

Business Management or related qualification. A minimum of three (3) to five (5) years' relevant work experience of which three (3) years' experience at a junior management level in education or teaching environment. Knowledge of Research and Statistics Analysis, Monitoring, Evaluation and Reporting, policies and legislation applicable within the Education sector, Academic Framework and thorough understanding Education sector. Strategic capability and leadership skills, people management and empowerment skills, programme and project management skills, change management skills and problem-solving skills. Proactive, committed, loyal and client service focus values. A valid driver's licence.

**DUTIES** : Provide strategic leadership regarding the enrolment of students as this determines the allocation of staff. Analyse enrolment trends to forecast staffing needs. Develop and implement enrolment strategies aligned with institutional goals. Collaborate with academic department to balance enrolment capacity and resource allocation. Responsible for the management of the student registration at the college. Oversee the design and operation of the registration system. Monitor the registration schedule and address any challenges promptly. Provide training and support to staff involved in the registration process. Manage and coordinate the compilation and implementation of all student administration policies and procedures at the college. Regularly review and update student administration policies to ensure compliance with regulatory requirements. Organise workshops and training sessions to familiarize staff with new or updated policies. Establish feedback mechanism for continual improvement of administrative processes. Verify the validity and reliability of registration documentation and all EMIS data and reports. Conduct audits of registration records. Supervise the preparation and submission of EMIS data and reports. Address discrepancies in documentation and implement corrective measures. Coordinate the preparation of examination for all programmes involving assessment. Develop examination schedules and oversee logistical arrangement. Liaise with academic staff to confirm assessment requirements. Ensure the secure handling and storage of examination materials. Ensure current examination regulations and conventions are adhered to. Monitor compliance with examination rules and regulations. Facilitate training for staff and students on examination protocols. Address breaches of examination regulations in collaboration with disciplinary committees. Manage human resource and registrar affairs in the college. Ensure development of PMDS of staff. Monitor quality control of work and develop annual performance plan. Monitor the planning, organising and delegation of work.

**ENQUIRIES** : MS E Sithole/ Mr R Kgare/MS XE Rikhotso Tel No: (012) 312 5498/5165/5513

**POST 22/43** : **DEPUTY PRINCIPAL: ACADEMIC SERVICES (4 POSTS)**  
Branch: Technical And Vocational Education and Training

**SALARY CENTRE** : R1 059 105 per annum (All-Inclusive remuneration package) (Level 12)  
: These posts are based on Technical and Vocational Education and Training (TVET) Colleges  
Maluti TVET college (Ref No: DHET34/06/2025)  
Northlink TVET college (Ref No: DHET35/06/2025)  
Central Johannesburg TVET college (Ref No: DHET36/06/2025)  
Ikhala TVET college (Ref No: DHET37/06/2025)

**REQUIREMENTS** : An appropriate bachelor's degree (NQF Level 7) in Education/ Teaching or related qualification. A minimum of three (3) to five (5) years' relevant work experience of which three (3) years' experience at a junior management level in Education or teaching environment. Proven ability to establish professional credibility and confidence with a diverse customer base. A sound and thorough knowledge of all the transformational issues, capability-building processes and the National Qualification Framework (NQF) in education and training, especially concerning curriculum management and delivery. Strategic management, conflict management, budgeting and financial management skills. Verbal and written communication and presentation skills. Willingness to work irregular hours and travel extensively. Computer skills (Ms Word, MS PowerPoint, Ms Excel, Ms Access and Ms Outlook). An understanding of DHET's strategic vision and priorities. Thorough knowledge of all policies and legislative Framework governing TVET College in South Africa. Knowledge of the student/ information management system concerning vocational education and training. Willingness to travel and a valid driver's licence.

**DUTIES** : To provide strategic leadership regarding the proficient delivery of Curriculum Services and programme offerings. To support the principal as the accounting officer and co-ordinate the provision of academic services. Guide, inform and develop the programs and qualifications Mix (PQM) of the college for executive protocol. Ensure that modalities of curriculum delivery other than full-time and