



higher education
& training
Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



BUFFALO CITY
TVET COLLEGE

Manager: School of Occupational Training (SoOT)

Contract period: 5 years

SL 11 (R 612 822 TCE package)

College Council appointment

JOB REQUIREMENTS

- A relevant degree or higher diploma (NQF level 7) with business /financial / management subjects
- A national diploma in project Management (NQF Level 6)
- Knowledge of both theoretical and practical aspects of projects management
- At least 5 years relevant work experience in project management and/or management
- Sound financial management background
- Proven experience in risk management
- Advanced computer literacy (MS-Word, MS Excel, MS Access, MS Project)
- A valid driver's licence

COMPETENCIES, KNOWLEDGE, SKILLS AND ATTRIBUTES REQUIRED:

- Knowledge of legislation governing SA's transformation in education and training
- Ability to develop, implement and monitor policies, procedures and guidelines
- Leadership and people management skills
- Communication skills (oral and written)
- Project management skills
- Financial management skills
- Planning and organising skills
- Problem solving and decision-making skills
- Good presentation and facilitation skills

MAIN TASKS AND RESPONSIBILITIES:

- Develop the learning programme management plan to achieve the defined targets and priority skills areas set out in the strategic plan;
- Develop the operational plan for skills unit
- Monitor and manage the implementation of the skills unit plan
- Report on skills unit implementation progress
- Develop the divisional budget to support achievement of the skills unit strategy and annual performance plan
- Manage the financial performance of the skills unit in line with the approved budget and work plan
- Identify and monitor risks for the skills unit and develop and maintain a risk register

- Apply and ensure accreditation and extension of scope for all skills and SETA learning qualifications
- Apply for the accreditation for the QCTO trades related to the relevant qualifications
- Develop policies and monitor the implementation of the policies related to the SETA programmes
- Monitor accreditation status and timelines/frames of all accredited programmes
- Assist in the development of the discretionary grant criteria and policies, procedures and process
- Manage the implementation of the discretionary grant processes
- Manage performance of beneficiaries against the grant conditions
- Manage the contracts and address any breaches thereof
- Manage the progress of beneficiaries in line with the contract conditions
- Prepare and present the recommendations for the allocation of grants in line with the defined processes
- Prepare and reconcile the discretionary grant commitment schedule and communicate to finance
- Maintain the discretionary grant commitment schedule and communicate to finance
- Report on the discretionary grant processes in line with the APP and the operational plan
- Manage learner registration processes
- Monitor assess and evaluate effectiveness of the implementation plan and training of approved projects
- Develop an intervention and remedial action plan where necessary
- Monitor risks for the skills unit, develop and maintain a risk register
- Oversee the placement of learners and monitoring in the workplace
- Compile the close off report
- Prepare reports for submission to the all college committees
- Build skills unit's credibility and reputation in the sector

CLOSING DATE: 7 November 2016 at 15:00

Candidates who are suitably qualified for the above position/s should submit a letter of application, together with the official form (Z83 for support staff and EDP01 for educators), a comprehensive CV and relevant certified copies of ID, qualifications, previous experience and driver's license, together with at least three work-related references to: **Buffalo City Public FET College, HR Division, Private Bag 9016, East London 5200 or deliver it to the Administration Centre, corner of Lukin Road and King Street, Selborne, East London. Enquiries to: 043 704 9237. Application forms are available on our website, www.bccollege.co.za.** No faxed or emailed applications will be accepted. Selected candidates will be subjected to vetting process and personnel suitability check in terms of minimum information security standard. Candidates may be subjected to a competency assessment.

The college reserves the right to verify any information received in applications. Late and incomplete applications will not be considered. Submission of fraudulent documentation and canvassing of Council members or College staff will immediately disqualify the candidate. Short listed candidates will be invited for an interview. If you have not been contacted within 4 weeks please consider your application as unsuccessful. The college reserves the right not to fill this position. Preference will be given, but not limited to, to candidates from designated groups in terms of the Employment Equity Act and the College's Employment Equity Plan.