



# higher education & training

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA



**Central Johannesburg TVET College is an Equal Opportunity, Affirmative Action Employer. Applications are invited from suitable qualified and experienced candidates for appointment in the following position. INTERNAL CANDIDATES FROM CJC NEED APPLY ONLY.**

**Period: 12 Months or when a permanent Incumbent occupies/returns to the post.**

**Enquiries: Mr MB Khakhu- 011 351 6000**

**Post: Acting Campus Manager- Ellis Park Campus, PL5 Reference number: EP/08/2021, Salary – Acting Allowance College Payroll**

<b>Requirements:</b>	✓ National Senior Certificate/Grade 12/Standard 10 or NCV level 4 plus an appropriate Degree/Diploma in Education. *A minimum of seven years (7) working experience in the TVTE sector education institution of which at least a minimum of five (5) years should be at managerial level. *Must be registered with SACE. *Computer Literacy (MS Word, Excel, PowerPoint, Access & Outlook) and must also be in possession of an unendorsed valid Driver's License.
<b>Competencies, Knowledge and Skills:</b>	✓ Thorough knowledge and understanding of the relevant legislation related to TVET sector. Extensive knowledge and experience of financial, project and HR development strategies. Interpersonal skills. Sound knowledge of communication skills. Problem solving and analytical skills. Initiative skills. Ability to work under pressure and meet deadlines. Ability to work independently as well as in a team. Planning and execution, organizing, leading and control skills. Report writing and Presentation skills.
<b>Duties &amp; Responsibilities:</b>	✓ Responsible for the overall management of the Campus. Lead and coordinate day to day management of staff, students and Campus activities. Lead and support designated staff to ensure learners attainment. Responsible for institutional quality assurance at Campus level. Oversee the professional development of both academic and support staff members. Accountable for all assets and financial transaction of the Campus. Monitor and evaluate Campus administration processes. Effective management of discipline and conflict management within the Campus. Prepare management plan to achieve target as well as needs of the students and other stakeholders. Plan, manage and monitor the student's enrolment processes. Assist with formulation, implementation and monitoring of policies and procedures to ensure effective and efficient management of internal audit and risk management systems at the Campus. Plan and manage all Campus related projects within the allocated budgets. Play an active role in promoting extra and curricular activities on the Campus. Liaise with all College stakeholders. Encourage and support initiative with other academic institution with regards to education and training.
<b>Instructions:</b>	✓ Please forward your application to the email address below:

	<p>NB: Kindly quote name of the post you are applying for and its reference number in the subject line.</p> <p>All applications form must be directed to the following email address: <a href="mailto:recruitment24@cjc.edu.za">recruitment24@cjc.edu.za</a></p> <p>Application with supporting documentation, including a signed Z83 Form be emailed to the respective email address provided. Application sent to incorrect email address will regrettably not be considered. Application must be submitted on a Z83 form, form obtainable on the internet at <a href="http://www.gov.za/documents">www.gov.za/documents</a> and must be accompanied by a comprehensive CV and certified copies (not older than 6 (six) months) of qualifications( including matriculation and academic record (s), Identity Documents and Driver's License where applicable. It is the applicant's responsibility to have foreign qualifications evaluated by South African Qualifications Authority (SAQA). If you do not receive any response within (3) months after the closing date of this advertisement, kindly accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitable checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Applications receive after closing date will not be considered.</p>
<b>Closing date:</b>	<p><b>27 August 2021 @ 17h:00</b></p> <p>Central Johannesburg TVET College reserves the right to withdraw the above position.</p>