



higher education  
& training  
Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA



**WEST COAST TVET COLLEGE HAS THE FOLLOWING FIXED TERM  
CONTRACT VACANCIES**

**All qualified applicants are invited to apply**

**INSTRUCTOR POSITION**

***(Ref. no: WCC 01/18) Occupational: Fitting & Turning – Atlantis Campus***

***2 Years NSF Contract Position.***

***Salary range: R 215 685.00 plus 37%***

**Basic Requirements:** National trade test certificate in required field; NPDE advantageous; assessor and moderator training advantageous; five years' related experience; computer literacy; course management and associated administrative duties; effective communication and interpersonal skills; planning and organisational abilities; ability to develop appropriate programmes to meet needs and requirements; able to adapt and be flexible towards different student needs. **Key Performance Areas:** Provide theoretical and practical teaching and training to students to obtain a fitting and turning qualification; evaluate the performance of students in the drawing centre; administer training and relevant records; knowledge of drawing inspection standards; assist with the recruitment of students into the fitting and turning school; ensure the delivery of training.

**LECTURER POSITION**

***(Ref. no: WCC 02 /18) Mathematics Assistant – Atlantis Campus***

***DEDAT Funded Position***

***Cost to Company: R250. 000***

**Basic Requirements:** Grade 12; teaching qualification in the relevant field; relevant qualifications or other related qualifications; assessor and moderator training advantageous; industry experience will be an added advantage; computer literacy and a valid driver's licence.

**Key Performance Areas:** To support lecturers; Assist lecturers to moderate and assess student portfolios; assist lecturer with student performance to improve results; assist lecturer with class visits and monitor student performance.

**FACILITATOR & ASSESSOR POSITIONS**

***(One year fixed – term performance based- positions)***

***(Ref. no: WCC 03/18) ECD Level 4 and 5 – Citrusdal Campus***

***(Ref. no: WCC 04/18) ECD Level 4 and 5 – Vredenburg Campus***

***(Ref. no: WCC 05/18) ECD Level 4 and 5 – Atlantis Campus***

***(Ref. no: WCC 06/18) ECD Level 4 and 5 – Vredendal Campus***

***(Ref. no: WCC 07/18) ECD Level 5 – Malmesbury Campus***

***(Ref. no: WCC 08/18) ECD Level 1 and 4 – Malmesbury Campus***

***Salary range:***

***R195.50 per hour for facilitation***

***R10.50 per credit per learner for assessment***

***R150 per site visit conducted***

**Basic Requirements:** 3 Years qualification relevant to the field of education; relevant early childhood development assessor certificate is preferable; minimum 3 years teaching / facilitation experience. Knowledge of adult education, field of ECD; current Educational Policy, SAQA and NQF; facilitation; assessment. **Key Performance Areas:** Facilitation; assessment and monitoring learner progress; monthly feedback on implementation.

**FACILITATOR & ASSESSOR POSITIONS – (One year fixed-term performance-based positions)**

***(Ref. no: WCC 09/18) Community Development Level 4 Vredenburg Campus***

***(Ref. no: WCC 10/18) Community Development Level 4 Malmesbury Campus***

***ETDP SETA Funded Position***

***Salary Range:***

***R195.50 per hour for facilitation***

***R10.50 per credit per learner for assessment***

***R150 per site visit conducted***

**Basic Requirements:** 3 Years qualification relevant to the field of community development; assessor certificate in preferable; minimum 3 years teaching / facilitation experience. Knowledge of adult education, field of ECD; current Educational Policy, SAQA and NQF; facilitation; assessment. **Key Performance Areas:** Facilitation; assessment and monitoring learner progress; monthly feedback on implementation.

***(Ref. no: WCC 11/18) Project Coordinator (Narysec)***

***Salary range:***

***R226 611 + 37% (in lieu of benefits) per annum***

**Basic requirements:** Grade 12 and relevant tertiary qualifications; 2-3 Years relevant experience; drivers licence is advantageous; able to work independently and under pressure; well-organized, reliable and responsible; stakeholder engagement; able to do monitoring of projects and seek

placement for students; monitor placed students. **Key performance areas:** Coordinate the day-day running of the project; liaising with various stake holdings; report on implementation and learner attendance.

**(Ref. no: WCC 12/18) Project Manager ( Narysec)**

**Salary range:**

**R 281 418 + 37% (in lieu of benefits) per annum**

**Basic requirements:** Relevant degree; minimum three years experience in managing projects; sound understanding of the FET sector; good report and proposal writing skills; good communication skills; partnership management; drafting budgets computer literacy; analytical, conflict, resolution, presentation and research skills; innovative, assertive and self-motivated.

**Key performance areas:** Manage and oversee timeous implementation and budget management of Narysec projects; prepare documentation for Narysec verification and audits; visit sites to ensure that all programmes are running according to schedule; submit report to the academic department on all the Narysec programmes, indicating progress; establish and maintain sound relationships with all stakeholders, external partners and internal departments to ensure best performance and results; compile an updated list of all Narysec beneficiaries; compile monthly, quarterly and closing Narysec reports.

### **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)**

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 these documentation will not be considered. Applicants must submit an application for each position applied for. Applications must be forwarded as follows: Hand delivered to the West Coast College Central Office, No. 2 Loedolf Street, Malmesbury, 7300.

Attention: Ms Alice Arosi

Closing date: 16<sup>th</sup> February 2018

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.