

GERT SIBANDE TVET COLLEGE COUNCIL INVITES SUITABLY QUALIFIED CANDIDATES TO APPLY FOR THE FOLLOWING VACANT POSTS

SENIOR EDUCATION SPECIALIST (PERMANENT)

Salary: R 415 245.00 – R 935 193.00 p.a. benefits excluded
•(Ref no. GSC30/2021), **Standerton Campus:** Business Studies

Requirements: •An appropriate recognised Bachelor's degree or equivalent qualification backed by a professional qualification in Education, plus at least five years' relevant experience as well as two years' education management experience •Sound knowledge of FETC Act, PFMA and all other related education and training legislation •Extensive knowledge and understanding of the FET sector •Sound knowledge of financial management, project management and HR development strategies •Strong interpersonal, communication, motivational, negotiation and problem-solving skills •Well-developed leadership, organisational, planning and management skills •Sound administrative and report writing skills •Computer literacy •A valid driver's licence (code 08) •Registration with SACE.

Duties: •Overall management of the division •Guide, support, monitor and assess the performance of lecturing staff •Recruit students and manage their induction, attendance records, performance assessment and determination of training needs, discipline and placement •Manage work distribution and time-tables for the division •Ensure quality education in the field and adherence to College and subject policies •Manage exam related matters •Manage the requisition, distribution and control of stock for the division •Assist with financial planning and financial control of the division.

Enquiries: Mr MC Adendorff

Tel. 017 712 2180 (during office hours)

Closing date: 08 March 2021 at 15:30

Note: •Applications must be accompanied by a fully completed and officially signed **Z83** form, a comprehensive CV and originally certified copies of all qualification, academic records, ID document and valid driver's licence not older than 6 months, if drivers licence is required in terms of the requirements of the post, together with at least three contactable work-related references •Application **Z83** form is available on our website, www.gscollege.edu.za or DPSA website •Failure to submit the requested documents will result in your application not being considered •No faxed or emailed applications will be accepted •Applicants should submit separate applications where more than one post is applied for •Selected candidates will be subjected to vetting process and personnel suitability check in terms of minimum information security standard •The College reserves the right to verify any information received in applications •Late and incomplete applications will not be considered •Submission of fraudulent documentation and canvassing of Council members or College staff will immediately disqualify the candidate •Communication will be entered into with successful candidates only •Should you not receive any response from us within 60

days after the closing date, please consider your application as unsuccessful • Post reference number should be indicated on the application • The College reserves the right to withdraw any position at any time.

Applications must be forwarded to: The Principal/CEO, Gert Sibande TVET College, P.O. Box 3475, Standerton, 2430 or for attention Manager HR: Mr JM Manana, Human Resources or may be placed in the application container located at the reception: Gert Sibande TVET College, 18a Dr Beyers Naude Street, Standerton.

Please note that this post was advertised on City Press with incorrect job title and incorrect notch, please see above mention corrected details of the post. Apology for the inconvenience. All other details of this advert are correct and will remain.

GERT SIBANDE COLLEGE IS COMMITTED TO ESTABLISHING A DIVERSE WORKFORCE PREFERENCE WILL BE GIVEN TO SUITABLE CANDIDATES FROM THE DESIGNATED GP ESPECIALLY WITH REGARD TO RACE, GENDER AND DISABILITY.