



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



**LOVEDALE
TVET COLLEGE**

VACANCY ADVERTISEMENT

RE- ADVERTISEMENT

Lovedale TVET College seeks to re-advertise the vacancy of the Assistant Director: Curriculum Development and Implementation (Occupational Programmes) and Assistant Director Student Registration. Applicants who have responded to the previous advert are encouraged to re-apply.

POST: ASSISTANT DIRECTOR: CURRICULUM DEVELOPMENT AND IMPLEMENTATION OCCUPATIONAL PROGRAMMES
REF: ASDCD/05/2021
NATURE OF POST: PERMANENT
CENTRE: HEADQUARTERS
SALARY LEVEL: 10
SALARY NOTCH: R477 090 PA

REQUIREMENTS: Grade 12/Level 4 certificate, recognised Degree / National Diploma (NQF 6) in Education or related qualification ● 3-5 years in Education/Teaching and Learning environment or related field, of which at least 2 years should be at supervisory level ● Artisan trade qualification ● Advanced experience in interpretation, development, and implementation of policies ● Driving License

KEY RESPONSIBILITIES: Ensure growth by providing skills, learnerships and apprenticeships ● Establish partnerships with industries ● Ensure placement of students with industries ● Manage and facilitate registration of learning programmes ● Facilitate the implementation of artisan development programmes ● Represent the College in all artisan development forums ● Develop and review procedures and templates for implementation of the learning programmes ● Ensure implementation of learning programmes policies ● Conduct site visits to monitor the implementation of artisan development programmes. ●



Facilitate certification process for competent learners in accordance with relevant legislation and QCTO requirements ● Ensure that quality assurance functions are performed in accordance with the set regulations ● Assist in making campus workshops, simulation rooms and classrooms meet the required standards for occupational health and safety ● Provide support to campuses in ensuring that required physical resources specified to assess learners' competence regarding the occupational qualification or part qualification are made available.

- Coordinate registration of project facilitators, assessors, RPL practitioners and moderators with the respective authorities including QCTO, SETAs, DHET and host employers.
- Ensure that suitably qualified staff are appointed to facilitate teaching and learning in the relevant trade or occupation.
- Provide support in ensuring that artisan trade moderators are registered with National Artisan Moderation Body (NAMB).
- Put systems in place to manage ARPL and national trade tests approved by NAMB
- Set up an efficient system for safekeeping and destroying (when needed) of all assessment documentation and test pieces.
- Secure workplaces that are in compliance with the national standardised artisan learner workplace.
- Draft occupational programmes implementation plan
- Engage in curriculum issues for occupational programmes
- Formulate strategies to expand delivery of occupational programmes
- Facilitate administrative management of projects (including requisite registration of learners with respective authorities) verification and certification of programmes on offer in the projects.
- Conduct induction for newly appointed Facilitators and Moderators
- Monitor the conduct of assessments in all occupational programmes.
- Prepare for curriculum matters of the occupational programmes in the quarterly academic board meetings
- Coordinate activities for the development of Learning Material (when needed).
- Conduct the external integrated summative assessment in line with the standards set by the QCTO or relevant SETA
- Report to the QCTO or relevant SETA on the College's performance in the form and manner required by the assuring body
- Ensure that all occupational qualifications offered at the College participate in blended learning
- Ensure that the College complies with the QCTO and AQP assessment policies and procedures

KNOWLEDGE AND SKILLS: Knowledge of: PSET and CET Act. ● Knowledge of Teaching and Learning. ● Skills Development Act, Public Service Regulations and Public Service Act, Labour Relations Act. ● Knowledge of the Public TVET sector and its regulatory and legislative framework. ● Understanding of the Higher Education sector. ● Knowledge of Education Act. Skills set must include : Administrative Planning and organizing ● Financial management Report writing ● Communication and interpersonal ● Problem solving



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● Computer literacy ● Analytical ● Client oriented ● Project management ● Team leadership ● People management

POST : ASSISTANT DIRECTOR: STUDENT REGISTRATION
REF : ASDR/04/2021
CENTRE : HEADQUARTERS
SALARY LEVEL : 10
SALARY NOTCH : R477 090
POST TYPE : PERMANENT BASIS, PERSAL APPOINTMENT

MINIMUM REQUIREMENTS: ● Recognized three (3) year National Diploma (NQF level (6) in Business Administration, Public Management/ Administration/Information Communication Technology (ICT) or equivalent qualification. ● A minimum of 3-5 years' Experience in the post schooling (PSET) sector ● Driver's license: Code B

KNOWLEDGE AND SKILLS: ● Knowledge of and skills pertaining to student registration and enrolment administration duties and practices including data capturing experience. ● Working knowledge and understanding of the legislative framework governing the Public Service. ● Knowledge of storage and retrieval procedures in terms of the working environment. ● Proven report writing and presentation skills in the public sector. ● Good communication skills. ● Planning and execution of complex tasks and/or projects. ● Proven computer literacy, including advanced MS Word, MS EXCEL and MS Power Point competence. ● Proven ability to effectively manage change. ● Leadership skills.

KEY RESPONSIBILITIES: ● Manage and support the administration of the overall student registration in line with the national standard operating procedure on student enrolment ● Oversee the process of record keeping of student registration information and ensure seamless retrieval of these records when needed ● Oversee the development and institutionalization of the college record and filing system with regards to student registration ● Develop, review and monitor the implementation of policies and procedures in relation to student admission and registration as well as managing the enrolment. ● Organize workshops on the implementation of these policies and standard operating procedures. ● Develop marketing strategies to attract new potential students. ● Manage the student registration process and ensure proper procedure are followed. ● Monitor, analyze and report on the



student enrolment as per the data requirements and requests. • Coordinate career exhibition and other advisory services. • Management of human, financial and other resources of the registration unit.

APPLICATIONS

Hand-delivered applications will be accepted.

EMAIL APPLICATIONS TO: humancapital@lovedale.org.za

CLOSING DATE: 10 NOVEMBER 2022, before 16h00

Applications must be submitted on the new Z83 application form which can be downloaded from www.dpsa.org.za. An **OLD** or **UNSIGNED** Z83 form will disqualify an application. The form must be accompanied by an updated comprehensive CV and certified copies of qualifications (a matric certificate, post-matric qualification(s), a South African green barcoded or card ID document and driver's license). Non-South African citizens must attach a copy of their permanent resident permit. Should one be in possession of a foreign qualification, it must be accompanied by an evaluation certificate for the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to the following checks:

- *Personal suitability.*
- *Criminal record.*
- *Citizenship verification.*
- *Financial verification*
- *Qualification/study verification; and*
- *Previous employment verification.*

Where applicable, candidates will be subjected to a skills/knowledge test. The college reserves the right not to make appointment(s) to the advertised post(s). Coloured females are encouraged to apply.

Enquiries: Ms N Mjonono on 087 238 2223 / 043 604 472