

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING  
IKHALA TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING (TVET) COLLEGE**

*The department is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity: (race, gender and disability) in the Department through the filling of posts and a candidate whose appointment, transfer or promotion will promote representivity are encouraged to apply.*

- APPLICATIONS** : Please Forward Your Application, Quoting The Reference Number to: HR Department, Ikhala TVET College, Private Bag X7110, Queenstown, 5320 Or Hand Deliver to: Zone D, Gwadana Drive, Ezibeleni, Queenstown.
- CLOSING DATE** : 22 September 2017, applications received after the closing date or faxed applications will not be considered.
- NOTE** : Applications must be submitted on forms Z83 obtainable from any public service department and must be accompanied by a comprehensive CV and certified copies of qualifications. 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 will only be entered into with short-listed applicants. The College /department reserve the right to withdraw any of the advertised posts at any time depending on the need.

**OTHER POST**

- POST 36/39** : **CAMPUS MANAGER 1 POST REF NO: IKHALA 2017/09-01**
- SALARY** : R417 552 per annum, Level 10, including benefits
- CENTRE** : Ikhala TVET College – Ezibeleni Engineering Campus
- REQUIREMENTS** : A recognized Bachelor's degree or Diploma in engineering and related field which must include appropriate training as an educator. Qualification in Artisanry in any related field of specialisation in Engineering would be a further recommendation. A minimum of 7 years' experience in Education and/or TVET Colleges. 2-3 years supervisory/management level experience. A valid driver's License, SACE registration and Computer literacy. Knowledge and Skills: A sound knowledge of transformational issues within the TVET College Sector. Experience in managing people, projects, finance, labour relations, human resources management and development and good governance practices relevant to the TVET Sector. Sound knowledge and insight into the relevant pieces of legislation, policies and procedures governing the TVET Sector. Extensive management, administrative and organizational skills. Good communication skills (verbal and written). Decision making skills and problem solving skills.
- DUTIES** : Provide strategic leadership and management in the campus; Ensure co-ordination and alignment of the campus with the vision of the college and the TVET Colleges sector as a whole; Monitor the performance of the Campus against College, Regional and National targets; Provide effective Campus management and administration functions. Ensure compliance with College asset management policies. Manage and oversee the administration of NSFAS at the Campus. Manage the implementation of all programmes offered at the Campus; Monitor and review the relevance of the programme qualification mix offered at the Campus; and but not limited to, ensure that a labour friendly environment exists in the Campus.
- ENQUIRIES** : Ms. T. Gomba Tel no: (047) 873 8839/70/71