



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



VACANCY LIS
Tshwane South Technical Vocational Education and Training (TVET) College has the following vacancy:

ACCADEMIC POSTS				ENQUIRIES	
POST DESCRIPTION	POST NUMBERS	POST LEVEL	MINIMUM REQUIREMENTS	DUTIES	
Deputy Chief Education Specialist-Policy, Planning and Constructive Partnerships	CS 05/02/19	PL 5	<ul style="list-style-type: none"> ✓ An appropriate Bachelor degree OR an equivalent recognised three (3) year tertiary qualification which includes teaching as a qualification (minimum of REQV 13) ✓ Registration with SACE. ✓ Minimum of seven (7) years' in the relevant field. ✓ Minimum of three year supervisory experience. ✓ Proven management and leadership abilities. ✓ Skills, knowledge, experience and attributes with regards to education legislation, education policies and public finance. ✓ Understanding of partnerships ✓ Knowledge of skills 	<ul style="list-style-type: none"> ✓ Co-ordination of College involvement in policy development, operational plans and budget compilation. ✓ Facilitate the operational planning process and provide technical support to the Principal in this regards. ✓ Ensure the collation of operational plan in line with the Medium-Term Expenditure Framework (MTEF) process. ✓ Ensure appropriate allocation of resources for College programmes and transfers to College sites of service delivery, campuses and head office in line with relevant legislations and College policies. ✓ Prepare reports for the Principal, legislative bodies and stakeholders on the quality of education within the College and the state of operations on quarterly basis. ✓ Liaise with Human Resource Management 	Mr. T Makua (012) 401 5120

T.S.

		<p>development Act</p> <ul style="list-style-type: none"> ✓ Computer literacy (MS Package). ✓ Ability to identify and conceptualize education policy problems and find solutions. ✓ Good Communication skills (written and verbal) and interpersonal skills. Good communication skills ✓ Project management ✓ Analytical and negotiations skills. ✓ Knowledge of SETA process. ✓ Knowledge and understanding of the strategic process ✓ Knowledge of TVET sector landscape. ✓ Knowledge of understanding of administration reporting process. 	<p>for Workplace Skills Plan (WSP).</p> <ul style="list-style-type: none"> ✓ Negotiate Service level agreements and memorandum of understanding. ✓ Ensure the reliability and credibility of data through benchmarking and standardization in line with national and international practices. ✓ Ensure convergence between planning and operational data, and systems. ✓ Review emerging technologies and improve planning information systems. ✓ Ensure an effective management information system and monitor the implementation of College plans. ✓ Maintain operational information for management support and decision –making and resource targeting. ✓ Establishment and maintenance of constructive partnerships and representatives structures. ✓ Advise College management with regard to the development of College strategic plan and operation plan. ✓ Responsible for the fundraising of the College by identifying and interacting with relevant stakeholders including the existing and potential donors. ✓ Identify work placement for students and College employees. ✓ Set up linkages, partnerships and learnerships procedures. 	
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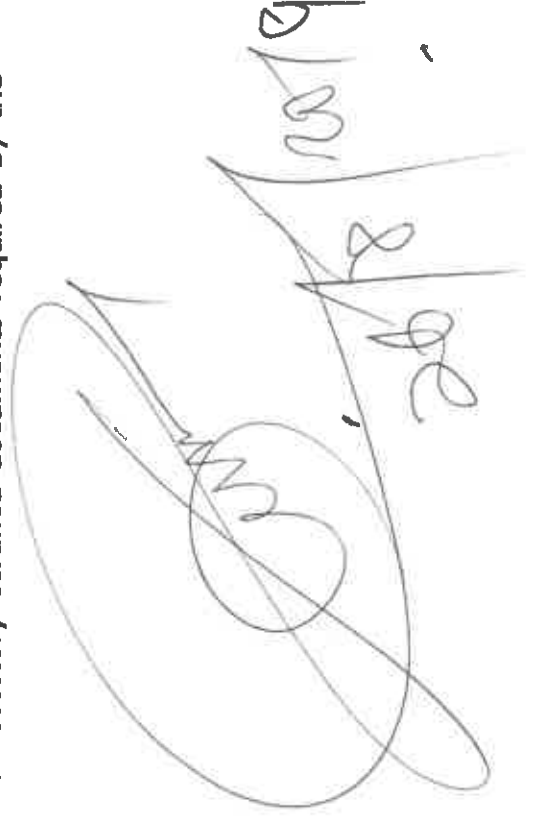
				<ul style="list-style-type: none"> ✓ Develop techniques for targeting potential funding bodies. ✓ Conducts research and submit recommendation to the Accounting Officer. ✓ Perform any other duties assigned by the Accounting Officer.
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NOTE: Applications must be submitted on form Z83, obtainable from any Public Service Department and must be accompanied by certified copies of qualifications (certification must not be older than three (3) months and no copy of a copy will be allowed, attach academic record), ID and Curriculum Vitae. Please take note that correspondence will only be conducted with short-listed candidates. If you are not contacted within three (3) months after the closing date, please consider your application unsuccessful.

Please indicate the reference number and position you are applying for on your application form and forward your application to: The Human Resources Department, Tshwane South TVET College, PO Box 151, PRETORIA, 0001, or hand deliver to the HR Offices on Campus level or at the Tshwane South TVET College Central Office 85 Francis Baard Street Pretoria, 0001. Faxed and e-mailed applications will not be accepted.

NB: Failure to sign Z83, write the correct reference number and attach all the necessary certified documents required by the advertisement your application will not be considered.

Closing date 11 September 2019



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