

VACANCY LIST I OF 2012 FOR TEACHING AND ADMINISTRATION POSTS – JANUARY 2012

CLOSING DATE; 10 FEBRUARY 2012

A. SCHOOL OF ICT

REF

Requirements

Responsibilities

Additional Requirements

ICT 01

A relevant three-year post – Matric teaching qualification (REQV13)

Registration with SACE

Lecturer: Information Technology (PL1)

Intro to Systems Development NCV L2

Principles of Computer Programming NCV L3

Computer Hardware and Software

Experience in lecturing MCPD will be an advantage.

Assessors Certificate

ICT 02

A relevant three-year post – Matric teaching qualification (REQV13)

Registration with SACE

Lecturer: Information Technology (PL1)

Vacancies

Digital Electronics

Electronics NCVL2

Mathematics

Computer Hardware and Software

A Telecommunications Qualification e.g. Motorola / Nokia will be an advantage.

Assessors Certificate

ICT 03

A relevant three-year post – Matric teaching qualification (REQV13)

Registration with SACE

Lecturer: Information Technology (PL1)

Access

WAN Technologies

Routers and Routing Basics

Switching Basics and Intermediate Routing

MOS/ ICDL

MCSE/CCNA Level 1- 4

Assessors Certificate

ICT 04

A relevant three-year post – Matric teaching qualification (REQV13)

Registration with SACE

Lecturer: Information Technology (PL1)

ICDL

CCNA LEVEL 1-4

IT ESSENTIAL

Assessors Certificate

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ICT 05

A relevant three-year post – Matric teaching qualification (REQV13)

Vacancies

Registration with SACE

Lecturer: Information Technology (PL1)

ICDL

CCNA LEVEL 1-4

IT ESSENTIAL

Assessors Certificate

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A relevant three-year post – Matric teaching qualification (REQV13)

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Registration with SACE

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Lecturer: Information Technology (PL1) x 6

Vacancies

ICDL

CCNA LEVEL 1-4

IT ESSENTIAL

Assessors Certificate

B. SCHOOL OF HHS

REF

Requirements

Responsibilities

Additional Requirements

HHS 01

A relevant three-year post – Matric teaching qualification (REQV13)

Registration with SACE

Lecturer: Travel and Tourism (PL1)

Travel Services N4-N6

Tourism Destination N4-N6

Sustainable Tourism NCV Level 2-4

Knowledge of car rental

International Accommodation and budgeting

HHS 02

A relevant three-year post – Matric teaching qualification (REQV13)

Registration with SACE

Lecturer: Travel and Tourism (PL1)

Tourism Accounting

Travel Office Procedures N4-N5

Tourism Operations NCV Level 2-4

Science of Tourism Level 2-4

Assessors Certificate

Tourism Accounting

HHS 03

A relevant three-year post – Matric teaching qualification (REQV13)

Registration with SACE

Lecturer: Art and Design (PL1)

Graphic Design N4-N6

History of Art

Drawing

Communication

Assessors Certificate

HHS 04

A relevant three-year post – Matric teaching qualification (REQV13)

Registration with SACE

Lecturer: Music(PL1)

Music Business

Sound Engineering

DJ programmes

Assessors Certificate

HHS 05

A relevant three-year post – Matric teaching qualification (REQV13)

Registration with SACE

Lecturer : Clothing Production (PL1)

Fashion Drawing

Factory Organisation

Pattern Construction

Assessors Certificate

HHS 06

A relevant three-year post – Matric teaching qualification (REQV13)

Registration with SACE

Lecturer : Hospitality (PL1)

Nutrition and menu planning

Hospitality Generics

Client Services

Assessors Certificate

HHS 07

A relevant three-year post – Matric teaching qualification (REQV13)

Registration with SACE

Lecturer : Hospitality (PL1)

Food preparation

Catering Theory and practicals

Hospitality Generics

Food Preparation

Assessors Certificate

C. CENTRE FOR OPEN LEARNING AND SKILLS (COLS)

COLS01

A relevant three-year post – Matric teaching qualification (REQV13)

Registration with SACE

Lecturer: Motor Mechanic Instructor for skills programs NQF 2 (PL1)

Assessor Certificate

COLS02

A relevant three-year post – Matric teaching qualification

(REQV13) and/or qualified as an

artisan

Registration with SACE

Lecturer: Motor Mechanic Instructor for skills programs NQF (PL1)

Assessor Certificate

COLS03

A relevant three-year post –Matric teaching qualification (REQV13) and/or qualified as an artisan

Registration with SACE

Lecturer: Electrical Instructor NQF programs (PL1)

Assessor Certificate

COLS04

A relevant three-year post –Matric teaching qualification (REQV13) and/or qualified as an artisan

Registration with SACE

Lecturer: Electrical Instructor NQF programs (PL1)

Assessor Certificate

COLS05

A relevant three-year post –Matric teaching (REQV13) which must include an appropriate teaching qua

Registration with SACE

Lecturer: Fundamentals (PL1)

Communication

Maths Literacy

Assessor Certificate

COLS06

A relevant three-year post – Matric teaching qualification (REQV13)

Registration with SACE

Lecturer: Fundamentals (PL1)

Communication

Maths Literacy

[Empty box]

Assessor Certificate

[Empty box]

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[Empty box]

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COLS07

[Empty box]

Vacancies

A relevant three-year post –Matric teaching qualification (REQV13) and/or qualified as an artisan

Registration with SACE

Lecturer: Cabinet Making (PL1)

Wood machining

Cabinet making

Joinery

Assessor Certificate

COLS08

A relevant three-year post – Matric teaching qualification (REQV13) and/or qualified as an artisan

Registration with SACE

Lecturer: Welding (PL1)

Vacancies

Platers Theory N1-N2

Drawing N1-N2

Assessor Certificate

COLS 09

A relevant three-year post –Matric teaching qualification(REQV13) and/or qualified as an artisan

Registration with SACE

Lecturer : Fitting and Turning (PL1)

Technical Drawing

Computer Aided Drawing

Fitting and Turning

Assessor Certificate

COLS10

A relevant three-year post –Matric teaching qualification (REQV13) and/or qualified as an artisan

Registration with SACE

Lecturer : Body and paint (PL1)

Body and paint theory

Technical Drawing

Assessor Certificate

COLS 11

A relevant three-year post – Matric teaching qualification (REQV13)

Vacancies

Registration with SACE

Lecturer : Fundamentals (PL1)

Mathematical Literacy

Life Orientation NCV Level 2

Computer Practice

Assessor Certificate

COLS12

A relevant three-year post – Matric teaching qualification (REQV13)

Registration with SACE

Lecturer : Fundamentals (PL1)

Mathematical Literacy

Life Orientation NCV Level 3-4

Computer Practice

Assessor Certificate

COLS13

A relevant three-year post – Matric teaching qualification (REQV13)

Registration with SACE

Lecturer : Fundamentals (PL1)

Mathematics NCV Level 2-4

Assessor Certificate

COLS14

A relevant three-year post – Matric teaching qualification (REQV13)

Registration with SACE

Lecturer : Fundamentals (PL1)

English NCV Level 3-4

Assessor Certificate

COLS 15

A relevant three-year post – Matric teaching qualification (REQV13)

Registration with SACE

Lecturer : Mechanical (PL1)

Engineering Technology NCV Level 2

Material Technology NCV Level 3

Engineering Fundamentals NCV Level 2

Assessor Certificate

COLS 16

A relevant three-year post –Matric teaching qualification (REQV13) and/or qualified as an artisan

Registration with SACE

Lecturer : Mechanical (PL1)

Engineering Graphics NCV Level 3

Engineering Processes NCV Level 4

Professional Engineering Practice NCV Level 4

Assessor Certificate

COLS PL201

A relevant three-year post – Matric teaching qualification (REQV13) with 3 years relevant teaching exp

Registration with SACE

Senior Lecturer: Curriculum Specialist (PL2)

Chair the Departmental subject team's meetings,.

Develop and support teaching methodologies.

Develop academic school programmes.

Monitor, Control and keep record of work scheme.

Select and provide additional relevant materials.

Assessment and moderators

Certificate Computer literate

PTC 01

A relevant three-year post – Matric teaching qualification (REQV13) with 3 years relevant teaching ex

Registration with SACE

Senior Lecturer: Practicals (PL2)

Controls, records and takes responsibility for the

safe keeping of portfolios, tests and prep exams to provide school - based support systems

Conduct school-based assessment workshops

Time-tabling

Monitoring, controlling and reporting of: IQMS processes, student and staff attendance;

Supplies planning & processing of requisitions

A relevant three-year post – Matric teaching qualification (REQV13) with 3 years relevant teaching exp

Vacancies

Controls, records and takes responsibility for the safe keeping of portfolios, tests and prep exams to pro

Conduct school-based assessment workshops

Time-tabling

Monitoring, controlling and reporting of: IQMS processes, student and staff attendance;

Supplies planning & processing of requisitions

Computer literacy

PTC 03

A relevant three-year post – Matric teaching qualification (REQV13) with 3 years relevant teaching ex

Registration with SACE

Senior Lecturer: Practicals (PL2)

Controls, records and takes responsibility for the safe keeping of portfolios, tests and prep exams to pro

Conduct school-based assessment workshops

Time-tabling; monitoring, controlling and reporting of: IQMS processes, student and staff attendance;

Supplies planning & processing of requisitions

Computer literacy

D. SCHOOL OF EBD

EBD

PL2 01

Minimum REQV13, Diploma/degree, or a teaching qualification with 3 years relevant teaching experience

Registration with SACE

Senior Lecturer : Administration (PL2)

Perform administrative activities

Develop academic school programmes.

Monitor, Control and keep records of all academic activities, select and provide additional relevant academic

Assessment and moderators certificate Computer literate

E. SCHOOL OF ENGINEERING TECHNOLOGY

Additional Requirements

CIVIL 01

REQV13, Diploma or a degree with relevant teaching qualification with specialization in CAPENTRY A

Registration with SACE

Lecturer: Carpentry and Roof Work (PL1)

Materials

Plant and Equipment

Vacancies

Construction Planning

Carpentry and Roof work

N/A

CIVIL 02

REQV13, Diploma or a degree with relevant teaching qualification with specialization in PLUMBING or

Registration with SACE

Lecturer: Plumbing (PL1)

Vacancies

Plumbing

Construction Planning Materials

Construction Planning

N/A

ET 18

National Diploma or Degree (REQV13) plus a teaching Diploma with 5 years relevant teaching experie

Divisional Manager: Engineering Sciences & Foundational Programmes (PL3)

Skills programmes

Short courses

Learnership Programmes

Artisan programs

Assessment and Moderator's

Certificate Computer literate

F. STUDENT SUPPORT AND ADMINISTRATION POSTS

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|-------------------------------------------------|
| Student Support and Administration Posts |
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Ref

Minimum Requirements

Responsibilities

Additional Requirements

SSS 01

National Diploma or Degree in IT; a 5 years relevant teaching experience will be an added advantage;

[Redacted]

[Redacted]

[Redacted]

Senior Administration Officer: Academic Management and Information Systems (SL8)

[Redacted]

Budget and assist to procure and implement all

necessary software packages and all computer

[Redacted]

hardware related both to teaching and learning as well as management and administration; develop, m

[Redacted]

Extensive knowledge and experience in academic management processes; knowledge of various

[Redacted]

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computer software programmes in with regard to student and staff data administration processes includ

management skills to control team members.

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SSS02, SSS03, SSS04 & SSS05

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A relevant diploma/degree (REQV13) and teaching qualification.

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Student Support Services Officer (PL1) x 4

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Implement and promote centrally planned student socio-economic activities; ensure a conducive learni

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Skills in the management of student activities; computer literacy;

SSS06

Diploma/degree (REQV13) in Marketing/Public Relations.

Student Liaison Officer (PL1)

Implement and coordinate student socio-cultural activities, administration of information between Student

Skills in the management of student activities; computer literacy.

SSS07

Diploma or equivalent qualification in Marketing/Public Relations.

Marketing & Communications Coordinator (SL5)

Responsible for advertising, promotion and brand management of the college. Events management a

Knowledge of marketing strategies, branding of organization's image; good

communication skills both verbal and written; computer literacy.

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SSS08

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Three year National Diploma/Degree (REQV13) in Human Resources Management with 5 years relevant

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Centre Manager: CEED (SL9)

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Administration and operations in the CEED unit for: planning, budgeting and resourcing across all the

[]

Private sector experience in HRM&D; experience in SETA programme management;

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[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

SSS09

[Redacted]

A Degree/Diploma in Marketing/Public Relations with 5 years relevant experience. A Teacher's Diploma

[Redacted]

[Redacted]

Divisional Manager : Marketing and Communications (PL3)

Vacancies

Manage and coordinate all marketing, advertising and promotional activities; conduct marketing research

Sound understanding of marketing con; excellent verbal/written communication and interpersonal skills

G. SUPPORT STAFF

Ref. No

Requirements

Position

Additional requirements

SS00

B.Com degree in Accounting/National Diploma in Cost and Management or an equivalent qualification

Finance and Accounts Manager (SL9)

Provide financial management requirements to the College in terms of: Management of expenditure and

established and maintained

[Redacted]

[Redacted]

Computer literacy; knowledge of all applicable financial laws and Treasury regulations; good communication

[Redacted]

SS01

[Redacted]

National Diploma in Internal Auditing or Accounting. A minimum of 3-5 years experience in Public/Internal

[Redacted]

Internal Auditor (SL8)

[Redacted]

Plan audit projects in the performance of operational, financial and compliance reviews; evaluate the

effectiveness of internal controls, compliance with laws, regulations and company policies; perform de

[Redacted]

Computer literacy; CPA, CIA or in pursuit of certification will serve as an advantage; a valid drivers' license

[Redacted]

SS02

[Redacted]

A three-year diploma/degree plus 3-5 years' experience in Human Resource Management and Development

[Redacted]

Senior Administration Officer: Finance Department (SL8)

[Redacted]

Prepare bank reconciliations on Pastel Evolution, ensure the financial transactions are in accordance with

Construction

Extensive knowledge of Public Administration and Management, managerial and strong communication

SS03

Grade 12 and an appropriate IT qualification. 3 years relevant experience in the IT environment.

IT Technician (SL5)

Work on the Microsoft windows platform from XP to 2008;; create users & password; maintain user acco

The candidate must be familiar with Microsoft Office and ITS.

SS04, SS05 and

SS06

Senior Certificate or equivalent qualification plus relevant years of experience in the administration/ Ex

Examinations Officer (SL5) x 3

Enrolment of internal and external students for exams; deal with student enquiries with regards to exa

Vacancies

Knowledge and experience in the operations in Examinations Offices; general administration skills, Good

SS07,SS08 and **SS09**

Senior Certificate or equivalent qualification plus 3 years experience in the administration/data capturing

Data Capturer (SL5) x 3

Manage all administrative responsibilities effectively with the ultimate aim of meeting objectives in the C

The candidate must be familiar with ITS system; Good interpersonal skills and communication skills (ve

SS10 and SS11

Senior Certificate or equivalent qualification plus 3 years of experience in the administration/secretarial

Switchboard Operator (SL5) X 2

Operating switchboard; answer and screen telephone calls; receipt and transmission of messages in the

Computer literate; must be fluent in English which is the College's language of communication; analytical

SS12 and SS13

Senior Certificate or equivalent qualification plus 3 years experience in the administration/procurement

Procurement Officer (SL5) X 2

Compile information and records to draw up

purchase orders for procurement of materials and services; respond to customer and suppliers

inquiries; perform buying duties; prepare, maintain and review purchasing files and reports; monitor in

Ability to work under pressure and long hours; knowledge of enrolment

procedures and systems; computer literacy; good interpersonal and communication skills (verbal and w

SS14

An appropriate, recognized three- year tertiary qualification in Financial Accounting with two years exp

Creditors Clerk (SL5)

Accurately capture invoices in the accounting systems in order to effect payments on time and accurat

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Computer literacy; computer literacy.

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SS15

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An appropriate, recognized three- year tertiary qualification in Financial Accounting with two years exp

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Finance Clerk (SL5)

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Responsible for providing financial, administrative and clerical services; processing of financial transac

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Computer literate

SS16

Senior Certificate or equivalent qualification plus relevant years experience in the administrative/procurement

Library Assistant (SL5)

Assist students and teachers in location of print and non-print resources in the resource centre; check

Computer literacy; knowledge of cataloguing and indexing Systems. good interpersonal skills and com

[Redacted]

[Redacted]

SS17

[Redacted]

National Diploma or a Degree with 5 years relevant Executive Secretary/PA experience.

[Redacted]

[Redacted]

Executive PA to the College Principal (SL9)

[Redacted]

Provide administrative, secretarial and office support to the office of the Principal - these will include inter-

confirm appointments; organize meetings and workshops, writing and disseminating minutes of the Governing Body

Principal by sourcing relevant information from

internet searches, newspapers, and magazines as required from time to time; providing financial admin

Strong organizational skills, including ability to manage multiple tasks simultaneously; ability to commu

ability to create, compose and edit written materials;

willingness to work long and irregular hours; computer literacy

SS18

National Diploma or Degree with 5 years relevant experience in training environment, remunerations,

Manager: Remunerations and Performance Management (SL9)

Vacancies

Verification of salary payment requisitions, signing of salary payment requisitions, pay deductions, PAY

Coordinate IQMS and PMDS across the campuses.

Knowledge of Payroll Arelevant computer software programmes; good communication skill both written

PLEASE NOTE: Where SL5 Applicants will facilitate reorganization, internal applicants will receive preference

Signed:

DK Mabusela

Deputy Principal: Corporate Services

