



**higher education  
& training**

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA



**BUFFALO CITY  
TVET COLLEGE**

**HEAD OF PROGRAMME: MECHATRONICS**

**SCHOOL OF BUSINESS(East London Campus)**

**Reference BCC0607/07**

**PL2 (Starting salary notch R353 979p.a plus benefits)  
(Permanent PERSAL appointment)**

## **REQUIREMENTS**

Matric or NCV Level 4 with a recognized M+3 Diploma or Degree in Engineering in Mechatronics or Engineering with combination of Electrical & Mechanical subjects; 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; A trade test as a Millwright, industrial electrician or electrician will be an added advantage.

## **KEY PERFORMANCE AREAS**

The successful candidate(s) will be required to lecture Siemens S7 PLC's, Logo PLC's' WinCC, Pneumatics and Hydraulics and various related mechatronics subjects L2-L4, Monitor programme performance. Ensure that students develop own portfolio of evidence (POE). Monitoring of lecturer performance with respect to teaching and learning. Ensure that educators develop portfolio of assessment. Determine consumable materials and ensure that equipment specifications for is adapted to meet industry needs and current trends teaching and learning to suit the needs, ensure that are staff are trained to meet the demand of the industry. Make decisions related to new student registration. Attend meetings and give feedback to students and staff. Conduct meetings with parents and guardians of students. Perform examination related duties and related reporting. Ensure that students are guided to register in the programme. Ensure that assessments meet the required standards (i.e quality assessments are set, moderated etc). Convene programme meeting with lecturers. Ensure that ICASS and ISAT tasks are done timeously; Mentor; supervisor and guide lecturers.

## **SKILLS AND COMPETENCIES**

Positive attitude, with the ability and willingness to learn; Fluency in written and spoken English; Excellent interpersonal and communication skills; Good organizational, administration, planning and time management skills; Ability to work effectively under pressure and without immediate supervision; Willingness to work after hours as required.



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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](http://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.