



Applications are invited from suitable persons for the following posts:

- 1. PROJECT MANAGER: CO-OPERATIVES, Ref. No HRM 01/2015**
Three year fixed term contract
Inclusive salary: R 500 000 per annum.

Coastal KZN TVET College in partnership with the Department of Economic Development and Tourism seek to employ suitably qualified persons for the management of the Co-operatives Academy. The post is on a three year performance based contract. The Project Manager will be based at the Co-Operatives Academy situated in the Enterprise Development Unit at Swinton Campus in Mobeni. The incumbent will report directly to the Principal.

Required qualifications and experience:

- A Bachelor Degree in Business Administration or equivalent qualification from a recognised institution of higher learning. Honours or Master's Degree in Project Management or Human Resource Management will serve as an added advantage.
- Sound knowledge of Co-operatives.
- Experience in training and development.
- **FIVE** years experience in the Middle Management of Higher Education Training Programmes.
- A valid Code EB unendorsed driver's licence.

Main purpose of the job:

To be responsible for the overall co-ordination, implementation, execution, control and completion of Co-operatives Training Project. To ensure consistency with the college and the KZN Department of Economic Development, Tourism and Environmental Affairs strategies, commitments and goals.

To co-ordinate with relevant stakeholders in the development of the KZN Co-operative Academy.

Knowledge, skills and competencies required:

- A clear understanding of effective learning delivery site management and programme delivery.
- Ability to design and implement internal administration systems and controls to ensure sound student support, programme delivery support and general administration.
- Computer literacy including MS Word, MS Excel and MS PowerPoint.
- Excellent report writing and presentation skills.
- Project Management skills.
- Human Resource Management skills.
- Stakeholders Management skills.
- Financial Management skills.

- Operational decision making skills.
- Knowledge of relevant legislations on Co-operatives Development
- Knowledge and understanding of the FET Act 16 of 2006, as amended, Public Service Act, LRA, PFMA, White Paper on Post School Education and Training and other legislations in the Higher Education and Training Sector.
- Good communication skills.

Key Performance Areas:

- To manage the co-operatives training programme.
- To manage financial and non-financial resources of the project.
- To compile training reports as required by EDTEA and CKZN TVET College.
- To engage with the broader scholarly and professional communities.
- To supervise or assist with supervision of the trainers in Districts.
- To contribute to the development, planning and implementation of a high quality curriculum.
- To assist in the development of learning materials, preparing schemes of work and maintaining records to monitor trainers' progress, achievements and attendance.
- To participate in project seminars aimed at sharing research outcomes and building interdisciplinary collaboration within and outside the project.
- To participate in the administration of the project's programmes of study and other activities as requested.
- To conduct research on international trends in the development of co-operatives and integrate findings to the curriculum.
- To ensure continuous skills development and capacity building of district trainers.
- To ensure quality training is delivered by district trainers to target audience.

2. MANAGER IN THE OFFICE OF THE PRINCIPAL: REF CAO01/2015

Three year fixed term contract

Inclusive salary: R 337 998 per annum, Salary level 10

Required minimum qualifications and experienced:

- An appropriate recognised Bachelor's Degree or equivalent qualification.
- Six years work experience in an educational or similar institution or governance environment of which two years should be at supervisory level.
- Valid driver's licence.

Knowledge, Skills and Competencies Required:

- Understanding the college's core mandates
- Good and solid communication skills
- Excellent computer literacy including MS Word, MS Excel and MS PowerPoint
- Excellent report writing and presentation skills.
- Ability to lead and work within a multi-disciplinary setting.
- Detail-oriented, flexible and creative.
- Ability to function efficiently and effectively under pressure.

Key Performance Areas:

- Managing the Office of the Principal.
- Coordinating and attending Council and Council Sub-Committees Meetings.
- To render secretarial services.
- Coordinating the implementation of Council resolutions.
- Coordinating the preparation of college quarterly and annual performance reports.
- Serving as a liaison between Council members and stakeholders.

- Assisting Council Members with travel arrangements.
- Maintaining and safe keeping of key college documents and records

**3. SECRETARY TO THE DEPUTY DIRECTOR: CORPORATE, ACADEMIC & CFO
X2 POSTS, REF CAO02/2015
One year fixed term contract
R123 738.00 per annum, Salary level 5**

Required minimum qualifications:

- Matric or post matric in secretarial or relevant qualification.

Knowledge, Skills and Competencies Required:

- Computer literacy.
- Good communication and interpersonal skills.
- The ability to function independently without constant supervision.

Key Performance Areas:

- Manage the Office of the Deputy Director.
- To co-ordinate the Manager's diary by scheduling appointments and meetings.
- To render secretarial services.
- To provide administration support.

**4. LECTURER: BOILERMAKING / FABRICATION WORKSHOPS L2-L4,
Ref. No: SWIN 01/2015
One year Fixed Contract
R150 375.00 per annum, Post Level 1**

Required minimum qualification and experience:

- An appropriate recognised diploma or equivalent REQV 13 qualifications supported by professional qualification in Education.

Knowledge, Skills and Competencies Required:

- Ability to teach relevant subjects
- Strong work ethics
- Ability to work under pressure
- Excellent communication and interpersonal skills
- Computer literacy

Key Performance Areas:

- To teach Boiler making/ Fabrication Workshops L2- L4 and Engineering Fabrication Theory.
- To set, conduct and mark assessments on theory and practical components.
- To mark examination scripts.
- To assist in management duties when necessary.

5. LECTURER: LIFE ORIENTATION, Ref. No: ASALA 01/2015

One year fixed term contract

R150 375.00 per annum, Post Level 1

Required minimum qualification and experience:

- An appropriate recognised diploma or equivalent REQV 13 qualifications.
- Supported by professional qualification in Education.
- Ability to teach relevant subjects.
- Strong work ethics
- Ability to work under pressure
- Excellent communication and interpersonal skills
- Computer Practice or relevant computer qualification.

Key Performance Areas:

- To teach Life Orientation and other Business Studies subjects.
- To set, conduct and mark assessments on theory and practical components.
- To mark examination scripts.
- To assist in management duties when necessary.

INSTRUCTIONS TO CANDIDATES:

Applications must be send to: The Rector, Coastal KZN TVET College, PO Box 1795, Amanzimtoti , 4126 or hand delivered at Coastal KZN TVET College, Central Administration Office, 50051 Mfundu Mngadi Drive, KwaMakhutha, for the Attention of: Human Resources Section.

- The following documents must be submitted: *A signed application letter indicating a reference number, *a comprehensive CV, *originally certified copies of ID, educational qualifications, driver's licence (where required).
- Certified copies must not be older than three (3) months.
- Faxed and emailed applications will not be accepted

NB: Failure to comply with the above instructions will disqualify applicants.

Enquiries: NP Majali Tel: 031-905 7060

Closing Date: 20/06/2015

Due to a large number of applications anticipated, applications will not be acknowledged, however all short listed applicants will be advised of the outcome of their applications in due course.

The College reserves the right not to fill these advertised posts.