



# higher education & training

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA



Let the future be known

## CIRCULAR 02 OF 2021

TO : ALL STAFF  
FROM : HRM&D UNIT  
DATE : 29 January 2021

### **VACANCY ADVERTISEMENT : INTERNAL**

Umfolozi Technical and Vocational Education and Training (TVET) College is inviting applications from suitably qualified candidates to fill the following positions: -

**POST** : **ACTING CAMPUS MANAGER: SUNDUMBILI/ISITHEBE: REF NO: 2021/004.**  
**SALARY** : R510 219.00 per annum(PL5). (College Paid)  
**CENTRE** : Sundumbili / Isithebe  
**REQUIREMENTS** : A recognised tertiary qualification (3-year degree/diploma) plus an appropriate teaching qualification. Seven years' experience in TVET (or similar) institution, of which two years should be at managerial level. A valid drivers' licence. An expert understanding of effective learning delivery site management, programme delivery and student support management at a TVET Institution. Ability to design and implement internal administration systems and controls to ensure sound student support, programme delivery support and general administration. Proven computer literacy, including MSWord, MS Excel and MS PowerPoint. Proven report writing and presentation skills. Extensive knowledge of: The Continuing Education and Training Colleges Act 16 of 2006 as amended; the General and Further Education and Training Quality Assurance Act (No. 58 of 2001); the sector regulatory and legislative Framework; the Coltech administration system.

**DUTIES** : **Stakeholder Liaison/Interface:** Conduct internal and external stakeholder workshops. Liaise with the curriculum manager to facilitate a two-way exchange that promotes academic performance and delivery. Market at networking events and campus functions. Respond to internal and external opportunities to promote the campus and maintain stakeholder relations. **Campus Administration and Management:** Comply with implement effective institution governance processes and procedures. Compile the annual campus income, expenditure and capital budgets and monitor actual performance. Secure, manage and maintain the fixed and moveable property of the campus. Manage campus security. Establish and maintain campus administration systems. Authorise charges against the budget for the procurement of goods and services. Procure goods and services for the campus. Manage the human resources of the campus. **Programme Delivery Management:** Establish and maintain effective programme administration systems on the campus. Resolve timetable conflicts. Monitor the delivery of programmes. **Student Wellbeing:** Facilitate the provision of a holistic and effectively supported learning experience for students.

**ENQUIRIES** : Ms P Sibisi Tel. No. (035) 902 9500

### **IMPORTANT INFORMATION**

**APPLICATIONS** : Attention Ms P. Sibisi, uMfolozi TVET College, HRM&D Unit, Private Bag X5023, Richards Bay 3900 or alternatively, applications can be hand-delivered to the Central Office, Naboomnek, Arboretum, Richards Bay 3900

**CLOSING DATE** : **15 February 2021 at 13:00pm.**

**NOTE** : Applications must be submitted on form Z83 (available at [www.umfolozicollege.co.za](http://www.umfolozicollege.co.za), from schools, colleges and government departments) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your **Z83** and a **Covering Letter** signed with date must be attached. A recent, comprehensive

Curriculum Vitae. Certified copies of all original qualifications (Matric Certificate must also be attached) and academic records, your ID Document and valid driver's licence (certification must be within the last 06 months). Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). A separate application must be submitted for each post that you are applying for. Late (received after closing date and time), incomplete, emailed and faxed applications will not be considered. 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.

The Campus Managers and Assistant Managers are requested to inform all employees of the content of this circular.

Thank you for your co-operation.



---

EPL du Toit  
Acting Principal  
uMfolozi TVET College

Date: 29/01/2021