



higher education  
& training

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA



**NORTHERN CAPE  
URBAN TVET  
COLLEGE**

## **THE NORTHERN CAPE URBAN TVET AWAITS APPLICATIONS FROM SUITABLY QUALIFIED PERSONS FOR THE FOLLOWING PERMANENT POST.**

**POST: STUDENT SUPPORT SERVICES (SSS) OFFICER**

**LEVEL: 7**

**SALARY: R257 508.00 pa**

**REFERENCE NO: NCUTVET/DHET 2021/06**

### **MINIMUM REQUIREMENTS:**

- A recognized National Diploma/Degree in Social Science / Psychology / Education or equivalent relevant qualification
- 2-3 years in Student Support Administration Education/Teaching and Learning environment or related field
- Advanced experience in interpretation, development and implementation of policies

### **RECOMMENDATIONS:**

- Ability to capture data and collect statistics
- Legislative framework governing the Public Services + SETAS
- Planning and organizing
- Financial management
- Report writing
- Communication and interpersonal
- Problem solving
- Computer literacy
- Analytical
- Client oriented
- Project management
- Team leadership
- People management

### **KEY PERFORMANCE AREA (DUTIES):**

- Provide student support services
- Provide student counselling or referral services.
- Implement student work placement and Work Integrated Learning (WIL) policies
- Provide career guidance, counselling and academic support for students
- Implement the sport, recreation, arts and culture programs for student in the campus
- Facilitate student governance and student leadership development and exit support programme •  
Supervisor staff
- Ensure the overall supervision and implementation of sport, recreation, arts and culture programs in the entire college
- Assist with co-ordination of project reports.
- Coordinate inputs and prepare presentations for meetings.
- Provide secretariat support at project meetings.
- Assist with the compilation of project close out reports
- Perform document tracking for all correspondence and memorandums.

- Acknowledge receipt, apply file number allocation, record data into computer system, and file appropriately.
- Draft memos as and when instructed.
- Ensure distribution of documents to other functionaries.

- Ensure safe keeping of all documentation in the office of the Administrator in line with the relevant policies.
- File manually and electronically.
- Provide support in the purchase of training equipment.
- Provide support on student administration matters.
- Assist with placement of students.

**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:** **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](http://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**

