



**higher education
& training**

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



**BUFFALO CITY
TVET COLLEGE**

**ASSISTANT DIRECTOR: CURRICULUM IMPLEMENTATION SERVICES
ADMIN CENTRE**

Reference BCC0601/01

SL 10(Starting notch R477 090 p.a. plus benefits)

(Permanent PERSAL appointment)

REQUIREMENTS

Matric or NCV Level 4 with a recognized M+3 years Degree or National Diploma in Education or related qualification; Advanced experience in interpretation, development and implementation of policies; 5 years' experience in Education / Teaching and Learning Environment or any relevant field, in which 3 years must be supervisory experience in Education / Teaching and Learning Environment or relevant field; Experience in managing teaching and learning in a PSET environment; A sound and thorough knowledge of TVET College programmes. Possession of a valid driver's license.; Computer Literacy (MS Word, Excel, PowerPoint, Outlook).

KEY PERFORMANCE AREAS

Oversee Curriculum Management and Administration; Oversee Academic Management Services; Ensure the provision of guidance for the improvement curriculum content and delivery based on engagement with public and private industry stakeholders; Provide Learning Materials; Management of all Human, Financial and other resources of the unit.

SKILLS AND COMPETENCIES

Excellent communication skills (Verbal and written); Problem solving and time; Management; Proven report writing and presentation skills; Good communication skills; Planning and execution, proven computer literacy, including advanced MS Word, MS Excel and MS PowerPoint; People management skills; Leadership skill.



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Closing date for applications: 15 June 2022 at 15:00

Candidates who are suitably qualified for the above positions should submit an official application form (Z83 for support staff ,the new Z83 available from any Public Service Department and EDP01 for educators), a comprehensive CV and copies of the following: All relevant Qualifications must include transcripts of subjects passed, a Driver's license and ID, such copies need not to be certified when applying for a post. Applicants must also provide, together with the work contact details, including e-mail addresses of at least three work-related references to: **Buffalo City Public TVET College, HR Division, Private Bag 9016, East London 5200 or deliver it to the Administration Centre, corner of Lukin Road and King Street, Selborne, East London.** Failure to submit the required documents mentioned above or late submission your application will not be considered.

For enquiries: Ms N Mhlola-Miza on 043 704 9275.

Application forms and the full advert are available on our website, www.bccollege.co.za.

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.