

**PROGRAMME HEAD: ERD
WESTLAKE CAMPUS**

This is a **PERMANENT** position.

RESPONSIBILITIES

- Provide academic leadership and manage all aspects of the ERD department
- Ensure excellent academic results
- Develop and manage learner ships in conjunction with the Occupational Academic Head
- Apply quality assurance
- Keep abreast of new developments
- Implement and manage new programmes
- Ensure optimal use of all resources
- Provide academic support to students
- Provide support to lecturers
- Report on all training programmes to Senior Management
- Budgeting
- Placement of students in Work Integrated Learning
- Develop industry networks

REQUIREMENTS

- Relevant N3 in Fabrication/ Welding/ Fitting and Turning/ Motors/ Automotive Body Repair/ Spray Painting
- 5 years' teaching / training experience
- Management experience
- Computer Literacy
- English Language proficiency
- Valid driver's licence

RECOMMENDATION

- Teaching qualification
- Knowledge of National Certificate Vocational, Report 191 and Occupational programmes
- Registered Assessor
- Registered Moderator
- Knowledge of Competency Based Modular Training (CBMT)
- Knowledge of National Certificate Training
- Budgeting experience

APPLICATION PROCESS

To apply, visit www.falsebaycollege.co.za to download the application form. Forward the completed application form, together with the job reference number, your CV and all relevant supporting documentation to Mrs Z Salie, via fax on 021 787 0806 or email to vacancies@falsebay.org.za

Post No : CO016
Closing Date : 6 February 2017

Incomplete applications will not be considered.

The College reserves the right not to fill this position. If you have not been contacted within 60 days' of the closing date, kindly regard your application as unsuccessful.

