 48 Voortrekker Road, Malmesbury; for fax: 086 768 2597; or email: [lpinaar@westcoastcollege.co.za](mailto:lpinaar@westcoastcollege.co.za). Attention: Ms L Pienaar. Closing date: Wednesday, 14 December 2011. If you do not receive any response within three weeks of the closing date, please consider your application to be unsuccessful. *West Coast College is an equal opportunities employer.*

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