

RE-ADVERTISEMENT

HEAD OF DEPARTMENT PL3 (2 POSTS)

PERMANENT

SALARY RANGE: R 465,843 – R 556,086 PER ANNUM (EXCLUDING BENEFITS)

THE HEAD OF DEPARTMENT ARE REQUIRED AS INDICATED BELOW:

Posts	Reference Number
HOD: Engineering Studies	NLC- BV1/2022: HOD
HOD: Engineering Studies	NLC- W1/2022: HOD

MINIMUM REQUIREMENTS

- Relevant National Diploma/Degree including a minimum of three (3) years appropriate industry experience.
- or
- N6 with a Trade Test in the relevant field.
- Teachers Qualification will be an added advantage.
- Five (5) years training experience of which three (3) years must be supervisory experience.
- Sound knowledge of theory and practical in the specific field being applied for.
- Computer Literacy.
- Certified Assessor.
- Certified Moderator will be an added advantage.
- Valid Driver's Licence.

KEY PERFORMANCE AREAS

- Overall Management of programmes offered at the campus.
- Co-ordinate and manage all relevant deadlines as per programme year plans.
- Co-ordinate Staff Development activities including the induction for new staff.
- Monitor all existing student support programmes.
- Assist the Campus Manager with Academic matters and deadlines.
- Manage all time-tables regarding Lecturer contact hours.
- Create a healthy ethos and working environment conducive to Education and Training.
- Enforce discipline and Code of Conduct for students and staff.
- Manage the Quality of Academic Delivery on Campus.
- Manage all class visits as per the Quality Management System.
- Assist with examination matters.

Applications: Applicants must submit their CV, copies of all qualifications (including school leaving qualifications), Academic Transcripts/ Statement of results, Identity document (ID Card – Front & Back copy), Valid Driver's Licence and 2 recent contactable references. Please note that a passport or Drivers Licence will not be accepted in lieu of Identity Document.


 16/05/2023


All applicants must submit a duly signed and fully completed **NEW Z83** form (view on the Northlink College website www.northlink.co.za) to email Careers5@northlink.co.za.

- **ALL DOCUMENTS SUBMITTED MUST BE IN PDF FORMAT.**
- **Applicants will be subjected to a criminal background check as well as the verification of qualifications.**
- Applicants are advised to submit one PDF document per application. A complete set of application documents should be submitted separately for every post you wish to apply for. Please ensure that you clearly state the relevant post reference number on your application. The College will not be responsible for any illegible PDF documents or PDF documents cannot be accessed/opened. The onus rests on the applicant to ensure that the applications are e-mailed before the closing date. Failure to attach the requested documents and incomplete applications will not be considered.

Closing Date: 15 June 2022 at 12h00

Enquiries: 021 970 9053

Northlink College is a designated employer in terms of the Employment Equity Act. Appointments will be made according to the Employment Equity plan of the institution. No absolute barriers will be created against persons from the non-designated groups. The College reserves the right not to make an appointment. If you have not received a reply within sixty (60) days after the closing date, you can consider your application as unsuccessful.


16/05/2023

• **Belhar Campus**

Tel: 021 952 2113 • Fax: 021 952 6694

• **Bellville Campus**

Tel: 021 951 2231 • Fax: 021 951 3967

• **Goodwood Campus**

Tel: 021 591 3181 • Fax: 021 592 2493

• **Parow Campus**

Tel: 021 931 8238 • Fax: 021 931 8244

• **Protea Campus**

Tel: 021 946 2250 • Fax: 021 949 0886

• **Tygerberg Campus**

Tel: 021 524 2200 • Fax: 021 524 2300

• **Wingfield Campus**

Tel: 021 591 9207 • Fax: 021 592 3923