

CAREER OPPORTUNITIES: INTERNAL ADVERTISEMENT

Central Johannesburg TVET College would like to invite suitable qualified, innovative, result-orientated and self-driven candidates on a temporary basis post renewable to apply for the following positions:

Post Description	Workshop Manager
Salary Level	PL2
Salary Notch	Will determine according to DHET salary scale
Post reference	Alex/10/2021
Centre	Alexandra Campus
Minimum Requirement	Grade 12 or equivalent qualification, National Diploma/Degree Mechanical Engineering, Trade Test, Teachers Diploma/ Degree in Education is an added advantages
Aim of the job	To support the regular needs of students from all Programmes in the field of design, model making, joinery and fabrication, and develop the role of the design workshops as both a support and demonstration mechanism for the advancement of knowledge and expertise in these areas. Supporting the range of workshop and model making facilities, managing resources availability; day-to-day running of the workshops and ensuring resources are deployed in accordance with relevant health and safety regulations.
Key Accountabilities	<p>Liase with Campus Manager and HOD's on matters pertaining the overall management of the workshop. Provide inputs on the induction of new employee and maintaining external supplier's relationships. Ensure that management systems and structures are well established and functional for the smooth running of the workshops. Implementing safe working practices and security within the workshops. Schedule workshop utilization, control workshop related equipment and resources, responsible for workshop housekeeping. Develop an environmental strategy for the workshop to include waste management, recycling and reuse of parts and equipment. Support and fully comply with college and departmental policies and procedures. Produce monthly and annual reports to Campus Manager. Responsible for providing leadership and management in the workshop sections.</p> <p>Responsible for the control register of the workshop equipment to maintain a highest possible standard of productivity and quality. Responsible for customer services, reliability and dependability by providing all staff and students with the technical assistance that they require from the workshop. To create an environment that foster commitment and confident among colleagues. To promote professional ethos amongst workshop staff as well as encourage</p>

	<p>good practices in the workshop. Ensures compliance of staff to workshop policies and all other relevant legislation including PPE requirements. Ensure the responsible management of utilization of workshop tools, equipment and consumables. Perform supervisory duties to staff attached to workshops together with monitoring systems to achieving target. Manage and maintain assets in line with policy. Ensures resources and consumables are available. Monitor procurement of budget items. Ensure schedules are drawn to maximize the utilization of workshops as well as PAT and ISAT plans.</p>
Person Specification	<p>The incumbent should have shown experience of managing and developing advanced workshops facilities, ideally within high-end design threshold; high quality workshops, joinery, carpentry and skilled crafts; installing and operating advanced workshop machinery, including analogue and digital specialisms, and related design and interface software; working within the Higher Education Sector; experience of educating others, including students and colleagues</p>
Postal/Hand delivered Applications to:	<p>Please forward your application, quoting the reference number to: The Human Resource Department; Central Johannesburg TVET College; 5 Ubla Venue, (Princess of Wales Terrace) Parktown, Johannesburg, 2193, Reception Area.</p>
Closing date	<p>12 November 2021, applications received after the closing date or faxed will not be considered. Note: Application must be submitted on form Z83 obtainable from any public services department and must be accompanied by a comprehensive CV and certified copies of qualifications. Successful candidates will be subjected to an security clearance and verification of qualifications</p>
General Instructions	<p>The College is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representatives: (race, gender and disabilities) in the College through the filling of the posts and a candidate whose appointed, transfer or promotion will promote representivity will receive preference</p>

Central Office

5 Ubla Avenue
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Parktown
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Campuses

Alexandra Campus
Crown Mines Campus
Ellis Park Campus
Langlaagte Campus

Parktown Campus
Riverlea Campus
Smit Street Campus
Troyville Campus