



The Sedibeng TVET College hereby invites applications from suitably qualified persons to fill the following positions. The posts will be filled according to the CET Act, No 16 of 2006 (as amended).

Campus Manager (Heidelberg Campus)

Minimum salary: R482 706 per annum (Level PL5)

(Ref. SEDCOL01/2018)

Requirements: • Bachelor's degree or equivalent qualification, backed by a professional qualification in Education, plus at least 7 years' relevant experience in Education and/or TVET Colleges • Minimum of 3 years' management experience will be an advantage • Extensive knowledge of the CET Act, PFMA and all other related education and training legislation • Extensive knowledge and understanding of the TVET sector • Computer literacy • Valid driver's licence • Registration with SACE is a prerequisite.

Knowledge and skills: • Sound knowledge of transformational issues within the TVET College Sector • Experience in managing people, projects, finance, labour relations, human resources management and development and good governance practices relevant to the TVET Sector • Sound knowledge of and insight into the relevant pieces of legislation, policies and procedures governing the TVET Sector • Extensive management, administrative and organisational skills • Good communication skills (verbal and written) • Decision-making and problem-solving skills • Knowledge/experience of supervision, timetables, staff utilisation, quality assurance systems and examinations/assessments.

Duties: • Lead and coordinate day-to-day management of engineering and business studies campus activities • Report to the Principal on general governance and management issues, to the Deputy Principal Academic Programmes and Student Support Services on academic programmes and student affairs and to the Deputy Principal Corporate Services on HR, IT, administration and communication and to the Deputy Principal Finance on financial and supply chain management • Lead and support designated staff to ensure that student entitlements are achieved and improved • Manage and oversee the administration of NSFAS at the Campus • Support and contribute to the implementation of the College's transformation policies and strategic plans • Lead and coordinate the construction and development of the campus plan • Monitor and review the relevance of the programme qualification mix offered at the Campus • Promote the College's strategies for the development and effective use of information and learning technologies • Maintain and promote contacts with stakeholders • Develop strong vibrant relationships with social, sporting and community organisations • Ensure that a labour friendly environment exists in the Campus • Provide relevant and timely management and DHET information • Contribute to the audit review and monitor process related to corporate objectives • Manage facilities and infrastructure and learner support services and network with industries.

Campus Manager (Vereeniging Campus)

Minimum salary: R482 706 per annum (Level PL5)

(Ref. SEDCOL02/2018)

Requirements: • Bachelor's degree or equivalent qualification, backed by a professional qualification in Education, plus at least 7 years' relevant experience in Education and/or TVET Colleges • Minimum of 3 years' management experience will be an advantage • Extensive knowledge of the CET Act, PFMA and all other related education and training legislation • Extensive knowledge and understanding of the TVET sector • Computer literacy • Valid driver's licence • Registration with SACE is a prerequisite.

Knowledge and skills: • Sound knowledge of transformational issues within the TVET College Sector • Experience in managing people, projects, finance, labour relations, human resources management and development and good governance practices relevant to the TVET Sector • Sound knowledge and insight into the relevant pieces of legislation, policies and procedures governing the TVET Sector • Extensive management, administrative and organisational skills • Good communication skills (verbal and written) • Decision-making and problem-solving skills • Knowledge/experience of supervision, timetables, staff utilisation, quality assurance systems and examinations/assessments.

Duties: • Lead and coordinate day-to-day management of engineering studies campus activities • Report to the Principal on general governance and management issues, to the Deputy Principal: Academic Programmes and Student Support Services on academic programmes and student affairs and to the Deputy Principal: Corporate Services on HR, IT, administration and communication and to the Deputy Principal: Finance on financial and supply chain management • Lead and support designated staff to ensure that student entitlements are achieved and improved • Manage and oversee the administration of NSFAS at the Campus • Support and contribute to the implementation of the College's transformation policies and strategic plans • Lead and coordinate the construction and development of the campus plan • Monitor and review the relevance of the programme qualification mix offered at the Campus • Promote the College's strategies for the development and effective use of information and learning technologies • Maintain and promote contacts with stakeholders • Develop strong vibrant relationships with social, sporting and community organisations • Ensure that a labour friendly environment exists in the Campus • Provide relevant and timely management and DHET information • Contribute to the audit review and monitoring process related to corporate objectives • Manage facilities and infrastructure and learner support services and network with industries.

Project Manager: Infrastructure, Facilities Development and Maintenance (Central Office)

(3-year fixed-term contract)

Minimum salary: R356 289 per annum (Salary Level 9) (Ref. SEDCOL03/2018)

Requirements: • Appropriate Bachelor's degree/National Diploma (NQF level 6/7) or equivalent qualification specialising in Construction • At least 3 years' experience in managing construction projects • Postgraduate qualification will be an added advantage • Driver's licence is a prerequisite • Conceptual understanding of the rules and standards governing project administration and management, to ensure that the requirements for each project are spelt out by the job packaging/statutory requirements • Risk management experience in project management • Good communication, verbal and writing, skills • Proficiency in analysing and solving problems related to projects • Outstanding human relation skills evident in the ability with the team and excellence in gathering assistance needed in developing a working project management plan • Strong ability to give attention to detail, as well as tested organisational skills • Strong knowledge and expertise in using modern information and communication technologies to projects • Adherence to project specifications, as well as to the regulatory body guidelines for the projects (NIAMMS, etc) • Knowledge of the procurement processes.

Competencies and attributes: • Knowledge and experience on the application of SANS and ISO quality standard/ provisions • Knowledge and practical application of relevant built environment regulations and procedures • Fair knowledge and understanding of control and quality measures that are not inferior to the Public Finance Management Act • Good communication skills (verbal and written - English) • Advanced report writing and presentation skills • Excellent interpersonal skills • Understanding of Treasury Instructions and Regulations and other relevant legislation • Problem-solving skills • Strict time management, consciousness • High-level project management skills • Ability to work under pressure with minimal supervision • Ability to meet deadlines • Outcome orientated • Prepared to work additional hours.

Duties: • Supervise different tasks in completing construction or repairs and maintenance projects • Be responsible for the flow of information from the College level supervisor (the organisational point where the service/ project is requested) to the team regarding the project in the Department of Higher Education and Training • Make arrangements for projects documentation on the recommendation and specification of the Department and ensure that specifications are met • Meet the project owner, ensure that appropriate specifications are set, or meet a higher standard • Update information on the project management tools • Make arrangements for the project completion based on specifications of the project owner • Put a proficient team together to achieve the purpose of the work in a changing circumstance and fixed circumstance, and in a responsive circumstance using leadership and management expertise • Plan, commence, execute, supervise, and roundup assigned projects.

General Instructions:

The College is an equal opportunity affirmative action employer and reserves the right not to fill the advertised posts.

Applications must be forwarded on a Z83 form (obtainable from any Public Service Department or Sedibeng TVET College website: www.sedcol.co.za) and accompanied by a comprehensive Curriculum Vitae and recently certified copies (not older than three months) of all relevant qualifications and transcripts (academic records) which include Grade 12 and ID document to: The Principal, Sedibeng TVET College, Private Bag X020, Vereeniging 1930 OR hand delivered to No 37 Voortrekker Street, Vereeniging 1930. Posted applications must reach the College on or before the closing date. Please note that no faxes and e-mail applications will be accepted.

Enquiries: Acting Deputy Principal: Corporate Services, Mr JD Olifant, tel. (016) 420-2540 or e-mail: jacob@sedcol.co.za

Communication will only be entered into with short-listed candidates and the successful applicant. Applications should please note that if no notice of appointment has been received within 60 days of the closing date, it must be assumed that the application has been unsuccessful.

Closing date: 21 September 2018