



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



WEST COAST TVET COLLEGE (DHET)
Invites qualified applicants to apply for the following positions

LECTURER'S POSITIONS

Post Level 1

(Ref.no: WCC 33/18) English – ECD; AST L4 – Atlantis Campus

(Ref. no: WCC 34/18) Education & Development – Vredendal Campus

(Ref.no: WCC 35/18) Communication Nated (Programme) – Vredenburg Campus

(Ref.no: WCC 36/18) Life Orientation – Vredenburg Campus

(Ref.no: WCC 37/18) Hospitality – Malmesbury Campus

Salary range: R 245 700. 00 – R 248 145. 00 plus benefits per annum

Permanent position: Subject to 12 months' probation period.

Basic Requirements: Grade 12; three-year 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:** Teaching in the relevant field; assessment of students; set tests and assignments; mark scripts and prepare mark sheets; prepare portfolio of assessments and files. **Abilities:** Must have excellent organisational skills, computer literacy, able to work with Excel.

(Ref. no: WCC 38/18) Electrical Engineering – Atlantis Campus

(Ref.no: WCC 39 /18) Engineering Related Design – Vredendal Campus

(Ref.no: WCC 40/18) Engineering Related Design (Welding) – Vredenburg Campus

(Ref.no: WCC 41 /18) Engineering Related Design (AutoCAD) – Vredenburg Campus

Permanent position: Subject to 12 months' probation period.

Basic Requirements: Grade 12; three-year teaching qualification in the relevant field and or related field trade test; 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:** Teaching in the relevant field; assessment of students; set tests and assignments; mark scripts and prepare

mark sheets; prepare portfolio of assessments and files. **Abilities:** Must have excellent organisational skills, computer literacy, able to work with Excel.

(Ref. no: WCC 30/18) Marketing Manager – Malmesbury; Central Office

Salary Level 9

Salary range: R 334 545. 00 – R 394 065. 00 plus benefits per annum

Permanent position: Subject to 12 months' probation period.

Basic requirements: An appropriate qualification (diploma/degree) with 3 years marketing/related experience in the education or similar field; working knowledge of the TVET Sector; 5 Years' experience as a Marketer; ability to communicate at all levels within the organization; good organizational, administration and computer skills; a valid code 8 driver's licence. **Key performance areas:** The ensure recruitment targets of students are met; to be responsible for the effective marketing and communication of the college programmes and activities amongst relevant stakeholders; to ensure that adequate funding is raised to sustain the activities of the College; to manage and co-ordinate the Marketing Strategy, Policies and Procedures; manage and co-ordinate marketing strategy within College strategy; provide specialist marketing input into the strategic plan of the College; report to Council on progress of Marketing plans in strategic plan; draw up marketing operations plan, schedules, delegations and control measures; ensure integration of marketing plan into operations; establish and maintain a link between Market research and Project Managers.

Manage and co-ordinate the maintenance of all external customers contact with: Funders, prospective students, commerce and industry, employers, community, government, partnerships, SETA's, media. Manage and co-ordinate the maintenance of all internal customer contact: Students, academic staff, support Staff, volunteers, suppliers, close Associates and Partners, entrepreneurs in business incubators and business hives, outsource providers; events management; manage and coordinate the relevance, design, writing, printing and distributing of marketing material Manage and co-ordinate the development of new customer networks in areas of: Funders, prospective students, commerce and industry, employers, community government (all levels), parties, seta's, and external agencies.

ADMINISTRATORS'S POSITIONS

(Ref.no: WCC 42/18) Academic Administrator (Examination) – Central Office

Salary Level 5

Salary range: R152 862. 00 – R 180 062. 00 plus benefits per annum

Permanent position: Subject to 12 months' probation period.

Minimum requirements: Grade 12 / NCV level 4 / N6 / Diploma in Office Administration or Management Assistant; Computer literacy (MS Word, Excel & Outlook) and typing skills; telephone etiquette; verbal and written communication skills; interpersonal skills; strong administrative skills; strong pro-active management skills, conflict management skills; ability to communicate at all levels including with students; administration and report writing skills;

Key performance areas: Assisting during admissions / registration period; managing queries of students on a daily basis; assisting with verification; Handling enquiries relating to Student Administration processes: Maintaining information and reporting on data held on the student record system; Processing student movements, such as Interruptions, Withdrawals and Change; Creating, maintaining and auditing student files in hardcopy or through the electronic document management system as appropriate. **Abilities:** To work independently; to work in a team and to assist with other duties as required; Attention to detail; to work under pressure and ability to work with ITS system.

(Ref.no: WCC 43/18) Open Learning Centre Administrator – Vredenburg Campus

Salary Level 5

Salary range: R152 862. 00 – R 180 062. 00 plus benefits per annum

Permanent position: Subject to 12 months' probation period.

Minimum requirements: Grade 12 / NCV level 4 / N6; Relevant qualification or equivalent in Library Science with relevant experience in education; excellent computer literacy (especially Internet research usage) and typing skills; good communication and people orientated skills; organising skills; Bilingual, knowledge of a third language advantageous; strong administrative skills; experience of at least one year in similar post. **Key performance areas:** general secretarial and administrative duties; organising and filing resources such as books, magazines and audio visual material; manage, control and expand the resources of the media centre; deal with inquiries and doing research; ability to work flexi hours.

(Ref.no: WCC 44/18) Debtors Clerk – Central Office

Salary Level 5

Salary range: R152 862. 00 – R 180 062. 00 plus benefits per annum

Permanent position: Subject to 12 months' probation period.

Minimum Requirements: Grade 12 / NCV level 4 / N6; relevant National Diploma; would be advantageous; 12 (twelve) months relevant experience in large volume low value debtors; experience in a computerised debtors systems ITS; must be deadline driven. **Key performance areas:** Effective debt collection; monitor campuses debt collecting performance against targets; process entries on debtors' accounts; ability to process and analyse a debtor statement.

(Ref. no: WCC 45/18) Procurement Administrator – Central Office

Salary Level 5

Salary range R 152 862. 00 – R 180 063. 00 per annum plus benefits

Permanent position: subject to 12 months' probation period.

Minimum requirements: Grade 12 / NCV level 4 / N6 / relevant National Diploma; two (2) to four (4) years administration experience; Post matric qualification would be advantageous; 3 years procurement experience; experience in computerized procurement systems; experience in dealing with high volume of work. **Key performance area:** Review requests received for services / goods on the College's system; contact suppliers for quotations as per guidelines set out in the college policy; add quotations to electronic request on the

College's system; present completed request and relevant paperwork to the procurement officer and/or Finance Manager for approval; process request to an "Order Status" and place order with supplier; follow up on delivery of these items with supplier and with staff that requested the items; match orders with invoices received from suppliers; identify and resolve any discrepancies and forward to creditors department for payment. **Skills and abilities:** Computer literacy; ability to perform routine tasks; interpersonal skills; ability to file; ability to operate fax and photocopy machine; verbal communication skills for the helpful and polite communication of information; written communication skills for the writing of memos, letters, notes, and reports; ability to work independently; must be deadline driven.

(Ref no: WCC 46 /18) Student Support Officer – Vredendal Campus

Salary Level 7

Salary range R 226 611. 00 – R 266 943. 00 per annum plus benefits

Permanent position: subject to 12 months' probation period.

Minimum requirements: Grade 12 / NCV level 4 plus three (3) years National Diploma or Degree in Social Work; Honours in Psychology; registered with HPCSA; minimum 2 - 3 years' experience in student and or trauma counselling; analytical thinking; computer literate; problem solving skills; presentation skills; ability to work flexi hours (Saturdays included) and under pressure; responsible and reliable. **Key performance areas:** Develop and apply policies and procedures to support learners; provide academic and social support; including counselling referral; ensure cultural affairs and sport programmes are integrated into mainstream academic life; promote health and wellness programmes; develop, implement and manage peer education and leadership skills development programmes; manage the Student Representative Council (SRC); develop networks with government, NGOs and community organizations; support students with accommodation and transport needs when required; assist with alumni and tracking systems; advise students on financial aid.

Instructions to applicants:

All applicants must submit a completed Z 83 form obtainable from the government institutions, 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 this documentation will not be considered. Applicants must submit an application for each position applied for. **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.**

Attention: Ms Alice Arosi

Closing date: 20th April 2018 @ 16:00.

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.