

		relevant experience in the field. Knowledge of lease agreement negotiations and BBBE procedure, knowledge of OHSAS 18001, knowledge of project Management, knowledge of Treasury and PFMA Regulations, knowledge of vehicle maintenance and services procedures, knowledge of building maintenance, knowledge of fleet disposal procedure, knowledge and understating of legislative framework governing the Public Services, knowledge of traffic laws, monitoring and evaluation. Strong interpersonal and communication skill (both verbal and written). Negotiation and problem-solving skills. Well-developed organizational, planning and management skills. Computer literacy. Valid driver's license.
<u>DUTIES</u>	:	Manage overall supervision and provision of conducive working environment services in terms of OHS Act, manage overall supervision and provision of infrastructure maintenance services, manage overall supervision and the provision of safety and security services, manage overall supervision and the provision of transport services, manage overall supervision and provision of refectory services, manage overall supervision and provision of cleaning services, manage overall supervision and provision of records services, supervise human, physical and financial resources.
<u>ENQUIRIES</u>	:	Maphutha OM, Phokungwana MZ and Peu KD Tel No: (015) 880 0281/015 230 1800
<u>POST 27/16</u>	:	<u>SENIOR REGISTRATION OFFICER: INNOVATION AND DEVELOPMENT REF NO: CCTVET /10/08/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 116 per annum (Level 08) Central Office M+3 years Degree or National Diploma in Business Administration, Public Management/ administration or relevant equivalent qualification as recognized by SAQA. 3-5 years in administration department, Experience in the post schooling education and training (PSET) sector will be an added advantage. At least 2 - 3 years working experience in Student Administration / Data Management / TVET MIS environment. Knowledge of registry duties, practices as well as the ability to capture data, and operate computer Knowledge of storage and retrieval procedures in terms of the working environment; knowledge and understanding of the legislative framework governing the Public Service. Proven report writing and presentation skills in the public sector and its legislation framework; good communication skills and people Empowerment; planning and execution; proven computer literacy, including advanced MS Word, MS Excel and MS PowerPoint; proven ability to effectively manage change; leadership skills. Knowledge of the enrolment verification, monitoring, screening, and selection of applicants. Knowledge of the application and registration process of ITS/Coltech systems.
<u>DUTIES</u>	:	Developing and implementing plans for student enrolment and registration. Managing the overall registration process. Providing support to campuses during registration. Monitoring and verifying enrolments. 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, 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 orientate are conducted into college and campuses, ensure that learner's information are captured on Coltech/Information Technology System (ITS). Responsible to develop and implement plans to ensure compliance with the enrolment standardisation processes of admission, enrolment, and registration across delivery sites.
<u>ENQUIRIES</u>	:	Maphutha OM, Phokungwana MZ and Peu KD Tel No: (015) 880 0281/015 230 1800
<u>POST 27/17</u>	:	<u>ADMIN OFFICER: ASSETS MANAGEMENT REF NO: CCTVET 11/08/2025</u>
<u>SALARY CENTRE</u>	:	R325 101 per annum (Level 07) Central Office