
DIRECTORATE
SAFETY AND SECURITY

DEPARTMENT
Public Safety Training
College

SALARY

TCOE: R1 370 030 – R2 098

REFERENCE NUMBER

SS 55/26 EXT

CLOSING DATE

10.09.2026

ELIGIBILITY

Suitably qualified candidates

Head - Programme Coordination

Requirements

- Relevant Degree/Advanced Diploma with preference for a qualification in Adult Education and Human Resource Management
- Relevant Honours Degree will be Advantageous
- Minimum of 8 years or more experience at a large Accredited training facility
- Registered Moderator and Assessor
- Qualification in ODET
- No criminal record or illicit activity recorded
- Computer Literacy
- Willing to work 24-hour standby duties
- Physically fit

Key Performance Areas

- Planning and coordinating the formulation of the section's strategic directives aimed at achieving the desired training and development objectives of the Directorate in conjunction with the Manager: Public Safety Training College (PSTC)
- Oversee the monitor and evaluation of all training activities and specialised interventions
- Manage personnel and performance within the Monitoring and Evaluation Section
- Oversee, Lead and direct the Curriculum Development Unit and the Quality Assurance Unit within the Training and Development Division
- Leading and directing Quality Assurance Functions and activities
- Manage and coordinate the development, registration and accreditation of tertiary qualifications with the Department of Higher Education and Training (DHET) and Council for Higher Education (CHE)
- Developing and Implementing special programs
- Engagement with internal and external stakeholders

How to Apply



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By submitting your application for a position at the City of Cape Town, you are consenting to the use of your personal information provided as part of your application and/or Recruitment process for Recruitment and Selection purposes. In addition, you may be required to undergo, including but not limited to, Criminal and Security Checks, Personal Verification, and Lifestyle Audits, throughout your recruitment process and/or subsequent employment.

Certified copies of qualifications must be available on request. Applicants are respectfully informed that, if no notification of appointment is received within three months of the closing date, they must accept that their applications were unsuccessful



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