



**higher education
& training**

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



**BUFFALO CITY
TVET COLLEGE**

HEAD OF DEPARTMENT: ACADEMIC

SCHOOL OF BUSINESS(East London Campus)

Reference BCC0603/03

PL 3(Starting notch R421 473 p.a. plus benefits)

(Permanent PERSAL appointment)

REQUIREMENTS

Matric or NCV Level 4 with a recognized M+3 Degree or Diploma; A professional teachers qualification with a minimum of 5 years teaching experience; Registration with SACE; Computer literate in MS Office (Word, Excel, PowerPoint, Outlook); Assessor and/or moderator training will be an added advantage.

KEY PERFORMANCE AREAS

Overall management of NCV and Report 191 curriculum (Business Studies); Offer academic and educational leadership; Co-ordinate and support in the setting and moderation of assessments; Management and administration of assessments; Monitoring and evaluation of teaching and learning, and compile improvement plans; Monitoring and support of educator attendance, learners attendance and performance; Procurement, distribution and retrieval of learning and teaching material; Management and administration of internal and external examinations assessments; Supervisory and managerial duties; Report writing: monthly, quarterly, annually and to the academic board; Timetabling ; Adhere to college, DHET policy implementation and directives; Co-ordination of work-based placement and exposure for educators and learners; Attend workshops and meetings; Any other reasonable duties as assigned by the Campus Head or his/her nominee; Must be prepared to serve, if and when the need arises, at any of the college campuses/departments.

COMPETENCIES

A sound knowledge of NCV and Report 191 programmes and policies; Excellent management and organisational skills; Excellent verbal and written communication skills; Sound computer skills; Ability to work under pressure; An understanding of the NSDIII objectives and Skills Accord



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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.