

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 02/12) Campus Manager - Atlantis Campus - 3 year (annual performance review) contract

Post level 5

Requirements: An appropriate recognized 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 coordinate 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 the college's transformation policies and strategic plans; lead and coordinate the construction and development of the campus plan; promote the college's strategies for the development and effective use of information and learning technologies, maintain contact with parents, guardians and sponsors concerning the behaviour and performance of learners; develop strong 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 campus; market services and network 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 organizational, planning and management skills.

(Ref no: WCC 03/12) Head of Department (NCV-Office Administration, Hospitality, Report 191 Business Studies) Atlantis Campus - Post level 3 (annual performance review contract)

Requirements: Teaching qualification and appropriate three year tertiary management qualification; minimum of five years' teaching experience and two years' management experience; registered assessor and moderator; experience in managing staff; good organisational and planning skills; knowledge of NVC; ability to work under pressure. **Key performance areas:** Co-ordinate, evaluation/assessment in the department; co-ordinate NCV - office administration, hospitality and report 191 business studies; schedule, manage and develop facilitators and assessors; assess and moderate student and facilitator's POE's; prepare and manage budgets; writing reports; developing strategies to enhance student performances and results; monitoring of lecturer performances; advise campus managers regarding the division of work amongst staff; enhance administration efficiency within the department and college; development of strategies for student performance and good results; monitoring of lecturer performance.

(Ref no: WCC 04/12) Senior Campus Administrator - Atlantis Campus

R168 681.00 + 37% in lieu of benefits per annum

Minimum requirements: 3 year tertiary qualification or equivalent appropriate qualification in Administration; at least 5 years relevant experience in student administration from registration to graduation in a school/college/university environment; advanced management skills across a wide spectrum of administration; experience in data management and examinations; knowledge of ITS system advantageous; advanced computer literacy. **Key performance areas:** To effectively manage all aspects of administration relating to the student journey at the College; to provide an efficient and focused administration service to support students, management and lecturers; to provide a friendly and focused reception service for students, visitors and staff; to develop and maintain systems and procedures to ensure the quality and integrity of college data and student information; to produce data and reports such as timetables, attendance data, class lists, reports for monitoring, evaluation and college surveys; to organise, contribute and attend events such as Enrolment Day, Open Evenings/ Days, Presentation Ceremonies, Consultation Evenings ect; to manage and oversee the proper and efficient functioning of all administrative personnel in the Campus in conjunction with Campus Manager and relevant Central Office management.

(Ref no: WCC 05/12) Lecturer - Fitting and Turning - Atlantis Campus (4 months contract)

Post Level 1

Requirements: Trade Test Certificate in Fitting and Turning compulsory; 2-3 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.

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: ipienaar@westcoastcollege.co.za. Attention: Ms L Pienaar. **Closing date: Friday, 03 February 2012. 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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