



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



Ehlanzeni TVET College

Ehlanzeni TVET College invites all suitable qualified candidates to apply for the following vacant posts:

HEAD OF ADMINISTRATION

SALARY LEVEL: R299709-R353043 (SL8)PER ANNUM

MLUMATI CAMPUS REF NO: EHL 12/2019

KANYAMAZANE CAMPUS REF NO: EHL 13/2019

NELSPRUIT CAMPUS REF NO: EHL 14/2019

BARBERTON CAMPUS REF NO: EHL 15/2019

MTHIMBA CAMPUS REF NO: EHL 16/2019

JOB PURPOSE

To ensure the effective and efficient administration of the Campus thereby facilitating Programme delivery and successful Campus.

KEY PERFORMANCE AREAS

Asset Administration: Supervise and ensure that the Campus asset register is updated. Supervise the compilation of the Campus assets and consumables needs lists and register. Supervise the annual stock-take. Supervise the administration of the Campus fleet.

Student and Academic Programme Administration: Supervise pre-enrolment preparation of student information and communication. Supervise the administration process student placement, biographical and enrolment information. Supervise the administration of all national and internal examinations and assessments processes and procedures. Supervise all administration of academic related student system administration for programmes, courses and qualifications. Supervise the administration of external and internal and internal certificates.

Record, System and Information Administration: Supervise the administration of student portfolios of evidence. Supervise Campus incoming post/mail. Supervise the opening, distribution, filing and safeguarding of general office e-files, e-mail, faxes and hard copy files and records. Oversee the administration and storage of student POEs, assessments and other records. Oversee student data capturing. Manage the pre-and post-enrolment enquiries of academic records (assessment, examinations results, attendance, etc.). Oversee the implementation and maintenance of the Integrated MIS/BMS.

Financial and General Administration: Administer the monthly cash flows. Supervise Campus receipting. Supervise and ensure that reconciliation of petty cash. Manage, control and analyse Campus debts. Submit requisitions for goods and services.

Human Resources Administration

Manage the consolidation and submission of all human resource information.

Campus/Operation/General Administration:

Administer renting / hiring of Campus facilities / equipment.

Subordinate Supervision: Conduct meetings with internal staff, plan and assign work within the Unit. Conduct performance appraisals with subordinates, arrange and monitor individual development.

REQUIREMENTS

- Diploma in Business Management or Administration
- 3 years working experience in a general or Office Administration Environment
- Drivers license: Code EB
- Knowledge of Public Sector compliance and reporting requirements, Management Information System.
- Proven Computer Literacy, including MS Word and MS Excel.
- Good Presentation skills
- Good report writing skills
- Good Communication Skills (Oral and written)
- Good Planning and organizing skills
- Good interpersonal skills

PLEASE NOTE THE FOLLOWING:

Relevant Employment Acts will be considered when filling this position. Application should be submitted on form Z83 obtainable from any Public Services Departments, stating the relevant reference number, a recent updated CV, as well as certified copies of all qualifications including academic record, ID document and driver's license. Failure to submit the requested documents will result in your application not being considered. No faxed applications will be considered. The College reserves the right to withdraw the post at any time. Communication will only be entered into with short-listed and the successful candidates. If you have not heard from us within 3 months after the closing date, please accept that your application has been unsuccessful. The employer is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) in the Department through the filling of this post(s) with a candidate whose appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan. The Employer reserves the right not to make an appointment. Where applicable, candidates will be subjected to a skills test. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and citizen verification; criminal record and financial/asset record

checks. Applicants who have not been invited for an interview within 60 days of the closing date should consider their application unsuccessful.

ENQUIRIES: Ms. Patricia Duma (013) 752 7105. Kindly forward all applications to: The Principal, Ehlanzeni TVET College, Private Bag X11297, Nelspruit, 1200 or hand - deliver to the Corporate Centre at 29 Bell Street, Nelspruit, 1200.

CLOSING DATE: 23 April 2019