



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



**NORTHERN CAPE
URBAN TVET
COLLEGE**

THE NORTHERN CAPE URBAN TVET AWAITS APPLICATIONS FROM SUITABLY QUALIFIED PERSONS FOR THE FOLLOWING DEPARTMENTAL PERMANENT POSTS:

POST: HEAD OF DEPARTMENT BUSINESS STUDIES x 1 POST

POST LEVEL: 3

SALARY: R414 003, 00 pa

REFERENCE NO: NCUTVET/DHET 2020/12

MINIMUM REQUIREMENTS:

- Three year qualification and specialization in the specific subject
- Education I,II,III
- 5 years' experience in TVET sector
- Five year teaching experience of which two should be at supervisory level
- Extensive knowledge and utilization of visual platforms
- Comprehensive knowledge of the TVET Sector and relevant legislation governing the sector.
- Must be a qualified assessor and moderator
- Must have a valid driver's license

RECOMMENDATIONS:

- Must be able to work under pressure
- Excellent communication skills
- Must be able to work independently
- Willingness to travel to attend meetings, trainings and workshops
- Integrity and Reliability
- Innovativeness
- Responsiveness
- Professionalism
- Ethical, moral conduct

CORE DUTIES

- Coordination and ensure that prelims are checked, signed by students.
- Ensure that information of students captured is correct, verified and application forms are securely stored.
- Training and orientation of academic staff regarding academic programmes offered
- Manage and oversee academic staff during registration (hours and tasks)
- Handle special enquiries during registration in cooperation with Campus
- Manager/Oversee the smooth running of the examinations and assessment cycles working closely with Campus Managers.
- Monitor examinations on Campus in the planning and preparations
- Ensure that subject meetings, class visits are conducted as planned.
- Loading of timetable on College database
- Monitor POE'S ,POA'S ,Assessments and subject files
- IQMS OF Senior lecturers and lecturers

APPLICATIONS: Email your applications to the following Email - Address vacancies@ncutvet.edu.za. **Note that only emailed applications will be considered.**

CLOSING DATE: **21 December 2020**, applications received after the closing date, faxed or emailed applications will not be considered.

NOTE: Application must be submitted on form **Z83 obtainable from any public service department** or on the internet at www.gov.za/documents, which must be completed in full, originally signed and dated by the applicant. Applications must be accompanied by a covering letter, a comprehensive, recent Curriculum Vitae(CV) and originally certified copies of Identity Document, qualifications **(transcript of results)**, Driver's license (where applicable) and all other attachments thereof. All documents certification dates must be within three months of the application date. The specific reference number of the post applied for must be quoted. A separate application must be submitted for each post applied for. For foreign applicants a certified copy of work permit must be included. **The College has the right to withdraw and /or amend adverts for post(s) and retains the right not to fill the post (s) as determined by the delegated authority.**

The successful candidate will be subjected to a security clearance and verification of qualifications. Interviewed candidates will be subjected to a competency assessment where necessary. Correspondence will only be entered into with shortlisted applicants.

IF NO RESPONSE IS RECEIVED WITHIN 3 MONTHS AFTER THE CLOSING DATE, PLEASE REGARD YOUR APPLICATION AS UNSUCCESSFUL.

ENQUIRIES: Ms E Mokokong
TEL NO: 053 839 2099/74