

## ADVERTISEMENT (DHET Appointment – Permanent)

APPLICATIONS ARE AWAITED FROM SUITABLY QUALIFIED PERSONS FOR APPOINTMENT IN THE FOLLOWING POSITION:

**Deputy Chief Education Specialist (Campus Manager) on (PL5) with Basic Salary between R482 706 – R 940 824 p.a. excluding benefits**

**LOCATION OF POSITION:** Kathu Campus  
**REFERENCE NO:** NCRTVET/10/2018/LECCPMKAT/01

The successful candidate must meet the following minimum criteria (skills/competencies):

### Minimum Requirements:

- Grade 12 or equivalent qualification
- An appropriate recognized Bachelor's degree / National Diploma or equivalent qualification.
- Professional qualification in Education
- Sound, good and effective written and verbal communication skills
- Minimum five year's relevant experience, with minimum two year's TVET management experience
- Extensive knowledge of the CET Act, PFMA and all other related TVET and SETA legislations
- Extensive knowledge and understanding of the TVET sector
- Sound knowledge and experience of financial management, project management and HR development strategies
- Strong interpersonal, communication, motivational, negotiation and problem-solving skills
- Well-developed organisational, planning and excellent management skills
- Computer literacy
- Registration with SACE
- Must be able to understand and interpret prescripts and policies
- Ability to work under pressure and willingness to work extended hours when required.
- A valid code EB unendorsed driver's license

### Recommendations

- A proven record in working successfully with diverse populations
- A positive attitude and ability to plan and adapt to change
- Ability to collaborate effectively with College departments and cross-functional teams
- An expert understanding of effective learning delivery, site management, programme delivery and student support management at an TVET institution
- Computer literacy including MS Word, MS Excel and MS PowerPoint
- Advanced level of computer literacy (MS Word, Excel, Outlook and PowerPoint)
- Ability to design and implement internal administration systems and controls to ensure sound student support, programme delivery and general administration.
- Excellent report writing and presentation skills
- Operational decision making skills

### Key Performance Areas

- Lead and coordinate day-to-day management of campus activities
- Lead and support designated staff to ensure that learner entitlements are achieved and improved
- 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
- Promote the College's strategies for the development and effective use of information and learning technologies
- Maintain contact with parents, guardians, sponsors and other stakeholders concerning the behavior and performance of learners
- Develop strong vibrant relationships with social, sporting and community organisations

- Provide relevant and timely management information
- Contribute to the audit review and monitoring process related to corporate objectives
- Manage facilities, infrastructure, and learner support services and network with industries
- Be accountable for institutional quality assurance at campus level
- Professional development in field of work/career and participation in professional activities
- Ensure Campus complies with ISO and SHE (Safety, Health and Environment) standards
- Ensure maintenance of campus grounds and facilities
- Prepare, monitor and manage the budget of the Campus
- Monitor and motivate staff
- Manage internal disciplinary matters
- Support function to Human Resource Management

**CLOSING DATE FOR APPLICATIONS:**

**Monday, 5 November 2018 at 16:00**

Submit your comprehensive CV and original certified copy of ID document and qualifications together with a Z83 Application Form that is obtainable from any Public Service Department. Your application must be delivered by hand at the following address: The Corporate Offices, NCR TVET College, 1 Steve Naude Street, Upington, quoting the reference number above for the attention: The HR Manager. **No faxes email or any other form of submissions will be accepted.**

**Enquiries:** Mr. PJ Reyneke

**Tel:** 054 331 3836

**PLEASE NOTE:**

- The College is an equal opportunity, affirmative action employer.
- Disabled persons with the relevant qualifications are encouraged to apply for this position.
- The prescribed Z83 application form, that is **fully completed**, is compulsory for application of this post.
- Correspondence will only be entered into with Short-Listed candidates.
- Applications received after the closing date, or those that were faxed and e-mailed or submitted by any other means will not be considered for the post.
- By applying, the applicant agrees and accepts that it is at the sole and absolute discretion of the NCR TVET College to list or to shortlist the applicant regarding any vacant post at any site of the employer.
- If no response received within six weeks after the closing date, please regard your application as unsuccessful.
- The NCR TVET College reserves the right to not fill this post.