



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

CENTRAL ADMINISTRATION OFFICE

50051 Mfundu Mngadi Drive, KwaMakhutha • P O Box 1795, Amanzimtoti, 4126
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www.coastalkzn.co.za



Coastal KZN TVET College is an equal opportunity employer. We pride ourselves as a centre of excellence. We seek to employ people with integrity, good self-esteem and strict discipline, with a passion for teaching young people. High moral values and dedication is what drives us.

EXTERNAL ADVERT- 2016

1. ASSISTANT DIRECTOR: HUMAN RESOURCE ADMINISTRATION

SALARY LEVEL 9: 311 784 per annum
Ref No: HRM 07/2016

REQUIREMENTS :

- An appropriate Bachelor's Degree/National Diploma/NQF level 6 in Human Resource Management/Public Administration or equivalent qualification.
- Five (5) years proven experience in Human Resource Administration of which at least 2 years at supervisory level in a relevant field.
- Extensive knowledge and experience of PERSAL/VIP System.
- Must be able to understand and interpret prescripts and policies.
- Must have effective leadership abilities, interpersonal relations and conflict management skills with regard to people management.
- Good communication skills with a high proficiency in writing.
- Advanced level of computer literacy (Ms Word, Excel and PowerPoint).
- Ability to work under pressure and willingness to work extended hours when required.
- A valid code 08 driver's License.

DUTIES :

- To manage the administrative/personnel needs of the staff in the College and staff in the Department and to assist in the management of the conditions of service for all staff.
- A business partner with clients.
- Manage all PERSAL functions which include appointments, transfers, promotions etc.
- Training skills must be of a satisfactory level to ensure that the candidate will be able to train, evaluate and mentor subordinates and inform departmental staff of prescripts with knowledge and confidence.
- Writing of submissions, memos and letters.
- The candidate will be expected to communicate on a professional and personal level with staff both personally and telephonically.

2. ASSISTANT DIRECTOR: CURRICULUM DEVELOPMENT AND SUPPORT

SALARY LEVEL 9: 311 784 per annum

Ref No: HRM 08/2016

REQUIREMENTS :

- An appropriate Bachelor's Degree/National Diploma /NQF level 6 in Education or equivalent qualification.
- Five (5) years relevant work experience preferably in curriculum of which at least 2 years at supervisory level in a relevant field.
- Extensive knowledge of and insight into education policies and legislation.
- Prospective candidate should be pro-active, effective, confident and able to provide leadership and work in a diverse team.
- The candidate should possess excellent verbal and writing skills.
- In addition, the successful candidate must have competency in Microsoft Word, Microsoft Excel, Microsoft Access and Microsoft PowerPoint.
- A valid code 08 driver's License.

DUTIES :

The successful candidate will primarily be required to:

- Provide guidance to lecturing staff on all curriculum matters
- Serve on the moderation/assessment team and implement recommendations.
- Analysis and constant improvement of learning systems, procedures and support structures.
- Monitoring of student performance and implement corrective measures.
- Assist Campus Managers with monitoring of staff performance.
- Close liaison with other departments.
- Represent the college on official Curriculum forums.
- Responsible for drafting inputs into the Curriculum Budget.
- Monitor and advise on time table issues
- Monitor and report on student retentions.
- Serve on the Academic Board.
- In collaboration with HOD's provide guidance to subject committees.
- Close liaison with external examiners with the objective of identifying weaknesses and what corrective measures to be taken to improve student performance.
- Design training manuals, orientate and train lecturers on classroom practice.
- Organize central and campus based training in partnership with HRD.
- Monitor and evaluate Campus based support training programs.
- Establish and monitor the implementation of a structured mentoring program.
- Create innovative ways to improve academic excellence
- Ensuring effective communications as well as applicable line function is encouraged and observed.
- Perform other duties delegated from time to time in the College

3. ASSISTANT DIRECTOR: MARKETING AND COMMUNICATION
SALARY LEVEL 09: 311 784 per annum
Ref No: HRM 09/2016

REQUIREMENTS:

- An appropriate Bachelor's Degree/National Diploma in Marketing/Corporate Communication/Public Relations/Journalism or a related equivalent qualification.
- Five (5) years proven experience of which at least 2 years at supervisory level in a relevant field.
- Computer Literacy (MS Office)
- Excellent verbal and written communication skills within all levels of an organization.
- Research Skills; Website & Social Media Skills.
- A valid code 08 driver's License.

DUTIES:

- Strategic execution, good interpersonal relations, Project Management, Planning and Report Writing.
- Self-Management.
- Campaign management; Negotiation; developing others; Client orientation and customer focus.
- Marketing management. Knowledge management.
- Demonstrated experience in managing a marketing budget.
- Ability to effectively communicate in at least two of the official languages of the KZN.
- Willingness to work irregular hours and travel extensively on short notice.

KEY AREAS OF RESPONSIBILITIES:

- Compile and develop marketing strategies.
- Create tactical marketing plans in order to attract suitable students.
- Branding the College as a preferred provider for Technical and Vocational Education and Training in the Eden catchment area and beyond.
- Communication with external markets across the College's catchment area through Public Relations functions, career exhibitions, school visits, campus visits and more.
- Internal/external market research.
- Facilitate external market research and generate new opportunities for recruitment.
- Responsible for updating of potential student database and capturing of ITS Enquiry Forms.
- Gather relevant news and compile articles with photographs for internal and external publications for all campuses.
- Co-ordinate and assist with door-to-door campaigns, recruitment road shows and use various other recruitment methods to reach targets.
- Maintain the corporate image across all College sites.
- Organise, manage and participate in internal and external functions and events.
- Conduct Customer Satisfaction Surveys for all campuses and compile individual campus reports for follow up by Campus Head.
- Responsible for College website updates and maintenance.

4. ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT
SALARY LEVEL 9: 311 784 per annum
Ref No: HRM 10/2016

REQUIREMENTS:

- An appropriate Bachelor's Degree/National Diploma /NQF level 6 in Purchasing Management/Commerce or Accounting/Logistics Management.
- A minimum of 5 years work experience in Supply Chain Management of which 2 years must be at supervisory level.
- Knowledge of the PFMA, PPPFA, Treasury Regulations, Supply Chain Framework Act, and BBBEE Act.
- Practical knowledge of managing three bid committees.
- Good interpersonal, verbal, writing communication skills.
- Analytical, customer relationship and interactive communication skills.
- Ability to operate under pressure and willingness to work extended hours as and when required.
- Planning and organizing skills.
- A valid code 08 driver's License.

DUTIES:

- Coordinate demands relating to SCM needs, conduct needs analysis and ensure that the industry has been analysed (benchmarking) to ensure value for money.
- Consolidate procurement inputs from line managers, compile and maintain an Annual Procurement Plan (APP) based on strategic objectives of the College; Link APP with Budget.
- Compile bid documents & specifications with end-users and acquisition management.
- Standardize and simplify the Terms of Reference process to expedite the overall process.
- Liaise, correspond, advise and meet with Directorates with regard to demand requirements.
- Lead a team and hands on when procurement of goods services and works is made.
- Administer price quotations and bids.
- Provide secretariat (administrative) support to Bid committees as a representative of SCM.
- Ensure compliance with SCM policy and procedures.
- Ensure that planned target dates to obtain goods & services and works are met.
- Safe keeping of SCM documents and updating of a bid register with the status of the project.
- Provide constant feedback to customers and stakeholders.
- Payments of suppliers on time.
- Safe keeping of SCM documents.
- Compile and submit reports as may be required.

5. CAMPUS MANAGER – AS-SALAAM CAMPUS

POST LEVEL 4: 422 409 per annum

Ref. No: ASALA 01/2016

6. CAMPUS MANAGER – UMLAZI V CAMPUS

POST LEVEL 4: 422 409 per annum

Ref. No: UMV 01/2016

7. CAMPUS MANAGER – DURBAN CAMPUS

POST LEVEL 4: 422 409 per annum

Ref. No: DBN 01/2016

REQUIREMENTS:

- An appropriate recognized 3years Bachelor’s Degree/ National Diploma, backed by a professional qualification in education equivalent to REQV 13 plus
- 7 years’ experience in a TVET College or education field of which three years should be at managerial level.
- Excellent report writing and presentation skills
- Project management skills
- Human resource management skills
- Stakeholder management skills
- Financial management skills
- Operational decision making skills
- Good communication skills
- A valid code 08 driver’s License.

DUTIES

- An expert understanding of effective learning delivery site management, programme delivery and student support management at a TVET institution
- 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
- 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

KEY AREAS OF RESPONSIBILITIES:

- Manage the Campus/oversee lecturing as well as all other activities in the Campus.
- Report to the Principal and Deputy Principals based at the Central Administration Office.
- Manage internal disciplinary matters.
- Mentor and motivate staff
- Compile Campus progress reports.
- Conduct needs analysis and recommends training interventions.
- Ensure compliance with Management and Information Systems Standards.
- Ensure maintenance of the Campus.
- Prepare and monitor budget of the Campus.
- Ensure a secure, safe and hygienic environment.

Applications may be forwarded to:

The Principal (Human Resources Section)

Coastal KZN TVET College

Box 1795

AMANZIMTOTI

4126

Closing Date: 15/12/2016

Enquiries: Mr EL Enock - (031) 905 7060

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 /Department reserve the right to withdraw any of the advertised posts at any time depending on the need.