



CAREER OPPORTUNITIES: INTERNAL AND EXTERNAL ADVERTISEMENT

Central Johannesburg TVET College would like to invite suitable qualified, innovative, result-orientated, and self-driven candidates on a **12 months fixed-term contract** to apply for the following positions:

Post Description	Assistant Director: Partnership and Linkages
Salary Level	SL10
Salary Notch Range	R527 298, 00 per annum plus benefits
Post reference	CJC/AD/122/2024
Centre	Central Johannesburg TVET College (Central Office)
Minimum Requirement	<ul style="list-style-type: none"> • A recognized three (3) years Degree/National Diploma (NQF 6) Project Management or Marketing or equivalent related REQV13 qualification. • At least Three (3) to Five (5) years of supervisory experience in Project Management and or Business development environment • Building partnerships. • Innovation • Marketing and Entrepreneur insight • Financial Management • Mobilising resources • Interpretation of statutes • Knowledge of Public Service Act, PFMA, Treasury regulations, and other frameworks • Business planning • Visibility analysis • Knowledge and understanding of administration reporting process and procedures • A valid driver's license.
Duties and responsibilities:	<ul style="list-style-type: none"> • Build a database of local businesses and other linkages • Participate in business forums and identify project opportunities • Develop project proposals and plans for joint initiatives • Facilitate handover with the College managers • Form partnerships with industry and relevant stakeholders • Identify opportunities for College income generation • Establish work environment simulation potential • Provide market needs business case rationale for all opportunities • Identify appropriate partner or service provider • Coordinate the submission of tenders and funding proposals • Provide information and reports on programmes, funding and partnership to DHET and other stakeholders • Develop and update schedule of local government projects and opportunities • Identify College synergies potential contribution to provincial departments

	<ul style="list-style-type: none"> • Build relationships with relevant officials, establish a database of key contacts and participate in meetings as appropriate. • Develop proposals for partnering on specific practical opportunities aligned with the College core business • Conduct visibility studies for all new and proposed projects • Develop the project and budget • Partner with relevant research organizations • Negotiate and sign service level agreements and or contracts with clients • Provide training and support to LPU and campus staff members on SETA and contractual compliance matters • Coordinate accreditation and application for new programme approvals • Handover the project to the relevant campus or occupational manager.
Instructions:	<p>Applications should be hand delivered to the following address: Central Johannesburg TVET College, Central 2 Building, 5 Ubla Avenue, Off Princess of Wales Terrace, Parktown, Central Office or Private Bag 70500, Houghton, Parktown, Johannesburg, 2041.</p> <p>Note:</p> <ul style="list-style-type: none"> • Applicants are required to submit a fully completed New Z83 form and a detailed Curriculum Vitae. • Only shortlisted candidates for the post will be required to submit certified copies of documents on or before the day of the interview following Communication with HR Officials. • Applications for employment must be fully completed, initiated, and signed by applicant, failure to complete will lead to disqualification during the selection process. • Section A, B, C, D and F must be fully completed, and E and G should be ignored if the information is attached on the CV. • Declaration must be signed. If you have not been contacted within three months, after the closing date, please accept that your application was unsuccessful. • The recommended candidates may be subject to criminal verification, qualification verification and reference checks. • The Central Johannesburg TVET College under auspices of Department of Higher Education and Training is guided by the principles of Employment Equity; therefore, all the appointment will be made in accordance with the Employment Equity target of the department. People with disabilities are encouraged to apply.
Enquiries:	<p>Khakhu MB/ Makhubedu S / Maphini B Tel: 011 351 6000 Email: khakhum@cjcedu.za</p>
Closing date:	28 March 2024