

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(UMFOLOZI TVET COLLEGE)**

- APPLICATIONS** : All application should be emailed to Applications.central@umfolozi.edu.za. Applications should be send as one PDF document. No Faxed applications will be accepted. Applications that do not comply with the above specifications will be disqualified.
- CLOSING DATE** : 24 June 2022 at 13:00
- NOTE** : Applications must be submitted on a New Z83 form obtainable from any Public Service department as well as uMfolozi TVET College Official website www.umfolozicollege.co.za (and must be fully completed, dated and signed). Clear indication of the post and reference number that is being applied for must be indicated on your Z83 and a Covering Letter with date and signature must be attached. A recent, comprehensive Curriculum Vitae. Copies of qualifications and other relevant documents must not be included on application. Only shortlisted candidates will be required to submit certified copies of qualification and other relevant documents to College Human Resources Management Administration Unit on or before the day of the interview. Communication will be limited to shortlisted candidates. 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) and incomplete 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 20/64** : **ASSISTANT DIRECTOR: STUDENT SUPPORT SERVICES REF NO: UMF/035/03/2022**
(PERSAL Appointment)
- SALARY** : R477 090 per annum (Level 10), plus benefits as applicable in the Public Sector
- CENTRE** : UMfolozi TVET College, Central Office
- REQUIREMENTS** : Appropriate Bachelor's Degree (NQF7) in Psychology or BA in Social Work (Major in Psychology) or equivalent qualification. 3–5 years' relevant experience in an educational institution. Knowledge of PSET and CET Act; Teaching and Learning, Skills Development Act, National Student Financial Aid Scheme and related legislation, Public Service Regulations and Public Service Act, Labour Relation Act. Knowledge of the Ethical regulatory and legislative framework; The following skills are required: Administrative; planning and organizing; financial management; report writing; communication and interpersonal; problem solving; client oriented; analytical; project management; team leadership; and people management. A valid driver's license. Computer Literacy (MS Word, MS Excel, MS PowerPoint). Sound financial planning and management competencies. Excellent report writing skills and processing skills. Advantageous: Registration with Health Professions Council of South Africa as either Registered Counsellor (Career Counselling or School Counselling) or psychometric (Independent Practice). Previous experience of at least 2 years in the TVET Sector.
- DUTIES** : Manage the administration of the students support services unit; Manage students counselling across the college; Manage the provision of career

ENQUIRIES

guidance and students' academic support; Plan and manage college extra-mural activities; Facilitate student governance and student leadership development; Manage mainstreaming of gender and disability within students; Manage human, financial and other resources of the unit.
: Mrs ZH Mngoma Tel No: 035-902 9501