



**higher education
& training**

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



**BUFFALO CITY
TVET COLLEGE**

**HEAD OF PROGRAMME: MECHANICAL / CIVIL ENGINEERING STUDIES
SCHOOL OF ENGINEERING AND BUSINESS (St Marks Campus)
Reference BCC0606/06**

**PL 2(Starting notch R353 979p.a. plus benefits)
(Permanent PERSAL appointment)**

REQUIREMENTS

Matric or NCV Level 4 with a recognized M+3 Degree or Diploma in Mechanical or Civil Engineering; Teacher's Qualification; 3-5 years' relevant teaching experience, SACE registration is a prerequisite; Computer literate in MS Office (Word, Excel, Outlook and internet); Qualified assessor and moderator will be an added advantage.

KEY PERFORMANCE AREAS

Overall management of Report 191 curriculum and assessments (Engineering Studies); Offer academic and educational leadership; Monitoring and support in the setting and moderation of assessments; Monitoring and evaluation of teaching and learning; Monitoring and support of educator and learner performance; Distribution and retrieval of learning and teaching material; Monitor staff and student attendance; Conduct subject meetings; Management and administration of campus-based and cross-campus assessments; Management and administration of examinations; Teach Mechanical or Civil Engineering subjects N1 to N6; Report writing: weekly, monthly quarterly and annually, and for academic board; Support timetabling; Support policy development and implementation; Support work based placement and exposure for educators and learners; Must be prepared to serve, if and when the need arises, at any of the college campuses; Capture student attendance on ITS.

SKILLS AND COMPETENCIES

Knowledge of Report 191 policies (entrance and ICASS requirements); Experience in employing various integrated training methods; Excellent management and organisational skills; Excellent verbal and written communication skills; Must be able to work under pressure and adapt to changes in the sector.



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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.