

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 5	Post Reference number
<u>Starting salary: R 173 703 per annum (Plus Benefits)</u>	
SECRETARY	SC/1/2019

SALARY LEVEL 6	Post Reference number
<u>Starting salary: R 196 407 per annum (Plus Benefits)</u>	
STUDENT RECRUITMENT OFFICER	SRO/1/2019

PROMOTION ACADEMIC PERMANENT POSTS

SENIOR EDUCATION SPECIALIST (PROGRAMME MANAGER) POST LEVEL 3	Post Reference number
<u>Salary: R414 003 – R932 397 per annum (Plus Benefits)</u>	
OCCUPATIONAL/ELECTRICAL ENGINEERING PROGRAMME MANAGER	ELECOP P3/1/2019

EDUCATION SPECIALIST (SENIOR LECTURER) POST LEVEL 2	Post Reference number
<u>Salary: R347 703 – R861 069 per annum (Plus Benefits)</u>	
MECHANICAL ENGINEERING: SENIOR LECTURER	MECH P2/1/2019
AUTOMOTIVE/DIESEL: SENIOR LECTURER	AUTO P2/1/2019
ELECTRICAL ENGINEERING: SENIOR LECTURER	ELEC P2/1/2019
HOSPITALITY: SENIOR LECTURER	HOSP P2/1/2019

ACADEMIC CONTRACT POSTS

LECTURER POST LEVEL 1	Post Reference number
<u>Starting salary: R 211 098 – R279 198 per annum (Plus Benefits)</u>	
SURFACE DESIGN: LECTURER	SUD P1/1/2019
GRAPHIC DESIGN: LECTURER	GRD P1/1/2019
FITTER & TURNER: LECTURER	FT P1/1/2019
FURNITURE MAKING (UPHOLSTERY): LECTURER	FM P1/1/2019

CLOSING DATE: 13 SEPTEMBER 2019

SENIOR EDUCATION SPECIALIST (PROGRAMME MANAGER)

POST LEVEL 3

Starting salary: R 414 003 – R932 397 per annum (Plus Benefits)

POST	REF.	SPECIFIC/ MINIMUM REQUIREMENTS
SENIOR EDUCATION SPECIALIST (OCCUPATIONAL/ ELECTRICAL ENGINEERING)	ELECOP P3/1/2019	<p>Minimum Requirements:</p> <ul style="list-style-type: none"> • 3 year Post matric/ tertiary qualification in the related/ specialisation field/ profession • A relevant trade test qualification • Five years relevant teaching/ industry/business experience • Two years management experience • Computer Literacy in MS Office (Word, Excel and Powerpoint) • Fully Bilingual in at least two official languages (Preferably: English plus Afrikaans or Xhosa, but must be fluent in English) • South African citizenship • Valid driver's license • Registered Assessor and Moderator • SACE registered • Knowledge of College programmes/qualifications <p>Key Performance Areas:</p> <ul style="list-style-type: none"> • Identify new market trends to determine training needs and opportunities. • Formulate strategies to expand occupational delivery. • Marketing of College of Cape Town to the external stakeholders to enhance business opportunities • Liaison with relevant stakeholders to build and/or strengthen the College's partnerships and linkages • Project Management inclusive of monitoring the implementation and progress of all projects/contracts such as work integrated learning and stipend management. • Keep abreast with the latest regional and national skills needs to ensure legislative compliance • Develop course content to keep abreast of industry requirements. • Manage cost of the unit's budget to ensure cost effectiveness. • Compile reports for all relevant structures. • Manage operational staff and students within contracts/projects. • Implementation and management functions related to the Occupational Training Unit and its delivery targets and outcomes <p>Recommended:</p> <ul style="list-style-type: none"> • Teacher qualification

EDUCATION SPECIALIST (SENIOR LECTURER)

POST LEVEL 2

Salary: R347 703 – R861 069 per annum (Plus Benefits)

AUTOMOTOR/ DIESEL SENIOR LECTURER	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• A relevant trade test qualification (Auto/Motor/Diesel)• Three years appropriate teaching experience in NC(V)/ Report 191 subjects related to the field/ industry related experience• 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 <p>Recommended:</p> <ul style="list-style-type: none">• Teacher qualification
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MECHANICAL ENGINEERING SENIOR LECTURER	MECH 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• A relevant trade test in a mechanical trade (Fitter & Turner)• Three years relevant teaching / industry / business experience• Computer Literacy in MS Office (Word, Excel, PowerPoint and Email)• Fully Bilingual in at least two official languages (Preferably: English plus Afrikaans or Xhosa, but must be fluent in English)• Valid Code 08 driver's license• South African citizenship• Registered Assessor and Moderator• SACE registered <p>Key Performance Areas:</p> <ul style="list-style-type: none">• Lecturing, assessment and moderation• Monitor student performance and attendance• Monitor student discipline• Assist with Student Work Placement and Work Based experience• Providing support to academic staff• Manage staff performance• Assist with staff discipline• Manage and implementation of learner improvement strategies• Do operational and strategic Planning• Do procurement• Manage all trade test and related activities <p>Recommended:</p> <ul style="list-style-type: none">• Teacher qualification
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<p>ELECTRICAL ENGINEERING</p> <p>SENIOR LECTURER</p>	<p>ELEC</p> <p>P2/1/2019</p>	<p>Minimum Requirements:</p> <ul style="list-style-type: none"> • 3-year Post Matric/ Tertiary qualification in the related/ specialisation field/ profession • A relevant trade test in electrical trade • Three years relevant teaching / industry / business experience • Computer Literacy in MS Office (Word, Excel, PowerPoint and Email) • Fully Bilingual in at least two official languages (Preferably: English plus Afrikaans or Xhosa, but must be fluent in English) • Valid Code 08 driver's license • South African citizenship • Registered Assessor and Moderator • SACE registered <p>Key Performance Areas:</p> <ul style="list-style-type: none"> • Lecturing, assessment and moderation • Monitor student performance and attendance • Monitor student discipline • Assist with Student Work Placement and Work Based experience • Providing support to academic staff • Manage staff performance • Assist with staff discipline • Manage and implementation of learner improvement strategies • Do operational and strategic Planning • Do procurement • Manage all trade test and related activities <p>Recommended:</p> <ul style="list-style-type: none"> • Teacher qualification
<p>HOSPITALITY</p> <p>SENIOR LECTURER</p>	<p>HOSP</p> <p>P2/1/2019</p>	<p>Minimum Requirements:</p> <ul style="list-style-type: none"> • 3-year Post Matric/ Tertiary qualification in the related/ specialisation field/ profession • Three years relevant teaching/industry/business experience in Hospitality • Computer Literacy in MS Office (Word, Excel and PowerPoint) • Fully Bilingual in at least two official languages (Preferably: English plus Afrikaans or Xhosa, but must be fluent in English) • 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 <p>Recommended:</p> <ul style="list-style-type: none"> • Teacher qualification

LECTURER

POST LEVEL 1

Starting salary: R 211 098 – R279 198 per annum (Plus Benefits)

SURFACE DESIGN ART & DESIGN	SUD P1/1/2019	<ul style="list-style-type: none">• Minimum requirements:• A tertiary degree/diploma majoring in Surface Design.• Two years relevant lecturing/Teaching experience in theoretical and practical learning programs.• Sound knowledge of Visual Design and History of Art• A minimum of 2 years industry related experience• Computer literacy (MS Office: Word; Excel and PowerPoint, CS 6 Adobe Illustrator; Photoshop and InDesign ;)• Fully Bilingual in at least two official languages (Preferably: English plus Afrikaans or Xhosa, but must be fluent in English)• Valid driver's license• SACE registered • Key Performance Areas for post level 1 lecturer posts:• Teaching subjects in the relevant field• Administration of programme on campus• Curriculum Development• Monitor student performance and discipline• Identify and implement learner improvement strategies• Liaising with relevant stakeholders i.e. parents, students and industry/profession/business etc. • Recommended:• Accredited Assessor and/or Moderator• Teacher qualification
GRAPHIC DESIGN ART & DESIGN	GRD P1/1/2019	<ul style="list-style-type: none">• Minimum requirements:• A tertiary degree/diploma majoring in Graphic Design.• Two years relevant lecturing/Teaching experience in theoretical and practical learning programs.• Sound knowledge of Visual Design and History of Art• A minimum of 2 years industry related experience• Computer literacy (MS Office: Word; Excel and PowerPoint, CS 6 Adobe Illustrator; Photoshop and InDesign ;)• Fully Bilingual in at least two official languages (Preferably: English plus Afrikaans or Xhosa, but must be fluent in English)• Valid driver's license• SACE registered • Key Performance Areas for post level 1 lecturer posts:• Teaching subjects in the relevant field• Administration of programme on campus• Curriculum Development• Monitor student performance and discipline• Identify and implement learner improvement strategies• Liaising with relevant stakeholders i.e. parents, students and industry/profession/business etc. • Recommended:• Accredited Assessor and/or Moderator• Teacher qualification

LECTURER**POST LEVEL 1****Starting salary: R 211 098 – R279 198 per annum (Plus Benefits)**

FITTER & TURNER	FT P1/1/2019	<ul style="list-style-type: none">• Minimum requirements:• A relevant trade test for Fitter & Turner• Two years relevant teaching/ industry/ business experience.• Computer literacy (MS Office: Word; Excel and PowerPoint, CS 6 Adobe Illustrator; Photoshop and InDesign ;)• Fully Bilingual in at least two official languages (Preferably: English plus Afrikaans or Xhosa, but must be fluent in English)• Valid driver's license• SACE registered • Key Performance Areas for post level 1 lecturer posts:• Training and teaching in the relevant field• Design and lecturing of Hydraulic systems• Design and lecturing of Pneumatic systems• CNC programming• Administration of programme on campus• Curriculum Development• Monitor student performance and discipline• Assessment and moderation of student performance• Identify and implement learner improvement strategies• Liaising with relevant stakeholders i.e. parents, students and industry/profession/business etc. • Recommended:• 3-year Post Matric/ Tertiary qualification in the related/ specialisation field/ profession• Accredited Assessor and/or Moderator• Teacher qualification
UPHOLSTERY (FURNITURE MAKING) Facilitator / Assessor	FM P1/1/2019	<p>Minimum Requirements:</p> <ul style="list-style-type: none">• Relevant trade test certificate as an Upholsterer• Two years relevant facilitation/ industry experience• Computer Literacy in MS Office (Word, Excel and PowerPoint)• Fully Bilingual in at least two official languages (Preferably: English plus Afrikaans or isiXhosa, but must be fluent in English)• Valid driver's license• SACE registered <p>Key Performance Areas:</p> <ul style="list-style-type: none">• Facilitate & Assess Upholstery Core & Elective Unit Standards at NQF Level 2 & 3• Monitor student performance and discipline• Identify and implement learner improvement strategies• Liaise with relevant stakeholders i.e. parents, students and industry/business and Sector Education & Training Authorities/ Quality Assurance bodies. <p>Recommendation:</p> <ul style="list-style-type: none">• Experience in the facilitation of Learnerships• Accredited assessor and /or Moderator• A Teachers Diploma supplementing formal Trade Qualification

SECRETARY
SALARY LEVEL 5

Starting salary: R 173 703 per annum (Plus Benefits)

SECRETARY	SEC/1/2019	<p>Minimum requirements:</p> <ul style="list-style-type: none"> • Grade 12 plus Diploma in Office Management & Technology/ Secretarial or related qualification • Two years relevant secretarial/administration experience • Exposure to the TVET sector and Academic/Student support would be advantageous • Computer Literacy (MS Word, Excel, PowerPoint, Outlook and Internet Explorer) • Fully bilingual (English plus Afrikaans or Xhosa) <p>Key Performance Areas:</p> <ul style="list-style-type: none"> • Diary management of Academic manager • Assist with Academic operations (monitor, enquiries, correspondence etc.) • Preparation of presentations and proposals • Compilation of reports • Liaise with internal and external key stakeholders and agencies • Plan related meetings, functions and events • Organising, preparation, collation and distribution of relevant documents • Conducting accurate, Minute-taking of meetings • Make travel arrangements <p>Personal Attributes:</p> <ul style="list-style-type: none"> • Typing speed: Minimum of 45 words per minute • Excellent time management, organisational and interpersonal skills • Read, write, speak fluent in at least 2 official languages (English, Afrikaans or Xhosa)
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STUDENT RECRUITMENT OFFICER

SALARY LEVEL 6

Starting salary: R 196 407 per annum (Plus Benefits)

STUDENT RECRUITMENT OFFICER (MARKETING DEPT)	SRO/1/2019	<p>Minimum Requirements:</p> <ul style="list-style-type: none"> • Grade. 12 plus a relevant tertiary qualification (Diploma or Degree) in Marketing/Communications/Public Relations • At least 2 years' experience in Marketing and/or Sales • Computer Literacy • Fully bilingual in at least two official languages(Preferably: English Plus Afrikaans or Xhosa) Knowledge of SA Education and the TVET College sector would be an advantage • Valid Code B driver's license Compulsory. <p>Key Performance Areas:</p> <ul style="list-style-type: none"> • Promoting of the College at Schools, career exhibitions, as well as to various communities and Community based organizations • Liaising with parents, educators and the Western Cape Education department • Liaising with Industry Partners and new Business to promote the College Occupational offerings • Networking and identifying branding opportunities • Identifying trends and needs for customized TVET course • Building and maintaining relationships with all activities • Planning and organizing an annual schedule of activities • Compiling monthly report and evaluating marketing activities • Planning and Setting up College Events and exhibitions • Assist with coordination of events • Compiling a personal action plan in line with the Communication Department's strategy • Ad-hoc marketing and communication duties as required
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**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 Sangqui/Samantha Valelo (021) 404 6710/61

The College of Cape Town will consider all applications in terms of its Employment Equity plan and is committed in maintaining diversity in its appointments. The College of Cape Town reserves the right not to make an appointment. If you have applied for any of these positions before, please note you have to re-apply. Should you not have been contacted within 60 days of the closing date, you may consider your application as unsuccessful.