



## **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:** 17 June 2022 at 16H00.

**NOTE:** Applications must be submitted on a new Z83 form obtainable from any Public Service department as well as Port Elizabeth TVET College Reception, Port Elizabeth TVET College Official website [www.pecollege.edu.za](http://www.pecollege.edu.za) (and be fully completed, dated and signed). Should be accompanied by copies of formal qualifications, copy of academic transcript, copy of unendorsed valid driver's licence (where applicable) and copy of ID (both sides if it is a smart card ID), a comprehensive CV with contact details of at least three references and any other relevant documents. Required documents need not be certified when applying for post, only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from HR. Foreign qualifications must be accompanied by a SAQA evaluation report. Immigrants should apply for work permits before assumption of duty. People with disability are encouraged to apply. NB: Please consider your application as unsuccessful should you not be contacted within 60 days from the closing date of this advertisement. Correspondence will be limited to shortlisted candidates only. Shortlisted candidates will be subjected to security screening. Successful candidate may be required to work at other places as may reasonably be required by the Department and the College. Port Elizabeth TVET College reserves the right to withdraw the mentioned advert.

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**POST: SENIOR STUDENT SUPPORT SERVICE OFFICER**

**REFERENCE NUMBER : PS20/2022DHET**

**SALARY: R321 543.00PA + SERVICE BENEFITS (SL8)**

**CENTRE: PORT ELIZABETH TVET COLLEGE : ERICA 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](mailto:info@pec.edu.za) • [www.pecollege.edu.za](http://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). Recognised three year (3) National Diploma (NQF 6) in Psychology / Social Science, equivalent qualification or related qualification. 3-5 years in Student support administration/Teaching and Learning environment or related field. Knowledge of PSET and CET Act. Knowledge and understanding of Student Support Services Act. Knowledge and understanding of electoral processes. Knowledge of Teaching and Learning. Knowledge of career guidance and extra-curricular activities. Knowledge of Skills Development Act, Public Service Regulations and Public Service Act, Labour Relations Act. Knowledge of the National Student Financial Aid Scheme and related legislation. Knowledge of the Public TVET sector and its regulatory and legislative framework. Knowledge of the Ethical regulatory and legislative framework. Knowledge and understanding of the Higher Education sector. Knowledge of Education Act. Incumbent must have: Administrative, Planning and organizing, Financial management, Report writing, Communication and interpersonal, Problem solving, Computer literacy, Analytical, Client oriented, Project management, Team leadership and People management skills.

**DUTIES:** Ensure the overall supervision and coordination of student support services. Ensure the overall supervision and provision of student counselling services. Coordinate and provide support to students with special needs. Ensure the overall supervision and implementation of student work placement and Work Integrated Learning (WIL) policies. Ensure the overall supervision and provisioning of career guidance, counselling and academic support for students. Ensure the overall supervision and facilitation of student governance and student leadership development and exit support programme. Ensure the overall supervision and implementation of sport, recreation, arts and culture programs in the entire college. Supervise human, physical and financial resources.

**ENQUIRIES:** Mrs. C Jansen & Mrs. Z Plaatjies

**Tel: (041) 509 6000**

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