

PERMANENT ACADEMIC AND NON-ACADEMIC POSTS

The College of Cape Town, a preferred Technical Vocational Education and Training provider, is committed as an Institution of Excellence to develop the potential of its students, through quality Education and Training in response to the country's skills development needs.

We hereby invite applications from suitably qualified persons for the following:

NON ACADEMIC PERMANENT POSTS

Salary Level 9: R 356 289 – R419 679 per annum (Plus Benefits)	Post Reference number
CORPORATE COMMUNICATIONS AND MARKETING MANAGER	CCM/1/2019
PROJECT MANAGER	PM/1/2019
SALARY LEVEL 3	Post Reference number
Starting salary: R 115 437 per annum (Plus Benefits)	
HOUSEHOLD SUPERVISOR	HHS/1/2019
SALARY LEVEL 5	Post Reference number
Starting salary: R 163 563 per annum (Plus Benefits)	
ASSISTANT LIBRARIAN	ALIB/1/2018

PROMOTION ACADEMIC PERMANENT POSTS

EDUCATION SPECIALIST (SENIOR LECTURER) POST LEVEL 2	Post Reference number
Salary: R328 953 – R818 508 per annum (Plus Benefits)	
AUTOMOTIVE: SENIOR LECTURER	AUTO P2/1/2019

CLOSING DATE: 01 FEBRUARY 2019

**PLEASE SEE MINIMUM REQUIREMENTS AND KEY PERFORMANCE AREAS ON THE WEBSITE
IF APPLYING FOR MORE THAN ONE POST, KINDLY SUBMIT A SEPARATE APPLICATION FOR EACH**

Please refer to the key performance areas for each post and submit application/s as follow/s:

1. Application form, available on www.cct.edu.za
2. Covering letter stating the reference number of the specific post you apply for
3. Detailed CV with at least 2 recent contactable references
4. Certified copies of matric (Grade 12) certificate, qualifications, academic records/transcripts, ID and valid driver's license.

Applications will not be considered if:

- The required documentation is not submitted and/or is received after the closing date.
- It is e-mailed or faxed.

Hand deliver: The Recruitment Officer, Human Resources Unit, College of Cape Town, 334 Albert Road, Salt Rivier 7925 **OR Post to :** The Recruitment Officer, HR Unit, P.O Box 1054, Cape Town 8000.

Enquiries: Siphokazi Funda/Samantha Valelo (021) 404 6710/61

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PROJECT MANAGER

SALARY LEVEL 9

Salary: R 356 289 per annum (All Inclusive)

PROJECT MANAGER (Three Year Contract)	PROM/1/2019	<p>Minimum Requirements:</p> <ul style="list-style-type: none">• An appropriate Bachelor's degree/ national diploma (NQF level 6/7) or equivalent qualification specializing in construction.• At least 3 years' experience in managing construction projects.• A postgraduate qualification will be an added advantage.• A driver's license is a prerequisite.• The position requires an individual with a conceptual understanding of the rules and standards governing project administration and management and to ensure that the requirements for each project are spelt out by the job packaging/ statutory requirements.• Further requirements are risk management experience in project management. Good communication, written and spoken skills. Proficiency in analysing and solving problems related to projects.• Outstanding human relation skills evident in the ability to work with the team and excellence in gathering help needed in developing a working project management plan.• Strong ability to give attention to detail as well as tested organisational skills.• Strong knowledge and expertise in using modern information and communication technologies to projects.• Adherence to project specifications, as well as to the regulatory body guidelines for the project (NIAMMS etc.)• Knowledge of procurement processes. <p>Key Performance Areas:</p> <ul style="list-style-type: none">• The incumbent will be responsible to supervise different tasks in completing construction or repairs and maintenance projects.• Responsible for the flow of information from the college level project supervisor (the organisational point where the service/project is requested) to the team regarding the project in the Department of Higher Education and Training (Department).• Make the arrangement for projects documentation on the recommendation and specification of the Department and ensure that specifications are met.• Meet the project owner, ensure that appropriate specifications are set or meet a higher standard.• Update information on the project management tools.• Make arrangement for the project completion based on specifications of the project owner.• Put a proficient team together to achieve the purpose of the work in a changing circumstance and fixed circumstance and in a responsive circumstance using leadership and management expertise.• Plan, commence, execute, supervise and roundup assigned projects.
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CORPORATE COMMUNICATIONS AND MARKETING MANAGER

SALARY LEVEL 9

Salary Level 9: R 356 289 – R419 679 per annum (Plus Benefits)

**CORPORATE
COMMUNICATIONS &
MARKETING
MANAGER**

CCM/1/2019

Minimum Requirements:

- A Degree in Marketing, Communications or Public Relations. A qualification in Event Management and Digital Marketing.
- At least 3 years' management experience
- Computer Literacy in MS Office (Word, Excel and PowerPoint), Adobe, Photoshop etc.
- An action and results orientation
- The ability to meet tight deadlines and work under pressure
- Sound organisational skills
- Strong Client liaison and sales negotiation skills
- Excellent internal and external communication skills
- A creative and innovative approach to marketing and communication
- Good report writing skills
- Extensive experience in publications
- Good human resource management abilities
- Valid Code B driver's license
- Fully Bilingual in at least two official languages (Preferably: English plus Afrikaans or Xhosa)
- South African Citizen

Key Performance Areas:

- Driving a proactive and integrated marketing strategy to enhance the College of Cape Town brand, values and education and training services.
- Implementing the corporate communications strategy.
- Managing the quality of the Department of Corporate Communications and Marketing
- Establishing and implementing a media liaison strategy for the College
- Managing special events, promotional activities and projects of the College
- Implementing a communication strategy for internal and external stakeholders, liaising with business and industry.

Recommended:

- Knowledge of South African education and the TVET College sector

EDUCATION SPECIALIST (SENIOR LECTURER)

POST LEVEL 2

Salary: R328 953 – R818 508 per annum (Plus Benefits)

AUTOMOTIVE	AUTO P2/1/2019	<p>Minimum Requirements:</p> <ul style="list-style-type: none">• 3-year Post Matric/ Tertiary qualification in the related/ specialisation field/ profession• Teacher qualification• 3 years appropriate teaching experience in NC(V)/ Report 191 subjects related to the field/ industry related experience• A relevant trade test qualification• Fully Bilingual in at least two official languages (Preferably: English plus Afrikaans or Xhosa, but must be fluent in English)• Intermediate computer literacy (MS Word, Excel and Email)• South African citizenship• Valid driver's license• SACE registered• Registered Assessor and Moderator <p>Key Performance Areas:</p> <ul style="list-style-type: none">• Lecturing, assessment and moderation• Assessment of Learners• Monitor student performance and attendance• Monitor student discipline• Assist with Student Work Placement and Work Based experience• Providing support to academic staff• Assist with Staff performance management• Assist with Staff discipline• Assist with implementation learner improvement strategies
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ASSISTANT LIBRARIAN

Starting salary: R 163 563 per annum (Plus Benefits)

ASSISTANT LIBRARIAN	ALIB/1/2019	<p>Minimum Requirements:</p> <ul style="list-style-type: none">• Grade 12 plus a tertiary qualification (ND or Btech) in Library and Information studies.• At least 2 years previous experience preferably in an Academic library and working knowledge of an automated library system.• Advanced computer and information literacy skills, internet research skills and manipulation of search engines.• Fully Bilingual in at least two official languages (Preferably: English plus Afrikaans or Xhosa) Valid driver's license (recommendation) South African Citizen <p>Key Performance Areas:</p> <ul style="list-style-type: none">• Cataloguing and Classification, Issuing, receiving, renewals and reservation of library materials.• Shelving, shelf reading, binding and photocopying.• Assisting learners and lecturers with research on the internet and other sources. Manage internet and e-mail facilities.• Ensuring that the facility is a centre for learning and teaching support• Maintenance of daily statistics.• Responding to general information queries.
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HOUSEHOLD SUPERVISOR

SALARY LEVEL 3

Starting salary: R 115 437 per annum (Plus Benefits)

POST	REF.	SPECIFIC/ MINIMUM REQUIREMENTS
HOUSEHOLD SUPERVISOR	HHS/1/2019	<p>Minimum Requirements:</p> <ul style="list-style-type: none">• Grade 10 plus a minimum of 3 years' experience in a supervisory level in hospitality industry• An appropriate qualification in food service or hospitality industry/restaurant/hotel management would be advantageous• Basic Computer Literacy skills• Assertive with leadership abilities• Administrative skills and ability to work with students and staff• Available to work flexible hours• Fluency in spoken English plus Afrikaans or Xhosa• Valid driver's license would be advantageous• Relevant exposure and experience in the hospitality industry would be advantageous <p>Key Performance Areas:</p> <ul style="list-style-type: none">• Responsible for all housekeeping activities of the residence• Managing room allocations to students; planning and managing staff routines and shifts• Buying of food• Safekeeping of food and planning of monthly menus• Capturing information on computer• Follow up on financial queries• Ensure the safekeeping of utensils• Assist and oversee cooking and serving of meals, stocktaking, checking and packing of incoming stock• Respond to student needs and requests• Managing both staff and students• Adherence to college Policies and Procedures

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