



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



PORT ELIZABETH
TVET COLLEGE

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: 06 September 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 (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 license (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. Candidates whose appointments will promote representivity of race, gender and disability will receive preference. 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.

POST: HEAD OF DIVISION [NCV]

REFERENCE NUMBER : PL38/2022DHET

SALARY: R419 367 + SERVICE BENEFITS (PL 3)

CENTRE: PORT ELIZABETH TVET COLLEGE : DOWER 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

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REQUIREMENTS: The incumbent should have a relevant Senior Certificate / Grade 12/ NCV Certificate (Level 4); (REQV) Relevant Equivalent Qualification Value REQV 14 (Matric+4) qualification (Diploma/ Degree) in Business Management or utilities. Certified copy of membership certificate with South African Council for Educators (SACE Certificate) – Proof of registration. 3-5 years teaching experience. 1-year experience at supervisory level. Advanced Computer skills (MS Word, MS Excel, and PowerPoint). A valid code 08 driver's license. At least 120 days of WIL in relevant industry. Proof of active participation in other CPD (than WIL) activities which must include utilisation of the LSS and proof of LSS leadership or have been involved in e-learning or open learning. Be familiar with TVET College policies, collective agreements and the process of college change and development. Recognise individuals and teams and provide developmental feedback in accordance with performance management principles. Oversee that financial planning and budgeting are in line with the goals of the college. Maintain meticulous records to disseminate information for financial accountability. Manage conflict in an effective, efficient and timely manner through a participatory transparent approach. Motivate and inspire staff members to act in a way that contributes to positive stakeholder co-operation. Create structures that ensure the active participation of all in the decision making process of the college. Good communication skills. Good computer skills. Interpersonal skills & people management skills. Conflict management and resolution skills.

DUTIES: To assist the Campus Manager in managing the Campus and promoting the education and Academic Excellence at PE TVET College. To maintain a total awareness of the administrative procedures across the total range of Campus activities and functions. Divisional Administration e.g. Duty roster, arrangements to cover absent staff, internal and external evaluation and assessment, College/ Campus calendar, admission of new learners, class streaming, Campus/ College functions. Support Teaching and Learning.

ENQUIRIES: Mrs. C Jansen & Mrs. Z Platjies

Tel: (041) 509 6000

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