



**MOPANI SOUTH EAST TVET COLLEGE**

"EXCELLENCE IS ALWAYS OUR CHOICE"

Mopani South East Technical and Vocational Education and Training College have a challenging vacancy for dynamic results driven, innovative and sound communicative individuals to join the Corporate Office in Phalaborwa Town.

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**RE-POST: Student Support Services Manager X 1 Permanent**

**Salary Notch: R334 545 per annum**

**REF: CC1/11/2018**

**Requirements:** The successful candidate must be in possession of a National Diploma/Degree with Psychology as a major or Education Qualifications equivalent to REQV 13 plus three years experience working with students and industry. Understanding and knowledge of Work Based Experience (WBE) and Work Integrated Learning (WIL). Knowledge of legislative Framework governing TVET Colleges. Knowledge of Student Support Services Framework. Knowledge of Rules and Guidelines of DHET/TVET College Bursary Scheme and private funders. Planning and Organizing Skills. Analytical and Innovation skills. Computer literacy (MS word, MS Excel, MS Power point and internet). Verbal and written communication skills. Ability to communicate well with the people. Valid driver's license.

**Key Performance Area:** Provide career choice services. Administer the bursary scheme. Conduct session and placement test to new students. Identify learning gaps for students. Facilitate Work Based Exposure and Liaise with Industries and stakeholders for job placement. Conduct Entrepreneurship training. Conduct graduate tracking and alumni. Facilitate academic support programme. Facilitate Health and Wellness Activities. Monitor online and paper based bursary application process. Facilitate student Sport Arts and Cultural events. Provide disability support to affected students. Engage with Students Representative Council and provide necessary support.

**Required Documents:** Z83 Form indicating correct reference number, detailed CV, certified copies of qualifications and ID document. **NB:** Foreign applicants should attach the following documents: **SAQA EVALUATION CERTIFICATE, SACE, QUOTA WORK PERMIT AND POLICE CLEARANCE.**

**SUBMIT APPLICATIONS TO:** The Principal, Mopani South East TVET College, Private Bag x 01024, Phalaborwa, 1390, or hand deliver the applications to Cnr Combretum and Harlem Street, Phalaborwa, 1390. Should you not receive a correspondence from us within two months after closing date, consider your application as unsuccessful. Female applicants with relevant qualifications /requirements will be given preference. The College reserves the right to withdraw any advertised post at anytime as well as the right to verify the qualifications of the recommended candidates prior to issuing of the offer of employment. Applicants are discouraged from sending applications through registered mail as the College will not be responsible for the non-collection of the applications sent through registered mail.

**CLOSING DATE: 30 November 2018 at 10:00**

**Enquiries: Mr Mhlongo FA on 015 781 5721/5.**