ERRATUM

Tshwane North TVET College for Technical and Vocational Education and Training would like to issue an erratum for the post advertised in the City Press Newspaper on the 23rd December 2018

DEPUTY CAMPUS MANAGER (Pretoria Campus) (1 Post)
Ref: TNC/CO/18-12/14

Salary: R391 677 – R448 755 (Salary: PL 03) plus benefits as applicable in the Public Service

Requirements: ● Matric Certificate ● A recognised 3 year Degree/Diploma (REQV 13) in Business/Utility Studies ● Teachers qualification and SACE registration ● 7 years proven experience of which 3 years should be at managerial level ● A post graduate qualification will be an added advantage ● Knowledge and application of Occupational Programmes in the field of business/utility studies ● Sound knowledge of Financial Management, HR Management, Project Management, QMS, Diversity Management, Conflict Management and negotiations ● Understanding of Partnerships and Linkages/Work Integrated Learning ● Understanding and monitoring of campus activities - (Teaching and Learning / Examinations and Assessments / timetabling and staff utilisation) ● Knowledge of TVET Sector and related legislation ● Advanced oral and written communication skills ● Ability to work under pressure ● Leadership and strategic thinking skills ● Good analytical skills and the ability to liaise at highest level ● Project and Resource Management Skills ● A valid driver’s licence ● Computer knowledge (word / excel / PowerPoint).

Duties: ● Implement and monitor policy compliance in curriculum delivery; Initiate new innovations that are congruent to the strategic plan of the College ● Ensure quality assurance of learning delivery, academic excellence and student retention and success ● Promote an environment conducive to effective teaching and learning ● Manage personnel and implement Performance Management and Development Systems ● Ensure accreditation of programmes, simulations and practical sites ● Oversee and monitor staff capacity building activities in collaboration with the Human Resources Manager ● Maintain staff and students discipline ● Ensure an equitable workload distribution for staff ● Ensure proper utilisation, maintenance and security of resources, facilities and grounds ● Oversee and monitor enrolments/registration as well as assessment and examinations activities ● Establish and maintain partnerships with business/industry/communities ● Guide, supervise and offer professional advice to staff ● Responsible for the smooth running of the Campus in general, as well as ensuring that all requests from the Central Office and the Department of Higher Education and Training are adhered to within the stipulated time frames ● Oversee and monitor all administrative and financial activities on Campus

Applications: Applications must be submitted on form Z83 completed in full, obtainable from any Public Service Department, and MUST include a comprehensive Curriculum Vitae and certified copies of qualifications and ID not older than three months. Please send a separate and completed application for each post you apply for.

Please indicate the reference number and position you are applying for on your application form (Z83) and post your complete application to: The Principal: Tshwane North TVET College, PO Box 26193, ARCADIA, 0007 OR hand-deliver to: Tshwane North TVET College; Cnr. Kgosi Mampuru (Former Potgieter Street) & Pretorius Streets, Pretoria.

Note: ● All costs incurred due to your application and interviews will be at your own expense ● Faxed and e-mailed applications will not be accepted. Practical Test will be conducted in all the advertised posts

Closing date: 01 February 2019 at 12:00

Enquiries: HR Manager, Tel: 012 401 1919

Please take note that correspondence will only be conducted with short-listed candidates. If you have not been contacted within 3 months of the closing date, please consider your application as unsuccessful. The college reserve the right not to appoint.