



**higher education  
& training**  
Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA



**BUFFALO CITY  
TVET COLLEGE**

**Assistant Director: Student Registration Services**

**Student Support Service**

**Admin Centre**

**Reference BCC0222/01**

**Salary level 10(Starting salary notch R470 040p.a plus benefits)**

**Permanent PERSAL appointment**

**Forward your application to email address:[bcc0222@bccollege.co.za](mailto:bcc0222@bccollege.co.za)**

### **REQUIREMENTS**

Matric or NCV Level 4 with a recognised 3 year degree/diploma in Business Administration, Information System/Technology Public Administration or any other relevant equivalent qualification ; 5 years' experience in the Administration/Data management environment or any relevant field, in which 3 years must be supervisory experience in the Administration environment or relevant field; Valid driver's licence; Knowledge of registry duties, practices as well as the ability to process information , and assist with data management; Working knowledge and understanding of the legislative framework governing the Public Service; Knowledge of storage and retrieval procedures in terms of the working environment.

### **KEY PERFORMANCE AREAS**

Develop review and monitor the implementation of policies and procedure in relation to student registration, admission, scheduling and records; Provide workshops on the implementation of policies and procedure in relation to student registration, admission, scheduling and records; Develop marketing strategies to attract new potential students; Manage student registration and ensure proper procedure are followed; Develop and review registration document for accuracy; Manage the database for new graduates and alumni into the job market; Ensure provisioning of pre-entry support services to student during the registration process in relation to (financial aid, bursaries, student accommodation) ;Provide guidance and testing of students, with regard to choice of and placement within programmes;Maintain and update database of students enrolled within programmes ;Ensure that student orientation is conducted in to the college and campuses; Ensure that learner's information are captured on Information Technology System (ITS).

### **SKILLS AND COMPETENCIES**

Excellent communication skills (Verbal and written); Problem solving and time management; Proven report writing and presentation skills. Good communication skills; Planning and execution, Proven computer literacy, including advanced MSWord, MS Excel and MS PowerPoint; People management skills; Leadership skill.

**ALL PERMANENT EMPLOYEES WILL BE SUBJECTED TO A YEAR'S PROBATION PERIOD AND FIXED TERM EMPLOYEES TO SIX MONTHS.**

**CLOSING DATE: 7 March 2022 at 15:00**

**Please ensure that you take note of the disclaimer under each advert pertaining to the sending of applications during the various lockdown levels. Ensure that you use the correct email address as set in each advert. Applications sent to incorrect email addresses will regrettably not be considered**

Candidates who are suitably qualified for the above positions should submit an official application form (Z83 for support staff and EDP01 for educators), a comprehensive CV and certified copies of the following: All relevant Qualifications must include transcripts of subjects passed, a Driver's license and ID. Applicants must also provide , together with the work contact details, including e-mail addresses of at least three work-related references; failure to submit the required documents mentioned above or late submission your application will not be considered.

**For enquiries: Ms N Mhlola-Miza on 043 704 9275.**

Application forms and the full advert are available on our website, [www.bccollege.co.za](http://www.bccollege.co.za).

The college reserves the right to verify any information received in applications. Selected candidates will be subjected to a vetting process and personnel suitability check in terms of minimum information security standards. Short-listed candidates will be invited for an interview and may be subjected to a competency assessment as part of the selection process. Submission of fraudulent documentation and canvassing of Council members or College staff will immediately disqualify the candidate. If you have not been contacted within 4 weeks please consider your application as unsuccessful.

Preference will be given, but not limited to, to candidates from designated groups in terms of the Employment Equity Act and the College's Employment Equity Plan. The college reserves the right not to appoint/fill this position.