



ADVERTISEMENT

<b>To:</b>	All Staff	<b>From:</b>	Melissa Anthony
<b>Department:</b>	All Departments	<b>Department:</b>	HR Department
<b>Campus:</b>	All Campuses	<b>Campus:</b>	Central Office
<b>Subject:</b>	Vacancy – Head of Department	<b>Date:</b>	17 February 2020

**HEAD OF DEPARTMENT: BUSINESS AND GENERAL STUDIES  
PAROW CAMPUS**

**SALARY RANGE: R 414, 003 – R 505, 167 per annum (plus access to benefits)**

**OPEN VACANCY  
[Ref.: 66/02/2020]**

**REQUIREMENTS**

- Relevant Three (3) year Qualification. (Diploma or Degree)
- Teacher's qualification.
- Minimum five (5) years relevant management experience.
- Bilingual. (English plus Afrikaans or Xhosa)
- Computer Literate. (MS Office: Word & Excel)
- Assessor Qualification.
- Moderator Qualification would be an added advantage.
- Valid Driver's Licence.
- SACE Membership will be a recommendation.

**KEY PERFORMANCE AREAS:**

1. Overall Management of all Educational programmes specific to the campus.
2. Co-ordinate and manage all relevant deadlines as per semester and year plans.
3. Co-ordinate Staff Development activities including the Induction of new staff.
4. Monitor all existing student support programmes.
5. Research the development of new programmes within your department for implementation and build relationships with industry.
6. Assist the Academic Head with Academic matters and deadlines.
7. Manage all time-tables regarding Lecturer contact hours.
8. Create a healthy ethos and working environment conducive to Education and Training.
9. HOD is part of the Campus Management team in enforcing discipline and Code of Conduct for Staff and Students.
10. Manage the Quality of Academic Delivery on Campus.
11. Manage all class visits as per the Quality Management System.
12. Assist with examination matters.

- **Applications:** Applicants must submit their CV, originally certified copies (not older than 3 months) of all qualifications (including school leaving 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 duly signed Z83 form to the Recruitment Officer, hand delivered to Northlink College - Central Office, 80 Voortrekker Road, Bellville, 7530 or posted to Private Bag X1, PANORAMA, 7506. Applicants will be subjected to a criminal background check as well as the verification of qualifications. 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 and incomplete applications will not be considered.

**Closing Date: 27 March 2020**

**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 ninety (90) days after the closing date, you can consider your application as unsuccessful.*

• **Belhar Campus**  
Tel: 021 952 2113 • Fax: 021 952 6694

• **Bellville Campus**  
Tel: 021 951 2231 • Fax: 021 951 3967

• **Goodwood Campus**  
Tel: 021 591 3181 • Fax: 021 592 2493

• **Parow Campus**  
Tel: 021 931 8238 • Fax: 021 931 8244

• **Protea Campus**  
Tel: 021 946 2250 • Fax: 021 949 0886

• **Tygerberg Campus**  
Tel: 021 524 2200 • Fax: 021 524 2300

• **Wingfield Campus**  
Tel: 021 591 9207 • Fax: 021 592 3923