
ADVERTISEMENT

To: All Staff	From: Tarrin Linnen
Department: All Departments	Department: HR Department
Campus: All Campuses	Campus: Central Office
Subject: Vacancy – Programme Manager/Project Manager	Date: 08 April 2022

PROGRAMME MANAGER/PROJECT MANAGER: OCCUPATIONAL PROGRAMMES GOODWOOD CAMPUS & BELHAR CAMPUS

OPEN VACANCY [Ref. 30/04/2022]

REQUIREMENTS

- Relevant 3-year REQV 13 qualification in related field. (as per campus occupational programme provision)
- Trade Test where relevant. (as per campus offerings)
- 5 years training experience of which at least 2 years must have been in relevant Occupational Programmes. (as per campus offerings)
- Sound knowledge of Occupational Programmes and the Legislation associated with them, e.g. Learnerships, Apprenticeships and Accredited Skills Programmes.
- Sound knowledge of the current TVET College Sector with regard to the new QCTO Programmes being introduced.
- Experience in occupational Project Management. (would be advantageous)
- Experience in working with SETA's and Industry.
- Qualified Assessor.
- Qualified Moderator.
- Bilingual. (English and Afrikaans or Isixhosa)
- Good communication and problem-solving skills.
- Computer Literate.
- Valid Driver's Licence.

KEY PERFORMANCE AREAS

- Comply with the Job Description of a Programme Manager/ Project Manager: Occupational;
- Facilitating of Occupational Programmes;
- Management of the administrative processes and procedures associated with the Project Deliverables;
- Compile reports on the:
 - Programme progress monthly;
 - Financial situation quarterly;
- Visiting industry partners:
 - monitoring and evaluation;
 - strengthening relationships with industry;
 - ensuring that Northlink's programmes are relevant to industry needs and



- collaboration; placement of staff and students.
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- Ensuring sustainability of programs:
 - including monitoring absenteeism as per Northlink Policy to ensure that dropouts are minimized;
 - scheduling of facilitators and workshops to ensure optimal utilization of resources;
 - minimizing of wastage of consumables and materials;
- Attending of workshops, in order to remain abreast of Industry and Sector Developments.
- Project Management.
- Compliance with SETA, QCTO and SAQA requirements.

This is an Office Based post with specific service conditions.

- **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 be obtained from our website) to the Recruitment Officer, hand delivered: 80 Voortrekker Road (Central Office), Bellville, 7530 – during office hours or posted: 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: 01 May 2022

Enquiries: 021 – 9709017

Northlink College is a designated employer in terms of the Employment Equity Act. Appointments will be made according to the Employment Equity plan of the institution. 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

• **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