



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



Tshwane South
TVET College
"achieve the future"

Student Support Services Coordinator (SL7) REF: 07/01/16

Minimum Requirements	Knowledge, skills & abilities	Specific KPAs	Enquiries
<ul style="list-style-type: none">Grade 12 with more than 10 Years' Experience OR <ul style="list-style-type: none">Tertiary Qualification (NQFL6) plus 1 year experience	<ul style="list-style-type: none">Sound knowledge of the Students Support Services Manual and Framework.Knowledge of the new TVET Land scape.Oral and Written Communication skills.Knowledge of Students Leadership.Administrative skills.Sound knowledge of the Rules and guidelines for the administration and management of DHET	<ul style="list-style-type: none">Reports to the General Psychologist at campus level.Liaise with the Administration Officer: Student Affairs and Governance at College level regarding students Governance, sports and cultural activities.Liaise with the Administration Officer: Financial Aid at College level regarding bursaries/students Financial Aid.Ensure that students at campus level have access to information regarding the financing of programmes at the campus.Facilitate the completion of bursary forms and ensures that all Schedule of	JV Adriaanse (012) 6608500

	and TVET College Bursary Scheme.	<p>Particulars are completed and the necessary documents are attached.</p> <ul style="list-style-type: none"> Liaise with the Administration Office: Student Affairs and Governance regarding the Policy on the Students Code of Conduct and utilize such Policy for student's discipline. All other duties and responsibilities as described in the Personnel Administration Measures will apply.
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APPLICATIONS: must be submitted on Z83 form (Public Service Application form), obtainable from any Public Service Department and must be accompanied by certified copies of qualifications, ID copy and Curriculum Vitae, not older than 3 months of been certified.

NOTE:

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 at 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.

Please take note that correspondence will only be conducted with short-listed candidates. If you are not contacted within 3(three) months after the closing date, please consider your application unsuccessful.

CLOSING DATE FOR THIS ADVERTISED POST 22 JULY 2016.