

ADVERTISEMENT

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

HEAD OF DEPARTMENT: LEARNERSHIPS AND OCCUPATIONAL PROGRAMMES (HAIRDRESSING, WHOLESALE & RETAIL, COSMETOLOGY, ANCILLARY HEALTH) PAROW CAMPUS

OPEN VACANCY [Ref.: 67/02/2020]

REQUIREMENTS

- Relevant Three (3) year Qualification (Diploma or Degree) in related field.
- Five (5) years training experience of which at least two (2) years must be in related field.
- Minimum five (5) years relevant management experience.
- Sound knowledge of occupational programmes and the legislation associated with them, e.g. Learnerships, Apprenticeships and skills programmes.
- Sound knowledge of the TVET College sector and QCTO landscape.
- Experience in Project Management.
- Bilingual. (English plus Afrikaans or Xhosa)
- Computer Literate. (MS Office: Word & Excel)
- Assessor Qualification in related fields.
- Moderator Qualification in related fields.
- Valid Driver's Licence.
- Teachers Qualification would be an added advantage.
- Good communication and problem solving skills.

KEY PERFORMANCE AREAS:

1. Overall Management of Occupational provision on campus.
2. Co-ordinate and manage all relevant deadlines as per roll-out plans.
3. Management of all administrative processes and procedures.
4. Compile reports on programme progress monthly and financial situations quarterly.
5. Co-ordinate induction programmes for staff and students.
6. Manage the monitoring and evaluation of occupational delivery on campus.
7. Visit, monitor and build relationships with industry partners and manage student placements.
8. Assist the Academic Head with all Academic matters related to programme provision.
9. Manage scheduling of classes, salon and facilitation monitoring.
10. Manage quality assessment tools and moderation of all academic provisions.
11. Ensuring sustainability of programmes offered as per Northlink policy.
12. Enforce discipline and the Northlink Code of Conduct for staff and students.
13. Attending of workshops, in order to remain industry and sector relevant.

- *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