



**higher education
& training**

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



**BUFFALO CITY
TVET COLLEGE**

SENIOR EXAMINATION OFFICER

ADMIN CENTRE

Reference BCC0608/08

SL 8(Starting notch R321 543 p.a. plus benefits)

(Permanent PERSAL appointment)

REQUIREMENTS

Matric or NCV Level 4 with a recognized M+3 years Degree or National Diploma in Education /Administration or equivalent qualification;3-5 years in the teaching and learning environment/related field; Knowledge of White Paper on PSET Act; knowledge of Public TVET sector and its regulatory and legislative framework; Knowledge and understating of the Higher Education sector; Knowledge and understanding of TVETMIS, and ITS; Sound knowledge of legislation regulating examinations and assessments; Computer literate in MS Office(Word, Excel, Outlook and internet);A valid driver's license.

KEY PERFORMANCE AREAS

Ensure the provision of examination services; Conduct training of Invigilators, Markers and Data Capturers; Establish the function of Irregularity Committee; Ensure the management and control of issuing of the certificates; Ensure proper administration of the examination unit; Manage all human, financial and other resources in the unit.

SKILLS AND COMPETENCIES

Management; Computer skills; Communication; Client Service; Visionary Leadership Abilities; An understanding of transformation issues and capacity building processes in the DIET sector; Sound knowledge of CET Act, policies and practices and any other relevant legislations. Good interpersonal skills; Good problem solving and analytical skills; Ability to work under pressure and meet deadlines; Ability to work independently as well as in a team; planning, organising, leading and control skills; research, report writing and presentation skills.



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



BUFFALO CITY
TVET COLLEGE

Closing date for applications: 15 June 2022 at 15:00

Candidates who are suitably qualified for the above positions should submit an official application form (Z83 for support staff ,the new Z83 available from any Public Service Department and EDP01 for educators), a comprehensive CV and copies of the following: All relevant Qualifications must include transcripts of subjects passed, a Driver's license and ID, such copies need not to be certified when applying for a post. Applicants must also provide, together with the work contact details, including e-mail addresses of at least three work-related references to: **Buffalo City Public TVET College, HR Division, Private Bag 9016, East London 5200 or deliver it to the Administration Centre, corner of Lukin Road and King Street, Selborne, East London.** 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.