



DEPARTMENT OF HIGHER EDUCATION AND TRAINING

Gauteng Province (Central Johannesburg TVET College)

POST: HEAD OF DEPARTMENT: ENGINEERING OCCUPATIONAL PROGRAMMES: POST LEVEL 3: REF NO: HOD/ENG/1/2026

SALARY: R468 459 per annum (Post Level 3) plus benefits as applicable in the Public Sector

CENTRE: Central Johannesburg TVET College, Central Office

MINIMUM REQUIREMENTS: Grade 12/Senior Certificate or equivalent qualification. A recognised National Diploma or Bachelor's Degree, or equivalent qualification, relevant to the Engineering occupational programme(s) or occupational field to be managed. A recognised professional teaching qualification appropriate to the TVET sector or a Red Seal Certificate. Registration with SACE. A recognised qualification in education and training will be an advantage. A minimum of five (5) years' relevant experience in education, training, occupational learning or skills development. At least three (3) years' supervisory or management experience in occupational education and training, skills development, project management or a related environment. Sound knowledge and understanding of the South African TVET and occupational education and training environment. Sound knowledge of QCTO occupational qualifications, occupational programmes and skills programmes. Knowledge of the regulatory and quality assurance requirements applicable to occupational programmes, including relevant QCTO, SETA and DHET requirements. Experience in the implementation and management of occupational programmes, skills programmes, learnerships, apprenticeships or other workplace-based training initiatives. Registration/accreditation as an Assessor and Moderator will be an advantage and may be required for specific occupational programmes. Experience in occupational programme/project management. Experience in working with employers, industry partners, SETAs, QCTO and other relevant stakeholders. Knowledge of learner registration, accreditation, assessment, moderation, certification and programme compliance requirements. Knowledge of workplace-based learning and placement of learners with employers. Knowledge of project planning, budgeting, monitoring, reporting and quality assurance. Computer literacy, including MS Word, Excel, PowerPoint, Outlook and relevant College systems. Strong leadership, project management, stakeholder management, communication, negotiation, networking, analytical, planning and problem-solving skills. Ability to work under pressure and meet project and programme deadlines. Ability and willingness to work extended hours and travel when operationally required. A valid driver's licence.

DUTIES: Provide strategic, academic and operational leadership in the Occupational Programmes Department. Plan, coordinate and manage the implementation of occupational programmes in accordance with the College's strategic objectives and approved operational plans. Develop departmental operational plans, implementation schedules, project plans and performance targets. Coordinate the implementation of occupational qualifications, skills programmes, learnerships, apprenticeships and other approved occupational learning programmes. Ensure that programmes are implemented in accordance with applicable QCTO, SETA, DHET, College and other regulatory requirements. Coordinate learner recruitment, selection, registration, induction and enrolment in accordance with approved procedures. Monitor learner progress, attendance, retention, completion and achievement across occupational programmes. Coordinate facilitator/trainer allocation and monitor the effective delivery of training. Develop and monitor work allocation and programme implementation schedules. Coordinate internal assessment, external assessment, moderation and certification processes. Ensure that learner portfolios, assessment evidence and programme records are maintained accurately and securely. Monitor the quality and compliance of occupational training and workplace-based learning. Facilitate and monitor workplace exposure, workplace learning and learner placement with suitable employers. Establish, maintain and strengthen relationships with employers, industry bodies, SETAs, QCTO and other strategic partners. Identify opportunities for partnerships that support occupational programme delivery, learner placement, workplace exposure and employment opportunities. Coordinate the development, review and implementation of Memoranda of Understanding and other partnership arrangements, where applicable. Support the identification of occupational skills needs within the College's catchment area and industry. Identify opportunities for new occupational programmes in line with labour-market needs, College priorities and available resources. Coordinate programme accreditation, registration and compliance processes with relevant quality assurance and regulatory bodies. Facilitate the registration and/or recognition of facilitators, assessors, moderators and other relevant practitioners where required. Monitor the performance of occupational projects against approved targets, timelines, budgets and deliverables. Manage occupational programme budgets and ensure effective and economical utilisation of resources.

Monitor procurement of training materials, equipment, tools and other resources required for occupational programmes. Ensure effective utilisation, maintenance and safeguarding of occupational training facilities and equipment. Monitor learner stipends, payments and other programme-related administrative processes where applicable. Maintain comprehensive databases and records relating to learners, programmes, employers, accreditation, assessments, facilitators, assessors and moderators. Coordinate internal quality assurance and prepare the department for external monitoring, verification, audits and accreditation visits. Identify departmental risks, non-conformances and compliance gaps and implement corrective and improvement measures. Monitor and evaluate occupational programme performance and develop interventions to improve learner completion, assessment outcomes and employment/placement opportunities. Identify staff development needs and facilitate professional development of occupational programme staff. Manage staff performance in accordance with the College's performance management framework. Provide guidance on labour relations and staff-management matters in accordance with applicable policies and legislation. Participate in College committees, management meetings, stakeholder forums, workshops and other official activities. Provide technical and strategic advice to Campus and College management on occupational education and training matters. Promote innovation, entrepreneurship, employability and industry responsiveness within occupational programmes. Ensure compliance with college policies, DHET directives, QCTO requirements, applicable legislation and quality assurance standards. Perform any other lawful and reasonable duties assigned by the Campus Manager, Deputy Principal or delegated authority.

INSTRUCTIONS: The Central Johannesburg TVET College (CJC) invites applicants to apply online on the New Z83 form by clicking on this link <https://cjc83.ngnscan.co.za/apply>. Apply and follow the easy prompts/instructions. If you apply for the first time, you will be required to register by clicking the register button to register. After registering, you will be allowed to log in and apply for your chosen post (s). Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form, and a detailed Curriculum Vitae will be considered. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. The shortlisted candidate will also be requested to submit confirmation or service letter from their previous employer, confirming their employment status/ history. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The successful candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. CJC is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements. Due to the college financial constraints, candidates will be responsible for their traveling and accommodation.

Enquiries: Mr MB Khakhu Tel No: (011) 351 6000

Closing date: 09 October 2026

POST: HEAD OF DEPARTMENT: BUSINESS STUDIES OCCUPATIONAL PROGRAMMES: POST LEVEL 3:
REF NO: HOD/OCC/2/2026

SALARY: R468 459 per annum (Level 3) plus benefits as applicable in the Public Sector

CENTRE: Central Johannesburg TVET College, Central Office

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