

DEPARTMENT OF HIGHER EDUCATION AND TRAINING (UMFOLOZI TVET COLLEGE)

- APPLICATIONS** : uMfolozi TVET College, HRM&D Unit, Private Bag X5023, Richards Bay 3900 or alternatively, applications can be hand-delivered to the Central Office, Naboomnek, Arboretum, Richards Bay 3900
- CLOSING DATE** : 29 June, 2018 at 13:00
- NOTE** : Applications must be submitted on form Z83 (available at www.umfolozicollege.co.za, from schools, colleges and government departments) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z83 and covering letter. A recent, comprehensive Curriculum Vitae. Certified copies of all original qualifications (Matric Certificate must also be attached) and academic records, your ID Document and valid driver's licence (certification must be within the last 3 months). Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). A separate application must be submitted for each post that you are applying for. Late (received after closing date and time), incomplete, emailed and faxed applications will not be considered. The employer is an equal opportunity affirmative, action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) in the Department through the filling of this post(s) with a candidate whose appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan. The Employer reserves the right not to make an appointment. Where applicable, candidates will be subjected to a skills test. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and citizen verification; criminal record and financial/asset record checks. Applicants who have not been invited for an interview within 60 days of the closing date should consider their application unsuccessful.

OTHER POST

- POST 23/07** : **CAMPUS MANAGER, REF NO: 2018/038**
- SALARY** : R417 552 per annum (Level 10) plus benefits as applicable in the Public Service (College appointment fixed term contract ending 31 May 2020)
- CENTRE REQUIREMENTS** : Nkandla Campus
A recognised tertiary qualification (3-year) Degree/Diploma. A recognised, appropriate teaching qualification. Seven years' experience in a TVET (or similar) institution, of which two years should be at managerial level. Registered with SACE. Valid driver's license. An expert understanding of effective learning delivery site management, programme delivery and student support management at a TVET institution. Ability to design and implement internal administration systems and controls to ensure sound student support, programme delivery support and general administration. Proven computer literacy, including MSWord, MSExcel and MSPowerPoint. Proven report writing and presentation skills. Extensive knowledge of: the Continuing Education and Training Colleges Act 16 of 2006 as amended, the General and Further Education and Training Quality Assurance Act (No. 58 of 2001) the sector regulatory and legislative framework as well as the Coltech administration system.
- DUTIES** : Implementation and managements of effective teaching and learning systems: Implement quality management systems, policies and processes for monitoring classroom practices, assessment, moderation and performance records. Identify training programs to be offered at the campus in accordance with the program qualification mix (PQM) of the college. Manage and monitor standardised vocational program offerings in accordance with national curriculum guidelines. Improve leadership and management of teaching and learning in the classroom (monitor quality of teaching). Lead and support designated staff to ensure that

learner entitlements are achieved and improved. Promote the effective use of information and learning technologies. Liaise with the academic program manager to facilitate a two-way exchange that facilitates academic performance and delivery. Oversee the effective implementation of theoretical, practical and workplace based learning components of programmes. Manage the accreditation of program offerings. Management of human resources at the campus: Development of fit-for-purpose job profiles of academic and support staff in collaboration with human resource department. Conduct performance management reviews, identify service gaps and implement personal and/or capacity development plans of all staff members. Ensure improved academic staff performance in classroom. Compile and evaluate extra-curricular activities according to prescribed policies and procedures for approval. Recommend appointments of staff to Central Office. Manage staff leave applications and attendance in consultation with human resource department. Facilitate and promote good working relationships among all staff member. Prevention and management of conflict at campus: Ensure implementation of policies and procedures for dispute resolution. Ensure development and implementation of effective and efficient contingency plans to manage staff and student unrest. Ensure progressive disciplinary process with regards to staff contraventions of policies and procedures of the college. Make provision for emergency and evacuation procedures. Establish and maintain security committee. Manage and monitor contract for security service providers. Establishment and management of partnerships with stakeholders: Initiate new partnerships, collaboration and communication with business institutions, social and political organisations and communities. Maintain communication with parents, guardians and sponsors concerning the behaviour and performance of learners. Oversee the overall marketing of programmes and services offered at the campus. Negotiate and secure student and staff placements with industry. Encourage guest learning and workplace exposure initiative. Engage with local business, industry, NGO's and other stakeholders in alignment with the College Strategic Plan. Promote campus programme offerings. Management of campus infrastructure and facilities: Effectively manage and maintain all physical resources in the campus. Develop and implement systems for proper assets and stock management in the campus. Conduct regular stock and asset inspections and verifications. Approve all asset transfers and exchange among campuses according to prescribed policy and procedures. Implement Occupational Health & Safety policies. Monitor staff compliance to asset management policies and procedures. Development and implementation of good student support services: Manage and monitor good student support services at the campus. Ensure fair and decisive implementation and management of student disciplinary procedures. Source appropriate student material, equipment and other resource for improved teaching and learning. Identify student support need for curriculum and programmes. Identify possible workplace exposure and experience opportunities for both students and staff. Design, develop and manage efficient students' financial support systems and student accommodation. Strategic planning for good campus management: Ensure the alignment of Campus Operational Plans with the overall College Strategic Plan. Implement and manage short or long-term plans of the campus. Monitor the implementation of quality assurance policies and procedures, and ensure consistent reporting. Contribute to the audit review and monitoring process related to college objectives. Introduce and implement corrective measures on low scoring performance areas identified from the audit. Active participation in the compilation of policies and procedures of college governance. Ensure targets set in annual performance and operational plan are achieved. Management of campus systems and processes: Manage the overall consolidation of all operational activities on campus. Implement and manage effective institutional governance processes and procedures. Develop, maintain and monitor an effective integrated campus administration system. Establish a campus management committee according to policies, procedures and guidelines. Continuous delegation of responsibilities to academic and support staff to ensure effective and efficient campus operations. Quality management of all aspects of services delivered at the campus. Manage and monitor the quality of student data to ensure integrity and compliance to policy and guidelines. Close out non-conformances resulting from

Quality as well as Health and Safety audits. Lead and coordinate day-to-day management of campus operations. Provide inputs and recommendations to college management team and in committee meetings. Manage campus compliance with CET Act and other related legislation (EE, SDA, LRA, BCEA, OHSA and SAQA). Improve communication between management, unions, committees and Student Representative Council through regular engagements. Campus financial management: Initiate, maintain and manage financial sustainability at the campus. Provide input to the compilation of the annual income, expenditure and capital budgets. Develop a draft campus budget in line Central Office guidelines. Monitor actual financial performance of the campus against budget. (Management information to be supplied monthly by Finance Unit). Implement and manage the approved campus budget and oversee the daily petty cash usage at the campus. Initiate financial cost savings through efficient utilisation of resources at campus. Endorse all campus procurement submissions in compliance with the SCM policy. Manage the bursary application process at campus level and ensure timeous submission to the Financial Aid Office. Recommend debtors refunds for approval at Central Office. Implement and manage college financial policy on student enrolments and registration at campus. Manage the student debt book in terms of the debt management policy and ensure timeous collection. Ensure continuous, consistent reporting and management of financial expenditure for compliance with Treasury regulations. Performance Management: Meet deadlines relating to Supervisees' performance contracts. Meet deadlines relating to Supervisees' Quarterly performance reviews. Meet deadlines relating to Supervisees' annual performance assessments. Ensure that Supervisees have correct and up to date job profiles. Ensure that relevant Audit-related actions as per the latest Audit Action Plan are included in Performance agreements of affected staff. Ensure that newly-appointed Supervisees are inducted within three (3) months after appointment. Ensure that Training interventions agreed to in the Personal Development Plans of Supervisees are implemented within the agreed timeframe. Ensuring that Key Result Area (KRA's) of Supervisees are aligned to the Department's and College's Strategic plan, Annual Performance. Ensure that all funded, filled and unfilled posts within one's area of responsibility are evaluated. Ensure that the Employment Equity profiles of the College is in line with the Employment Equity Plan of the Department; and Plan (APP) and Operational plan. Ensure there is at least one person living with a disability in a campus.

ENQUIRIES

: Mrs JSM Smith at (035) 902 9511