

The following posts exist at Ekurhuleni East College for Further Education and Training:

Human Resource Manager

Requirements: • An REQV 13/14 qualification in Human Resource or Business Administration, plus 5 years' HRM and management experience • Thorough knowledge of all policies and legislation governing FET colleges in RSA • Computer skills (MS Word, PowerPoint, Excel, Access and Outlook) • Strong communication skills (both written and verbal) • Analytical skills • A valid driver's licence • Good coordination skills • Knowledge of IQMS and performance management, employee wellness and change management, as well as training and development.

Duties: • Advise and support Management on staff issues such as strategy, legislation, recruitment, remuneration, staff development and labour relations • Develop HR policies and procedures • Define the College's strategy on recruitment by providing consistent guidance to managers on grievance procedures, attendance, disciplinary and performance issues • Provide advice on the policies and procedures of an organisation, in conjunction with the development and learning team, and advise managers • Develop, implement and audit systems for payroll, staff recruitment, management, training and performance management • Undertake ongoing strategic HR planning linking to the strategic objectives of the College, including budgeting and business plans • Prepare periodical reports for GDE and DHET on the HR function and labour relations (grievance handling, conflict management, discipline and dealing with unions) • Undertake ongoing capacity planning (project-based environment).

(Ref. EEC SL09-12/HRM-01)

Deputy Chief Education Specialist: Marketing, Fundraising and Research

Requirements: • A Bachelor's degree or equivalent qualification in Marketing Management, plus 5 years' marketing and management experience • Thorough knowledge of all policies and legislation governing FET colleges in RSA • Computer skills (MS Word, PowerPoint, Excel and Outlook) • Strong communication skills (both written and verbal) • Analytical skills • A valid driver's licence.

Duties: • Develop and ensure implementation of the College Marketing Strategy • Develop departmental policies, procedures and processes • Prepare reports for the Department • Ensure coordination and alignment of Campuses' marketing strategy • Develop and implement key growth initiatives, branding and positioning of the College within the FET sector • Manage the advertising and promotional activities of the College • Supervise the daily activities of the marketing staff • Manage the budget of the Marketing Department • Ensure that exhibitions are attended on behalf of the College • Organise open days for the College.

(Ref. EECPL3-12/DCES-01)

HOD for Workshop – PL3 Engineering Studies

Requirements: • An REQV 13 qualification • 5 years' teaching and management experience • Thorough knowledge of all policies and legislation governing FET colleges in RSA • Registration with SACE • Computer skills (MS Word, PowerPoint, Excel, Access and Outlook) • Strong communication skills (both written and verbal) • Analytical skills.

Duties: • Manage and monitor practical training activities of the NC (V) curriculum in the workshop • Organise experiential learning and teaching, including excursions, for students • Advise on training and development needs for staff members under his/her span of control • Report and account for lecturer and student performance in his/her programme(s) • Engage in practical training workshops • Perform other relevant duties within the ambit of teaching and learning.

(Ref. EECPL3-12/HODW-01)

Student Support Services Officers

Requirements: • A Bachelor's degree in Social Work or equivalent qualification • Registration with the SA Council for Social Service Professions (SACSSP) • A minimum of 2 years' appropriate post-registration experience in social work • Knowledge of welfare policies and legislation • Knowledge of the application of Family Law • A valid driver's licence.

Duties: • Advise students and parents • Manage the emotional, educational, social and physical well-being of students • Give educational diagnostic tests to students • Detect developmental disabilities and provide early advice for lecturers to develop proper plans to assist students • Communicate with the families of students when required • Network with outside social services departments and social workers and ensure that students' overall needs are met • Refer parents to counselling services • Perform home visits and participate in ongoing professional development activities in the College.

(Ref. EECPL1- 12/SSO)

Estate Facilities Management Manager

(12-month contract)

Requirements: • An appropriate Bachelor's degree OR an equivalent recognised 3-year qualification in Mechanical and/or Electrical Engineering (minimum REQV 13) • 5 years' management experience • Project management experience • Computer skills (MS Word, PowerPoint, Excel and Outlook) • Good written and verbal communication skills • Analytical skills • A trade certificate would be an added advantage • A valid driver's licence • Knowledge of Occupational Health and Safety Legislative Framework • Proven knowledge of and experience in maintenance and building.

Duties: • Develop and ensure implementation of the College's Infrastructure Strategy • Develop departmental policies, procedures and processes • Prepare reports for the Department • Ensure coordination and alignment of campuses • Manage maintenance projects • Compile building maintenance audit reports • Implement departmental policies • Develop college maintenance plans • Supervise and perform audits on health and safety aspects.

(Ref. EECPL: 3-12/EFMM-01)

Programme Manager: Tourism

Requirements: An appropriate Bachelor's degree or equivalent recognised qualification/Teaching diploma or a minimum of REQV 13 with 3 years' teaching experience.

Duties: • Manage and monitor curriculum activities for both NC (V) and Report 191 programmes • Organise experiential learning and teaching, including excursions for students • Report and account for student performance in his/her programme(s) • Perform other relevant duties within the ambit of teaching and learning.

(Ref. EECPL2-12/PMT-01)

Programme Manager: Tourism - Electrical/Electronics

Requirements: An appropriate Bachelor's degree or equivalent recognised qualification/Teaching diploma or a minimum of REQV 13 with 3 years' teaching experience.

Duties: • Manage and monitor curriculum activities for both NC (V) and Report 191 programmes • Organise experiential learning and teaching, including excursions for students • Report and account for student performance in his/her programme(s) • Perform other relevant duties within the ambit of teaching and learning.

(Ref. EECPL2-12/PME-01)

Electrical Lecturers

Requirements: • An appropriate Bachelor's degree OR an equivalent recognised 3-year qualification, which includes a teaching qualification (minimum of REQV 13) • Registration with SACE • Computer skills (MS Word, PowerPoint, Excel and Outlook) • Good communication skills • The ability to teach both theory and practical.

Duties: • Be accountable for the performance of students in the subject taught • Conduct teaching and manage learning in a classroom/practical centre • Prepare and mark subject- and programme-related assessments • Use technology in the delivery of teaching and learning • Organise, prepare and conduct workplace or simulated experiential learning for students • Perform other relevant duties in the context of teaching and learning.

(Ref. EECPL1-12/EL-01)

Plato Room Remedial Lecturers

Requirements: • An appropriate Bachelor's degree OR equivalent recognised 3-year qualification, which includes a teaching qualification (minimum REQV 13) • Registration with SACE • Computer skills (MS Word, PowerPoint, Excel and Outlook) • Good communication skills • A proven track record in remedial teaching experience • A Remedial Teaching qualification would be an added advantage.

Duties: • Be accountable for the performance of students in the subject taught • Manage and provide supportive education for students • Assist with learning, study and examination skills • Coordinate learning support interventions with students and lecturers • Work with groups and conduct assessments and coordinate Plato Room activities.

(Ref. EECPL: 1-12/PRR-01)

Mathematics Lecturer

Requirements: • An appropriate Bachelor's degree OR an equivalent recognised 3-year qualification, which includes a teaching qualification (minimum of REQV 13) • Registration with SACE • Computer skills (MS Word, PowerPoint, Excel and Outlook) • Good communication skills • The ability to teach both theory and practical.

Duties: • Be accountable for the performance of students in the subject taught • Conduct teaching and manage learning in a classroom/practical centre • Prepare and mark subject- and programme-related assessments • Use technology in the delivery of teaching and learning • Organise, prepare and conduct workplace or simulated experiential learning for students • Perform other relevant duties in the context of teaching and learning.

(Ref. EECPL1-12/MT-01)

Life Orientation and Physical Science Lecturers

Requirements: • An appropriate Bachelor's degree OR an equivalent recognised 3-year qualification, which includes a teaching qualification (minimum of REQV 13) • Registration with SACE • Computer skills (MS Word, PowerPoint, Excel and Outlook) • Good communication skills • The ability to teach both theory and practical.

Duties: • Be accountable for the performance of students in the subject taught • Conduct teaching and manage learning in a classroom/practical centre • Prepare and mark subject- and programme-related assessments • Use technology in the delivery of teaching and learning • Organise, prepare and conduct workplace or simulated experiential learning for students • Perform other relevant duties in the context of teaching and learning.

(Ref. EECPL1-12/LO-01)

Fitting and Turning Lecturer

Requirements: • An appropriate Bachelor's degree OR an equivalent recognised 3-year qualification, which includes a teaching qualification (minimum of REQV 13) • Registration with SACE • Computer skills (Word, PowerPoint, Excel and Outlook) • Good communication skills • The ability to teach both theory and practical.

Duties: • Be accountable for the performance of students in the subject taught • Conduct teaching and manage learning in a classroom/practical centre • Prepare and mark subject- and programme-related assessments • Use technology in the delivery of teaching and learning • Organise, prepare and conduct workplace or simulated experiential learning for students • Perform other relevant duties in the context of teaching and learning.

(Ref. EECPL1-12/FT-01)

Mechanical Engineering Lecturer

Requirements: • An appropriate Bachelor's degree OR an equivalent recognised 3-year qualification, which includes a teaching qualification (minimum REQV 13) • Registration with SACE • Computer skills (MS Word, PowerPoint Excel and Outlook) • Good communication skills • The ability to teach both theory and practical.

Duties: • Be accountable for the performance of students in the subject taught • Conduct teaching and manage learning in a classroom/practical centre • Prepare and mark subject- and programme-related assessments • Use technology in the delivery of teaching and learning • Organise, prepare and conduct workplace or simulated experiential learning for students • Perform other relevant duties in the context of teaching and learning.

(Ref. EECPL1-12/ME-01)

NB: For all Engineering positions, a trade certificate is essential, where the applicant does not possess a teacher's qualification.

All salaries will be determined according to the Gauteng Department of Education salary scales.

Ekurhuleni East College is an equal opportunity employer. Applicants with disabilities are encouraged to apply.

Candidates should apply on a Z83 Form (obtainable from all Government departments, colleges and campuses). This should be accompanied by a CV and certified copies of qualifications, driver's licence and Identity Document. Please quote the applicable reference number (failure to do so will disqualify your application). Please submit one application per post. No faxed or e-mailed applications will be accepted.

Send your application to the Human Resource Manager, Ekurhuleni East College for FET, Head Office, Sam Ngema Road, Private Bag X52, Springs 1560. Tel. (011) 730-6600.

The closing date for all these applications is 27 January 2012 at 15:00

Should you not have been contacted within 4 weeks of the closing date, please regard your application as unsuccessful.