



EXTERNAL ADVERT

PORT ELIZABETH TECHNICAL VOCATIONAL EDUCATION AND TRAINING [TVET] COLLEGE

APPLICATIONS: Please hand deliver your application, quoting the reference number to: The Deputy Principal: Corporate Services: Mr. D.P. Baartzes; Port Elizabeth TVET College; Erica Central Campus; 1 Richmond Park Drive; Richmond Hill; Port Elizabeth 6001; Reception Area or post your application to: Private Bag X6040; Port Elizabeth 6000

CLOSING DATE AND TIME: 27 APRIL 2022 at 16H00

NOTE: Applications must be submitted on a Z83 application form obtainable from any public service department or on the internet at www.gov.za/documents or www.pecollege.edu.za. The duly completed Z83 application form must be accompanied by a duly signed and dated Application Letter. A recently updated comprehensive CV with three (3) contactable references and certified copies of all qualifications, identity document and driver's license [where it is required] not older than six (6) months is required. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority and the evaluation certificates from SAQA must be attached. Failure to sign the Z83 form and submit the requested documents will result in your application not being considered. Candidates whose appointments will promote representivity of race, gender and disability will receive preference. Correspondence will only be entered into with short-listed applicants. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Successful candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Applications received after the closing date or fax and email applications will not be considered.

POST: CAMPUS MANAGER

REFERENCE NUMBER : PL18/2022DHET

SALARY: R 516 822.00 PER ANNUM + SERVICE BENEFITS

CENTRE: PORT ELIZABETH TVET COLLEGE: RUSSEL ROAD CAMPUS

NATURE OF APPOINTMENT: PERMANENT

Port Elizabeth Technical Vocational Education and Training College (TVET)

Central Administration - Tel: 041 509 6000, Fax: 041 582 2017 • Dower Campus - Tel: 041 509 6200, Fax: 041 481 7111
Iqhayiya Campus - Tel: 041 509 6450, Fax: 041 452 1048 • Russell Road Campus - Tel: 041 509 6300, Fax: 041 582 2281
Victoria Campus - Tel: 041 509 6150, Fax: 041 374 5321
Private Bag X6040, Port Elizabeth 6000 • Email: info@pec.edu.za • www.pecollege.edu.za



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



REQUIREMENTS: Incumbent should have a relevant Senior Certificate/ Grade 12/ NCV Certificate (Level 4). An appropriate Bachelor's degree or equivalent qualification. Professional qualification (PGCE) to manage at TVET College not at school (Diploma/Degree: REQ14). SACE Certificate. A five (5) years' experience at a Training Vocational and Educational Training (or similar) institution of which at least two (2) years at management level. A valid code EB (08) driver's license. Good verbal and communication skills. Leadership and coordination skills. Sound knowledge and understanding of the public sector & college governance structure and legislation. Decision-making, supervisory and management skills, sound conflict management and resolution skills. Financial management ability and operation thoroughness. Computer literacy that includes Microsoft Office (Word, Excel, PowerPoint and Outlook). Assessor and moderator will be an added advantage.

DUTIES: Provide strategic leadership and management within the campus according to policies and all applicable relevant primary and secondary legislation. Ensure co-ordination and alignment of the campus activities with the vision of the college and monitor the performance of the campus against college targets. Ensure effective teaching and learning takes place. Implementation of instructional programs and the founding of institutional marketing/ advancement infrastructure. Management of Campus Finances including procurement and fixed assets. Management of Curriculum Development, Implementation and Academic support at the campus. Ongoing growth of physical resources. Economic and workforce development. Management of Student Support Services at the campus. Oversee the campus administration, HR functions, finance including budget, Supply Chain Management, maintain a regular updated asset register of the campus and manage NSFAS at the campus level. Manage leave as well as performance of the staff at the campus by guiding, supporting and developing the staff. Ensure that a labour friendly environment exists. Sound and accurate record keeping.

ENQUIRIES: Mrs. C Jansen & Mrs. Z Plaatjies

Tel: (041) 509 6000

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