

## NON-ACADEMIC CONTRACT POST (1 YEAR)

### DISTANCE LEARNING ADMINISTRATOR

#### SALARY LEVEL 5

Salary: R 173 703 per annum (Plus Benefits)

POST	REF.	SPECIFIC/ MINIMUM REQUIREMENTS
Distance Learning Administrator	DLA/2020	<p><b>Minimum Requirements:</b></p> <ul style="list-style-type: none"> <li>• Grade 12 or NCV certificate (level 4)</li> <li>• Two years' relevant administration experience</li> <li>• Exposure to FET sector and ability to use ITS system</li> <li>• Proficient use of MS Office (MS: Word, Power-point, Excel) and MOODLE system</li> <li>• Good oral and written communication skills and the ability to write clear and concise letters/memos and minutes.</li> <li>• Fully bilingual (English plus Afrikaans or Xhosa)</li> <li>• Driver's License</li> <li>• Must be willing and able to work flexible hours</li> <li>• Must be prepared to travel and carry out work at any of the Engineering campuses when required.</li> </ul> <p><b>Key Performance Areas:</b></p> <ul style="list-style-type: none"> <li>• Provide an effective and efficient administrative support service for Distance Learning.</li> <li>• Data input of enrolments on to ITS and MOODLE systems and distribute to lecturers and managers as appropriate. Support lecturers and contact learners highlighted as at risk of not achieving.</li> <li>• Provide support for exam entries by collating learner data, checking and tracking the submission to exams within required timescales. Ensuring mark verification processed is followed and signed off by all lecturers.</li> <li>• Provide a trimester check for missing course documentation when preparing for course file audits in line with DHET requirements and College policies and procedures.</li> <li>• Provide support for the quality process by collating the required paperwork and data, including monitoring and reporting non-compliance by lecturers and or moderators.</li> </ul> <p><b>Advantageous:</b></p> <ul style="list-style-type: none"> <li>• To know and understand distance/blended learning and e-learning systems.</li> </ul>

**PLEASE SEE MINIMUM REQUIREMENTS AND KEY PERFORMANCE AREAS ON THE WEBSITE  
IF APPLYING FOR MORE THAN ONE POST, KINDLY SUBMIT A SEPARATE APPLICATION FOR EACH**

**Please refer to the key performance areas for each post and submit application/s as follow/s:**

1. Application form, available on [www.cct.edu.za](http://www.cct.edu.za)
2. Covering letter stating the reference number of the specific post you apply for
3. Detailed CV with at least 2 recent contactable references
4. Certified copies of matric (Grade 12) certificate, qualifications, academic records/transcripts, ID and valid driver's license.

**Applications may not be considered if:**

- The required documentation is not submitted and/or is received after the closing date.
- It is e-mailed or faxed.

**Hand deliver:** The Recruitment Officer, Human Resources Unit, College of Cape Town, 334 Albert Road, Salt Rivier 7925 **OR Post to :** The Recruitment Officer, HR Unit, P.O Box 1054, Cape Town 8000.

**Enquiries:** Siphokazi Sangqu/Samantha Valelo (021) 404 6710/61

**The College of Cape Town will consider all applications in terms of its Employment Equity plan and is committed in maintaining diversity in its appointments. The College of Cape Town reserves the right not to make an appointment. Should you not have been contacted within four weeks of the closing date, you may consider your application as unsuccessful.**

**CLOSING DATE 31 JANUARY 2020**