

ADVERTISEMENT

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: EDUCATION AND TRAINING – MINISTERIAL PROGRAMMES**POST LEVEL 5****OPEN VACANCY
[REF.: 193/06/2019]****MINIMUM REQUIREMENTS:**

- Minimum three (3) year qualification. (Diploma/ Degree) (REQV 13)
- Teachers Qualification.
- Minimum five (5) years management experience in Education.
- Minimum seven (7) years teaching experience.
- Assessor Qualification.
- Bilingual. (English plus Afrikaans or isiXhosa.)
- Computer Literate (MS Office: Word and Excel)
- Valid Driver's Licence.

KEY PERFORMANCE AREAS:

- Overall management of all Education and Training offered at seven (7) campuses.
- Manage the Ministerial and Training Unit at Central Office.
- Management of Education and Training quality processes and procedures.
- Engage with commerce and industry to further initiate partnerships.
- Operationalize Education and Training strategic plan.
- Member of the academic board.

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

