



# 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 permanent positions

## WEST COAST TVET COLLEGE VACANCIES

### EDITORIAL AND SECRETARIAT SENIOR OFFICER (REF NO: WCCTVET 01/19) MALMESBURY - CENTRAL OFFICE

**SALARY: Starting salary notch R299 709 plus benefits per annum (Level 8)**

**MINIMUM REQUIREMENTS:** Qualifications & Training - A relevant degree in communication; proficiency in English; must have minute-taking training in the form of a short course or in-house training; excellent written and verbal communication skills; excellent organizational and time management skills; proficient in MS Office (Word, Excel, PowerPoint); strength of character, integrity and professionalism; discretion when handling confidential information; a keen eye for detail and good knowledge of company law; the ability to meet multiple deadlines; good numerical ability; must have sound experience in writing of articles or papers for internal and external consumption; must have experience in providing language services to internal clients within an educational institution; valid code 08 -driver's licence. **KEY PERFORMANCE AREAS:** Efficient management and maintaining of all College secretarial folders with the College Council. Ensuring regulatory compliance. Capturing of secretarial information. Attendance and coordination of board and committee meetings. Drafting of resolutions in accordance to TVET College Act. Providing advice and guidance on the TVET College Act and related legislation. Developing and overseeing key systems strategies which ensure that the College Council is compliant with various statutes. Advisory in terms of corporate governance. Management of College secretarial risks, trust management in the Council. **SKILLS AND KNOWLEDGE:** Good listening, oral & literacy skills; ability to produce accurate and concise minutes; ICT skills including keyboarding and e-mail skills; efficient time management skills and ability to meet deadlines; efficient; effective record keeping and information retrieval; knowledge of Council and or any other Governing Body procedures; knowledge of the appropriate relevant educational legislation and legal governance requirements; knowledge of the respective roles and responsibilities of the Council of a TVET College and its Sub - Committee; knowledge of TVET Colleges and the relevant legislation that guides the existence of Colleges; knowledge of the legislation pertaining to access to information; ability to ensure seamless collaboration across many departments; ability to explain complex concepts in layman's language.

### (REF. NO: WCC 02/19) ICT MANAGER – MALMESBURY - CENTRAL OFFICE

**SALARY: Starting salary notch R 356 289 plus benefits per annum (Level 9)**

**MINIMUM REQUIREMENTS:** Diploma in Computer Science with proven experience and professional courses (MCSE, MCITP, CISCO) or BSC Degree in Computer Science. 3-5 years management experience, Drivers licence. **KEY PERFORMANCE AREAS:** Maintain a reliable, secure and efficient data communications network; ability to deploy, maintain and monitor all active network equipment in order to ensure smooth network operations; ensure ICT compliance in respect of: ICT governance, development and implementation of policy and management of work performance (availability, utilisation, throughput, goodput and latency) and test for weakness; performing ICT risk assessment; ensure development, establishment of appropriate governance and ICT policies, infrastructure, integration, disaster recovery, business continuity, security and standard workup procedures and ICT change management policy.

**Instructions to applicants:**

**To view the full advertisement with the detailed requirements and duties, please visit our website: [www.westcoastcollege.co.za](http://www.westcoastcollege.co.za)**

Applications without this documentation will not be considered. Applicants must submit an application for each position applied for. Applications are hereby invited from suitably qualified person to apply for the post(s). Applications must be submitted on Form Z83, obtainable from any Government department or online at [www.gov.za](http://www.gov.za). All sections of the Z83 must be completed and signed and the application form should be accompanied by a comprehensive CV (including three recent and contactable referees); covering letter; Original Certified Copies of the applicant's ID and educational qualifications (Matric and other relevant qualifications) with academic transcript attached (**certification stamp should not be older than three months**) and where applicable, a certified copy of a driver's license. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) prior to the selection process. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application it must be done in writing. Failure to submit the required documentation will automatically disqualify applications. No faxes or e-mails will be accepted. **Applications must be forwarded as follows: By post to P.O. Box 935 and or hand delivered to the West Coast College Central Office, No. 2 Loedolf Street, Malmesbury, 7300.** The College reserves the right not to fill the above-mentioned post(s). The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All short-listed candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All applicants are required to disclose memberships of boards and directorships that they may be associated with. The successful candidate will have to annually disclose his/her financial interests.

**Enquiries: Ms Alice Arosi**

**Closing date: 15<sup>th</sup> February 2019 @ 14:00.**

**No late applications will be accepted. Applicants, who do not receive any response within 60 days 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.**