

## VACANCY: HEAD OF DEPARTMENT

The above vacancy exists at Denel Technical Academy

(Fixed Term Contract - the successful candidate will be based in Mahikeng for the duration of the contract)

Denel is an Employment Equity employer that gives preference to suitable candidates who add to the diversity of the company. All applications meeting the requirements will be considered, but preference will be afforded to members of the designated groups (previously disadvantaged groups).

### KEY PERFORMANCE AREAS:

- Ensure that training manuals (learner and instructor guides) are annually reviewed across all disciplines;
- Ensure that assessments of learners are conducted according to the programme schedule;
- Ensure continuous review of assessments;
- Ensure availability of training material;
- Update and review training material;
- Ensure training schedule is compiled and implemented accordingly;
- Ensure learner progress reports are completed and delivered to sponsors;
- Ensure consistent application of rules and regulations by Practitioners;
- Evaluate Practitioner performance;
- Compile assessment statistics for audit reporting purposes;
- Follow up and supply feedback on operational activities;
- Conduct annual asset/inventory verification;
- Conduct annual revision of Manual of Procedures (MOP) to ensure compliance;
- Provide inputs to the budget with regard to all Opex and Capex requirements as per the Capacity plan;
- Manage cost centre expenses;
- Manages and monitor training quality control measures;
- Ensure the Technical Academy conforms to health and safety regulations;
- Validate quarterly inventory checks;
- Manage adherence to Quality Standards (AS9100C) of all regulatory bodies to support the company to maintain current accreditations and apply for new accreditations.

### QUALIFICATIONS AND EXPERIENCE

- NQF level 4 or equivalent;
- Trade Certificate;
- Occupational Education Training Development Practitioner Certificate (OETDP);
- Management/Leadership Programme;
- In depth knowledge of quality management principles;
- In depth knowledge of Statutory requirements, rules and regulations;
- Knowledge of recruitment, selection and interviewing skills;
- Knowledge of Financial Management principles;
- 5 years' experience as Artisan in related trade;
- 3 - 5 years' experience in a training environment;
- 3 years management experience.

### JOB RELATED PERSONAL ATTRIBUTES

- Good communication skills oral and written;
- Ability to work alone;
- Attention to detail;
- Flexibility and adaptability;
- Deadline driven.

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**CLOSING DATE:**

**12 May 2017**

**INTERESTED PARTIES SHOULD APPLY AS FOLLOWS:**

**Internal applicants:**

Please go to the [Denel Aeronautics intranet](#). Click on [HR](#) and then [vacancies](#). Please note that you will be required to complete an [internal application form](#) before your application can be processed.

Please note that you will be required to complete an [internal application form](#) before your application can be processed. The internal application form and CV can be forwarded to Zodwa Simela at email address [Zodwa.Simela@denel.co.za](mailto:Zodwa.Simela@denel.co.za).

We thank all applicants for their interest; however, only those under consideration will be contacted.



**Performance**

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