

DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(King Hintsa (TVET) College)
(Thekwini TVET College)
(Maluti TVET College)

OTHER POSTS

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| <u>POST 06/99</u> | : | <u>ASSISTANT DIRECTOR: STUDENT SUPPORT SERVICES REF NO: CO 04/2023 (X1 POST)</u> Permanent |
| <u>SALARY</u> | : | R491 403 per annum |
| <u>CENTRE</u> | : | Central Office (Durban: Asherville) |
| <u>REQUIREMENTS</u> | : | Grade 12/ Senior Certificate/ Equivalent at NQF Level 4 An appropriate Bachelor's Degree (NQF 7) in Psychology or BA. Social Work (Major in Psychology) or equivalent qualification 3-5 years' supervisory experience level on salary level 7 or 8 in education/teaching and learning environment or related field Sound knowledge of career guidance including the disability of students Computer literate and competent in Word/Excel/PowerPoint/Outlook/Teams Good verbal and written communication skills, presentation and report writing-skills A valid driver's license Strong interpersonal, communication, analytical, client oriented, motivational, negotiation and problem-solving skills Good administrative, planning and organizing, financial management; report writing, project management, team leadership and people management skills Ability to work under pressure and willingness to work extended hours when required A proven record in working successfully with diverse populations A positive attitude and ability to plan and adapt to change Ability to collaborate effectively with college departments and cross-functional teams An expert understanding of student academic support services Ability to design and implement internal administration systems and controls to ensure sound student support Tactical decision-making skills Ability to manage sports, art and culture activities Knowledge of PSET and CET Act Knowledge of Teaching and Learning Knowledge of Skills Development Act, Public Service Regulations, Public Service Act and Labour Relations Act Knowledge of the National Student Financial Aid Scheme and related legislation Knowledge of the Public TVET sector and its regulatory and legislative framework Knowledge of the Ethical regulatory and legislative framework Knowledge and understanding of the Higher Education sector Knowledge of Education Act. |
| <u>DUTIES</u> | : | Overall management and coordination of Student Support Services unit within the College Management and provision of student counselling services Management and provisioning of career guidance, counselling and academic support for students Management and facilitation of student governance and student leadership development Manage mainstreaming of gender and disability within students Management and implementation of sport, recreation, arts and culture programs in the college Management of all human, financial and other resources of the unit Regular reporting to Senior Management Provide relevant and timely management information. |
| <u>ENQUIRIES</u> | : | Ms. Vuyiswa Madonda Tel No: 031 2508408 |
| <u>APPLICATIONS</u> | : | Please apply through www.thekwini.edu.za We do not accept hand delivered, emailed and/or posted applications, all applications must be done on Thekwini TVET College website and upload all documents required per advert. |
| <u>NOTE</u> | : | Applications must be submitted on the prescribed Z83 (obtainable from any Public Service Department or on the internet at (www.gov.za/document)), which must be completed in full, signed and dated by the applicant. On application, please submit only the Z83, a detailed Curriculum Vitae indicating relevant qualifications and experience for the post applied for. Please note certified copies of qualifications and other relevant documents will be required on or before the day of the interview. NB: Thekwini College is an equal opportunity employer The College reserves the right not to make an appointment in these positions. Correspondence will be limited to short-listed candidates only. All successful candidates will be subjected to qualifications verification before appointment Applicants who have not been contacted within eight weeks of the closing date of advertisement should accept that their applications were unsuccessful. |
| <u>CLOSING DATE</u> | : | 03 March 2023 |

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| <u>POST 06/100</u> | : | <u>ASSISTANT DIRECTOR: STRATEGIC PLANNING REF NO: CO 01/2023 (X1 POST)</u> Permanent |
| <u>SALARY</u> | : | R393 711 per annum (Level 09) |
| <u>CENTRE</u> | : | Central Office (Durban: Asherville) |
| <u>REQUIREMENTS</u> | : | Matric or equivalent recognised National Diploma/Degree in Economic Management Science or Public Management or Public Administration or equivalent qualification 3-5 years' experience at supervisory level on salary level 7 or 8 in strategic planning and administration environment or related field Practical experience in strategic planning Knowledge of government strategic planning processes Advanced experience in the development of policies/implementation strategies and practical experience in office management and technology or public management will be an added advantage Knowledge of the relevant prescripts, legislation and regulations Knowledge of PSET Knowledge and understanding of the TVET/ CET Administration Understanding of the Higher Education sector Understanding of corporate governance Understanding cost centre budgetary, expenditure and cash flow management Employment Equity Act, Public Service Regulations, Public Service Act, Labour Relations Act and any other related legislation Valid driver's license Computer literate and competent in Microsoft Office (Word/Excel/PowerPoint/Outlook/Teams) Good verbal and written communication skills, presentation and report writing-skills Good interpersonal, people management and team leadership skills Good Planning and organizing, financial management, presentation, report writing, problem solving, analytical, client oriented, project management skills Ability to work independently Client service focused, integrity, committed, proactive, loyal. |
| <u>DUTIES</u> | : | Responsible for the development of College strategic and performance plans Facilitate strategic planning and other planning sessions of the College Facilitate periodic strategic reviews in the context of both departmental and College priorities Facilitate the development and implementation of service delivery improvement plans and initiatives Coordinate and compile institutional performance and strategic reports Capacitation of managers with regard to the College and operational planning framework Provide executive support services to the office of the Principal Represent the Principal in delegated engagements Develop and prepare the Principal's presentations Manage staff in the office of the Principal Ensure strategic objectives, performance programme indicator and targets are consistent with SMART principles as outlined by Treasury and Auditor-General prescripts. |
| <u>ENQUIRIES</u> | : | Ms. Vuyiswa Madonda Tel No: 031 2508408 |
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| <u>CLOSING DATE</u> | : | 03 March 2023 |
| <u>POST 06/101</u> | : | <u>ASSISTANT DIRECTOR: RISK AND QUALITY ASSURANCE REF NO: CO 02/2023 (X1 POST)</u> Permanent |
| <u>SALARY</u> | : | R393 711 per annum (Level 09) |
| <u>CENTRE</u> | : | Central Office (Durban: Asherville) |
| <u>REQUIREMENTS</u> | : | Matric certificate or equivalent recognised and relevant tertiary qualification (REQV13) in Risk Management, Internal Audit or related field Five years' |

relevant experience in a teaching and learning environment 3-5 years' relevant supervisory experience on salary level 7 or 8 Experience in Risk Management and control model principles and Risk Management systems/ software An expert understanding of quality management systems Experience in design of internal administration system to ensure sound general administration Extensive knowledge of FETC Act 16 of 2006, 2012 as amended Knowledge of GENFETQA 58/2001 and related TVET sector policy and legislation Valid driver's license Good computer skills (incl. Word; Excel and PowerPoint) Experience in the development of policies/implementation strategies Good verbal and written communication skills, including good inter-personal, people management and team leadership skills Good Planning and organizing, presentation, report writing, problem solving, analytical, client oriented, project management skills Ability to work independently Client service focused, integrity, committed, proactive, loyal.

DUTIES : Develop, facilitate, implement and review risk management and quality management policies and procedures for the College Quality assurance of programmes, processes and performance to meet approval and requirements/standards of the respective accreditation bodies Oversee the development, implementation and monitoring of policies Provide training, workshops and awareness on risk and quality assurance to management and employees Provide reports in relation to trainings, workshops and awareness campaigns Provide Risk Management services facilitate the strategic risk assessment Facilitate the operational risk assessment Facilitate the process level risk assessment Compile risk register for strategic, operational and process level The provision of Risk identification and mitigation Provide Risk Management Report to College management and Risk Management Committee on quarterly bases and as and when requested Follow up on the implementation of the mitigating action plans that were put in place Conduct verification exercises and audits including but not limited to enrolments, year mark compilations, monitor examinations, conduct college moderation etc. Identify areas of improvement and corrective action Manage non-conformances and assist in closing out and follow up thereof Assist senior management in the effective management and administration of the College in keeping with all relevant legislation, policy and procedures Serve on College committees Maintain effective communication and relations with management and staff in respect of risk management and quality management standards.

ENQUIRIES : Ms. Vuyiswa Madonda Tel No: 031 2508408
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CLOSING DATE : 03 March 2023

POST 06/102 : **ASSISTANT DIRECTOR: INFORMATION TECHNOLOGY) REF NO: CORP 01/2023 (X1 POST)**
 Permanent

SALARY : R393 711 per annum (Level 09)
CENTRE : Central Office (Durban: Asherville)
REQUIREMENTS : Matric certificate or equivalent recognised and relevant tertiary qualification (REQV13) in Computer Science / IT / IS or relevant equivalent qualification recognised industry certifications such as MCSE / CCITP, A+, N+ security + and ITL 3-5 years' experience at supervisory level on salary level 7 or 8 in functional work experience within the IT environment Of the work experience required at least 3 years should be in Microsoft systems administration

including Windows Server, Active Directory and Ms Exchange, Enterprise storage administration, Enterprise server administration, Virtualisation administration, backup-to-disk systems and associated software and Linux Administration; LAN, WAN and IP Telephony technologies Valid drivers' license Computer literate and competent in Microsoft Office (Word/Excel/PowerPoint/Outlook/Teams) Good verbal and written communication skills, presentation and report writing-skills Good interpersonal, people management and team leadership skills Good Planning and organizing, financial management, presentation, report writing, problem solving, analytical, client oriented, project management skills Ability to work independently Client service focused, integrity, committed, proactive, loyal Ability to maintain a high level of confidentiality at all times.

DUTIES

: Develop, implement, maintain and proactively communicate ICT policies and procedures to ensure effective and efficient use of IT systems throughout the college Administer and monitor IT Security and Electronic access Establish systems to safeguard hardware and data Perform system backups Distribute LAN and WAN access to students and staff according to college policy and needs Research and develop specifications for LAN and WAN technologies according to the college's requirements Distribute LAN and WAN access to students and staff according to college policy and needs Set-up, manage and maintain WAN, LAN, Email and internet connections to all campus/sites of the college Troubleshooting, resolving and documenting all ICT related issues Research and develop plans for software and hardware products required for technologies and systems which will enable the college's core business, support functions and programs Advise on procurement of the college software and hardware according to the college's needs Distribute software and hardware for use by students and staff according to college policy and needs Maintain and monitor the software and hardware system, reports on redundant hardware and software and advice on updating Manage all licensing of software that the college is using and ensure that they are valid and appropriate Assist with the procurement of intranet and internet products and services according to the college needs Ensure access of intranet and internet in the college Ensure that the college website is continuously updated with current and relevant information Supervise the ICT team Assume overall responsibility of the IT unit. Ensure compliance with DPSA Information Technology strategy Responsible for Business Architect Formulate Business Information Technology Strategy Implementation of Information Technology Policies and Strategy.

ENQUIRIES APPLICATIONS

: Ms. Vuyiswa Madonda, Tel No: 031 2508408
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NOTE

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CLOSING DATE

: 03 March 2023

POST 06/103

: **ASSISTANT DIRECTOR: INTERNAL AUDIT, FRAUD, AND INTEGRITY
MANAGEMENT REF NO: CO 03/2023 (X1 POST)**
Permanent

SALARY CENTRE REQUIREMENTS

: R393 711 per annum (Level 09)
: Central Office (Durban: Asherville)
: Matric or equivalent recognised National Diploma/Degree in Internal Audit or equivalent qualification. 3-5 years' experience at supervisory level on salary level 7 or 8 in Audit, Fraud, Ethics and Integrity Management or related field Knowledge of the relevant prescripts, legislation and regulations Knowledge

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| | | and understanding of the Internal Audit, Fraud, Ethics and Integrity Management environment Computer literacy in the Microsoft suite A valid driver's license Experience in the development of policies/implementation strategies Good verbal and written communication skills, including good interpersonal, people management and team leadership skills Good Planning and organizing, financial management, presentation, report writing, problem solving, analytical, client oriented, project management skills Ability to work independently Client service focused, integrity, committed, proactive, loyal. |
| <u>DUTIES</u> | : | Management and facilitating the provision of Internal Audit services Conducting performance audits Conducting of governance and compliance audits Conducting information technology and financial audits Management and facilitating the provision of fraud and anti-corruption services Management and facilitating the provision of ethics and integrity management services Management and facilitating internal audit, fraud, ethics and integrity management awareness and trainings Compiling and presentation of reports related to Internal Audit, Fraud, & Integrity in the College. |
| <u>ENQUIRIES</u> | : | Ms. Vuyiswa Madonda Tel No: 031 2508408 |
| <u>APPLICATIONS</u> | : | Please apply through www.thekwini.edu.za We do not accept hand delivered, emailed and/or posted applications, all applications must be done on Thekwini TVET College website and upload all documents required per advert. |
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| <u>CLOSING DATE</u> | : | 03 March 2023 |
| <u>POST 06/104</u> | : | <u>OFFICE MANAGER REF NO: KHC/2023/02/GOV</u> (Re-advertisement – candidates previously applied are encouraged to reapply) Permanent |
| <u>SALARY</u> | : | R393 711 per annum (Level 09) |
| <u>CENTRE</u> | : | King Hintsa TVET College |
| <u>REQUIREMENTS</u> | : | Grade 12 certificate or equivalent. A recognised three-year National Diploma/Degree in Public Management or equivalent qualification from a recognized institution of higher learning. Diploma in Monitoring & Evaluation or an advanced Monitoring & Evaluation Certificate NQF level 5. At least FIVE (5) years' relevant experience in strategic planning and public/ corporate administration environment. Must be in possession of the following skills: Proven computer skills, good leadership skills, excellent interpersonal and communication skills, report writing skills and strong organizational, planning, analytical and problem-solving skills. Knowledge of Public Service legislations and policies. Knowledge of PSET. Knowledge and understanding of the TVET/ CET Administration and the Higher Education sector. Understanding of corporate governance and Cost centre budgetary, expenditure and cash flow management. Knowledge of Employment Equity Act, Public Service Regulations and Public Service Act, Labour Relations Act and any other related legislation. Must have a valid driver's licence. |
| <u>DUTIES</u> | : | Render administrative/executive support services in the office of the principal. Provide secretariat support to College Council, Council Committees, Academic Board, Senior Management, and other approved committees. Provide strategic management, monitoring, and evaluation services. Records management. Management of all humans, financial and other resources of the unit. Ensure completion of performance agreements by all employees in the unit, Supervision of staff. |
| <u>ENQUIRIES</u> | : | Mr. MM Ndzame Tel No: 047 401 6400 |
| <u>APPLICATIONS</u> | : | Please hand deliver your applications, quoting the reference number to: King Hintsa TVET College, 218 Mthatha Road, Ibika, Butterworth, 4960. |

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| <u>NOTE</u> | : | The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za , and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate, and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. The successful candidate will be subjected to a security clearance and verification of qualifications. Interviewed candidates will be subjected to a competency assessment where necessary. Correspondence or communication will only be entered into with short-listed applicants. The College /Department reserves the right to withdraw any of the advertised posts at any time depending on the need. (Applications received after the closing date will not be considered) |
| <u>CLOSING DATE</u> | : | 03 March 2023 at 14:00 |
| <u>POST 06/105</u> | : | <u>SENIOR STATE ACCOUNTANT FINANCIAL ACCOUNTING REF NO: MALUTITVET/SSA/CORP/001/2023</u> |
| <u>SALARY</u> | : | R331 188 per annum (Level 08) |
| <u>CENTRE</u> | : | Corporate Office (Bethlehem) |
| <u>REQUIREMENTS</u> | : | National Senior Certificate/ Grade 12/ Standard 10 or NCV Level 4. Appropriate National Diploma/Degree (NQF Level 6) in Accounting. Minimum of five years appropriate experience gained in a accounting /financial environment and a minimum two years supervisory experience. Payroll experience. Recommendation: Knowledge of financial functions, practices as well as the ability to capture complex financial data. Good computer literacy skills (MS Excel and MS Word) including SAGE. Basic knowledge of the Public Service Financial legislations, procedures, and Treasury Regulations and GRAP standards. Unendorsed Valid Driver's Licence. Basic understanding of BAS and PERSAL. Good communication (verbal and written) skills; problem-solving skills; planning and organizing skills; analytical skills; liaison skills; client orientation skills; financial management skills; presentation skills; customer care skills and basic numeracy skills. Ability to work in a team and independently; assertiveness; and self-starter. Ability to work under pressure; Ability to work in a team and independently; assertiveness; and a self-starter. |
| <u>DUTIES</u> | : | Ensure overall supervision and provision of salary administration service. Ensure overall supervision and provision of expenditure and general payment services. Ensure overall supervision of cash and revenue management services. Ensure overall supervision and provision of asset liability and debt management. Ensure overall supervision and provision of bookkeeping and financial accounting services. Supervise human, physical and financial resources. Manage and effect employee deductions and allowances. Asset Management. Perform monthly reconciliation of employee costs and reports. Tax administration. Process journals and other financial transactions. Supervise and maintain proper filing system. Provide support to auditors. |
| <u>ENQUIRIES</u> | : | Ms TP Mathipe Tel No: 058 303 1732 |
| <u>APPLICATION</u> | : | All applications should be posted to: Acting HR Manager: Maluti TVET College, Corporate Office, Private Bag X33, Bethlehem, 9700 or hand delivered at Maluti TVET College: Corporate Office, Corner High & Broster Street, Bethlehem, 9700. No Faxed or emailed applications will be accepted. |
| <u>NOTE</u> | : | Applications must be submitted on a new Z83 form which is effective as at 01 January 2021, obtainable from any Public Service department as well as Maluti TVET College Corporate Office or from Maluti TVET College Official website www.malutitvet.co.za (and be fully completed, dated, initialed and signed). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed Z83 form and a detailed curriculum vitae. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from HR. Foreign qualifications must be accompanied by a SAQA evaluation report. Immigrants should apply for work permits before assumption of duty. Maluti TVET College is an equal opportunity affirmative action employer. The Employment Equity plan of the College shall inform the employment decision. It is the College's intention to promote equity (race, gender and disability) through the filling of this posts. NB: Please consider your application as unsuccessful should you not be contacted within 60 days from the closing date of this advertisement. If you apply for more than one post, submit separate applications for each post that you apply for. Correspondance will be limited to shortlisted candidates only. Shortlisted candidates will be |

subjected to security screening. Successful candidates may be required to work at other places as may reasonably be required by the Department and the College. Maluti TVET College reserves the right to withdraw any of the mentioned adverts.

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| <u>CLOSING DATE</u> | : | 10 March 2023 at 13:00 |
| <u>POST 06/106</u> | : | <u>IT TECHNICIAN REF NO: MALUTITVET/BHM/IT/002/2023</u> |
| <u>SALARY</u> | : | R269 214 per annum (Level 07) |
| <u>CENTRE</u> | : | Bethlehem Campus (Bethlehem) |
| <u>REQUIREMENTS</u> | : | National Senior Certificate/ Grade 12/ Standard 10 or NCV Level 4. National Diploma/Degree in Information Technology/ Computer Science or relevant qualification. 1-2 years experience in IT environment. Recommendation: Unendorsed Valid Drivers License. Knowledge: IT Hardware and Software. Program installations. Understanding of IT Help Desk operation. Skills: Communication. Good interpersonal skills and attention to detail. Ability to prioritize. Ability to interpret ICT challenges to the users. Time management. Ability to interact with service providers. |
| <u>DUTIES</u> | : | Setup user account on desktop and laptop (mailbox and windows). Unlocking of password using Admin Pack. Setting up desktop, printers and data projectors. Assist in maintaining a service catalogue and standard operating procedures. Perform backups information and anti-virus support and offsite storage. perform trouble shooting and diagnosis. Support the availability of emails services, internet services, application services on workstation and availability of connection to transversal mainframe system. Perform installation , configuration , testing and upgrade tasks that may require some research and analysis. Prove network cabling. Perform PC installations and software installation. Provide technical support of the configuration, installation, repair and replacement of computers, printers and telephones. Provide support of data migration during computer setup. Rendering of IT information management services: Plan, develop and improve computer based information systems. Maintain information management systems such as database to ensure integrity and security of data. Provide assistance on ICT related project activities. |
| <u>ENQUIRIES</u> | : | Ms TP Mathipe Tel No: 058 303 1732 |
| <u>APPLICATIONS</u> | : | All applications should be posted to: Acting HR Manager: Maluti TVET College, Corporate Office, Private Bag X33, Bethlehem, 9700 or hand delivered at Maluti TVET College: Corporate Office, Corner High & Broster Street, Bethlehem, 9700. No Faxed or emailed applications will be accepted. |
| <u>NOTE</u> | : | Applications must be submitted on a new Z83 form which is effective as at 01 January 2021, obtainable from any Public Service department as well as Maluti TVET College Corporate Office or from Maluti TVET College Official website www.malutitvet.co.za (and be fully completed, dated, initialed and signed). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed Z83 form and a detailed curriculum vitae. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from HR. Foreign qualifications must be accompanied by a SAQA evaluation report. Immigrants should apply for work permits before assumption of duty. Maluti TVET College is an equal opportunity affirmative action employer. The Employment Equity plan of the College shall inform the employment decision. It is the College's intention to promote equity (race, gender and disability) through the filling of this posts. NB: Please consider your application as unsuccessful should you not be contacted within 60 days from the closing date of this advertisement. If you apply for more than one post, submit separate applications for each post that you apply for. Correspondance will be limited to shortlisted candidates only. Shortlisted candidates will be subjected to security screening. Successful candidates may be required to work at other places as may reasonably be required by the Department and the College. Maluti TVET College reserves the right to withdraw any of the mentioned adverts. |
| <u>CLOSING DATE</u> | : | 10 March 2023 at 13:00 |
| <u>POST 06/107</u> | : | <u>STUDENT LIAISON OFFICER REF NO: MALUTITVET/KWE/SLO/003/2023</u> College Council Appointment: 3 Years Contract |
| <u>SALARY</u> | : | R269 214 per annum (Level 07) |

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| <u>CENTRE</u> | : | Kwetlisoong Campus (Phuthaditjhaba) |
| <u>REQUIREMENTS</u> | : | National Senior Certificate/ Grade 12/ Standard 10 or NCV Level 4. A recognized National Diploma/ Degree in Social Science / Psychology / Education or equivalent relevant qualification. Two to three years experience in student support services Education/ Teaching and Learning environment. Computer literacy (MS Word, MS Excel, MS Power Point). Recommendation: Unendorsed valid drivers license. Skills: Administrative, Interpersonal relations, Problem solving and analytical, Communication and listening skills. |
| <u>DUTIES</u> | : | Provide student liaison services at the Campus. Guide students and path their careers. Manage the induction of students at the Campus. Prepare weekly and monthly reports. Provide welfare support to students by liaising between stakeholders/Persons. Assist with academic support plan for identified students. Address socio-economic students matters appropriately including substance and other related matters. Attend to any student accommodation needs. Guide students to make the right decision and improve their performance. Conduct home visits when necessary and interview / counsel students, staff, families and other relevant stakeholders in order to identify contributing factors associated with low attendance concerns. Support student, families by establishing and delivering absence reduction programs |
| <u>ENQUIRIES</u> | : | Ms TP Mathipe Tel No: 058 303 1732 |
| <u>APPLICATIONS</u> | : | All applications should be posted to: Acting HR Manager: Maluti TVET College, Corporate Office, Private Bag X33, Bethlehem, 9700 or hand delivered at Maluti TVET College: Corporate Office, Corner High & Broster Street, Bethlehem, 9700. No Faxed or emailed applications will be accepted. |
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