



**higher education
& training**

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



**BUFFALO CITY
TVET COLLEGE**

ADMINISTRATION CLERK: EXAMINATION AND ASSESSMENT

ST MARKS CAMPUS

Reference BCC0501

**SL 5 (Salary R 173 703 p.a. plus benefits with 37 % in lieu of benefits)
(College Council Fixed 4 months fixed term contract)**

Forward your application to email address:bccadminexa@bcccollege.co.za

REQUIREMENTS

Matric or NCV Level 4 with a recognised; M+3 degree/diploma relevant in Office Administration/Management Assistant; Experience at a TVET College or in an educational institution will be an added advantage; Extensive knowledge of the National examination policies, CET ACT, Government Gazette: Conduct of Examination, DHET Punctuality Policy, Examination requirements for Exam Centres; Excellent computer skills / knowledge of Microsoft Office.

KEY PERFORMANCE AREAS

Perform certificates and diploma audit and keep register; Assist with verification of ICASS and term marks; Verification of examination enrolments on ITS at campus level; Timeous completion of preliminary examination enrolments and submission to Department of Higher Education & Training; Following up of outstanding results with campuses; Assist with the submission of outstanding ICASS marks/POEs to ensure they are forwarded to the DHET on time; Coordinate clear systems to campuses on control of receiving statements of results, certificates, permits and diplomas; Execution of examination duties according to the National Examination Policy for National Certificate Vocational (NCV) and Report 191 (NATED); Application for examination concessions to DHET; Distribution of examination instructions and memorandums to campuses; Any other duties assigned by the supervisor.

COMPETENCIES:

Good interpersonal skills; Good organisational, administration and planning skills; The ability to work independently and under pressure without supervision; Excellent computer skills / knowledge of Microsoft Office; Ability to communicate effectively (verbally and in writing); Effective time management skills; Use problem-solving techniques to tactfully address questions/concerns.

CLOSING DATE: 27 May 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.

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.