



## higher education & training

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA



**SEDIBENG TVET COLLEGE**  
"GROW WITH THE FLOW"

Sedibeng TVET College hereby invites applications from suitably qualified persons to fill the following permanent positions. The following posts will be filled according to the CET Act No. 16 of 2006 (as amended).

### **CENTRE :CENTRAL OFFICE**

**POST/POSITION:** ASSISTANT DIRECTOR: RISK & FRAUD

**REF:** SED 06 / 2022

**SALARY:** Min R424 104.00 - Max R508 692.00 per annum ( excluding benefits)

**POST LEVEL / SALARY LEVEL:** SL9

**NAME OF THE COMPONENT:** OFFICE OF THE PRINCIPAL

**REQUIREMENTS:** Grade 12/NC(V) L4 certificate, plus a Diploma/Degree in Risk Management/Auditing. Five (5) years' relevant administrative experience in a risk management and compliance environment of which three years must be in a supervisory level. Experience in Business Continuity Management and/or Internal Audit. Knowledge of King Reports of Corporate Governance and best practices governing risk management. Experience in conducting risk assessment.

Experience in report writing and analysis. Valid Driver's Licence. Knowledge of Standard Operating Procedures and Practices. Knowledge and understanding of Public Service Regulations, Public Service Act, PFMA, Treasury Regulations and MISS. Research, Ethics, Project management, Communication skills (verbal & written), Planning and Organising, Relationships management, Problem Solving & Analytical skills. Monitoring and Evaluation skills. Policy development and implementation skills. Ability to work independently and as part of a team. Interpersonal skills. Willingness to work irregular hours. Membership with professional body governing.

**DUTIES:** Risk Assessments: Facilitate the risk assessments for each Division and update risk registers every quarter. Obtain evidence for control assessments and progress on action plans on a quarterly basis. Obtain and collate feedback from Senior Managers on updates to the risk registers and progress (tracker) of action plans. Update project risk register for all projects. Obtain information for the compilation of BCPs for the Divisions Co-ordinate all tests for the BCPs as scheduled. Provide inputs into the Risk Management Framework. Implement the approved Risk Management Framework. Risk Training: Facilitate and coordinate all training sessions per the training plan. Facilitate Risk training in Divisions. Administration around Financial Disclosures. Conduct Fraud Prevention/Ethics training as required by the Divisions in line with the training plan. Reporting: Gather all reports, registers and documentation for all Divisional EXCO and management meeting of the Divisions. Prepare BCP progress reports on the status of business continuity in Divisions. Extract information

from risk registers and other forums reports. Prepare monthly/quarterly reports to the Office of the Principal.

**POST/POSITION:** ASSISTANT DIRECTOR: INFORMATION TECHNOLOGY

**REF:** SED 08 /2022:

**SALARY:** Min R424 104.00 - Max R508 692.00 per annum ( excluding benefits)

**POST LEVEL / SALARY LEVEL:** SL9

**NAME OF THE COMPONENT:** CORPORATE SERVICES

**REQUIREMENTS:** Grade 12/NC(V) L4certificate, plus a Diploma/Degree in Information Technology(IT) / Computer Science or equivalent relevant Qualification. 5 years' experience in IT environment, of which three years should be on supervisory level. Extensive Knowledge of IT hardware, software and programmes. Understanding of Desk Networking communication infrastructure. Understanding of IT Help Desk operation. Effective client relations. Understanding of MIS Systems and any other related systems. Knowledge and understanding of Corporate ICT principles, policies, and other relevant legislation. Valid driver's license.

**DUTIES:** To manage and support the IT infrastructure and to play an active role in introducing new technologies.

To provide support for the users of the college IT systems and resolve any issues arising promptly. Review and monitor the implementation of ICT policies. Install and maintain network hardware and software, including device management. Analyse and isolate network-related issues. Establish systems to safeguard hardware and data. Monitor networks to ensure compliance, security, and availability. Evaluate and modify systems performance. Identify user needs. Determine network and system requirements. Maintain the integrity of the network, server deployment, and security. Managing backups according to defined schedule as per standards. Desktop support for infrastructure and software. Setup new user accounts. Perform backup information and anti-virus support, and offsite storage. Support the availability of email and internet services, ensuring that connection is available to the transversal mainframe system. Perform installation, configuration, testing, and upgrade tasks that may require some research and analysis. Troubleshooting, resolving, and documenting all ICT-related issues. ICT software and hardware maintenance. Maintain and monitor the hardware and software system, report redundant hardware and software, and advise on updating the systems. Keep up to date with the latest developments of ICT in Education. Assist with procuring intranet and internet products and services according to the needs of the college.

**POST/POSITION:** SENIOR IT TECHNICIAN

**REF:** Sedcol 09/2022

**SALARY:** Min R359 517.00 – Max R420 402.00 per annum (excluding benefits)

**POST LEVEL/SALARY LEVEL:** SL8

**NAME COMPONENT:** INFORMATION TECHNOLOGY

**REQUIREMENTS :** Grade 12 or NCV Level 4 Certificate plus a Diploma/Degree in Information Technology or equivalent. Must have 3 years experience in ICT infrastructure, networks, Desktop and Operating systems. Experience with Microsoft packages with include Office, Information Systems.

Experience with supporting thin clients, communicate verbal and written skills. Problem solving skills, collaborative and excellent people skills, creative and analytical. Valid Drivers license.

**DUTIES:** Diagnose software and hardware problems, Desktop and printer management, support computers, printers, and other hardware, computer installations, manage helpdesk issues, manage corporate Antivirus protection for all computers, and provide support to all staff on IT-related problems. Track and prioritise ICT support calls and document the resolution. Install, and configure new computers and other IT equipment, Identify problems and repair existing ICT equipment, and keep track of IT supplies and equipment. Provision for the measure and adherence of policies and standards.

**POST/POSITION:** SENIOR ADMINISTRATION CLERK

**REF:** Sed01/2023

**SALARY:** Min R359 517.00 – Max R420 402.00 per annum (excluding benefits)

**POST LEVEL / SALARY LEVEL:** SL8

**NAME OF THE COMPONENT:** OFFICE OF THE PRINCIPAL

**REQUIREMENTS:** A National Senior Certificate (Grade 12) or NCV level 4. A 3-year recognised National Diploma/ Degree in Office Administration or Public Administration or Labour Law with a minimum of 3 years in administrative and secretarial duties. Knowledge and understanding of the TVET/ CET Administration. Understanding of corporate governance, must have Planning and organizing skills, Financial management skills, Report writing skills, Communication and interpersonal relations, Problem solving, Computer literacy and a valid drivers' licence. Knowledge of Microsoft windows and Microsoft office competencies. Ability to prepare written reports. Document Management and record keeping skills; ensuring confidentiality of information at all times.

**DUTIES:** Render administrative/executive support services in the office of the Principal. Ensure effective and efficient management of the college including the management of the workflow in the office of the Principal. Oversee and monitor budget and expenditure in the office of the Principal and College Council. Co-ordinate college inputs for annual, quarterly, monthly reports, Establish and implement effective records and document management.

Provide administrative and secretariat support to the College Council, including drafting correspondence and making travel arrangements. Ensuring College Council complies with relevant legislation. Establishing procedures for sound governance. Advising on developments in governance issues. Formulate the Council meetings agenda with the College Principal and advice on its contents. Ensure that all agenda items and supporting documents are in place. Ensure the provision of adequate administrative resources to facilitate the working of the Councils. Establish, maintain and review policies for the Council and ensure that all statutory requirements for good governance are discharged. Responsible for planning, delivering and monitoring responsibilities of the College Council.

**POST/POSITION:** CHIEF ADMINISTRATIVE CLERK ADMINISTRATION

**REF:** Sedcol 02/2022

**SALARY:** Min R294 321.00 - Max R343 815.00 per annum ( excluding benefits)

**POST LEVEL / SALARY LEVEL:** SL 7

**NAME OF THE COMPONENT:** HUMAN RESOURCE ADMINISTRATION

**REQUIREMENTS:** Grade 12 or NCV Level 4 Certificate. A recognized Bachelor's degree/Diploma (NQF level 6) in Human Resource Management or equivalent qualification. A minimum of 3 years' relevant experience in Human Resource Management and Administration is required. Experience in the appointment and conditions of service of Public Servants and Educators. Knowledge of Pension and Policy on Incapacity Leave and Ill Health Retirement (PILIR) will be an added advantage. Knowledge and experience of PERSAL System. Knowledge and Understanding of HR prescripts and Policies. Good communication skills with a high proficiency in writing. Advanced level of computer literacy (Ms Word, Excel, and Outlook). Ability to work under pressure and willingness to work extended hours when required. A valid driver's license is a prerequisite.

**DUTIES:** To assist in the administrative/personnel needs of the staff in the college. Render conditions of services, Administer all PERSAL functions and remuneration of employees (leave, housing, medical, injury on duty, long service recognition, overtime, relocation, pension, allowances, PILIR, etc.) Implement termination of services. Render Recruitment and Selection services in line with the Departmental policy and delegation (Advertisements, appointments, transfers, verification of qualifications, secretariat functions at interviews, absorptions, probation periods, inductions etc. Must be able to deal with all levels of staff indiscriminately and be able to write submissions, memos, and letters. Maintain good relations and communicate professionally with clients, team members, and senior managers both verbally, written, and through presentations. Must be able to train, mentor, and evaluate subordinates. Communicate at a professional level with staff both personally and telephonically.

**POST/POSITION:** STATE ACCOUNTANT - MANAGEMENT ACCOUNTING

**REF:** Sedcol 06/2022

**SALARY:** Min R294 321.00 - Max R343 815.00 per annum (excluding benefits)

**POST LEVEL / SALARY LEVEL:** SL7

**NAME OF THE COMPONENT:** MANAGEMENT ACCOUNTING

**REQUIREMENTS.** Grade 12 or NCV Level 4 Certificate plus a Degree or National Diploma in Accounting/Financial Management. 3 years experience in income and budget management. Sound knowledge of relevant legislation, which includes PFMA, Treasury Regulations, DORA, etc. Good communication, organization, and supervisory skills. Ability to develop strategic plans. Ability to work independently and in a team under extreme pressure in a demanding environment. Ability to resolve problems, have a sense of responsibility, initiative, and creativity, be objective and demonstrate good work ethics as well as be service orientated towards Batho-Pele principles. A valid driver's license. Proven computer literacy, including advanced MS word, Excel and Power Point. Knowledge of management of institutional budgets. A valid driver's license.

**DUTIES:** Develop, review and ensure proper implementation of appropriate policies and procedures. Monitor income to ensure alignment with approved budget and cash flow projections. Compile the annual budget. Compile monthly income reports. Monitor and ensure that bank reconciliations are done monthly. Manage investments. Coordinate collection of student fees and other revenues. Manage debtors. Apply budget control measures. Supervise staff.

**CENTRE: HEIDELBERG CAMPUS**

**POST/POSITION:** HEAD OF DIVISION-NCV FUNDAMENTALS STUDIES

**REF:** Sed02/2023

**SALARY:** Min R 465 843.00 – Max R 1 030 302.00 per annum (excluding benefits)

**POST LEVEL / SALARY LEVEL:** PL3

**NAME OF THE COMPONENT:** FUNDAMENTALS STUDIES

**REQUIREMENTS:** Grade 12 or NCV Level 4 Certificate plus a Degree or equivalent in (English/Mathematics & Mathematics Literacy and Life Orientation) backed by a professional qualification in Education equivalent to REQV 13. At least five years' Lecturing fundamental subjects in a TVET College is a prerequisite. Qualified Assessor and Moderator. At least three years' experience as a Senior Lecturer (PL2). Knowledge of the relevant legislative policies that govern the public TVET colleges. Excellent communication skill is essential with SACE registration Certificate. Must be Computer literate and a Valid Driver's Licence is a prerequisite. Understanding the functioning of NC (V) programme.

**DUTIES:** Management of Students, Lecturers and Curriculum Delivery. Implementation of administration processes within the Fundamental Studies Division. Ensure effective utilization of resources. Ensure that the College provides innovative learning programs responsive to Business, Commerce, Industry, and Community needs in collaboration with the College Council Academic Board; Planning. Assist with student affairs and job placement. Ensure that Work Integrated Learning for students takes place. Plan and implement quality management in department or division; Contribute to the drafting of a year planner in advance featuring all operations; Promote outcomes-based Education, skills training, and learnerships. Ensure that programmes offered equip students with employability skills. Analyse, interpret and make recommendations based on statistics. Contribute to the management of diploma ceremonies. Manage and control part-time classes, support tuition, company, and afternoon classes. Manage the administration and conduct of the National Examinations and Assessment. Establish and maintain records of staff attendance, department or division structure, circulars, timetables, class, training facilities visits, and results and assessment; Participate in Learning Area Committees. Support and motivate Senior Lecturers. Encourage and sustain academic excellence and improve learner results.

**POST/POSITION:** SENIOR LECTURER - BUSINESS STUDIES NATED

**REF:** Sed03/2023

**SALARY:** Min R394 032.00 – Max R953 043.00 per annum (excluding benefits)

**POST LEVEL / SALARY LEVEL:** PL2

**NAME OF THE COMPONENT:** BUSINESS STUDIES NATED

**REQUIREMENTS:** Grade 12 or NCV Level 4 Certificate plus a relevant Diploma/Degree in Business Studies or equivalent backed by professional qualification in Education, which is equivalent to REQV 13. Teaching experience in Business Studies subjects is a requirement. Three years' experience as a lecturer is a prerequisite. Excellent communication skill is essential with SACE registration Certificate. Must be Computer literate and a Valid Driver's Licence is a prerequisite.

**DUTIES:** Assist with recruitment, registration, and induction of students. Verify applications on the online registration platform. Facilitate general academic and career development of students. Prepare and present lessons in compliance with the College's annual academic plan, the Campus timetable, and the College's Quality Management system. Coordinate the procurement of the programme's training needs. Provide guidance on syllabi, curriculum, and learning outcomes. Monitor and support lecturers teaching Business Studies subjects for the courses/classes attending in the afternoon. Implement and monitor all policies that impact learning delivery including examination and certification of students within the department. Create a conducive classroom environment and ensure efficient classroom management and discipline of students. Liaise with the Lectures, Head of Department, and Student Support Officers in providing support interventions to students. Assess students, capture marks, analyse, interpret, effect appropriate remedial action and maintain the necessary ICASS records. Prepare class time-table, internal examination time-table and final examination time-table. Coordinate examination training of invigilators and students. Facilitate the distribution of textbooks and student packs. Manage and monitor staff and student attendance. Manage and facilitate Students' Work Based Experience, as well as Lecturers' work place integrated learning. Ensure the smooth running of the department and submit regular reports to the HoD. Conduct and chair subject/program meetings within business studies.

**POST/POSITION:** CAMPUS ADMINISTRATOR

**REF:** Sed04/2023

**SALARY:** Min R294 321.00 - Max R343 815.00 per annum (excluding benefits)

**POST LEVEL / SALARY LEVEL:** SL7

**NAME OF THE COMPONENT:** GENERAL ADMINISTRATION SUPPORT SERVICES

**REQUIREMENTS:** Grade 12 or NCV Level 4 Certificate plus bachelor's degree or National Diploma in Business Management/ Management Assistant/ Public administration or any relevant qualification, coupled with at least 2 years' experience in the administration environment. Must be Computer literate accompanied by a valid driver's license. Excellent communication skills are essential. Key competencies, knowledge and skills: Knowledge of Office administration; Knowledge of Public Service legislations and policies; Knowledge and understanding of the TVET/CET Administration; Understanding of the TVET sector; Employment Equity Act; Public Service Regulations and Public Service Act; Labour Relations Act and any other related legislation. Skills: Planning and organizing; Financial management; Report writing; Communication and interpersonal; Problem solving; Excellent communication skills (written and verbal); Analytical; Client oriented; Team leadership; Planning and organizing; People management; Values/ attributes; Client service focus and Integrity.

**DUTIES:** To execute campus administrative support services; Draw up a campus enrolment plan for both NCV and report 191; Assist campus management with secretarial support services; Administer and coordinate Human Resource Services and Finance Related Services at the campus; prepare monthly petty cash reconciliations. Provide Procurement Related Services, Complete requisition forms. Coordinate and submit invoices to central office for processing. Verify the correctness of goods and services supplied against the appropriate documentation. Follow-up on campus requisitions made. Maintain a proper filing system; Maintain files for all campus staff. Filing of all relevant documentation

according to QMS requirements and national achieve Act. Administer and coordinate student registration process. Coordinate capturing, scanning and storing students' records, and reconcile information for students. Ensure data exceptions and corrections.

**POST/POSITION:** IT TECHNICIAN

**REF:** Sed05/2023

**SALARY:** Min R294 321.00 - Max R343 815.00 per annum (excluding benefits)

**POST LEVEL / SALARY LEVEL:** SL7

**NAME COMPONENT:** INFORMATION TECHNOLOGY

**REQUIREMENTS:** Grade 12 or NCV Level 4 Certificate plus a Diploma/Degree in Information Technology or equivalent. Must have minimum of two years' experience in ICT infrastructure, networks, Desktop and Operating systems. Experience with Microsoft packages with include Office, Information Systems. Experience with supporting thin clients, communicate verbal and written skills. Problem solving skills, collaborative and excellent people skills, creative and analytical. Valid Driver's license.

**DUTIES:** Diagnose software and hardware problems, Desktop and printer management, support computers, printers, and other hardware, computer installations, manage helpdesk issues, manage corporate Antivirus protection for all computers, and provide support to all staff on IT-related problems. Track and prioritise ICT support calls and document the resolution. Install, and configure new computers and other IT equipment. Identify problems and repair existing ICT equipment and keep track of IT supplies and equipment. Provision for the measure and adherence of policies and standards.

**CENTRE: VEREENIGING CAMPUS**

**POST/POSITION: HOD: ENGINEERING (WORKSHOPS)**

**REF:** Sedcol 23/2022

**SALARY:** Min R 465 843 .00 – Max 1 030 302.00 per annum (excluding benefits)

**POST LEVEL / SALARY LEVEL:** PL3

**NAME OF THE COMPONENT:** NATED ENGINEERING STUDIES

**REQUIREMENTS:** Grade 12 or NCV Level 4 Certificate plus a relevant Diploma / Degree in Engineering backed by professional qualification in education equivalent to REQV 13. Five years' experience as a lecturer/ teacher/ educator is a prerequisite. At least three years' experience as a senior lecturer/teacher (PL2) is a prerequisite. Computer literacy is compulsory. SACE registration is a prerequisite. Drivers licence is a prerequisite.

**DUTIES:** Overall management of Engineering Studies. Ordering training materials for training and preparation of ISAT and Practical Training. Attendance records, performance assessment, and determination of training needs for Lecturers, the discipline of students. Manage work distribution and timetable. Manage requisitions, distribution, and control of stock for ICASS delivery. Control of consumable items withdrawn from storeroom and re-ordering. Oversee all safety in workshops and maintenance of machines. Keep-up the standard of workshops accreditation and re-accreditation of workshops. Assist with financial planning and control. Liaise with employers for in-house training for Lecturers and placement of students. Oversee all skills training and apprentice training. Preparation of

portfolio's, assessment, and moderation thereof, for submission to the relevant moderation body. Assist with the lecturing duties as and when required. Manage work distribution and operational timetable.

**POST/POSITION: SENIOR LECTURER MATHEMATICS**

**REF:** Sed06/2023

**SALARY:** Min R394 032.00 – Max R953 043.00 per annum (excluding benefits)

**POST LEVEL / SALARY LEVEL:** PL 2

**NAME OF THE COMPONENT:** MATHEMATICS NC(V) (LEVEL 2-4)

**REQUIREMENTS:** **Grade 12 or NC(V) Level 4.** A relevant Diploma / Degree in Mathematics or an equivalent Qualification majoring in Mathematics backed by professional qualification in Education which is equivalent to REQV 13. Teaching experience in Mathematics (Level 2-4) is a prerequisite. Three-year of experience as a lecturer/teacher is a prerequisite. Excellent communication skill is essential. SACE registration. Computer literacy and a Valid driver's license is a prerequisite.

**DUTIES:** Assist with recruitment, registration, and induction of students. Facilitate general academic and career development of students. Prepare and present lessons in compliance with the College's annual academic plan, the Campus timetable, and the College's Quality Management system. Coordinate the procurement of the programme's training needs. Provide guidance on syllabi, curriculum, and learning outcomes. Monitor and support lecturers teaching Mathematics. Implement and monitor all policies that impact learning delivery including examination and certification of students within the department. Create a conducive classroom environment and ensure efficient classroom management and discipline of students. Liaise with the Lectures, Head of Department, and Student Support Officers in providing support interventions to students. Assess students, capture marks, analyse, interpret, effect appropriate remedial action, and maintain the necessary ICASS and ISAT records. Facilitate the distribution of textbooks and student packs. Manage and monitor staff and student attendance. Manage and facilitate Students Work Based Experience as well as Lectures' workplace-integrated learning. Ensure the smooth running of the department and submit regular reports to the HOD. Conduct and chair subject/program meetings within Mathematics Program.

**POST/POSITION: ASSISTANT DIRECTOR HEAD OF ADMINISTRATION**

**REF:** Sed07/2023

**SALARY:** Min R424 104.00 - Max R508 692.00 per annum (excluding benefits)

**POST LEVEL / SALARY LEVEL:** SL9

**NAME OF THE COMPONENT:** VEREENIGING CAMPUS

**REQUIREMENTS:** Grade 12/ NC(V) L4 certificate, Diploma/Degree in Administration or Education or relevant qualification. A relevant five years' experience in post school education environment of which three years must be in a supervisory/managerial level. Must have Knowledge of Computer system as well as MS Word, MS Excel, MS PowerPoint and MS Access. Must have a valid Driver's licence. Experience in post education and training environment will be an added advantage. Knowledge of management, leadership, financial and administrative experience is a prerequisite. Must have knowledge of high level reporting and statistical data analysis on registration and examination. Knowledge of DHET enrolment guidelines and data standards. Knowledge of online registration and



bursary administration management. Infrastructure, Fleet and Asset management. Good interpersonal skills, Excellent Report Writing and Communication Skills. Knowledge of General Administration of campus and records management. Human Resource and Proven budgetary knowledge.

**DUTIES: ADMINISTRATION SUPPORT STAFF**

- Co-responsible for the general support service functions e.g. facilities, assets, maintenance, finances assets and supply chain management services.
- Oversee campus infrastructure, maintenance and fleet management services.
- Provide general administration support services and maintain a proper filing system and other related duties.
- Oversee and coordinate human resource administration services.
- Oversee the student administration support services.

**ACADEMIC ADMINISTRATION**

- Management and co-ordination of student academic, assessment and examinations administrative functions in accordance with DHET, UMALUSI and QCTO requirements. Conduct regular meetings with support staff.
- Overall curriculum management, assessment, moderation and administration.
- Academic and administrative support of all academic programmes and administer internal assessments and national DHET external examinations.
- Ensure the overall supervision and verification of inputs captured on the MIS system and other related systems.
- Oversee student administration matters of the campus.
- Responsible for enrolment procedures on campus.
- Record keeping of results/certificates/ICASS/Trimester and ISAT marks. Ensure compliance with all College policies, quality management system and DHET, UMALUSI and QCTO.

**POST/POSITION: CAREER GUIDANCE OFFICER**

**REF:** Sed08/2023

**SALARY:** Min R294 321.00 - Max R343 815.00 per annum (excluding benefits )

**POST LEVEL/ SALARY LEVEL:** SL7

**NAME OF THE COMPONENT:** ACADEMIC AND STUDENT ADMINISTRATION SUPPORT SERVICES

**REQUIREMENTS:** Grade 12 or NCV Level 4 Certificate plus a Diploma/Degree majoring in Psychology/ Social Science or equivalent qualification. Two-year experience in career development/guidance and counselling of relevant environment. Knowledge of career guidance. Knowledge of career counselling. Knowledge of career exhibitions. Knowledge of PSET and CET Act. Knowledge of Public Service prescripts, DHET Policies, industrial operation, labour market, identification of opportunities in the market, and opportunity linkages with industries. Computer literacy. Good communication and interpersonal skills. A valid drivers' license.

**DUTIES:** Provide career guidance and testing of prospective students (in collaboration with the registration unit). Provide academic and individual counselling sessions to students. Coordinate and

provide career exhibition services. Implement programme to coach, mentor, and develop student job readiness. Teaches a variety of skills including social skills, study skills, and test-taking skills. Counsels students with personal, social, disciplinary, and behavioural issues.

**POST/POSITION: STUDENT SUPPORT (LIAISON OFFICER)**

**REF:** Sed09/2023

**SALARY:** Min R294 321.00 - Max R343 815.00 per annum ( excluding benefits )

**POST LEVEL/ SALARY LEVEL:** SL7

**NAME OF COMPONENT:** ACADEMIC AND STUDENT ADMINISTRATION SUPPORT SERVICES

**REQUIREMENTS:** Grade 12/ or NC(V) Level 4 certificate or equivalent. A recognized National Diploma/Degree in Social Sciences or Education or equivalent relevant qualification. 3 years' experience in post school education environment will be an added advantage. Computer literacy (MS. Word; MS Excel, MS Power Point) Recommendation: Unendorsed valid driver's license. Skills: Administration, Interpersonal relations, Problem solving and analytical, Communication and listening skills.

**DUTIES:** Counselling and academic as well as non-academic support, Job Placement, Study support, which includes assistance to students with study methods, examination preparation and time management, Induction, which includes introducing new students to the campus, programmes and activities, Job-hunting skills, such as how to develop a good CV and interview coaching, Information and support on HIV and Aids-related matters, Fully equipped computer labs (for extra practical time), Counselling and referrals to other professionals, A Youth Advisory Centre and Support activities, Strategic planning sessions (all 55 members of the SRC meet each other to draft a plan for the whole year and submit to the Student Support Service Manager), Sport and cultural activities (all 4 campuses meet and elect college Squads), Open communication channels ensure harmonious college environment that is free from discrimination based on racism, religion, age, disability, culture, language, social background and sexual orientation. Management of all human, financial and other resources of the unit. Regular reporting to Management. Provide relevant and timely management information.

**CENTRE: SEBOKENG CAMPUS**

**POST/POSITION:** HEAD OF DIVISION-NCV FUNDAMENTALS STUDIES

**REF:** Sed10/2023

**SALARY:** Min R 465 843.00 – Max R 1 030 302.00 per annum (excluding benefits)

**POST LEVEL/ SALARY LEVEL:** PL3

**NAME OF THE COMPONENT:** FUNDAMENTALS STUDIES

**REQUIREMENTS:** Grade 12 or NCV Level 4 Certificate plus a Degree or equivalent in majoring in any of the Fundamental Subjects (English/Mathematics & Mathematical Literacy and Life Orientation) backed by a professional qualification in Education equivalent to REQV 13. At least five years' Lecturing fundamental subjects in a TVET College is a prerequisite. Qualified Assessor and Moderator. At least three years' experience as a Senior Lecturer (PL2). Knowledge of the relevant legislative policies that

govern the public TVET colleges. Excellent communication skill is essential with SACE registration Certificate. Must be Computer literate and a Valid Driver's Licence is a prerequisite. Understanding the functioning of NC (V) programme.

**DUTIES:** Management of Students, Lecturers and Curriculum Delivery. Implementation of administration processes within the Fundamental Studies Division. Ensure effective utilization of resources. Ensure that the College provides innovative learning programs responsive to Business, Commerce, Industry, and Community needs in collaboration with the College Council Academic Board; Planning. Assist with student affairs and job placement. Ensure that Work Integrated Learning for students takes place. Plan and implement quality management in department or division; Contribute to the drafting of a year planner in advance featuring all operations; Promote outcomes-based Education, skills training, and learnerships. Ensure that programmes offered equip students with employability skills. Analyse, interpret and make recommendations based on statistics. Contribute to the management of diploma ceremonies. Manage and control part-time classes, support tuition, company, and afternoon classes. Manage the administration and conduct of the National Examinations and Assessment. Establish and maintain records of staff attendance, department or division structure, circulars, timetables, class, training facilities visits, and results and assessment; Participate in Learning Area Committees. Support and motivate Senior Lecturers. Encourage and sustain academic excellence and improve learner results.

**POST/POSITION: ASSISTANT DIRECTOR( HEAD OF ADMINISTRATION )**

**REF:** Sed11/2023

**SALARY:** Min R424 104.00 - Max R508 692.00 per annum (excluding benefits)

**POST LEVEL / SALARY LEVEL:** SL9

**NAME OF THE COMPONENT:** SEBOKENG CAMPUS

**REQUIREMENTS:** Grade 12/ NC(V) L4 certificate, Diploma/Degree in Administration or Education or relevant qualification. A relevant five years' experience in post school education environment of which three years must be in a supervisory/managerial level. Must have Knowledge of Computer system as well as MS Word, MS Excel, MS PowerPoint and MS Access. Must have a valid Driver's licence. Experience in post education and training environment will be an added advantage. Knowledge of management, leadership, financial and administrative experience is a prerequisite. Must have knowledge of high level reporting and statistical data analysis on registration and examination. Knowledge of DHET enrolment guidelines and data standards. Knowledge of online registration and bursary administration management. Infrastructure, Fleet and Asset management. Good interpersonal skills, Excellent Report Writing and Communication Skills. Knowledge of General Administration of campus and records management. Human Resource and Proven budgetary knowledge.

**DUTIES: ADMINISTRATION SUPPORT STAFF**

- Co-responsible for the general support service functions e.g. facilities, assets, maintenance, finances assets and supply chain management services.
- Oversee campus infrastructure, maintenance and fleet management services.
- Provide general administration support services and maintain a proper filing system and other related duties.

- Oversee and coordinate human resource administration services.
- Oversee the student administration support services.

### **ACADEMIC ADMINISTRATION**

- Management and co-ordination of student academic, assessment and examinations administrative functions in accordance with DHET, UMALUSI and QCTO requirements. Conduct regular meetings with support staff.
- Overall curriculum management, assessment, moderation and administration.
- Academic and administrative support of all academic programmes and administer internal assessments and national DHET external examinations.
- Ensure the overall supervision and verification of inputs captured on the MIS system and other related systems.
- Oversee student administration matters of the campus.
- Responsible for enrolment procedures on campus.
- Record keeping of results/certificates/ICASS/Trimester and ISAT marks. Ensure compliance with all College policies, quality management system and DHET, UMALUSI and QCTO.

**POST/POSITION:** SENIOR LECTURER FUNDAMENTAL MATHEMATICS & MATHEMATICAL LITERACY

**REF:** Sed12/2023

**SALARY:** Min R394 032.00 – Max R953 043.00 per annum (excluding benefits)

**POST LEVEL / SALARY LEVEL:** PL 2

**NAME OF THE COMPONENT:** FUNDAMENTAL STUDIES NC(V)

**REQUIREMENTS:** A grade 12/ NC(V) level 4 plus a recognized Diploma / Degree in Mathematics OR equivalent, with Mathematics as a major subject backed by professional qualification. Three-year of experience as a lecturer/teacher offering Mathematics is a prerequisite. Excellent communication skill is essential. SACE registration. Computer literacy and a Valid driver's license is a prerequisite.

Monitor and support lecturers teaching Mathematics and Mathematical Literacy NC(V) level 2 – 4.

**DUTIES:** Assist with recruitment, registration, and induction of students. Facilitate general academic and career development of students. Prepare and present lessons in compliance with the College's annual academic plan, the Campus timetable, and the College's Quality Management system.

Coordinate the procurement of the programme's training needs.

Provide guidance on syllabi, curriculum, and learning outcomes. Implement and monitor all policies that impact learning delivery including examination and certification of students within the department.

Create a conducive classroom environment and ensure efficient classroom management and discipline of students.

Liaise with the Lectures, Head of Department, and Student Support Officers in providing support interventions to students.

Assess students, capture marks, analyze, interpret, effect appropriate remedial action, and maintain the necessary ICASS and ISAT records.

Facilitate the distribution of textbooks and student packs. Manage and monitor staff and student attendance.

Manage and facilitate Students Work Based Experience as well as Lecturers' workplace-integrated learning. Ensure the smooth running of the department and submit regular reports to the HoD. Conduct and chair subject/program meetings within Fundamental Program.

**POST/POSITION:** SENIOR LECTURER COMPUTER-RELATED SUBJECTS

**REF:** Sed13/2023

**SALARY:** Min R394 032.00 – Max R953 043.00 per annum (excluding benefits)

**POST LEVEL / SALARY LEVEL:** PL 2

**NAME OF COMPONENT:** REPORT 191 BUSINESS STUDIES

**REQUIREMENTS:** A grade 12/ NC(V) level 4 plus a recognized Diploma / Degree in Office Management and Technology OR equivalent, with computer as a major subject backed by a professional teaching qualification. Three-year of experience as a lecturer/teacher offering computer-related subjects is a prerequisite. Excellent communication skill is essential. SACE registration. A valid driver's license is a prerequisite.

**DUTIES:** Monitor and support lecturers teaching computer-related subjects in Nated Report 191 N4 - N6. Assist with recruitment, registration, and induction of students. Facilitate general academic and career development of students.

Prepare and present lessons in compliance with the College's annual academic plan, the Campus timetable, and the College's Quality Management system.

Coordinate the procurement of the programme's training needs.

Provide guidance on syllabi, curriculum, and learning outcomes. Implement and monitor all policies that impact learning delivery, including examination and certification of students within the department.

Create a conducive classroom environment and ensure efficient classroom management and discipline of students.

Liaise with the Lecturers, Head of Department, and Student Support Officers in providing support interventions to students.

Assess students, capture marks, analyse, interpret, effect appropriate remedial action, and maintain the necessary ICASS records.

Prepare class time-table, internal examination timetable, and examination timetable. Facilitate the distribution of textbooks and student packs.

Manage and monitor staff and student attendance.

Manage and facilitate Students Work Based Experience as well as lecturer's workplace integrated learning.

Ensure the smooth running of the department and submit regular reports to the HoD. Conduct and chair subject meetings within the Business Management and Human Resource Management Programs.

**POST/POSITION:** SENIOR LECTURER - OFFICE ADMINISTRATION

**REF:** Sed14/2023

**SALARY:** Min R394 032.00 – Max R953 043.00 per annum (excluding benefits)

**POST LEVEL / SALARY LEVEL:** PL 2

**NAME OF THE COMPONENT:** BUSINESS STUDIES NC(V)

**REQUIREMENTS:** Grade 12 plus a relevant Diploma / Degree (Office Administration) backed by professional qualification in Education, which is equivalent to REQV 13. Three years of experience as a lecturer / teacher in Office Administration (Business Practice, Office Practice, Office Data Processing) subjects is a prerequisite. Excellent communication skills are essential. SACE registration. Computer literacy is a prerequisite.

**DUTIES:** Assist with recruitment, registration and induction of students. Facilitate general academic and career development of students. Prepare and present lessons in compliance with the College's annual academic plan, the Campus timetable and the College's Quality Management system. Coordinate the procurement of the programme's training needs. Provide guidance on syllabi, curriculum, and learning outcomes. Monitor and support lecturers teaching Office Administration NC (V) level 2 – 4 and Nated 191 N4 - N6. Implement and monitor all policies that impact learning delivery, including examination and certification of students within the department. Create a conducive classroom environment and ensure efficient classroom management and discipline of students. Liaise with the Lectures, Head of Department and Student Support Officers in providing support interventions to students. Assess students, capture marks, analyse, interpret, effect appropriate remedial action and maintain the necessary ICASS and ISAT records. Facilitate the distribution of textbooks and student packs. Manage and monitor staff and student attendance. Manage and facilitate Students Work Based Experience as well as Lectures work place integrated learning. Ensure the smooth running of the department and submit regular reports to the HoD. Conduct and chair subject/program meetings within the Business studies Program.

**GENERAL INSTRUCTIONS:**

The College is an equal opportunity affirmative action employer and reserves the right not to fill the advertised posts.

**HOW TO APPLY**

Step1: visit [www.mysedcol.co.za](http://www.mysedcol.co.za)

Step2: Click application for posts

Step3: Click the posts you wish and qualify to apply for

Step4: Fill the applicable field and upload the indication information or data ( The ID, Senior Certificate, CV, Signed Z83, and Academic Qualifications. **DOCUMENTS TO BE UPLOADED MUST BE IN A PDF**

**FORMAT.**

Step5: submit the application

Step6: You will receive a confirmation email.

NB: Please mark the application with the post title and reference number on the Z83.

No hand delivery or posted applications will be accepted.

**DOCUMENTS MANAGEMENT:**

- ❖ Recently certified copy of identity document (Not longer than six months).

- ❖ Recently certified copy of valid driver's license (Not longer than six months).
- ❖ Comprehensive Curriculum Vitae with at least three work-related references.
- ❖ Recently certified copies of Grade 12/NC(V) Level 4 and ID document (Not longer than six months).
- ❖ Recently certified copies of all qualifications with transcripts.

Shortlisted candidates will go through the vetting process (Citizenship, Criminal check, and verification of qualifications)

**CLOSING DATE: 30 June 2023 2023 AT 16:00**

**For inquiries:** Deputy Principal Corporate Services Mr. JD Olifant (016) 420 2536

Email: [jacob@sedcol.co.za](mailto:jacob@sedcol.co.za)

**A full advert is available on our website [www.sedcol.co.za](http://www.sedcol.co.za) or [www.mysedcol.co.za](http://www.mysedcol.co.za)**

Communication will only be entered into with short-listed candidates and the successful applicant. Applications should please note that if no appointment notice has been received within 60 days of the closing date, it must be assumed that the application has been unsuccessful. The College reserves the right not to fill any advertised post.