



INTERNAL ADVERT

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.

Applications are invited from suitably experienced person(s) for the following post:

ACTING HEAD OF DEPARTMENT (PL3) – NCV/REPORT 191- REF: UMLBB03/2018

ACTING ALLOWANCE: will be calculated at a difference between the salary of the employee appointed and the first notch of salary PL3

MINIMUM REQUIREMENTS:

- Relevant REQV 13, National Diploma backed by a professional qualification in Education.
- Must be a qualified assessor or have received such training.
- Sound communication skills and interpersonal skills.
- 5 years' relevant experience.
- Extensive knowledge of theory and practice.
- Strong work ethic.
- Computer literacy.
- A valid Code EB unendorsed driver's licence.
- Registration with SACE.

DUTIES:

- Ensure overall management of the Department(s).
- Act as a link between staff, department and senior management.
- Work together with Campus Manager towards closure of non-conformances.
- Assist Campus Manager in the populating and updating of score cards.
- Guide, support and monitor staff performance.
- Consider recommendations from staff for implementation and improvement of performance.
- Provide support and supervise all staff in the unit.
- Work Close with EAP to ensure wellness of employees.
- Responsible for the identification and provision of staff development needs.
- Act as Campus Manager in the absence of the Campus Manager in terms of applicable provisions.

- Serve as a member of committees in the Campus/College as the need may arise.
- Monitor and control staff and student attendance by distribution and submission of register for capturing.
- Serve on the campus management team.
- Prepare regular reports on staff performance.
- Provide, co-ordinate, monitor a schedule for class visits.
- Co-ordinate and schedule departmental meetings.
- Ensure the establishment and effectiveness of subject committees.
- Responsible for Research and Development in the department.

Applications may be forwarded to:
The Principal (Human Resources Section)
Coastal KZN TVET College
Box 1795
AMANZIMTOTI
4126

Closing Date: 09/03/2018

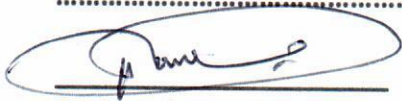
Enquiries: RK Ramdev
Tel: 031-905 7060

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 reserves the right not to fill this advertised post.

Supported/~~Not Supported~~
Comment:.....



RK Ramdev
HR Manager

22/02/2018
Date

Supported/~~Not Supported~~
Comment:.....



M Ngcongco
DP: Academic Services

22/02/2018
Date

Approved/~~Not Approved~~



SB Ndlovu
Principal

28/02/2018
Date