ADVERTISEMENT

(PERSAL Appointment - Full Time Permanent)

APPLICATIONS ARE AWAITED FROM SUITABLY QUALIFIED PERSONS FOR APPOINTMENT IN THE FOLLOWING POSITION:

Head of Division: on PL3 (HOD: Engineering General) Engineering Studies
with basic salary between R535 146,00 and R654 309,00 per annum.

Location: Kathu

Post Reference No: NCRTVET/798/10/2026/LEC/ES/KAT/04

The NCR TVET College is looking for a qualified and dedicated Head of Division to manage the Engineering Studies Faculty including the QCTO programmes and National Certificate (Vocational) [NC(V)] courses. This is a hands-on role for an industry-experienced professional who can bridge theoretical engineering concepts with real-world workshop applications to build high-demand artisan skills. This is a full-time position on Post Level 3.

Minimum Requirements:

Appropriate recognized Professional qualification in Education.
Appropriate recognized Bachelor's degree/National Diploma (NQF Level 6) or equivalent qualification in Engineering.
Minimum 3 years in Education/Teaching and Learning environment or related, with managerial experience on PL2 or similar.
SACE Registration.
Relevant Trade Test qualification (Red Seal).

Recommendations:

Knowledge:

Curriculum & Programs: Deep understanding of all NC(V) and Occupational Qualification curricula within Engineering Studies.
TVET Sector Legislation: Expert knowledge of the national and institutional policies governing the TVET sector, including DHET regulations and quality assurance frameworks.
Assessment & Moderation: Comprehensive knowledge of ICASS (Internal Continuous Assessment), external examinations, and moderation processes.
In-depth understanding of the QCTO occupational curriculum framework, including Knowledge Modules (KM), Practical Skills Modules (PM), and Workplace Experience Modules (WM) for mechanical engineering trades.

Skills:

Applicants must demonstrate advanced leadership and managerial skills.
Strategic Leadership: Ability to develop and implement divisional strategies, manage performance, and drive academic excellence.
Team Management & Mentoring: Exceptional ability to lead, motivate, and mentor a diverse team of lecturers and administrative staff.
Stakeholder Engagement: Excellent communication and interpersonal skills to liaise with internal and external stakeholders, including industry partners.
Problem-solving & Conflict Resolution: High-level analytical and problem-solving skills to effectively address complex academic and operational challenges.
Administrative & Reporting: Strong organizational and administrative skills, with the ability to compile comprehensive reports and manage departmental data.
Sound communication and interpersonal skills.
Computer literacy skills with specific reference to MS Word, Excel, PowerPoint, Outlook and MS Teams.
Ability to work in teams and under pressure.
Ability to analyse, interpret policies and develop guidelines to support students.

Ability to mentor and motivate staff and students.

Experience:

5 Years of teaching experience in Engineering Studies at a TVET or similar college will be an added advantage.
Management or leadership experience will be an added advantage
Proven experience in leading curriculum implementation, and quality assurance.
Track record of successfully managing resources.
Experience in liaising with industry for work-integrated learning and partnerships.

Additional Qualifications or Experience:

Academic Qualification: A Bachelor's Degree or National Diploma (NQF Level 6 or higher) in an Engineering field such as Mechanical, Electrical, or Civil Engineering.
Professional Qualification: A recognized teaching qualification, such as a Postgraduate Certificate in Education (PGCE) or a relevant TVET-specific teaching diploma.
Professional Registration: Current and valid registration with the South African Council for Educators (SACE).
Other Certifications: An Assessor and/or Moderator certificate is mandatory.

Key Result Areas:

Oversee the administration of students such as registration process, induction, and placement to ensure effective teaching and learning.
Plan and manage academic timetable, training schedule and workload of staff.
Co-ordinate and manage availability of learning material, equipment and facilities.
Teach and create an environment that is conducive for theoretical and practical on-site teaching and learning to take place.
Manage the compilation of POE and POA in accordance with the Department of Higher Education and Training and the College policy.
Manage and facilitate student work-based experience as well as lecturer workplace integrated learning.
Manage human resource, financial and physical resources.

CLOSING DATE FOR APPLICATIONS: Friday, 20 November, 2026

Only fully completed and online submitted applications, on the relevant website provided, are valid applications that will be accepted as an official application. You can use the following link to apply for this position:
https://ncrz83.ngnscan.co.za/
No physical/written/emailed application may be submitted for this position, in which case such applications will be discarded and excluded from the Recruitment and Selection processes.

Enquiries: Mr. PJ Reyneke (Tel: 0871882060)

PLEASE NOTE THE FOLLOWING:

The College is an equal opportunity, affirmative action employer.
Disabled persons with the relevant qualifications are encouraged to apply for this position.
The prescribed Z83 application form as well as your comprehensive, up-to-date CV must be completed and uploaded online when applying for this position. Incomplete and unsigned Z83 forms and the absence of a comprehensive, up-to-date CV, will disqualify your application.
Correspondence will only be entered into with candidates that were short-listed.
Applications received after the closing date and time will not be considered for the post.
By applying, the applicant agrees and accepts that it is at the sole and absolute discretion of the NCR TVET College to shortlist or not to shortlist the applicant regarding any vacant post at any site of the employer.
If there is no response received within 3 months after the closing date, please regard your application as unsuccessful.
The NCR TVET College reserves the right not to fill this post.