



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



Let the future be known

VACANCY ADVERTISEMENT

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

- APPLICATIONS** : All applications should be emailed to the specified email addresses. The vacancy reference number must be indicated in the email subject line. Applications should be sent as one PDF file, without any qualifications. No Faxed applications will be accepted. Applications that do not comply with the above specifications will be disqualified.
- CLOSING DATE** : **03 February 2023 at 16:00**
- NOTE** : A fully completed new Z83 form, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Copies of qualification and other relevant documents must not be included in the application. Only shortlisted candidates will be required to submit certified copies of qualifications on the day of the interview. Communication will be limited to shortlisted candidates. A separate application must be submitted for each post that you are applying for. 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 contacted within 60 days of the closing date should consider their application unsuccessful.
- POST** : **STUDENT LIAISON OFFICER**
REF NO. UMF56/01/2023
- SALARY** : **R218 064.00 per annum plus benefits (College paid)**
(12 Months Contract)
- CENTRE** : **Bambanani Campus**
Email: Applications.bambanani@umfolozi.edu.za
- REQUIREMENTS** : Recognised National Diploma (NQF6) Degree specialising in psychology, Social Science or Social Work or equivalent qualification. 1-2 years' experience in student services in an Education/Teaching and Learning environment or related field. Registration with the Health Professions Council of SA/South African Council for Social Services Professions. Valid driver's license. Computer Literacy.
- DUTIES** : Provide student counselling or referral services. Resource Centre Management. Student Career Guidance and Academic Support. SRC support programmes. Provide Special Needs Support. Facilitate Student Tracking. Assist with Extra-Curricular Activities. Supervise staff.
- POST** : **HOUSE FATHER X1**
REF NO. UMF57/01/2023
- SALARY** : **R181 599.00 (SL 05) plus benefits (college paid)**
(12 Months Contract)
- CENTRE** : **Nkandla Campus**
Email: Applications.nkandla@umfolozi.edu.za
- POST** : **HOUSE MOTHER X1**
REF NO. UMF58/01/2023
- SALARY** : **R181 599.00 (SL 05) plus benefits college paid**
(12 Months Contract)
- CENTRE** : **Nkandla Campus**
Email: Applications.nkandla@umfolozi.edu.za

Post : **HOUSE FATHER X1**
REF NO. UMF59/01/2023

SALARY : **R181 599.00 (SL 05) plus benefits (college paid)**
(12 Months Contract)

CENTRE : **Eshowe Campus**
Email: Applications.eshowe@umfolozi.ac.za

REQUIREMENTS : Grade 12 and at least 2-years' experience in similar position. Valid driver's license

DUTIES : To attend hostel students meeting convened by Campus Management, Monitor student's physical mental health and liaise with specialist services as appropriate. Ensure that students are aware of means of escape fire regulations and equipment. Ensure facilities and students safety. Implement the college rules and regulations as contained in the student code of conduct. Deal with incidents of non-compliance in conjunction with the health and safety policy. Undertake inspections to ensure that the college standard of neatness, hygiene and care are adhered to. Attend and resolve conflict between students. Attend any maintenance or health and safety problems promptly and ensure that the matters are adequately dealt with. Monitor and review the service being provided to students and suggest ways in which this might be improved and extended. Ensure all students attend lecturers.

ENQUIRIES : Ms NA Sibiya Tel No: 035-902 9501



BM Jacobs
uMfolozi TVET College: Principal
Date: 23/01/2023