



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



INTERNAL ADVERT

POST: FIXED TERM CONTRACT- ACTING CENTRE MANAGER AT KWA-ZULU NATAL CET COLLEGE:

Manaye CLC- Pietermaritzburg (Reference No: KZN/MNY/2021)

UsizuZulu CLC- Vryheid (Reference No: KZN/USZ/2021)

SALARY RANGE: TO BE DETERMINED BY DHET

REQUIREMENTS: A grade 12. A recognized Bachelor's degree or equivalent qualification including a professional qualification in education (REQV 13). SACE or register with SACE within 3 months of employment. At least five years' work relevant experience in the Community Education and Training (CET) previously known as Adult Education and Training (AET) or post school education and training sector. **Only former Centre Manager and Satellites supervisors before current gazette are eligible to apply within that main centre.** Proven management skills and a track record in the preparation, implementation and management of operational, curriculum management, financial plans and projects. Ability to design internal systems and controls to ensure curriculum delivery. Report writing and presentation skills. Sound knowledge of the community college sector and its regulatory and legislative framework. Leadership, client orientation and customer focus, financial management, people management and empowerment, communication, stakeholder management skills. Computer literacy. A valid driver's licence will added advantage.

DUTIES:

To drive the implementation of Kwa-Zulu Natal Community Education and Training College policies frameworks and systems. Draft and update the Centre master time-table. The Centre master time-table must be displayed prominently in the office and/or staff room. Allocate learning areas accordingly. Perform all examination related tasks. Compile snap and annual forms. Ensure that there is conducive teaching and learning environment. Responsible for professional management of public centre. Give proper instructions and guidelines for timetabling, admission and placement of learners. Keep proper records. Manage the funds and facilities economically and effectively. Keep and update log book. Ensure that Departmental circulars and other information received which affect members of staff, are brought to their notice as soon as possible and are stored in an accessible manner. To manage the performance of the centre employees in terms of the College personnel management and development system including compiling performance agreements with employees, conduct appraisal, identify training and development needs and compile development plans. To administer the centre, as the Manager, reporting to the Deputy Principal on all activities. To be accountable for finances and financial matters of the centre as per PFMA. To prepare orders following procurement procedures and submit to finance section for further processing. Management

and ensuring optimal utilization of the centre academic and physical resources including buildings, assets as well as human resource.

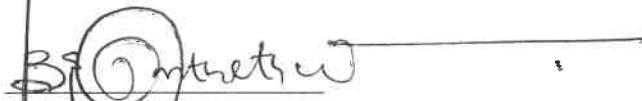
KWAZULU- NATAL COMMUNITY EDUCATION AND TRAINING COLLEGE

The department is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity: (race, gender and disability) in the Department through the filling of posts and a candidate whose appointment, transfer or promotion will promote representivity are encouraged to apply.

APPLICATIONS: Please Forward Your Application, Quoting. The Reference Number to: The Principal and email to HRQueries@KZN.CETC.edu.za

CLOSING DATE: 30 April 2021 @ 16:00, applications received after the closing date or faxed applications will not be considered.

NOTE: Applications must be submitted on form (NEW) Z83 obtainable from any public service department and must be accompanied by a comprehensive CV, certified copy of green South African identity document and certified copies of all academic qualifications and certified copy of driver's license. Persons in possession of foreign qualification **MUST** submit an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit the requested documents will result in the application no being considered. The successful candidate will be subjected to a security clearance and verification of qualifications. Shortlisted candidates will be subjected to a practical assessment where necessary. List with references below. Correspondence will only be entered into with short-listed applicants. The College /department reserves the right to withdraw any of the advertised posts at any time depending on the need.


College Principal