



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



**NORTHERN CAPE
URBAN TVET
COLLEGE**

THE NORTHERN CAPE URBAN TVET COLLEGE AWAITS APPLICATIONS FROM SUITABLY QUALIFIED PERSONS FOR THE FOLLOWING DEPARTMENTAL PERMANENT POSTS:

POST: CAMPUS MANAGER

POST LEVEL: 5

SALARY: R511 752 Per annum

REFERENCE NO: NCUTVET/DHET 2021/01

MINIMUM REQUIREMENTS:

- An appropriate recognised tertiary degree or equivalent qualification backed by a professional qualification in Education
- Five years' relevant management experience
- Extensive knowledge of the CET Act, and all other related education and training legislation • Bilingual
- Experience in managing an TVET institution, school or department
- Knowledge in change management and leadership
- Diversity management skills
- Valid Driver License
- Experience in TVET sector is an added advantage

CORE DUTIES:

- Responsible for the professional management of the campus
- Lead and co-ordinate day-to-day management of staff, students and campus activities
- Lead and co-ordinate day-to-day teaching and learning
- Monitoring of POEs, POAs, Subject Files, Assessment Files and verification of marks.
- Lead and support designated staff to ensure learner attainment
- Recruitment students
- Support and contribute to the implementation of college transformation policies and strategic plans
- Lead and coordinate the construction and development of the campus plan
- Promote college's strategies for the development and effective use of information and learning technologies
- Maintain contact with parents, guardians and sponsors relating to the behaviour and performance of learners
- Develop strong and vibrant relationships with social and community organisation
- Provide relevant and timely management information
- Contribute to the audit review and monitoring process related to corporate objectives
- Manage assets, facilities and infrastructure and learner support services
- Monitor usage of funds allocated to the campus
- Marketing of services and networking with industry
- Accountable for institutional quality assurance at campus level
- Accountable for institutional safety (security and quality assurance on campus level.
- Academic and Non-academic staff- evaluation of duties performed, disciplinary action where necessary
- Submission of monthly and quarterly reports to DPA, Academic Board and Council
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- Monitor staff performance quarterly and report to DPA&DPC

RECOMMENDATION:

- Extensive knowledge and understanding of the TVET sector
- Sound knowledge and experience of financial management; project management and Human Resource development strategies
- Strong interpersonal, communication, motivational, negotiation and problem-solving skills
- Well-developed organisational, planning and management skills.

APPLICATIONS: Forward Your Application, Quoting the Reference Number and the position you applying for to: **The HR Department, Northern Cape TVET College, Private Bag X5031, Kimberley, 8300** or hand deliver to **HR Department at 39 Long Street Kimberley**

CLOSING DATE: **14 September 2021**, applications received after the closing date, faxed or emailed applications will not be considered.

NOTE: To be included in the application, applications must be submitted on form **Z83 obtainable from any public service department** or on the internet at www.gov.za/documents, which must be completed in full, originally signed and dated by the applicant. Applications must be accompanied by a covering letter, a comprehensive, recent Curriculum Vitae(CV) and originally certified copies of Identity Document, qualifications **(transcript of results)**, Driver's license (where applicable) and all other attachments thereof. All documents certification dates must be within three months of the application date. The specific reference number of the post applied for must be quoted. A separate application must be submitted for each post applied for. For foreign applicants a certified copy of work permit must be included. **The College has the right to withdraw and /or amend adverts for post(s) and retains the right not to fill the post (s) as determined by the delegated authority.**

The successful candidate will be subjected to a security clearance and verification of qualifications. Interviewed candidates will be subjected to a competency assessment where necessary. Correspondence will only be entered into with shortlisted applicants.

IF NO RESPONSE IS RECEIVED WITHIN 3 MONTHS AFTER THE CLOSING DATE, PLEASE REGARD YOUR APPLICATION AS UNSUCCESSFUL.

**ENQUIRIES: Ms E Mokokong
TEL NO: 053 839 2099/74**