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**higher education
& training**

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

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2017-09-15

Page 1 of 1

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APPLICATIONS ARE INVITED FROM SUITABLY QUALIFIED CANDIDATES FOR THE FOLLOWING POST AT MALUTI TVET COLLEGE:

POSITION	: CAMPUS MANAGER
POST LEVEL	: PL 5
SALARY	: R510 219 P/A
REFERENCE	: MALUTI TVET/BON002/2020
PERSAL APPOINTMENT	: PERMANENT
CENTRE	: BONAMELO CAMPUS

MINIMUM REQUIREMENTS

- ❖ National Senior Certificate/ Grade 12/Standard 10 or NCV Level 4
- ❖ A recognised and relevant three-year degree or equivalent qualification (REQV 13)
- ❖ An appropriate teaching qualification
- ❖ Minimum of seven (7) years in the TVET sector or education institution, of which at least three (3) years must be at managerial level.
- ❖ SACE Registration
- ❖ Unendorsed Valid Driver's Licence
- ❖ Computer literacy (MS Word, Excel, Power point and Access)

RECOMMENDATIONS

- ❖ Qualification as Assessor and Moderator;
- ❖ Ability to work under pressure;
- ❖ Verbal and written communication skills;
- ❖ The incumbent must be able to resolve conflict, listen with empathy and convey information effectively;
- ❖ Well organized, disciplined, self-motivated, professional and mature;
- ❖ Strong administrative skills and an organized approach to his/her work;
- ❖ Ability to work to strict and agreed deadlines;
- ❖ The ideal candidate should be proficient in all MS Office programmes with excellent typing, written and verbal communication skills;
- ❖ Organizational and prioritization skills;
- ❖ Thorough knowledge and understanding of the relevant legislation related to TVET Colleges;
- ❖ Diversity management skills.

DUTIES

- ❖ Responsible for the overall management of the Campus;
- ❖ Lead and co-ordinate the day-to-day management of staff, students and campus activities;
- ❖ Lead and support designated staff to ensure learner attainment;
- ❖ Responsible for institutional quality assurance at campus level;
- ❖ Oversee the professional development of both academic and support staff members;
- ❖ Accountable for all assets and financial transactions of the campus;
- ❖ Monitor and evaluate campus administration processes;
- ❖ Effective management of discipline and conflict management within the campus;
- ❖ Prepare management plan to achieve targets as well as the needs of clients, educators, students and others;
- ❖ Plan, manage and monitoring the student enrolment processes;
- ❖ Responsible for the effective and efficient utilisation of resources allocated to the campus;
- ❖ Assist with formulation, implementation and monitoring of policies and procedures to ensure effective and efficient management of the campus and the college as a whole.
- ❖ Responsible for the implementation of internal audit and risk management systems at the campus;
- ❖ Plan and manage all campus related projects within the allocated budgets;
- ❖ Play an active role in promoting extra and co-curricular activities on the campus;
- ❖ Oversee all student support services activities and the general welfare of the students;
- ❖ Liaise with all college stakeholders;
- ❖ Encourage and support initiatives with other academic institutions with regards to education and training

Applications must be submitted on a PO4/2012 form or Z83 form obtainable from any public service department or from the official DHET website www.dhet.gov.za. The application form should be signed and accompanied by originally certified copies of qualifications, certified copies of academic transcripts, certified copy of unendorsed valid driver's license, certified copy of ID not older than three months (no copies of certified documents) and a comprehensive C.V with contact details of at least three references. Foreign qualifications must be accompanied by a SAQA evaluation report. Immigrants should apply for Work permits before assumption of duty. People with disability are encouraged to apply.

NB: Please consider your application as unsuccessful should you not be contacted within 60 days from the closing date of this advertisement. Maluti TVET College reserves the right to withdraw the above mentioned position.

NO FAXED OR EMAILED APPLICATIONS WILL BE ACCEPTED DUE TO SYSTEM CHALLENGES

All applications should be posted or hand delivered to:

Human Resource Manager
Maluti TVET College: Corporate Office OR
Private Bag X 33
BETHLEHEM
9700

Human Resource Manager
Maluti TVET College: Corporate Office
Corner High & Broster Street
BETHLEHEM
9700

Enquiries: Mr HT Basson - Tel: 058 303 1732
Closing Date: 02 October 2020 @ 13H00

