

HIGHER EDUCATION AND TRAINING (BUFFALO CITY TVET COLLEGE)

- APPLICATIONS** : Buffalo TVET College, HR Division, Private Bag 9016, East London 5200 or deliver it to the HR office, Administration Centre, corner of Lukin Road and King Street, Selborne, East London. No faxed or emailed applications will be accepted. Late and incomplete applications will not be considered.
- CLOSING DATE** : 08 October 2018 at 15:00
- NOTE** : Candidates who are suitably qualified for the above positions should submit a signed letter of application, together with a signed official application form (Z83 for support staff and EDP01 for educators), a comprehensive CV and certified copies of the following: ID, all relevant qualifications with transcripts, certificates of service for previous experience and a driver's license, together with contact details, including e-mail addresses, of at least three work-related references. Application forms and the full advert are available on our website, www.bccollege.co.za. All permanent employees will be subjected to a year's probation period and fixed term employees to six months. The college reserves the right to verify any information received in applications. Selected candidates will be subjected to a vetting process and personnel suitability check in terms of minimum information security standards. Short-listed candidates will be invited for an interview and may be subjected to a competency assessment as part of the selection process. Submission of fraudulent documentation and canvassing of Council members or College staff will immediately disqualify the candidate. If you have not been contacted within 4 weeks please consider your application as unsuccessful. Preference will be given, but not limited to, to candidates from designated groups in terms of the Employment Equity Act and the College's Employment Equity Plan. The college reserves the right not to appoint/fill this position.

OTHER POSTS

- POST 38/09** : **PROJECT MANAGER (NATIONAL SKILLS FUND) REF NO: BCC092018/01**
Fixed term College Council appointment
- SALARY** : Starting salary notch R356 289 per annum plus benefits (Level 09)
CENTRE : School of Occupational Training, King Street
REQUIREMENTS : Grade 12/Matric; Degree / National Diploma in Financial Management; A valid Driver's Licence; Project Management qualification on NQF Level 6; Experience in Financial Management; Experience in Risk Management; 5 to 10 years' relevant experience; At least 3 years of the above experience should be managing a project; Experience in a NSF Project will be an added advantage; Advanced Computer Literacy will be an added advantage (MS Word, Excel, MS Project); Facilitator and/or Assessor Training will be an added advantage; Must be willing to work long and odd hours. Key Competencies: Planning, Leading and Organising skills; Decision Making skills; Communication skills; Critical thinking and problem solving skills; Report writing skills; Administrative skills; Conflict management skills; Financial management skills; Diversity management skills.
- DUTIES** : Provide direction and support to project team; Plan, schedule and monitor project timelines; Manage Project Budget; Track Project progress using appropriate tools; Constantly monitor and report on the progress of the project; Submit reports on the progress of the project; Manage project changes and interventions to achieve project goals; Manage Performance of Facilitators.
- ENQUIRIES** : Ms N Miza Tel No: 043 704 9237
- POST 38/10** : **FACILITATOR WATER AND WASTE WATER TREATMENT (NATIONAL SKILLS FUND) REF NO: BCC092018/02**
Fixed Term performance College Council appointment from 01 January 2019 – 31 December 2019)
- SALARY** : starting notch R299 709 per annum plus benefits (Level 08)
CENTRE : School of Occupational Training, King Street

- REQUIREMENTS** : A 3 year degree/diploma in Engineering in a Water Services Related Field or equivalent qualification in Water Governance, 1 year's teaching / facilitating experience; Workplace experience in safety and security field; Experience in a TVET College will be an added advantage; Assessor/moderator certificates will be an added advantage. Competencies: Fluent communication skills (verbal and written) in English; Excellent interpersonal skills, problem solving and time management skills; Project Management Skills; Sound understanding of Apprenticeships and Learnerships; Must be able to work under pressure, meet deadlines and be prepared to work odd hours.
- DUTIES** : Facilitate Learning and Teaching, Classroom Management and Record keeping, conduct learner assessments, management of Learner's POE's, monitoring of learners at their workplaces, preparation of monthly and quarterly reports, management of Assets within a designated workshop/classroom. Daily interaction with staff as well as internal and external partners; Administrative duties for specific projects; Reporting on achievements and project progress; Must be prepared to take and implement instructions delegated by supervisors/managers.
- ENQUIRIES** : Ms N Miza Tel No: 043 704 9237
- POST 38/11** : **COMMUNICATION OFFICER REF NO: BCC092018/10**
PERSAL appointment
- SALARY** : Starting salary notch R242 475 per annum plus benefits (Level 07)
CENTRE : Admin Centre
REQUIREMENTS : An appropriate M+3 National Diploma/Bachelor's Degree in Public Relations / Communication Science / Marketing; A minimum of 2 years' working experience in field of communication; A valid driver's licence. Competencies: Applicant must possess the following skills: report writing; verbal and written communication; client orientation and customer focus; networking and relationship building; Attributes: ethical behaviour; honesty and integrity; ability to work effectively under pressure; ability to maintain high level confidentiality of information and respect for copyrights/aversion to plagiarism. Must be prepared to work, if the need arises, at any of the college campuses; Must be prepared to take and implement instructions delegated by supervisors/managers.
- DUTIES** : Arrange and provide support to outreach internal programmes of the College; Write articles for the internal newsletter and website; Market the College services and maintain positive relations of the College with its stakeholders including the media; Manage all the marketing and promotional material of the College; Package and disseminate information for the exhibition and road shows; Promote a positive image of the College; Develop effective information education and communication material; Support communication activities and events of internal and external project partners; Ensure the dissemination of electronic and hard copy materials to relevant stakeholders; Ensure document management support and storage of communication materials and equipment.
- ENQUIRIES** : Ms N Miza Tel No: 043 704 9237
- POST 38/12** : **ADMINISTRATION OFFICER: PORTFOLIO ROOM SUPERVISOR REF NO: BCC092018/11**
PERSAL appointment
- SALARY** : Starting salary notch R242 475 per annum plus benefits (Level 07)
CENTRE : School Of Engineering (John Knox Bokwe Campus)
REQUIREMENTS : A Grade 12 certificate or NCV level 4 plus a relevant degree or diploma in Management Assistant / Public Management / Business Management or any relevant 3 year Administration qualification; a minimum of a 2 years' experience in a similar or administrative environment; Sound secretarial skills with ability to prioritize and co-ordinate work; Interpersonal skills; Knowledge of ITS System will be an added advantage. Competencies: Positive attitude and friendly, with the ability and willingness to learn; Good report writing and typing skills; Fluency in written and spoken English; Excellent interpersonal and communication skills; Good organisational, administration, planning and time management skills; Ability to work effectively under pressure and without immediate supervision; Be prepared to work flexible hours; Must be prepared to work, if the need arises, at any of the

- college campuses; Must be prepared to take and implement instructions delegated by supervisors/managers.
- DUTIES** : Capturing of information, including assessment and examination marks, on ITS (Integrated Tertiary Software); Filing of student's ICASS assessments; Archiving of student Portfolios of Evidence (POE); Receiving and sorting of ISAT documentation; Filing of records relating to assessments submitted and received from educators; Maintaining and copying of sign sheets/class registers received during test series and Internal Exams; Liaising with senior lecturer(s) with regards to outstanding documents from educators; Receive and distribute relevant memos, notices including adverts relating to vacancies to staff; and students, Assist with student attendance capturing, Checking if assessments has been moderated; Assisting with queries from DHET relating to pending results and student POE's; Reporting to HOD's on the submission and non-submission of assessments; Supervising of duties assigned to the female support staff; Any other duties as assigned by the HOD's or his/her nominee.
- ENQUIRIES** : Ms N Miza Tel No: 043 704 9237
- POST 38/13** : **LECTURER: FUNDAMENTAL SUBJECTS REF NO: BCC092018/03**
Mathematics and Mathematical Literacy
PERSAL appointment
- SALARY** : Starting salary notch R198 774 per annum plus benefits (PL1)
CENTRE : School Of Business (East London Campus)
REQUIREMENTS : An appropriate M+3 National Diploma/Bachelor's Degree or equivalent qualification in Education majoring in Mathematics; A National teacher's qualification; Experience in teaching both Mathematics and Mathematical literacy and teaching in the TVET Sector will be added advantages; Knowledge of theory and practice in the relevant field; Sound communication skills; Computer literacy is highly recommended; SACE registration; Assessor/moderator qualification and accreditation will be an added advantage. Competencies: Excellent management; administration, time management and organisational skills; Good verbal and written communication skills; Excellent interpersonal skills; Must be able to work under pressure, without immediate supervision and adapt to changes in the sector; Positive attitude, with ability and willingness to learn; Willingness to work after hours as required; Must be prepared to work, if the need arises, at any of the college campuses; Must be prepared to take and implement instructions delegated by supervisors/managers.
- DUTIES** : Lecture National Certificate Vocational (NCV) Level 2 to Level 4; Promote quality teaching and learning; Monitor student performance; Lesson planning and preparation; Provide academic support to learners; Conduct practical training; Create an environment that is conducive to learning; Administration; Keep and maintain learner records and learner attendance records; Capture learner attendance and marks on ITS; Classroom management and supervision; Set, conduct and mark evaluations and assessments and provide feedback to students; Perform examination-related duties; Maintain discipline and safety of learners at all times; Assist with additional academic support programmes; Attend relevant training workshops and apply where necessary; Keep up to date with the latest developments in field of study; Support work based placement and exposure for educators and learners.
- ENQUIRIES** : Ms N Miza Tel No: 043 704 9237
- POST 38/14** : **LECTURER: FUNDAMENTAL SUBJECTS REF NO: BCC092018/04**
English First Additional Language and Life Orientation
PERSAL appointment
- SALARY** : Starting salary notch R198 774 per annum plus benefits (PL1)
CENTRE : School Of Engineering (John Knox Campus)
REQUIREMENTS : An appropriate M+3 National Diploma/Bachelor's Degree or REQV 13 qualification majoring in English / Communication and Social Science / Psychology / Life Orientation; A National teacher's qualification; SACE registration; Computer literacy (MS Word, Excel, PowerPoint, Outlook and Internet); Assessor/moderator

DUTIES

qualification and accreditation will be an added advantage; Teaching experience, preferably in a TVET College, will be an added advantage.

: Teach English First Additional language and Life Orientation (Life Skills and Computer Literacy) as a subject from NQF L2-L4; Promote quality teaching and learning; Monitor student performance; Lesson planning and preparation; Provide academic support to learners; Conduct practical training; Create an environment that is conducive to learning; Administration; Keep and maintain learner records and learner attendance records; Capture learner attendance and marks on ITS; Classroom management and supervision; Create an environment that is conducive to learning; Set, conduct and mark evaluations and assessments and provide feedback to students; Perform examination-related duties; Maintain discipline and safety of students at all times; Assist with additional academic support programmes; Attend relevant training workshops and apply where necessary; Keep up to date with the latest developments in field of study; Support work based placement of learners and work integrated learning for educators. Competencies: Excellent management; administration, time management and organisational skills; Good verbal and written communication skills; Excellent interpersonal skills; Must be able to work under pressure, without immediate supervision and adapt to changes in the sector; Positive attitude, with ability and willingness to learn; Willingness to work after hours as required; Must be prepared to work, if the need arises, at any of the college campuses; Must be prepared to take and implement instructions delegated by supervisors/managers.

ENQUIRIES

: Ms N Miza Tel No: 043 704 9237

POST 38/15

: **LECTURER: MECHANICAL ENGINEERING STUDIES (AUTOMOTIVE TRADE)**
REF NO: BCC092018/05
PERSAL appointment

SALARY

: Starting salary notch R198 774 per annum plus benefits (PL1)

CENTRE

: School of Business &Engineering (ST Marks)

REQUIREMENTS

: An appropriate M+3 National Diploma / Bachelor's Degree in Mechanical Engineering /Relevant Trade Test certificate with N4 and 2 years relevant Trade experience or an Equivalent qualification; Computer literacy in MS Office (Word, Excel, PowerPoint, Outlook); SACE registration; National Teacher Qualification will be an added advantage; Relevant teaching/training experience, especially in a TVET college, will be an added advantage; Assessor/moderator qualification will be an added advantage; Trade Test Certificate qualification will be an added advantage. Competencies: Knowledge of Report 191 policies (entrance and ICASS requirements); Experience in employing various integrated training methods; Excellent management and organisational skills; Excellent verbal and written communication skills; Must be able to work under pressure and adapt to changes in the sector; Must be prepared to work, if the need arises, at any of the college campuses.

DUTIES

: Monitor student attendance; Teach Mechanical Engineering subjects N1 to N6; Lecture and expose students to the practical environment in allocated subjects; Prepare and deliver lessons effectively in English as the medium of instruction; Prepare a trimester plan and an assessment plan; Lecture subjects strictly according to the latest curriculum and subject policy; Attend subject meetings and subject related discussions (external and internal learning communities); Conduct subject related workshops / fieldtrips / seminars for students; Set, conduct and mark evaluations and assessments and provide feedback to students; Use the various teaching aids available to enhance the quality of lecturing; Prepare lessons well to teach for learning success; Design appropriate learning tasks to suit the level of students; Integrate learning resources and practical application into the classroom (integrate theory and practical); Provide students with learning support, and make referrals to Learner Attainment Intervention Strategy (LAIS) unit, by providing the relevant evidence; Managing student discipline in the classroom and on College premises, or during educational excursions; Ensure a conducive teaching and learning culture and environment, as well as creating a subject learning atmosphere by setting a good example with regard to professional ethics, motivation and punctuality; Apply appropriate and effective measures in cases of

		ill-discipline and refer serious cases. Keep and maintain learner records and learner attendance records; Capture learner attendance and marks on ITS.
<u>ENQUIRIES</u>	:	Ms N Miza Tel No: 043 704 9237
<u>POST 38/16</u>	:	<u>LECTURER: INFORMATION TECHNOLOGY AND COMPUTER SCIENCE REF NO: BCC092018/06</u> PERSAL appointment
<u>SALARY</u>	:	Starting salary notch R198 774 per annum plus benefits (PL1)
<u>CENTRE</u>	:	School Of Business (East London Campus)
<u>REQUIREMENTS</u>	:	An appropriate M+3 National Diploma/Bachelor's Degree or REQV 13 qualification majoring in Information Technology and Computer Science; A National teacher's qualification; SACE registration; Computer literacy (MS Word, Excel, PowerPoint, Outlook and Internet); Assessor/moderator qualification and accreditation will be an added advantage; Teaching experience, preferably in a TVET College, will be an added advantage. Competencies: Excellent management; administration, time management and organisational skills; Good verbal and written communication skills; Excellent interpersonal skills; Must be able to work under pressure, without immediate supervision and adapt to changes in the sector; Positive attitude, with ability and willingness to learn; Willingness to work after hours as required; Must be prepared to work, if the need arises, at any of the college campuses; Must be prepared to take and implement instructions delegated by supervisors/managers.
<u>DUTIES</u>	:	Lecture National Certificate Vocational (NCV) Level 2 to Level 4; Promote quality teaching and learning; Monitor student performance; Lesson planning and preparation; Provide academic support to learners; Conduct practical training; Create an environment that is conducive to learning; Administration; Keep and maintain learner records and learner attendance records; Capture learner attendance and marks on ITS; Classroom management and supervision; Set, conduct and mark evaluations and assessments and provide feedback to students; Perform examination-related duties; Maintain discipline and safety of learners at all times; Assist with additional academic support programmes; Attend relevant training workshops and apply where necessary; Keep up to date with the latest developments in field of study; Support work based placement and exposure for educators and learners. Teach Information Technology subjects, Systems Development, Principles of Computer Programming Level, and Computer Programming using VISUAL BASIC and JAVA.
<u>ENQUIRIES</u>	:	Ms N Miza Tel No: 043 704 9237
<u>POST 38/17</u>	:	<u>LECTURER: ELECTRICAL INFRASTRUCTURE CONSTRUCTION REF NO: BCC092018/07</u> PERSAL appointment
<u>SALARY</u>	:	Starting salary notch R198 774 per annum plus benefits (PL1)
<u>CENTRE</u>	:	School Of Engineering (John Knox Bokwe Campus)
<u>REQUIREMENTS</u>	:	An appropriate M+3 Engineering National Diploma/Bachelor's Degree or N6 certificate with at least 3 years relevant industry experience. A trade test certificate in Electrical Engineering, HEAVY CURRENT; SACE registration; A teacher's qualification; Computer literate in MS Word, Excel, Outlook and internet; Relevant teaching experience, preferably in a TVET College, will be an added advantage; Assessor and/or Moderator training will be an added advantage. Competencies: Fluent communication skills (verbal and written) in English as the medium of teaching and learning; Excellent interpersonal and communication skills; Must have good problem solving and time management skills; Ability to teach, assess and evaluate learners in accordance with the National Certificate Vocational (NCV) policies; Ability to work independently and as part of a team; Ability to work under pressure and meet deadlines; Portray professionalism and appropriate personal characteristics in the workplace; Must be prepared to take and implement instructions delegated by supervisors / managers; Must be prepared to work, if the need arises, at any of the college campuses.
<u>DUTIES</u>	:	Organising, planning and lecturing; Responsible for effective classroom management; complete syllabus within the given timeframe; Compile POA and POE for allocated subjects; Administrative duties; Set, conduct and mark

evaluations and assessments and provide feedback to students; moderate student assessments; Keep and maintain learner records and learner attendance records; Capture learner attendance and marks on ITS; Promote quality teaching and learning; Monitor student performance; Lesson planning and preparation; Provide academic support to learners; Conduct practical training Create an environment that is conducive to learning; Maintain discipline and safety of students at all times; Assist with additional academic support programmes; Attend academic meetings/workshops and training as requested; Support work based placement and exposure for educators and learners.

ENQUIRIES :

Ms N Miza Tel No: 043 704 9237

POST 38/18 :

LECTURER: ELECTRICAL INFRASTRUCTURE CONSTRUCTION REF NO: BCC092018/08
PERSAL appointment

SALARY :

Starting salary notch R198 774 per annum plus benefits (PL1)

CENTRE :

School Of Engineering (John Knox Bokwe Campus)

REQUIREMENTS :

An appropriate M+3 Engineering National Diploma/Bachelor's Degree or N6 certificate with at least 3 years relevant industry experience. A trade test certificate in Electrical Engineering, LIGHT CURRENT; SACE registration; A teacher's qualification; Computer literate in MS Word, Excel, Outlook and internet; Relevant teaching experience, preferably in a TVET College, will be an added advantage; Assessor and/or Moderator training will be an added advantage. Competencies: Fluent communication skills (verbal and written) in English as the medium of teaching and learning; Excellent interpersonal and communication skills; Must have good problem solving and time management skills; Ability to teach, assess and evaluate learners in accordance with the National Certificate Vocational (NCV) policies; Ability to work independently and as part of a team; Ability to work under pressure and meet deadlines; Portray professionalism and appropriate personal characteristics in the workplace; Must be prepared to take and implement instructions delegated by supervisors / managers; Must be prepared to work, if the need arises, at any of the college campuses.

DUTIES :

Organising, planning and lecturing; Responsible for effective classroom management; complete syllabus within the given timeframe; Compile POA and POE for allocated subjects; Administrative duties; Set, conduct and mark evaluations and assessments and provide feedback to students; Moderate student assessments; Keep and maintain learner records and learner attendance records; Capture learner attendance and marks on ITS; Promote quality teaching and learning; Monitor student performance; Lesson planning and preparation; Provide academic support to learners; Conduct practical training Create an environment that is conducive to learning; Maintain discipline and safety of students at all times; Assist with additional academic support programmes; Attend academic meetings/workshops and training as requested; Support work based placement and exposure for educators and learners.

ENQUIRIES :

Ms N Miza Tel No: 043 704 9237

POST 38/19 :

LECTURER: EDUCARE REF NO: BCC092018/09
PERSAL appointment

SALARY :

Starting salary notch R198 774 per annum plus benefits (PL1)

CENTRE :

School Of Business (East London Campus)

REQUIREMENTS :

An appropriate M+3 National Diploma/Bachelor's Degree in Foundation Phase or a Diploma in Educare, equivalent to REQV 13; SACE registration; National Teacher Qualification; Teaching experience, in particular at a TVET College, will be an added advantage; Assessor/moderator qualification will be an added advantage; Driver's license an added advantage. Competencies: Excellent management; administration, time management and organisational skills; Good verbal and written communication skills; Excellent interpersonal skills; Must be able to work under pressure, without immediate supervision and adapt to changes in the sector; Positive attitude, with ability and willingness to learn; Willingness to work after hours as required; Must be prepared to work, if the need arises, at any

		of the college campuses; Must be prepared to take and implement instructions delegated by supervisors/managers.
<u>DUTIES</u>	:	Teach all Educare subjects N4-6; Promote quality teaching and learning; Monitor student performance; Lesson planning and preparation; Provide academic support to learners; Conduct practical training; Create an environment that is conducive to learning; Administration; Keep and maintain learner records and learner attendance records; Capture learner attendance and marks on ITS; Classroom management and supervision; Set, conduct and mark evaluations and assessments and provide feedback to students; Create an environment that is conducive to learning; Perform examination-related duties; Maintain discipline and safety of students at all times; Assist with additional academic support programmes; Attend relevant training workshops and apply where necessary; Keep up to date with the latest developments in field of study. Support work based placement and exposure for educators and learners.
<u>ENQUIRIES</u>	:	Ms N Miza Tel No: 043 704 9237
<u>POST 38/20</u>	:	<u>RECEPTIONIST REF NO: BCC092018/12</u> PERSAL appointment
<u>SALARY</u>	:	Starting salary notch R163 563 per annum plus benefits (SL 05)
<u>CENTRE</u>	:	School Of Engineering (John Knox Bokwe Campus)
<u>REQUIREMENTS</u>	:	A Grade 12 certificate or NCV level 4 plus a relevant degree or diploma in Management Assistant / Public Management; Relevant experience in a similar or administrative environment will be an added advantage; Sound secretarial skills with ability to prioritize and co-ordinate work; Interpersonal skills; Knowledge of ITS System will be an added advantage. Competencies: Positive attitude and friendly, with the ability and willingness to learn; Good report writing and typing skills; Fluency in written and spoken English; Excellent interpersonal and communication skills; Good organisational, administration, planning and time management skills; Ability to work effectively under pressure and without immediate supervision; Be prepared to work flexible hours; Must be prepared to work, if the need arises, at any of the college campuses; Must be prepared to take and implement instructions delegated by supervisors/managers.
<u>DUTIES</u>	:	Assist with and prepare documentation for registration; Deal with placement test bookings and submission of application forms during application process for registration; Checking, sorting and updating of application forms for various programmes; Liaising with senior lecturer(s) with regards to outstanding documents in application forms; Convey/distribute academic information to public and students; Receive and distribute relevant memos and notices to staff; Answer the telephone, take messages for both incoming and outgoing calls; Handling of enquiries and complaints from students and public; Printing proof of enrolment for students; Printing of student attendance registers and mark sheets; Assist with attendance recording and audit queries.
<u>ENQUIRIES</u>	:	Ms N Miza Tel No: 043 704 9237
<u>POST 38/21</u>	:	<u>TRANSPORT CLERK REF NO: BCC092018/13</u> College Council Appointment
<u>SALARY</u>	:	Starting salary notch R163 563 per annum plus benefits (Level 05)
<u>CENTRE</u>	:	Administration Centre
<u>REQUIREMENTS</u>	:	A Grade 12 certificate or NCV level 4 plus a relevant degree or diploma in Supply Chain Management Assistant / Financial Management / Public Administration; A valid driver's licence with a PDP, Good communication skills and customer care skills, Acceptance of responsibility, Relevant experience in a Supply Chain Department will be an advantage. Competencies: Excellent interpersonal and communication skills; Ability to work effectively under pressure and without immediate supervision; Willingness to work after hours when required; Ability to work co-operatively with the public, students and staff; Must be prepared to work, if the need arises, at any of the college campuses; Must be prepared to take and implement instructions delegated by supervisors/managers.
<u>DUTIES</u>	:	Check vehicles and log-books daily before and after each trip; Process central vehicle bookings; Maintaining the registration of the college vehicles; Report all

maintenance needed in the College vehicles; Transportation of students and staff when required; Keep petrol slips after each trip and sign; Submit Log Book and petrol slips to the Supply Chain Office at the end of each month; Administration and filing pertaining to college vehicles; Ensure maintenance of college vehicles and roadworthiness; Undertaking vehicle Inspection on a daily basis and neatness of vehicles; Report any damages to the vehicles; Processing of insurance claims; Disposals of Assets; See to it that all college vehicles are parked in the college parking lot at the end of each day and safekeeping of vehicle keys; Tracking of college vehicles; Processing traffic fines; Communicate with end users regarding Transport issues

ENQUIRIES : Ms N Miza Tel No: 043 704 9237

POST 38/22 : **GENERAL WORKER - CLEANER REF NO: BCC092018/14**
PERSAL Appointment

SALARY : Starting salary notch R96 549 per annum plus benefits (Level 02)
CENTRE : East London Campus - School of Business

REQUIREMENTS : Grade 10 or NCV Level 2 Certificate; Minimum of one year experience in a similar cleaning environment; Ability to work with Students, Lecturer's and the Public. Competencies: Excellent interpersonal and communication skills; Ability to work effectively under pressure and without immediate supervision; Willingness to work after hours when required; Ability to work co-operatively with the public, students and staff; Must be prepared to work, if the need arises, at any of the college campuses; Must be prepared to take and implement instructions delegated by supervisors/managers.

DUTIES : Maintenance and cleaning of grounds: Cutting of grass, gardening, cleaning of gutters; Maintenance of buildings: Painting college offices, classrooms & passages; Varnishing of wooden cabinets/doors/walls and floors; Cleaning of walls in offices, classrooms and toilets; Cutting down trees too close to buildings; Minor repairs: Doors, windows, desks, tables, chairs, toilets, sinks & taps; General Duties: Moving of assets, loading and offloading of heavy assets; Setting up of hall during functions; Refuse removal to central removal area for disposal; Cleaning of bush cutters and lawn mowers and checking of oil levels.

ENQUIRIES : Ms N Miza Tel No: 043 704 9237