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| To: | All Staff | From: | Melissa Anthony |
| Department: | All Departments | Department: | HR Department |
| Campus: | All Campuses | Campus: | Central Office |
| Subject: | VACANCY: SENIOR MANAGER | Date: | 03 June 2019 |

SENIOR MANAGER: BUSINESS STUDIES AND INNOVATION

POST LEVEL 5

**OPEN VACANCY
 [REF.: 192/06/2019]**

MINIMUM REQUIREMENTS:

- Minimum three (3) year Degree/ Diploma in a business studies qualification. (REQV 13)
- Teachers Qualification.
- Minimum five (5) years management experience preferably in Education and Training.
- Teaching/ Training experience.
- Bilingual. (English plus Afrikaans or isiXhosa.)
- Computer Literate (MS Office: Word, Excel, PowerPoint)
- Valid Driver's Licence.

KEY PERFORMANCE AREAS:

- Overall management of all new business for Education and Training offered at seven (7) campuses.
- Management of quality processes and procedures supportive to Education and Training e.g. Marketing, Quality and Planning.
- Engage with Commerce and Industry to further/ initiate partnerships.
- Assist in the development of the College's strategic plan, annual performance plan and operational plan.
- Maintain all quarterly/ monthly reports in respect of Education and Training.
- Negotiate new business ventures with Commerce and Industry.

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.