



**LEPHALALE TVET COLLEGE IS AN EQUAL OPPORTUNITY, AFFIRMATIVE ACTION EMPLOYER. IT IS THE COLLEGE'S INTENTION TO PROMOTE REPRESENTIVITY (RACE, GENDER AND DISABILITY) THROUGH THE FILLING OF THESE POSTS. APPLICATIONS ARE INVITED FROM SUITABLY QUALIFIED AND EXPERIENCED CANDIDATES FOR APPOINTMENT IN THE FOLLOWING POSITIONS.**

**Assistant Director: Student Support Services (SSS) – Central Office, SL 10 Ref: leptvet 05/2020 R470 040 per annum plus benefits – Permanent (Persal Appointment)**

### **Requirements:**

\*National Senior Certificate/Grade 12/Standard 10 or NCV Level 4 plus an appropriate  
\*Bachelor's degree/National Diploma in Education/Social/Behavioral Sciences/ Psychology/ Management Science or equivalent qualification. \*A minimum of five (5) years relevant experience of which two (2) years must be at supervisory level. \*Knowledge of Student Support Systems. \*Exposure or working with the Students in the learning environment will be an added advantage. \*Must be able to interact well with Stakeholders involved in the TVET Sector. \*Good decision making skills, \*Good Communication Skills, Problem Solving Skills, Good Presentation and facilitation Skills. \*Must be conversant with TVET Legislations. \*Must be Computer Literate (MS Word, Excel, PowerPoint & Outlook) and must also be in possession of an unendorsed valid Driver's License.

### **Responsibilities:**

\*Design, manage and maintain a proactive and relevant Student Support Services (SSS).  
\*Ensure that the institution complies with all statutory and policy requirements. \*Establish and maintain support systems for student liaison with relevant stakeholders. \*Develop and maintain Alumni database. \*Ensure Student participation in Sports, Recreation and Culture. \*Provide Students with career guidance, counselling and academic support. \*Oversee and maintain student work placement and Work Integrated Learning (WIL). \*Facilitate student governance and leadership development. \*Oversee the provision of student financial aid (Bursaries / NSFAS) services support. \*Facilitate Workplace Based Experience (WBE). \*Liaise with industries and other stakeholders for job placement. \*Oversee administration of the student support services unit. \*Train campuses on rules and guidelines on bursary administration. \*Monitor online and paper based bursary application process. \*Ensure effective function of Student Representative Council (SRC). \*Supervise Student Support Services team.

**Assistant Director: Audit & Risk, SL9 – Ref: leptvet 07/2020, - Central Office R376 596 per annum plus benefits – Permanent (Persal Appointment)**

### **Requirements:**

\*National Senior Certificate/Grade 12/Standard 10 or NCV Level 4 plus an appropriate BCom/ BCompt Degree majoring in Accounting and Auditing/ National Diploma in Internal Auditing. \*A minimum of five (5) years relevant experience of which two (2) years must be at supervisory level. \*Extensive knowledge of PFMA and Treasury Regulations. Sound knowledge of standards for the Professional Practice of Internal Auditing and Risk Management Institute of Internal Auditors' Code of Ethics. \*Good Communication Skills (written and oral), Innovative thinking, ability to work under pressure and meet deadlines. High Sense of confidentiality, fairness, diligent, loyalty and honesty. Planning, organizing and must be able to work as team. \*Must be Computer Literate (MS Word, Excel, and PowerPoint & Outlook). \*Unendorsed valid Driver's License.

## **Responsibilities:**

\*Conduct risk-based and legislative audits in the College. \*Execute audits as per operational plan and methodology. \*Conduct audit fieldwork and collect relevant, sufficient and useful audit evidence. \*Assess and evaluate audit evidence; report audit findings and conduct audit follow ups. \*Analyze risks associated with each applicable process and identify critical control points in a system. \*Prepare audit working documents and maintain minimum information security standards.

**NB:** All applications can be submitted to [recruitment1@leptvetcol.edu.za](mailto:recruitment1@leptvetcol.edu.za) or [recruitment2@leptvetcol.edu.za](mailto:recruitment2@leptvetcol.edu.za). Submit a Z83 form (Application for Employment in the Public Service obtainable from any Government department), and a comprehensive CV accompanied by copies of qualifications and ID copy. Please quote the relevant reference number. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Where applicable, candidates will be subjected to a skill/knowledge test. If you do not receive any response within three months after the closing date of this advertisement, kindly accept that your application was unsuccessful.

**Disclaimer:** *Considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentations. You must quote the name of the post and reference number in the subject line.*

**CLOSING DATE: 12 OCTOBER 2020 @16h00.**

**The College is guided by the principles of Employment Equity. Candidates with disabilities are encouraged to apply and an indication in this regard will be appreciated.**



**Lephalale TVET College reserves the right to withdraw any of the above positions.**

**Enquiries:** Potego Mphethi / Amos Mabje – 014 763 2252 Extension 220 / 261.