

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(Tshwane North TVET College)**

Tshwane North TVET College would like to invite suitably qualified, innovative, result-orientated and self-driven candidates to apply for the vacant positions.

- APPLICATIONS** : Forward your application/s to: The Principal: Tshwane North TVET College, P.O Box 26193, Arcadia, 0007 OR hand-deliver to: corner Kgosi Mampuru (Former Potgieter Street) & Pretorius Streets, Pretoria. No Emailed or faxed applications will be accepted. All costs incurred due to your application and interviews will be at your own expense.
- CLOSING DATE** : 24 February 2023 at 12:00
- NOTE** : must be submitted on the New Z83 which must be fully completed, obtainable from any Public Service Department and must be accompanied by a comprehensive Curriculum Vitae. Only shortlisted candidates will be required to submit certified copies of qualifications including academic records, driver's license, and identity document. Please take note that communication in relation to the process will be limited to the short-listed candidates. If you have not received any correspondence within three (3) months after the closing date, please consider your application unsuccessful. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date will NOT be accepted. Shortlisted candidates will be subjected to a vetting process: criminal record, citizenship, credit record checks, where applicable, qualification and employment verification). Shortlisted candidates will be subjected to a skills/knowledge/competence test. The College/DHET reserves the right not to make appointments. Preference will be given to persons from designated groups, especially with regards to race, gender, and disability. People with disability are encouraged to apply.

OTHER POSTS

- POST 05/89** : **ASSISTANT DIRECTOR: TVET MANAGEMENT INFORMATION SYSTEM
REF NO: TNC/CO/23 – 02/1**
Nature of Appointment: Permanent
- SALARY CENTRE REQUIREMENTS** : R491 401 per annum (Level 10), plus benefits
: Central Office
: Matric/NQF Level 4 Certificate plus a National Diploma (NQF level 6/Bachelor's Degree in Information Management, Computing, or equivalent qualification. 3-5 years working experience in Information Technology or any relevant knowledge, of which two years must be at supervisory level. Knowledge of policies and governance environment of TVET Colleges including knowledge of the TVET MIS system, annual reporting requirements by the Higher Education Institutions. Knowledge and understanding of Information Management. Knowledge, understanding, application and interpretation of office management, ITS, data warehouse and MIS prescripts. Driver's license: Code B. Competencies, Abilities and Skills: Administrative, planning and organizing. Financial management. Report writing. Communication and interpersonal. Problem solving. Computer literacy. Analytical. Client oriented. Project management. Team leadership. Planning and organizing. People management.
- DUTIES** : TVET MIS management, capturing and data extraction for the College: Set up the system in readiness for enrolment and support other processes. Ensure the MIS is setup in line with the College Admission Policy and the APP targets. Control the quality of captured data and report if there are errors. Maintain the College TVET MIS system. Manage the student data. Use various tools, extract data to facilitate statistical reporting. Interact with service providers regarding upgrades and ensure implementation and application of such upgrades. Maintain data on student registration and Compile data reports to management and the DHET: Submit monthly data reports on student registration regarding Ministerially approved programmes as well as on apprenticeships, learnerships, and short skills learning programmes. Ensure timeous submission of enrolment data, ICASS marks and final exam marks to the department. Generate data reports on student performance – throughput,

certification, and progression rates. Compile staff statistics of the college and submit reports on quarterly basis to management and DHET. Compile monthly, quarterly, and annual reports as requested. Maintain, capture, and validate inputs captured on ITS and other related systems: Set up the student system for registration of students and ensure creditability and reliability. Maintain the ITS student system and other related system. Monitor capturing, quality control, validation, run procedure, create file, and ensure that entries are sent to DHET head office. Management of human, physical and financial resources: Render management services to the staff. Ensure completion of performance agreements by all employees in the unit. Supervision of staff.

ENQUIRIES

: Should you have enquiries or experience any problem submitting your application contact Ms LA Mudau Tel No: 012 401 1927 / Ms JM Nyalunga Tel No: 012 401 1940

POST 05/90

: **ASSISTANT DIRECTOR: STUDENT REGISTRATION SERVICES REF NO: TNC/CO/23 – 02/2**
Nature of Appointment: Permanent

SALARY
CENTRE
REQUIREMENTS

: R491 401 per annum (Level 10), plus benefits
: Central Office
: Matric/NQF Level 4 Certificate plus a recognised three (3) year National Diploma (NQF level 6) in Business Administration, Public Management/ Administration, or equivalent qualification. A minimum of 3-5 years in administration department of which two years should be at supervisory level. Driver's license: Code B. Experience in the Post Schooling Education and Training (PSET) sector will be an added advantage. Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Competencies, Abilities and Skills: Proven report writing and presentation skills in the public sector and its legislation framework. Good communication skills and people Empowerment. Planning and execution. Proven computer literacy, including advanced MSWord, MS Excel, and MS PowerPoint. Proven ability to effectively manage change. Leadership skill.

DUTIES

: Manage the administration of the overall student registration Develop, review, and monitor the implementation of policies and procedure in relation to student registration, admission, scheduling, and records. Develop and implement student enrolment and registration standard operating procedures which are aligned to those of the department. Develop enrolment and registration plan and ensure that the plan is adhered to. Establish and oversee the work of College Enrolment Committee as well as Student Selection Committee. Champion online application and registration processes. Provide workshops on the implementation of policies and procedure in relation to student registration, admission, scheduling, and records. Advise on the marketing strategies to attract new potential students. Manage student registration and ensure proper procedures are followed. Develop and review registration documents for accuracy. Manage the database for new graduates and alumni into the job market. Ensure provisioning of pre-entry support services to student during the registration process in relation to (financial aid, bursaries, student accommodation). Provide guidance and testing of students, with regards to choices of and placement within programmes. Maintain and update database of students enrolled within programmes. Ensure that student orientation is conducted into college and campuses. Ensure that learner's information is captured on Information Technology System (ITS).Management of student records Develop and implement a filing system for student records. Conduct monitoring and verification of student records across the delivery system/sites. Ensure timeous retrieval of student records for audit purposes. Oversee the provision of student financial aid and bursary services support Ensure that the TVET Bursary Scheme is administered strictly according to the bursary rules and guidelines. Verify compiled data on bursary statistics. Monitoring the tracking of student bursary requirements compliance and implement remedial initiative as required. Management of human, physical, and financial resources: Render management service to the staff. Ensure completion of performance agreements by all employees in the unit. Supervision of staff.

ENQUIRIES

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