



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

Tshwane South
TVET College

"achieve the future"

VACANCY LIST

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

SUPPORT STAFF POST				ENQUIRIES	
POST DESCRIPTION	POST NUMBERS	POST LEVEL	MINIMUM REQUIREMENTS	DUTIES	
Assistant Director Student Support Services	PS 01/10/19	SL10	<ul style="list-style-type: none"> ✓ Recognised three (3) year tertiary qualification or an equivalent qualification on NQF Level 6 (National Diploma/Bachelor's Degree). ✓ Minimum of seven (7) years working experience in Student Support Services. ✓ Minimum of two (2) years supervisory experience. ✓ Valid driver's licence. ✓ Computer literacy (MS Package). ✓ Sound knowledge of relevant legislation as well as interpretation and application of policies. ✓ Sound knowledge of the Student 	<ul style="list-style-type: none"> ✓ Ensure the full implementation of the Student Support Services Framework and Manual. Develops policies, procedures and strategies for the implementation of the Student Support Services framework. ✓ Ensure that the student supported services manual is incorporated in the strategic plan of the College. ✓ Supervises the Student Support Coordinators at Campus level. ✓ Ensure the implementation of the established networks with relevant community based 	Mr. T Makua (012) 401 5120

		<p>framework.</p> <ul style="list-style-type: none"> ✓ Knowledge of the relevant legislation as well as the new TVET landscape. ✓ Advanced Computer Literacy. ✓ Conflict Management and problem solving skills. ✓ Oral and written communication skills. ✓ Facilitation skills. ✓ Project Management, organization and planning skills. ✓ Motivational and negotiation skills 	<p>organization to provide services when required.</p> <ul style="list-style-type: none"> ✓ Ensure that facilities are available and upgraded to accommodate the implementation of the framework. ✓ Ensure the rollout and the management of Student Support projects. ✓ Ensure that students' induction programmes are implemented across the College. ✓ Ensure that the Client services feedback data is kept and readily available. ✓ He/she is the custodian for the Student Support Framework. ✓ Liaise with the Student Governance office and the Students Financial Aid office on matters relating to the Student Support Manual and Framework. ✓ 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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28/8/2019.