



# higher education & training

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA



**Tshwane South  
TVET College**

*"achieve the future"*

## INTERNAL ADVERTISEMENT 1/2024

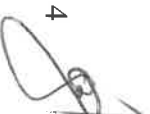
SUPPORT STAFF POSTS					
POST	REFERENCE	POST LEVEL	MINIMUM REQUIREMENTS	DUTIES	ENQUIRIES
Campus Administrative Officer (Campus Administrator)	IA 01/01/02024	SL 7	<div><div>✓</div>Recognised National Diploma (NQF 6) in Office Management and Technology/Public Management or equivalent qualification</div> <div><div>✓</div>PERSAL Certificate</div> <div><div>✓</div>2-3 years relevant experience in Administration environment</div> <div><div>✓</div>Knowledge of office administration</div> <div><div>✓</div>Knowledge of Public Service legislations and policies</div> <div><div>✓</div>Knowledge of PSET and of the TVET/ CET Administration</div> <div><div>✓</div>Understanding of the Higher Education sector</div> <div><div>✓</div>Understanding of Corporate Governance</div> <div><div>✓</div>Understanding Cost centre budgetary, expenditure and cash flow management</div> <div><div>✓</div>Employment Equity Act, Public Service Regulations and Public Service Act, Labour Relations Act and any other related legislation</div> <div><div>✓</div>Planning and organizing</div>	<div><div>✓</div>Render administrative support services</div> <div><div>✓</div>Draw up a campus enrolment plan for both NCV and report 191.</div> <div><div>✓</div>Gather departmental information and compile a report for A-TEAM and Campus Management.</div> <div><div>✓</div>Prepare reports, presentations, and other correspondence.</div> <div><div>✓</div>Arrange meetings, conferences, workshops and other gatherings as required.</div> <div><div>✓</div>Provide other secretarial support services to campus management.</div> <div><div>✓</div>Administer and coordinate human resource services</div> <div><div>✓</div>Coordinate Leave forms and submit to central office.</div> <div><div>✓</div>Coordinate PMDS documents and submit to central office.</div>	Ms. S Devenish  012 401 5118

			<ul style="list-style-type: none"> <li>✓ Must have planning and organizing skills, good Report writing skills, communication and interpersonal skills, problem solving skills and analytical skills.</li> <li>✓ Must be computer literate</li> <li>✓ Must be Client oriented</li> </ul>	<ul style="list-style-type: none"> <li>✓ Coordinate all relevant documentation pertaining to disciplinary cases and grievances.</li> <li>✓ Follow up and resolve all human resource administration queries and issues emanating from campus staff.</li> <li>✓ Monitor the attendance register for staff.</li> <li>✓ Coordinate the compilation of duty registers and payment for part-time lectures.</li> <li>✓ Support the implementation college staff wellness programme at campus level.</li> <li>✓ Provide procurement services</li> <li>✓ Recommend purchase requisitions to Campus Manager</li> <li>✓ Coordinate and submit invoices to central office for processing.</li> <li>✓ Maintain a proper filing system</li> <li>✓ Maintain files for all campus staff.</li> <li>✓ Filing of all relevant documentation according to QMS requirements and national archive Act.</li> <li>✓ Keep record of postage received from central office and ensure that the distribution is done accordingly, and register is kept by the relevant official.</li> <li>✓ Administer student registration and examination process</li> <li>✓ Assist in the registration of students.</li> <li>✓ Store student portfolios of evidence and student records.</li> <li>✓ Scan documents of students.</li> </ul>	
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			<ul style="list-style-type: none"><li>✓ Capture and reconcile information for students.</li><li>✓ Process the details of applications for programmes and credits.</li><li>✓ Coordinate the student registration process.</li><li>✓ Coordinate the examination process.</li></ul>		
Assistant Director: Labour Relations	IA 02/01/2024	SL 9	<ul style="list-style-type: none"><li>✓ Appropriate National Diploma (NQF 7) in Labour Relations, or Human Resource Management or related qualification</li><li>✓ 3-5 years in Labour Relations or Human Resource Management environment or related field</li><li>✓ Knowledge of Labour Relations Act, Public Services legislations and policies related to Human Resource Management</li><li>✓ Sound knowledge of Labour Relation statutes</li><li>✓ Sound knowledge of International Labour Organization (ILO)</li><li>✓ Knowledge and understanding of the TVET/ CET Administration</li><li>✓ Knowledge and understanding of the Higher Education sector</li><li>✓ Knowledge of PERSAL</li><li>✓ Must have planning and organizing skills, good Report writing skills, communication and interpersonal skills, problem solving skills and analytical skills.</li><li>✓ Must be computer literate</li><li>✓ Must be Client oriented</li><li>✓ Must be able to conduct investigations</li></ul>	<ul style="list-style-type: none"><li>✓ Maintain sound Labour Relations</li><li>✓ Render advice on labour related matters</li><li>✓ Develop and implement Human Resource policies and manuals</li><li>✓ Ensure proper implementation of disciplinary procedures, grievance procedures and code of conduct</li><li>✓ Conduct investigations and disciplinary hearings</li><li>✓ Management of strike action</li><li>✓ Minimize Labour disputes</li><li>✓ Facilitate and conduct labour relations training and workshops</li><li>✓ Ensure proper implementation of the collective bargaining council resolutions</li></ul>	Ms. S Devenish  012 401 5118


Student Support Services (SSS) Officer	IA 03/01/2024	SL7	<ul style="list-style-type: none"> <li>✓ A recognized National Diploma/Degree in Social Science / Psychology / Education or equivalent relevant qualification.</li> <li>✓ 2-3 years in Student Support Administration Education/Teaching and Learning environment or related field</li> <li>✓ Knowledge of PSET and CET Act.</li> <li>✓ Sound Knowledge and understanding of Student Support Services Act, electoral processes, career guidance and extra-curricular activities and National Student Financial Aid Scheme and related legislation</li> <li>✓ Knowledge of Skills Development Act, Public Service Regulations and Public Service Act, Labour Relations Act.</li> <li>✓ Knowledge of the Higher Education sector and Public TVET sector and its regulatory and legislative framework.</li> <li>✓ Must have planning and organizing skills, good Report writing skills, communication and interpersonal skills, problem solving skills and analytical skills.</li> <li>✓ Must be computer literate</li> <li>✓ Must be Client oriented</li> </ul>	<ul style="list-style-type: none"> <li>✓ Provide student support services by managing all bursary processes.</li> <li>✓ Implement student work placement and Work Integrated Learning (WIL) policies</li> <li>✓ Provide career guidance, counselling and academic support for students</li> <li>✓ Implement the sport, recreation, arts and culture programs for student in the campus.</li> <li>✓ Facilitate student governance and student leadership development and exit support programme.</li> </ul>	<p>Ms. S Devenish</p> <p>012 401 5118</p>
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**NOTE: Applications must be submitted on the New Z83 Form which must be fully completed, obtainable from any Public Service Department, and must be accompanied by a comprehensive Curriculum Vitae. Only short-listed candidates must submit Certified copies of qualifications including academic records and identity documents. Please take note that communication concerning the process will be limited to short-listed candidates only. If you have not received any correspondence within three (3) months after the closing date, please consider your application unsuccessful.**

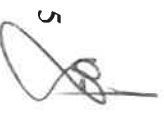


Please indicate the reference number and position you are applying for on your application form and forward your application to: The Human Resources Department, Tshwane South TVET College, PO Box 151, PRETORIA, 0001, **or** hand deliver it to the HR Offices at the Campus level or the Tshwane South TVET College Central Office 85 Francis Baard Street Pretoria, 0001. Faxed and e-mailed applications will not be accepted. **NB:** Failure to fully complete, sign and initialise the New Z83 Form, write the correct reference number for the post that you are applying for, and the correct date of application, and/or attach a fully detailed Curriculum Vitae with your application, will result in your application not being considered and automatically disqualified.

**Closing date: 2 December 2024 at 12:00 PM**



15/11/2024



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