

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 62/11) Campus Manager - Citrusdal Campus - 3 year (annual performance review) contract
Post level 3**

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 63/11) 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 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 64/11) Senior Campus Administrator - Atlantis Campus

(Ref no: WCC 65/11) Senior Campus Administrator - Vredenburg 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 66/11) Facilities Officer - Atlantis Campus

(Ref no: WCC 67/11) Facilities Officer - Vredenburg Campus, (Ref no: WCC 79/11) Facilities Officer - Vredendal Campus

R132 627.00 + 37% in lieu of benefits per annum

Minimum requirements: appropriate qualification in facilities and or security; three years' experience in facilities, security and asset management; knowledge of OHSA and fire codes; strong people management skills; ability to communicate at all levels; administration and report writing skills. **Key performance areas:** coordinate and manage all college physical resources i.e. fleet, equipment, buildings, etc; identify and resolve facility deficiencies; perform regular scheduled building inspections; manage maintenance plans, ensure compliance with relevant health and safety standards; supervision of all campus based general assistants; manage security.

(Ref no: WCC 68/11) Residence Supervisor - Vredenburg Chemfos Village - Female

(live in position) R110 448.00 + 37 % in lieu of benefits per annum

Requirements: Matric, relevant supervisory qualifications; 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. **Key performance areas:** minor building maintenance and scheduling thereof; perform and oversee housekeeping including cleaning duties; maintenance of outside environment; assist with room division and allocation; 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, study duties; assisting in food preparation; and keeping general order in the residence.

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. Attention: Ms L Pinaar. 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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