

ADVERTISEMENT

To: All Staff	From: Melissa Anthony
Department: All Departments	Department: HR Department
Campus: All Campuses	Campus: Central Office
Subject: Vacancy – Campus Manager	Date: 03 June 2019

CAMPUS MANAGER**POST LEVEL 5****OPEN VACANCY**
[Ref.: 194/06/2019]**MINIMUM REQUIREMENTS:**

- Three (3) year qualification in Business or Utility related studies. (REQV 13)
- Teachers Qualification.
- Seven (7) years teaching experience.
- Three (3) years education management experience.
- Bilingual. (English plus Afrikaans or isiXhosa)
- Computer Literate. (MS Office: Excel and Word)
- Registered educator with SACE.
- Valid Driver's Licence.

KEY PERFORMANCE AREAS:

1. Overall management of all operational activities on the Campus.
2. Budget and maintain financial sustainability of the Campus.
3. Management of quality of all aspects of service and delivery.
4. Initiate and recommend physical improvements to achieve and environment conducive to the image of the College.
5. Create an environment conducive to education and training on the Campus.
6. Assist in the overall marketing of the programme offerings on the Campus.
7. Assist in the engagement with industry and facilitate further/ initiate partnerships.
8. Operationalize the College's strategic plan, vision, mission and values.
9. Control, manage and implement all personnel measures e.g. leave, attendance register, staff development, staff evaluation, time-tables etc.
10. Control the overall examination aspects on the Campus.
11. Overall management of staff and students.

This post is an office based educational post with specific service conditions.

- **Applications:** Applicants must submit their CV, originally certified copies (not older than 3 months) of all qualifications, Academic Transcripts/ Statement of results, Identity document, Valid Driver's Licence (if applicable) and 2 recent contactable references. Please note that a passport or Drivers Licence will not be accepted in lieu of Identity Document. All applicants must submit a Police Clearance Certificate or proof of application (receipt) not older than 6 months, together with a duly signed Z83 form to the Recruitment Officer, hand delivered to Northlink College - Central Office, 80 Voortrekker Road, Bellville, 7530 (during office hours) or posted to Private Bag X1, PANORAMA, 7506. No faxed or e-mailed applications will be considered.
- A complete set of application documents should be submitted separately for every post you wish to apply for. Please ensure that you clearly state the relevant post reference number on your application. Failure to attach the requested documents will result in your application not being considered.

▪ **Closing Date:** 31 July 2019 **Enquiries:** 021 – 9709019

- Preference will be given to designated groups in terms of the Employment Equity Act. No absolute barriers will be created against persons from the non-designated groups. The College reserves the right not to make an appointment. If you have not received a reply within sixty (60) days after the closing date, you can consider your application as unsuccessful.

• **Belhar Campus**

Tel: 021 952 2113 • Fax: 021 952 6694

• **Goodwood Campus**

Tel: 021 591 3181 • Fax: 021 592 2493

• **Protea Campus**

Tel: 021 946 2250 • Fax: 021 949 0886

• **Wingfield Campus**

Tel: 021 591 9207 • Fax: 021 592 3923

• **Bellville Campus**

Tel: 021 951 2231 • Fax: 021 951 3967

• **Parow Campus**

Tel: 021 931 8238 • Fax: 021 931 8244

• **Tygerberg Campus**

Tel: 021 524 2200 • Fax: 021 524 2300