



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

CENTRAL ADMINISTRATION OFFICE

50051 Mfundi Mngadi Drive, KwaMakhutha • P O Box 1795, Amanzimtoti, 4126
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VACANCY : PROJECT COORDINATOR CHEMICAL OPERATIONS

SALARY LEVEL : 8

SALARY : R23 451.50 plus 37% in lieu of benefits per month

CONTRACT POST : Up to 31 December 2019

REFERENCE : CAO 01/2018

APPLICATIONS ARE INVITED FROM SUITABLE AND EXPERIENCED CANDIDATES FOR THE POSITION CHEMICAL OPERATIONS PROJECT COORDINATOR.

MINIMUM REQUIRMENTS

- * Chemical Industries qualification (Chemical Operations L1-L4)
- * Qualified and registered with CHIETA as an Assessor and Moderator
- * Project management experience
- * Report and writing skills
- * Computer literacy
- * Proficient in Excel
- * Good communication & negotiation skills
- * Critical thinking and problem solving
- * Valid Code EB driver's licence.

DUTIES

Able to perform all the following duties:

- * Implement and manage tasks related to Chemical operators training NQF Level 1, Level 2 and Level 3.
- * Manage and monitor assessments and administrative tasks related to training.
- * Quality assure teaching and learning environment.
- * Ensure Documentation and processes followed meet the Quala criteria of CHIETA
- * Supervise Lecturers teaching in Chemical operators program
- * Work with Chemical Industries regarding training and placement
- * Co-Ordinate activities and report accordingly within specific time frames.
- * Perform monitoring and evaluation of projects objectives.
- * Identify risks and solutions
- * Assist in setting up simulated Chemical operations workshop
- * Perform practical training in Chemical operations plant on completion.

APPLICATIONS SHOULD BE FORWARDED TO:

**The Principal (Human Resources Section)
Coastal KZN TVET College
P O Box 1795
AMANZIMTOTI
4126**

Enquiries: Mr RK Ramdev (HR Manager)

Tel: 031-905 7060

Hand delivered: Physical Address: 50051 Mfundu Mngadi Drive, KwaMakhutha

CLOSING DATE: 23 February 2018

DIRECTIONS TO CANDIDATES:

- **Application must be submitted on Z83 form obtainable from any Public Service Department, it must be fully completed, accompanied by a CV, certified copies of ID, Educational qualifications, driver's license.**
 - **NB: Faxed and e-mailed applications will not be accepted, certified copies must not be older than 3 months and Reference number must be indicated in your application form.**
 - **NB! Failure to comply with the above instructions will disqualify applicants.**
 - **Please note 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 application in due course.**
 - **The College is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity: (race, gender and disability) in the College through the filling of posts and a candidate whose appointment, transfer or promotion will promote representivity will receive preference. The College reserves the right not to fill this advertised post.**
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