



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:

STUDENT SUPPORT OFFICER

SALARY LEVEL: SL 8

SALARY: R299709-R353043 PER ANNUM

MAPULANENG CAMPUS REF NO: EHL 17/2019

KANYAMAZANE CAMPUS REF NO: EHL 18/2019

MTHIMBA CAMPUS REF NO: EHL 19/2019

JOB PURPOSE

To provide career guidance, general and wellness counselling and related support to campus students.

KEY PERFORMANCE AREAS

Student counselling and referrals: Establish relationships with students based on respect and trust. Provide initial counselling services and referrals assessed on a case by case basis. Build and maintain a network of professional service providers. Provide appropriate guidance and support within the context of the counselling policy and procedure. Monitor the impact and utilization of counselling.

SRC Support: Facilitate and provide guidance on campus SRC election processes. Provide training and mentoring on SRC roles, duties, protocols and practices. Implement orientation sessions for all campus students and ensure overview of student code of conduct

Wellness programme implementation: Identify and implement wellness programmes (e.g. HIV/AIDS, campus safety initiatives, alcohol and drug awareness, suicide awareness and education etc.). Identify and facilitate outreach programme opportunities for students. Monitor and report on the impact of the wellness programmes

Extra-Curricular activity Support: Facilitate the establishment of sports or cultural clubs and guide operations. Organise campus sporting and cultural events and implement college-wide initiatives.

REQUIREMENTS

- Relevant tertiary diploma in Psychology, Social sciences or related qualification
- Accredited student counselling courses
- Up to 3 years working experience in a college, student support or counselling environment
- Drivers license: Code EB
- Working Knowledge of the FET sector and its student support framework
- Computer literacy with proficiency in MS Excel and MS word
- Conversant with FET legislation
- Excellent listening, empathy and rapport building skills
- Good collaboration and networking skills
- Financial and administrative skills
- Good communication (verbal and written)
- Presentation and facilitation 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