ANNEXURE G

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: 31 May 2019 at 13:00pm

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 a Covering Letter must be attached. 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 license (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 17/22: ASSISTANT DIRECTOR: STUDENT SUPPORT SERVICES REF NO: 2019/048

SALARY: R470 040 per annum (Level 10) plus benefits as applicable in the Public Sector

CENTRE: Central Office

REQUIREMENTS: Appropriate and recognised three-year degree or diploma in Education/ Social / Behavioural Science. Four-year qualification in psychology or social work. Completed accredited student counselling courses. Three years’ experience in an educational institution. A valid Code EB driver’s license. Sound financial planning and -management competencies Excellent report writing skills and information processing skills. Advanced-level competencies in MS Excel, MS Word and MS PowerPoint. Sound financial planning and management competencies. Advantageous: Registration with Health Professions Council of South Africa as either Registered Counsellor (Career Counselling or School Counselling) or Psychometrist (Independent Practice). Previous experience of at least 2 years in the TVET Sector. Technical Skills and knowledge. An expert understanding of student support and management at a TVET institution. Understanding of Student Support Framework and PFMA. Ability to design and implement internal administration systems and controls to ensure sound student support and administration. Proven computer literacy, including MSWord, MS Excel and MS PowerPoint. Proven report writing and presentation skills. Extensive knowledge of: The Further Education and Training Colleges Act, 2006, the National Student Financial Aid Scheme and related legislation, the Sector regulatory and legislative framework. Very good knowledge of student counselling regulations and best practices.
DUTIES

KRA: Support Coordination: Develop student support policies and procedures and ensure implementation and compliance. Provide required reports to the College council, executive team and the Academic Board. Facilitate communication and cooperation with all managers regarding student support planning and services. Coordinate and provide guidance to campus-based student liaison officers. KRA: Career Guidance, academic support and Resource Facility Management: Implement a guidance process prior to and during registration. Implement appropriate general assessment to ensure programme matches. Identify resource requirements per campus and motivate for resource availability. Monitor appropriate resource utilisation and ensure productive utilisation. Provide academic support referrals and job placement skills. Identify and implement outreach programmes and other extra-mural activities. Oversee and Manage the career guidance and teacher support activities of the uMfolozi Career Centre. KRA: Health and Wellness Services: Provide HIV/AIDS awareness and education interventions. Provide guidelines on student health and general counselling services and ensure that these are implemented. Maintain a database of all related health and wellness NGO's and public services to ensure appropriate and accessible referrals. Establish and maintain productive and co-operative relations with related services. Ensure the participation of Students in Sports, Recreation and Culture. KRA: Student Governance: Facilitate SRC elections; conduct induction training per annum; and ensure SRC representation on all designated governing bodies. Develop “Student Code of Conduct” guidelines and co-ordinate student orientation and induction programmes. Provide support and facilitation of student disciplinary and grievance incidents. KRA: Student Financial Aid Services: Facilitate internal and NSFAS administered bursary applications and provide compliance guidelines. Identify potential sponsors (in collaboration with other College managers). Track student bursary requirements compliance and implement remedial initiatives as required. Provide compliance and bursary utilisation reports as required. KRA: Unit Management: Formulate job profiles for all posts within the Unit. Conduct meetings with internal staff and plan and assign work within the Unit. Manage the Unit’s budget and cash flow. Compile the annual operational plan. Conduct performance appraisals with Unit staff and arrange and monitor individual development.

ENQUIRIES

Mr TP Zulu Tel No: (035) 902 9506