ADVERTISEMENT

(PERSAL Appointment - Full Time Permanent)

APPLICATIONS ARE AWAITED FROM SUITABLY QUALIFIED PERSONS FOR APPOINTMENT IN THE FOLLOWING POSITION:

Campus Manager: on PL5 (Campus Manager)
with basic salary between R657 492,00 and R1 326 822,00 per annum.

Location: De Aar

Post Reference No: NCRTVET/767/10/2026/LEC/DAR/02

Are you a visionary leader with a passion for vocational excellence? Our TVET College is seeking a dynamic, high-calibre professional to fill the role of **Campus Manager (Post Level 5)**. As the head of the campus, you will be the driving force behind academic integrity, administrative efficiency, and student success and to provide strategic leadership, administrative management, and academic supervision at the campus level, ensuring the delivery of quality education and training in alignment with the Department of Higher Education and Training (DHET) standards.

Minimum Requirements:

A National Senior Certificate/Grade 12/Equivalent plus a recognised 3 or 4 year qualification (Degree/Diploma) which includes professional teacher qualification.
A minimum of seven years (7) working experience in the TVET sector education institution of which at least three (3) years should be at a PL3 Managerial level or similar.
SACE Registration.
Digital literate and competent in Word/Excel/PowerPoint/Outlook/Teams.
A valid driver's license and willingness to travel.

Recommendations:

Knowledge:

Legislative Frameworks: Mastery of the CET Act (Continuing Education and Training), In-depth understanding of the CET Act (Act 16 of 2006) and other relevant education legislation, as well as the PFMA (Public Finance Management Act), and relevant Labour Relations Acts.
Curriculum Management: In-depth knowledge of NCV and Report 191 (N1–N6) and the newly implemented QCTO Programmes as well as knowledge of the National Strategy for Learner Attainment (NSLA) and DHET curriculum frameworks.
Quality Assurance: Familiarity with QCTO and DHET quality management systems and familiarity with Quality Management Systems (QMS) and IQMS/PMDS processes.
Governance: Understanding the role of the College Council and Academic Board.

Skills:

Strategic Leadership: The ability to inspire staff and manage diverse and multidisciplinary teams effectively.
Financial Management: Capability to manage campus budgets and ensure cost-effective resource allocation.
Project Management: Skills to oversee infrastructure projects and campus developmental initiatives at the campus.
Conflict Resolution: Strong mediation skills to handle student and staff grievances and other Labour Relation processes professionally.
Analytical Thinking: Skills in data analysis for academic performance and the monitoring thereof.
Communication: Exceptional verbal and written proficiency for internal and external reporting and stakeholder engagement.

Experience:

A minimum of **3 years in a management and supervisory capacity** (e.g., Head of Department (PL3) or equivalent).
Proven track record in **Academic Management**, ensuring high certification rates, curriculum delivery and Assessment Management.
Proven track record in managing **Human and Physical resources**
Experience in **Financial and Asset Management** within an Educational Institution.
Hands-on experience in **Student Support Services** and managing student representative councils (SRC).
Experience in stakeholder engagement and industry partnerships.

Additional Qualifications or Experience:

A **Postgraduate degree** (Honours or Masters) in Education or related fields will be an added advantage.
Certification as an **Assessor and Moderator** will be an added advantage.
Expertise in **TVET Management Systems** (e.g., COLTECH) will be an added advantage.
Experience in establishing **Industry Partnerships** and securing Work Integrated Learning (WIL) placements for students and experience for Lecturers will be an added advantage.
Qualifications in **Project Management or Human Resource Management** will be an added advantage.
Advanced **Computer Literacy** (MS Office Suite and Management Information Systems) will be an added advantage.

Key Result Areas:

Manage curriculum implementation and academic support.
Manage the provision of examination services.
Oversee the administration of student financial aid and bursaries.
Manage student registration and student support services.
Manage provision of general administration support services in relation to corporate and financial services in the campus.
Manage the provision of residence services.
Manage the provision of agricultural services.
Manage Human Resource, Financial and physical resources.

CLOSING DATE FOR APPLICATIONS: Friday, 20 November, 2026

Only fully completed and online submitted applications, on the relevant website provided, are valid applications that will be accepted as an official application. You can use the following link to apply for this position:
https://ncrz83.ngnscan.co.za/
No physical/written/emailed application may be submitted for this position, in which case such applications will be discarded and excluded from the Recruitment and Selection processes.

Enquiries: Mr. PJ Reyneke (Tel: 0871882060)

PLEASE NOTE THE FOLLOWING:

The College is an equal opportunity, affirmative action employer.
Disabled persons with the relevant qualifications are encouraged to apply for this position.
The prescribed Z83 application form as well as your comprehensive, up-to-date CV must be completed and uploaded online when applying for this position. Incomplete and unsigned Z83 forms and the absence of a comprehensive, up-to-date CV, will disqualify your application.
Correspondence will only be entered into with candidates that were short-listed.
Applications received after the closing date and time will not be considered for the post.
By applying, the applicant agrees and accepts that it is at the sole and absolute discretion of the NCR TVET College to shortlist or not to shortlist the applicant regarding any vacant post at any site of the employer.
If there is no response received within 3 months after the closing date, please regard your application as unsuccessful.
The NCR TVET College reserves the right not to fill this post.