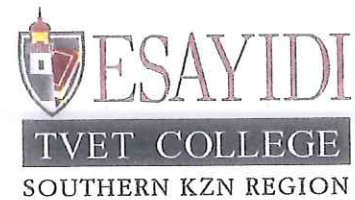




higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

Central Office
P O Box 2364
Port Shepstone, 4240
Tel (039) 684 0140
Fax (039) 682 6200
Hrmanager.esayidivet@kzntvet.edu.za



**DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(ESAYIDI TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING)**

Esayidi Technical Vocation Education and Training is an Equal opportunity employer inviting applications from suitable experienced applicants for this Twelve Months Contract Post

POST STUDENT LIASON OFFICER
REF UMZIMKHULU CAMPUS
SLO-NMZ032026

SALARY R325 101 – R382 959 per annum: Salary Level 7 (The successful candidate will be Required to sign a performance agreement)

CENTRE Esayidi TVET College, uMzimkhulu Campus
CLOSING DATE Friday , 01 May 2026

REQUIREMENTS An undergraduate qualification Three (3) year National Diploma/ Bachelor's degree Social Science / Psychology /or equivalent qualifications as recognized by plus 3-5 years' experience in Student Support Administration Education/Teaching and Learning environment. Advanced Knowledge of PSET and CET Act. Knowledge and understanding of Student Support Services Policies. Knowledge and understanding of SRC electoral processes. Knowledge of Academic Support. Knowledge of career guidance and extra-curricular activities. Knowledge of Skills Development Act, Public Service Regulations and Public Service Act, Knowledge of the National Student Financial Aid Scheme and related legislation. Knowledge of the Public TVET sector and its regulatory and legislative framework. Knowledge of the Ethical regulatory and legislative framework. Knowledge and understanding of the Higher Education sector. Knowledge of Education Act. Computer literacy in MS Office software (Word, Excel, PowerPoint and Outlook). Typing skills and effective office administrative skills. Sound communication (verbal and written) skills as well as good interpersonal relations. Ability to work independently and within a team. Good organizational, co-ordination and planning skills.

DUTIES Provide student support services, career guidance, counselling and academic support for students. Provide student counselling or referral services. Implement [student work placement and Work Integrated Learning \(WIL\) policies](#). Implement the sport, recreation, arts and culture programs for students in the campus. Facilitate student governance, leadership development and exit support programmes.

ENQUIRIES : Ms. NB Ndlovu Tel No: (039) 940 5283

APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal Address: The Human Resource Department: Esayidi TVET College, Private Bag x 713, Port Shepstone, 4240 or hand delivered to: ESAYIDI TVET COLLEGE, No 3 Shooter's Hill, Lot 462, Nelson Mandela Drive, Port Shepstone, 4240

NOTE : Applications should be on a new Z83 form , signed and dated , and must be accompanied by a recently updated comprehensive Curriculum Vitae (inclusive of three contactable references and contact details), Short listed candidates will be required to submit certified copies of qualifications, ID copy and drivers licence on the date of the interview. Applications received after the closing date as well as faxed or emailed applications will not be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit checks [where applicable], qualification and employment verification). The College/ DHET reserves the right not to make an appointment where it deems fit to do so. No late applications will be considered. Correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after the closing date of this advertisement, kindly accept that your application was not successful.

Approved
27/3/2026