

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING (COLLEGE OF CAPE TOWN)**  
*The College of Cape Town, a preferred Technical Vocational Education and Training provider, is committed as an Institution of Excellence to develop the potential of its students, through quality Education and Training in response to the country's skills development needs.*

- APPLICATIONS** : The Recruitment Officer, Human Resources Unit, College of Cape Town, 334 Albert Road, Salt Rivier 7925 OR Post to : The Recruitment Officer, HR Unit, P.O Box 1054, Cape Town 8000.
- CLOSING DATE** : 06 April 2018, applications received after the closing date or faxed applications will not be considered.
- NOTE** : Applications must be submitted on form Z83 obtainable from any public service department and must be accompanied by recently updated CV; certified copies of qualifications, academic records/transcripts and certified copy of ID (certification must be within three months). It is the applicant's responsibility to have foreign qualifications evaluated by the South African qualification authority (SAQA) and the evaluation certificate from SAQA must be attached. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Shortlisted candidates will be subjected to a competency assessment where necessary. Correspondence will only be entered into with short-listed applicants. The College /department reserves the right to withdraw any of the advertised posts at any time depending on the need. If you did not receive feedback from the college within 60 days of the closing date consider your application unsuccessful. Note: All costs incurred due to your application and interviews will be at your own expense. Preference will be given to persons from designated groups, especially with regard to race, gender and disability

**OTHER POSTS**

- POST 12/21** : **MECHANICAL (NCV & NATED): PROGRAMME MANAGER REF NO: MECH P3/1/2018**

- SALARY** : Starting salary: R367 773 – R836 139 per annum (Plus Benefits) Post Level 3  
**CENTRE** : College of Cape Town TVET  
**REQUIREMENTS** : 3 year Post matric/ tertiary qualification in the related/ specialisation field/ profession or equivalent. A relevant trade test qualification. Teacher's qualification. Five years relevant teaching experience in the TVET Sector. Two years management experience of NC (V) and Report 191 programmes. Computer Literacy in MS Office (Word, Excel and PowerPoint). Fully Bilingual in at least two official languages (Preferably: English plus Afrikaans or Xhosa, but must be fluent in English). South African citizenship. Valid driver's license. Recommended: Registered Assessor and Moderator. SACE registered. Knowledge of College programmes/qualifications.

- DUTIES** : Identify new market trends to determine training needs and opportunities. Formulate strategies to expand occupational delivery. Marketing of College of Cape Town to the external stakeholders to enhance business opportunities. Liaison with relevant stakeholders to build and/or strengthen the College's partnerships and linkages. Project Management inclusive of monitoring the implementation and progress of all projects/contracts such as work integrated learning and stipend management. Keep abreast with the latest regional and national skills needs to ensure legislative compliance. Develop course content to keep abreast of industry requirements. Manage cost of the unit's budget to ensure cost effectiveness. Compile reports for all relevant structures. Manage operational staff and students within contracts/projects. Implementation and management functions related to the Occupational Training Unit and its delivery targets and outcomes.

- ENQUIRIES** : Siphokazi Funda/Samantha Valelo (021) 404 6710/61

- POST 12/22** : **BUSINESS STUDIES NC (V): PROGRAMME MANAGER REF NO: BUS P3/2/2018**

- SALARY** : Starting salary: R367 773 – R836 139 per annum (Plus Benefits) Post Level 3  
**CENTRE** : College of Cape Town TVET

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| <b><u>REQUIREMENTS</u></b>               | : | 3 year Post matric/ tertiary qualification in the related/ specialisation field/ profession or equivalent. Teacher qualification. Five years relevant teaching experience in the TVET Sector. Two years management experience of NC (V) and Report 191 programmes. Computer Literacy in MS Office (Word, Excel and PowerPoint). Fully Bilingual in at least two official languages (Preferably: English plus Afrikaans or Xhosa, but must be fluent in English). South African citizenship. Valid driver's license.   |
| <b><u>DUTIES</u></b>                     | : | Identify new market trends to determine training needs and opportunities. Formulate strategies to expand occupational delivery. Marketing of College of Cape Town to the external stakeholders to enhance business opportunities. Liaison with relevant stakeholders to build and/or strengthen the College's partnership and linkages. Project Management inclusive of monitoring the implementation and progress of all projects/contracts such as work integrated learning and stipend management. Keep abreast with the latest regional and national skills needs to ensure legislative compliance. Develop Course content to keep abreast of industry requirements. Manage cost of the unit's budget to ensure cost effectiveness. Compile reports for all relevant structures. Manage operational staff and students within contracts/projects. Implement and manage functions related to the Occupational Training Unit and its delivery targets and outcomes. |
| <b><u>ENQUIRIES</u></b>                  | : | Siphokazi Funda/Samantha Valelo (021) 404 6710/61   |
| <b><u>POST 12/23</u></b>                 | : | <b><u>MECHANICAL NC (V) AND REPORT (SENIOR LECTURER) REF NO: MECH P2/2/2018</u></b>   |
| <b><u>SALARY CENTRE REQUIREMENTS</u></b> | : | Starting salary: R308 877 – R772 176 per annum (Plus Benefits) Post level 2<br>College of Cape Town TVET  |
| <b><u>SALARY CENTRE REQUIREMENTS</u></b> | : | Matric & a relevant qualification. 3 years appropriate teaching experience in NC (V) or Report 191 subjects related to the field. Valid Code 08 driver's license (compulsory). Fully bilingual in at least two official languages (Preferably: English plus Afrikaans or Xhosa but must be fluent in English). Intermediate computer literacy (MS Word, Excel and Email). South African citizenship. Valid driver's license. Recommended: Registered Assessor and Moderator. SACE registered. Knowledge of College programmes/qualifications.   |
| <b><u>DUTIES</u></b>                     | : | Lecturing, assessment and moderation. Monitor student performance and attendance. Monitor student discipline. Assist with Student Work Placement and Work Based experience. Providing support to academic staff. Assist with Staff performance management. Assist with staff discipline. Assist with implementation learner improvement strategies.   |
| <b><u>ENQUIRIES</u></b>                  | : | Siphokazi Funda/Samantha Valelo (021) 404 6710/61   |
| <b><u>POST 12/24</u></b>                 | : | <b><u>BUSINESS STUDIES (NC (V) &amp; NATED) (SENIOR LECTURER) REF NO: BUS P2/3/2018</u></b>   |
| <b><u>SALARY CENTRE REQUIREMENTS</u></b> | : | Starting salary: R308 877 – R772 176 per annum (Plus Benefits)<br>College of Cape Town TVET   |
| <b><u>SALARY CENTRE REQUIREMENTS</u></b> | : | Matric & a relevant qualification. 3 years appropriate teaching experience in NC (V) or Report 191 subjects related to the field. Valid Code 08 driver's license (compulsory). Fully Bilingual in at least two official languages (Preferably: English plus Afrikaans or Xhosa but must be fluent in English) Intermediate computer literacy (MS Word, Excel and Email). South African citizenship. Valid driver's license.   |
| <b><u>DUTIES</u></b>                     | : | Lecturing, assessment and moderation. Monitor student performance and attendance. Monitor student discipline. Assist with Student Work Placement and Work Based experience. Providing support to academic staff. Assist with Staff performance management. Assist with staff discipline. Assist with implementation learner improvement strategies. Recommended: Registered Assessor and Moderator. SACE registered.  |
| <b><u>ENQUIRIES</u></b>                  | : | Siphokazi Funda/Samantha Valelo (021) 404 6710/61   |
| <b><u>POST 12/25</u></b>                 | : | <b><u>EDUCATION AND TRAINING LECTURER (SENIOR LECTURER) REF NO: ECD P2/1/2018</u></b>   |
| <b><u>SALARY CENTRE</u></b>              | : | Starting salary: R308 877 – R772 176 per annum (Plus Benefits) Post Level 2<br>College of Cape Town TVET  |

- REQUIREMENTS** : Matric & a relevant Teachers qualification majoring in ECD or Foundation Phase or an equivalent qualification relevant to the ECD field. 3 years appropriate teaching experience related to the field Valid Code 08 driver's license (compulsory). Fully bilingual in at least two official languages (Preferably: English plus Afrikaans or Xhosa but must be fluent in English). Intermediate computer literacy (MS Word, Excel and Email). South African citizenship. Valid driver's license. Recommended: Registered Assessor and Moderator. SACE registered.
- DUTIES** : Lecturing, assessment and moderation. Monitor student performance and attendance. Monitor student discipline. Assist with Student Work Placement and Work Based experience. Providing support to academic staff Assist with Staff performance management. Assist with staff discipline. Assist with implementation learner improvement strategies.
- ENQUIRIES** : Siphokazi Funda/Samantha Valelo (021) 404 6710/61
- POST 12/26** : **PHOTOGRAPHY REF NO: PHOTO P1/1/2018**
- SALARY** : Starting salary: R185 769 per annum (Plus Benefits) Post level 1  
**CENTRE** : College of Cape Town TVET  
**REQUIREMENTS** : A Tertiary Degree/Diploma majoring in Graphic Design and Photography. Sound knowledge of Drawing and History of Art. A minimum of 2 years Industry related experience. Computer literacy (MS Office: Word; Excel and PowerPoint, CS 6 Adobe Illustrator; Photoshop and InDesign). Fully Bilingual in at least two official languages. (Preferably: English plus Afrikaans or Xhosa, but must be fluent in English).
- DUTIES** : Teaching qualification. 2 years relevant lecturing experience in theoretical and practical learning programs.
- ENQUIRIES** : Siphokazi Funda/Samantha Valelo (021) 404 6710/61