

COLLEGE VACANCY LIST

2011/06/20

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Ref No : SC 01/2011

Closing Date : 2011/07/01

Post Level : PL 1

Minimum Salary :

Title : Office Administration

Campus : Sebokeng Campus

Job Description : Lecture Business Practice, Office Practice, Office Data Processing (Typing using Microsoft Office) and New Venture Creation of NC(V) Level 2 - 4 and Nated N4 - N6

Requirements : REQV 13, which includes a teaching qualification. SACE registration. Computer knowledge will be an advantage.

Enquiries : Mr G. Mothapo
Tel. 016 422 6645

Instructions : Applications can be forwarded to the following address:

The Principal
Sedibeng College for FET
Private Bag X020
VEREENIGING
1930

Or can be handed in at:

Sedibeng College Central Administration Office
37 Voortrekker Street
VEREENIGING
1939

Applications must be forwarded on Form Z83 (obtainable from any Public Service Department), accompanied by a comprehensive Curriculum Vitae and certified together copies of qualifications and Identity Document can be forwarded or hand delivered to the addresses above. Please indicate clearly the reference number for the post you are applying for.

CLOSING DATE: 01 July 2011 at 12h00

Ref No : SC 02/2011

Closing Date : 2011/07/01

Post Level : PL 1

Minimum Salary :

Title : Finance

Campus : Vanderbijlpark

Job Description : Lecture Accounting and Computerised Financial System NC(V) L2-4 and N4-N6. Experience or a qualification in PASTEL and Computers.

Requirements : REQV 13, which includes a teaching qualification, SACE registration, Computer knowledge will be advantage.

Enquiries : Mr MG Mothapo Tel. (016) 422-6645

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CLOSING DATE: 01 July 2011 at 12h00

Ref No : SC 03/2011

Closing Date : 2011/07/01

Post Level : PL 1

Minimum Salary :

Title : Electrical

Campus : Sebokeng/Vereeniging

Job Description : Lecture Electrical Principles and practices, Workshop Practice, Electronic Control and Digital Electronics, Electrical System and Construction and Mathematics on NC(V) L2-4 and Nated Subjects N4-N6.

Requirements : REQV 13 and/or N3 Plus Trade Test .
Ateaching qualification will be an added advantage, SACE registration, Computer knowledge will be an advantage.

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CLOSING DATE: 01 July 2011 at 12h00

Ref No : SC 04/2011

Closing Date : 2011/07/01

Post Level : PL 2

Minimum Salary :

Title : Senior lecturer Mechanical

Campus : Vereeniging

Job Description : Lecture Engineering Fundamentals, Engineering Technology, Engineering System, Mathematics and Fittinf and Turning NC(V) L2-4 and Nated N4-N6.

Requirements : REQV 13 and/ or N3 plus trade test .
A teaching qualification will be added advantage. SACE registration, Computer knowledge will be advantage.

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CLOSING DATE: 01 July 2011 at 12h00

Ref No : SC 05/2011

Closing Date : 2011/07/01

Post Level : PL 2

Minimum Salary :

Title : Senior Lecturer Business Studies

Campus : Heidelberg

Job Description : Lecturer co-ordinate, conduct subject meeting, monitor and support lecturers in maintaining PoE and PoA files in all nc(v) Level 2-4, and Nated N4-N6 in Business studies programme.

Requirements : An REQV 13, which includes a teaching qualification. 3 years appropriate experience, A valid driver's licence, SACE registration, Computer knowledge will be an advantage.

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Ref No : SC 06/2011

Closing Date : 2011/07/01

Post Level : PL 2

Minimum Salary :

Title : Senior Lecturer Marketing

Campus : Sebokeng Campus

Job Description : Lecture, coordinate, conduct subject meeting, monitor and support lecturers in maintaining PoE and PoA files in all NC(V) L2-L4, and Nated N4-N6 Marketing-related subjects.

Requirements : An REQV 13, which includes a teaching qualification, 3 years appropriate experience, a valid driver's licence, SACE registration, Computer knowledge will be advantage.

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CLOSING DATE: 01 July 2011 at 12h00

Ref No : SC 07/2011

Closing Date : 2011/07/01

Post Level : PL 2

Minimum Salary :

Title : Senior Lecturer Macheical

Campus : Vereeniging

Job Description : Lecture, co-ordinate, conduct subjects meeting, monitor and support lecturers in maintaining PoE and PoA files in NC(V) L2-4 and Nated N4-N6 in Engineering and Related Design programmes.

Requirements : An REQV 13, which includes a teaching qualification, 3 years appropriate experience, A valid driver's licence, SACE registration, Computer knowledge will be an advantage.

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Ref No : SC 08/2011

Closing Date : 2011/07/01

Post Level : PL 2

Minimum Salary :

Title : Senior Lecturer Electrical

Campus : Sebokeng Campus

Job Description : Lecture, co-ordinate, conduct subjects meetings, monitor and support lecturers in maintaining PoE and PoA files in NC(V) L2-4, and Nated N4-N6 in Electrical Infrastructure Construction, including Mathematics.

Requirements : An REQV 13, which includes a teaching qualification, 3 years appropriate experience, A valid driver's licence, SACE registration, Computer knowledge will be an advantage.

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CLOSING DATE: 01 July 2011 at 12h00

Ref No : SC 09/2011

Closing Date : 2011/07/01

Post Level : PL 3

Minimum Salary :

Title : Head of Division

Campus : Vanderbijlpark (2 Post)

Job Description : Overall management of the academic matters in business studies. Guide, support, monitor and assess the performance of lecturing staff. Recruit and induct new students, take care of attendance records, assess performance and determine training needs. Be responsible for discipline and placements. Manage work distribution and the timetable for the division. Ensure quality quality education and adherence to College and subject policies. Manage exam-related matters, manage the requisition, distribution and control of stock for the division. Assist with financial planning and control, Liaise with learners, parents and employers. Assist with lecturing duties as required.

Requirements : An REQV 13, teaching qualifications, An appropriate 3 year or Bachelor's degree or equivalent qualifications will be advantage. A minimum of 5 years appropriate experience, in-depth knowledge of legislative frame works, the FETC Act, Employment Equity

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CLOSING DATE: 01 July 2011 at 12h00

Ref No : SC 10/2011

Closing Date : 2011/07/01

Post Level : PL 3

Minimum Salary :

Title : Head Of Division

Campus : Sebokeng

Job Description : Overall management of the academic matters in business studies. Guide, support, monitor and assess the performance of lecturing staff.

Recruit and induct new students, take care of attendance records, assess performance and determine training needs. Be responsible for discipline and placements. Manage work distribution and the timetable for the division. Ensure quality education and adherence to College and subject policies. Manage exam-related matters, manage the requisition, distribution and control of stock for the division. Assist with financial planning and control, Liaise with learners, parents and employers. Assist with lecturing duties as required.

Requirements : An REQV 13, teaching qualifications, An appropriate 3 year or Bachelor's degree or equivalent qualifications will be advantage. A minimum of 5 years appropriate experience , in-depth knowledge of legislative frame works, the FETC Act, Employment Equity A

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CLOSING DATE: 01 July 2011 at 12h00

Ref No : SC 11/2011

Closing Date : 2011/07/01

Post Level : PL 3

Minimum Salary :

Title : Head Of Division

Campus : Vereeniging

Job Description : Overall management of the academic matters in engineering studies. Guide, support, monitor and assess the performance of lecturing staff.
Recruit and induct new students, take care of attendance records, assess performance and determine training needs. Be responsible for discipline and placements. Manage work distribution and the timetable for the division. Ensure quality education and adherence to College and subject policies. Manage exam-related matters, manage the requisition, distribution and control of stock for the division. Assist with financial planning and control, Liaise with learners, parents and employers. Assist with lecturing duties as required.

Requirements : An REQV 13, teaching qualifications, An appropriate 3 year or Bachelor's degree or equivalent qualifications will be advantage. A minimum of 5 years appropriate experience , in-depth knowledge of legislative frame works, the FETC Act, Employment Equity A

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CLOSING DATE: 01 July 2011 at 12h00

Ref No : SC 12/2011

Closing Date : 2011/07/01

Post Level : PL 3

Minimum Salary :

Title : Academic Manager

Campus : Central Office

Job Description : Co-ordinate ICASS, ISAT and assessment. Chair academic/curriculum meetings of curriculum HOD's. Co-ordinate academic year plans, guide and support HOD'S. Co-ordinate the ordering of LTSM, manage overall examinations. Analyse the examination performance of campuses. Ensure quality education at the College . Report to the Deputy Principal Academic Affairs.

Requirements : An REQV 13, teaching qualifications, An appropriate 3 year or Bachelor's degree or equivalent qualifications will be advantage. A minimum of 5 years appropriate experience , in-depth knowledge of legislative frame works, the FETC Act, Employment Equity A

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CLOSING DATE: 01 July 2011 at 12h00

Ref No : SC 13/2011

Closing Date : 2011/07/01

Post Level : PL 5

Minimum Salary :

Title : Campus Manager

Campus : Vereeniging

Job Description : Leadership and administration. Guide, support, monitor and assess the performance of lecturing and support staff. Plan and compile an effective Campus budget, Control Expenditure. Be responsible for the internal auditing of assts. Overall management of the Engineering and Skills Campus.

Requirements : An REQV 13, An appropriate 7 years appropriate experience. A minimum of 3 years management experience as an HOD or equivalent. Excellent skills management, leadership, administration, communication, report-writting and computer. The ability to think str

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