

DEPARTMENT OF HIGHER EDUCATION AND TRAINING
*Coastal KZN Technical Vocation Education and Training is an Equal opportunity employer
inviting applications from suitable experienced applicants for this post.*

CAMPUS MANAGER: UBUHLE BOGU CAMPUS

REF NO: UBU01/2024

SALARY: R572 346.00 per annum (PL5) plus benefits

CENTRE: Coastal KZN TVET College

REQUIREMENTS: Matric or equivalent qualification plus appropriate recognised 3-year National Diploma /An appropriate recognized Bachelor's Degree backed by a professional qualification in education equivalent to REQV 13 plus. 7 years' experience in a TVET College or education field of which three years should be at supervisory level. Registration with SACE. Ability to analyses, interpret policies and develop guidelines to support students on the campus. Knowledge of national examination and assessment policies. Good communication and writing skills. Computer literacy skills with specific reference to MS Word, Excel and PowerPoint. An ability to work in teams and under pressure. Strategic, project, financial and time management skills. Human Resource Management, Operational decision-making skills. Knowledge and understanding of the FET Act 16 of 2006, as amended, Public Service Act 103 of 1994 as amended, LRA, Employment of Educators Act 16 of 1998, PFMA, White Paper on Post School education and training and other legislations in the Higher Education and Training Sector. A valid Code EB unendorsed driver's license

DUTIES: Manage the Campus/oversee lecturing as well as all other activities in the Campus. Report to the Principal and Deputy Principals based at the Central Administration Office. Manage internal disciplinary matters. Mentor and motivate staff. Compile Campus progress reports. Conduct needs analysis and recommend training interventions. Ensure compliance with Management and Information Systems Standards. Ensure maintenance of the Campus. Prepare and monitor budget of the Campus. Ensure a secure, safe and hygienic environment. To act as a link between the department and the Campus. Effectively and efficiently, manage the examinations in the Campus. Manage staff performance in terms of the Performance Management & Development.

ENQUIRIES : Ms NF Xaba Tel No: 031-905 7000

HEAD OF DEPARTMENT POST X4 POST LEVEL 3

REF NO: UMLBB 01/2024 UMLAZI BB: BUSINESS STUDIES NCV

REF NO: DBN 01/2024 DURBAN: BUSINESS STUDIES NCV

REF NO: SWIN 01/2024 SWINTON: NCV FUNDAMENTALS

REF NO: SWIN 02/2024 SWINTON: WORKSHOPS

SALARY: R465 843.00 per annum (PL3) plus benefits

CENTRE: Coastal KZN TVET College

CAMPUSES: Durban, Swinton & Umlazi BB

REQUIREMENTS: National Senior Certificate/Grade 12/NCV Level 4. Relevant REQV 13, National Diploma backed by a professional qualification in Education. At least three-year management and supervisory experience. Sound communication skills and interpersonal skills. 5 years relevant lecturing experience in an education and training environment. Sound knowledge of the FET Act, PFMA and other related education and training legislation. Extensive knowledge of theory and practice. Must be computer literate. Registration with SACE. A valid code EB unendorsed Drivers licence (Learner driver's licence not acceptable). Qualified assessor or have received such training will be an added advantage.

DUTIES: Undertake overall management of the division/section. Guide support, monitor and assess the performance of lecturing staff. Recruit students and manage their induction. Manage work distribution and time tables for the division/section. Ensure quality education in the field and adherence to College and subjects policies. Manage examinations and related matters. Plan, manage and monitor departmental budgets. Manage requisition, distribution and control of stock for the division/section. Assist with financial planning and financial control of the division/section. Liaise with students, parents and employers. Assist with lecturing duties as required. Ensure overall management of the Department(s). Act as a link between staff, department and senior management. Work together with Campus Manager towards closure of non-conformances. Assist Campus Manager in the populating and updating of scorecards. Guide, support and monitor staff performance. Consider recommendations from staff for implementation and improvement of performance. Provide support and supervise all staff in the unit. Work Close with EAP to ensure wellness of employees. Responsible for the identification and provision of staff development needs. Act as Campus Manager in the absence of the Campus Manager in terms of applicable provisions. Serve as a member of committees in the Campus/College as the need may arise. Monitor and control staff and student attendance by distribution and submission of register for capturing. Prepare regular reports on staff performance. Management of performance appraisal of educators including annual revision of job

descriptions. Provide, co-ordinate, monitor a schedule for class visits. Coordinate in-house staff training. Recruit, plan and manage Peer Tutoring Program at the campus level. Co-ordinate and schedule departmental meetings. Ensure the establishment and effectiveness of subject committees. Responsible for Research and Development in the department. Planning of students 'Work Based Exposure (WBE) and lecturers Workplace Integrated Learning (WIL) assist Senior Lecturers, Lecturers and Student Support Officer to provide academic support programmes. Communicate with industries/Employers for placement of students and lecturers. Carry out all other duties including the administration duties related to the post. Develop and implement intervention strategies that will improve academic performance.

Enquiries : Ms NF Xaba HR Unit Tel No: (031) 905 7000

SENIOR LECTURERS POST X2 POST LEVEL 2

REF NO: SWIN 03/2024 Swinton Campus: Education & Development

REF NO: UMLBB 02/2024 Umlazi BB Campus: Nated Report 191

SALARY: R394 032.00 per annum (PL2) plus benefits

CENTRE: Coastal KZN TVET College

CAMPUSES: Swinton and Umlazi BB

REQUIREMENTS: Matric certificate or equivalent qualification. Must have a Teaching qualification (secondary or higher level). A relevant recognised Tertiary qualification (Diploma/Degree) relevant to the post. Valid SACE registration. Minimum three (3) years' lecturing experience at a TVET college. Sound NCV or Report 191 subjects' knowledge and work-related applications. Computer literacy (MS Office). Knowledge of examinations and assessment policies. Leadership and management skills, good communication and interpersonal skills, passion for learning and teaching as well as good recordkeeping and administration skills. Ability to plan ahead and good time management skills. Problem solving skills. Organization skills to ensure effective quality teaching and learning. Be able to make decisions on operational matters. A valid Code EB unendorsed Drivers licence

DUTIES: Undertake overall management of the division/section in the absence of the HOD. Guide support, monitor and assess the performance of lecturing staff. Recruit students and manage their induction. Liaise with HOD and ensure the implementation of work distribution and timetables for the division/section. Be a subject advisor. Ensure quality education in the field and adherence to College and subjects policies. Manage examinations and related matters. Plan, manage and monitor departmental budgets. Manage requisition, distribution and control of stock for the division/section. Assist with financial planning and financial control of the division/section. Liaise with students, parents and employers. Assist with lecturing duties as required. Act as a link between staff, department and senior management. Work together with Head of Department towards closure of non-conformances. Guide, support and monitor staff performance. Consider recommendations from staff for implementation and improvement of performance. Provide support and supervise all staff in the unit. Responsible for the identification and provision of staff development needs. Serve as a member of committees in the Campus/College as the need may arise. Monitor and control staff and student attendance by distribution and submission of registers for capturing. Prepare regular reports on staff performance. Management of performance appraisal of educators including annual revision of job descriptions. Provide, co-ordinate and monitor a schedule for class visits. Coordinate in-house staff training. Recruit, plan and manage Peer Tutoring Program at the campus level. Co-ordinate and schedule departmental meetings. Ensure the establishment and effectiveness of subject committees. Responsible for Research and Development in the department. Develop and implement strategies to enhance student performance and improve academic results. Coordinate assessment and moderation in the campus. Manage and supervise assessment and examination process in the section including timeous marking and moderation of question papers, preparation of ISAT and ICASS activities. Advise campus management regarding the allocation of work amongst staff. Maintain a comprehensive and up to date record of lecturing staff. Ensure POA's and POE'S are done timeously. Planning of students 'Work Based Exposure (WBE) and lecturers Workplace Integrated Learning (WIL), assist Senior Lecturers, Lecturers and Student Support Officers to provide academic support programmes. Communicate with industries/employers for placement of students and lecturers. Carry out all other duties including the administration duties related to the post. Coordinate Health, Safety and wellness programmes on campus

RECOMMENDATIONS: Extensive knowledge of Academic assessments and Moderation procedures. Sound knowledge of the TVET Colleges landscape. Sound knowledge of Department of Higher and Education and Training (DHET) policies pertinent of teaching and learning. Accreditation as an Assessor and Moderator would be a strong recommendation.

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NOTE : DIRECTION TO CANDIDATES

Applications must be submitted on the **new prescribed Z83 form** obtainable from any Public Service department and **must be fully completed, dated and signed**. Clear indication of the post and reference number that is being applied for must be indicated on your Z83 form as well as a **recent, comprehensive Curriculum Vitae**.

Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the fully completed and signed Z83 form and detailed curriculum vitae. Communication regarding certified copies of Qualifications and other relevant documents will be limited to only shortlisted candidates. Therefore, only shortlisted candidates will be required to submit certified documents on or before the day of the interview, following a communication from the College Human Resources Management Administration Unit.

A separate application must be submitted for each post that you are applying for. Late (received after closing date and time) and incomplete applications will not be considered. The employer is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) in the Department through the filling of this post(s) with a candidate whose appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan. The Employer reserves the right not to make an appointment. Where applicable, candidates may be subjected to a skills test. **Correspondence will be limited to short-listed candidates.**

All short-listed candidates will be subjected to a qualifications and citizen verification; criminal record and financial/asset record checks. Applicants who have not been invited for an interview within 60 days of the closing date should consider their application unsuccessful

CLOSING DATE : 20 September 2024