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 post will be filled according to the CET Act No. 16 of 2006 (as amended).

CENTRE :VANDERBIJLPARK CAMPUS

POST/POSITION: CAMPUS MANAGER

REF: Sed15/2023

SALARY : : R 572 346.00 - R 1 092 426.00 per annum (excluding benefits)

NAME OF THE COMPONENT:VANDERBIJLPARK CAMPUS

NATURE OF POST: PERMANENT

POST LEVEL: PL5

REQUIREMENTS: Bachelor's degree or equivalent qualification, backed by a professional qualification in Education, plus at least 7 years' relevant experience in Education and/or TVET Colleges. A minimum of 3 years' management experience will be an advantage. Extensive knowledge of the CET Act, PFMA and all other related education and training legislations. Extensive knowledge and understanding of the TVET sector. Computer literacy. Valid driver's licence and Registration with SACE is a prerequisite.

KNOWLEDGE AND SKILLS: A sound knowledge of transformational issues within the TVET College Sector. Experience in managing people, projects, finance, labour relations, human resources management and development and good governance practices relevant to the TVET Sector. Sound knowledge and insight into the relevant pieces of legislation, policies and procedures governing the TVET Sector. Extensive management, administrative and organizational skills. Good communication skills (verbal and written). Decision making skills and problem-solving skills.

DUTIES: Lead and coordinate day-to-day management of the campus activities.Reports to the Principal on general governance and management issues, to the Deputy Principal Academic on Ministerial and Occupational Programmes,Monitoring and Assessments, to the Deputy Principal Corporate Services on HR, IT, Administration,Facilities and Communication, to the Deputy Principal Finance on Financial and Supply Chain Management to the Deputy Principal Registrar on Registrations, MIS, Partneships and Student Support Services.
Lead and support designated staff to ensure that student entitlements are achieved and improved.
Manage and oversee the administration of NSFAS at the Campus
Support and contribute to the implementation of the College's transformation policies and strategic plans.
Lead and coordinate the construction and development of the campus plan.
Monitor and review the relevance of the programme qualification mix offered at the Campus.
Promote the College's strategies for the development and effective use of information and learning technologies.
Maintain and promote contacts with stakeholders.
Develop strong vibrant relationships with social, sporting and community organisations.
Ensure that a labour friendly environment exists in the Campus.
Provide relevant and timely management and DHET information.
Contribute to the audit review and monitoring process related to corporate objectives.
Manage facilities and infrastructure.
Learner support services and network with industries.
Responsible for supervision, timetables, staff utilization, quality assurance systems,examinations and assessments..

GENERAL INSTRUCTIONS:

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

HOW TO APPLY

Step1: visit www.mysedcol.co.za

Step2: Click application for jobs

Step3: Click on vacancy lists and apply for the post

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: 04 August 2023 AT 16:00

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

Email: jacob@sedcol.co.za

Communication will only be entered into with short-listed candidates and the successful applicant. Applicant 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.