



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



SOUTH WEST GAUTENG TECHNICAL AND VOCATIONAL
EDUCATION AND TRAINING COLLEGE
EDUCATION OF DISTINCTION

SOUTH WEST GAUTENG TVET COLLEGE INVITES ALL SUITABLE AND QUALIFIED CANDIDATES TO APPLY FOR THE FOLLOWING VACANCIES:

Job Title: Student Counsellor – Three (3) years fixed term contract.

Ref no: SWGC/CSC/2024

Salary Level 8 – R376 413 per annum

Minimum Requirements:

- ❖ Recognised Diploma/Bachelor's degree in Social Work, or equivalent qualification at NQF Level 6/7
- ❖ Registration with SACSSP is compulsory
- ❖ At least two years' experience in Counselling
- ❖ A valid driver's license with at least three years' experience

Competencies, Knowledge and Skills: Knowledge of CET Act. Knowledge of DHET Student Support Services Framework. Knowledge and understanding. College student code of conduct. Good interpersonal and problem-solving skills. Presentation and report writing skills. Planning and organising skills. Written and verbal communication skills. Professionalism, client service focus, integrity, committed and proactive. Adhere to professional bodies code of conduct.

Responsibilities:

- ❖ Communicate with students to understand student issues, then develop and implement strategies/interventions for individual students and review their impact; further adjusting the methods until the issue has been resolved
- ❖ Consult and communicate with parents regarding the counselling services and support available
- ❖ Provide annual programme that equips students with the skills and behaviours to maintain a healthy and happy lifestyle
- ❖ Compile and maintain secure and confidential records of all counselling sessions and ensure that confidentiality is maintained
- ❖ Work with external agencies to provide further support where required
- ❖ Implement intervention in relation to student support services framework
- ❖ Conduct health and social awareness programmes
- ❖ Identify common social, emotional and psychological issues of students therefore Implement and monitor action plan to address student social issues
- ❖ Assist Higher Health in implementation of their programme
- ❖ Ability to function within a multi-disciplinary team
- ❖ Co-ordinate planning meetings with external stakeholders
- ❖ Comply with the DHET, College policies and other regulatory Acts
- ❖ Assist Higher Health in implementation of their programme
- ❖ Compile reports for submission to Student Support Services Manager and other stakeholders
- ❖ Undertake other duties assigned by Student Support Services Manager

- ❖ Report to Student Support Services Manager

Job Title: Student Support Services x 3 posts – Three (3) years fixed term contract.

Ref no: SWGC/CSSS/2024

Salary Level 5 – R216 417 per annum

Minimum Requirements:

- ❖ Recognised Matric/ National Senior Certificate or NCV Level 4 Certificate
- ❖ Recognized National Diploma in Public Management/ Management Assistant /Financial Management/Business Management or equivalent qualification at NQF Level 6/7
- ❖ A valid driver's license with at least three years' experience
- ❖ 2 years' experience in TVET Sector, Financial Aid Environment

Competencies, Knowledge and Skills: Knowledge of CET and PSET, PSA and PSR, 2016. PFMA and Departmental policies, Basic knowledge of practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge of the Public Service financial legislations, procedures and Treasury Regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (ITS etc.) Sound understanding of NSFAS Rules and Guidelines. Sound Knowledge of Microsoft Excel.

Responsibilities:

- ❖ Coordinate campus sports, arts and culture activities
- ❖ Coordinate student's placement assessment
- ❖ Coordinate and maintain sports, recreation, arts, and culture activities
- ❖ Coordinate student governance activities at Campus
- ❖ Provisioning of student financial aid services support at Campus
- ❖ Assist students to book for Psycho-social appointments
- ❖ Support Students with Special Needs in Education in line with DHET and College processes
- ❖ Prepare weekly and monthly reports
- ❖ Prepare NSFAS Campus Results Template
- ❖ Assist in logging and submitting all application and ensure all required information are attached to the application
- ❖ Ensure bursaries are in line with NSFAS guidelines, funder MOU/SLA and policies
- ❖ Assist in determining eligibility of the applicants for considerations
- ❖ Check accuracy of completed documents and proper documents are filed in the student 's files
- ❖ Analyse NSFAS provisionally funded lists and prepare registration data for upload
- ❖ Assist in selecting applicant eligible for awarding financial aid
- ❖ Advice unsuccessful NSFAS applicants on alternative funding schemes
- ❖ Reconcile NSFAS claims vs Pay-outs
- ❖ Comply with the DHET, College policies and other regulatory Acts
- ❖ Provisioning of Student Support Services Framework
- ❖ Undertake other duties assigned by immediate Supervisor
- ❖ Report to Student Support Services Manager

Applications must be submitted on a **NEW Z83 FORM** obtainable from any Public Sector Department/TVET College. Disabled people are encouraged to apply. The reference number

and the post title must be quoted on the Z83 which must be originally signed by the applicant. Candidates must also submit comprehensive curriculum vitae, uncertified ID Copy and qualifications, **certified copies will be requested only for shortlisted candidates**. All qualifications obtained from institutions outside South-Africa should be accompanied by copies of SAQA certificate. Clearly indicate the experience where applicable (DD-MM-YYYY). Successful candidate will be subjected to security screening and qualifications vetting. **The College reserves the right not to fill the advertised posts.** Applications will not be acknowledged and if you do not receive any response within 3 months after the closing date, please accept that your application was unsuccessful. Applications for the above positions should be hand delivered or posted to the address below for the attention of the HR Manager:

Closing date: **29 July 2024@15:30 pm**

Any applications received after the above-mentioned date will not be considered.

Enquires: Ms. M Phokanoka & Ms. L Masango Tel: 010 140 1000 at EXT 1035 & 1015

South West Gauteng TVET College
1822a Molele Street
Cnr Koma Road and Molele Street,
Molapo
Soweto
OR
Private Bag X33
Tshiawelo
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APPROVED BY

T. Maphahle



DATE:

11/07/2024