ADVERTISEMENT

(PERSAL Appointment - Full Time Permanent)

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

ASD: Student Support Services: on SL10
with basic salary between R605 742,00 and R713 535,00 per annum.

Location: Central Office - (Upington)

Post Reference No: NCRTVET/771/10/2026/SUP/RS/SSS/CTO/01

Our TVET College is seeking a dynamic, high-calibre professional to fill the role of **Student Support Services Manager**. This person must manage and coordinate comprehensive student support services, including student governance, financial aid, wellness, and academic support, ensuring a holistic developmental environment for all students.

Minimum Requirements:

Appropriate recognized Bachelor's degree/National Diploma (NQF Level 6) or equivalent qualification in Psychology or Social Work.
A minimum of five years (5) working experience in the TVET sector education institution of which at least three (3) years should be at managerial level.
Registration with a professional body (e.g., SACE or HPCSA) etc.
Digital literate and competent in Word/Excel/PowerPoint/Outlook/Teams.
A valid driver's license and willingness to travel.

Recommendations:

Knowledge:

In-depth understanding of the CET Act (Continuing Education and Training Act) and the National Strategy for Learner Support.
Knowledge of the NSFAS eligibility criteria and administration processes.
Familiarity with the TVET College sector and Department of Higher Education and Training (DHET) policies.
Understanding of Student Governance (SRC) constitutions and electoral processes.
Knowledge of monitoring and evaluation frameworks for student success.

Skills:

Strategic Leadership: Ability to manage diverse teams and implement departmental mandates.
Financial Management: Skills in budgeting and expenditure control.
Conflict Resolution: Proficiency in mediating student grievances and campus unrest.
Communication: Strong verbal and written reporting skills for internal and external stakeholders as well as the College Council.
Data Analysis: Ability to interpret student performance and wellness data to inform relevant interventions.

Experience:

Proven track record in managing Student Financial Aid portfolios.
Experience in facilitating Student Representative Council (SRC) elections and leadership training.
Management of student health and wellness programs (HIV/AIDS, counselling, and disability support).
Experience in coordinating extra-curricular activities (Sports, Arts, and Culture).
Experience in managing disciplinary procedures and student conduct.

Additional Qualifications or Experience:

A Postgraduate qualification in Educational Management or Higher Education.
Certification in Project Management.
Specialized training in Student Counselling or Career Guidance.
Experience working with the COLTECH system.

Key Result Areas:

Oversee administration of the Student Support Services Section.
Manage student counselling across the college.
Provide student with career guidance, counselling and academic support.
Oversee and maintain the sport, recreation, arts and culture activities for students
Facilitate student governance and student leadership development
Manage mainstreaming of gender and disability within students
Management of all Human, Financial and other resources of the Section.

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.