



VACANCY

RESIDENCE DEAN: ANNE VISSER HOUSE

Helderberg College of Higher Education, a Private Higher Education Institution of the Southern African Union Conference of Seventh-day Adventist, seeks to provide quality Christian education consistent with the Seventh-day Adventist philosophy and tradition. All programmes are accredited with the Council on Higher Education and are registered on the National Qualifications Framework found on the website of the South African Qualifications Authority. The College is also accredited by the Adventist Accrediting Association of Seventh-day Adventist Schools, Colleges and Universities.

I. Academic Qualifications

The candidate should have at least a first degree (Bachelors), preferably with a major in Religion or Psychology or Education or Management/Administration.

A postgraduate qualification will be an advantage.

II. Experience

A minimum of three years of experience in youth work as a teacher or Chaplain or Bible Worker is essential.

III. Skills & Special Considerations

- The applicant should be a mature, nurturing woman with training or experience in counselling and working with young people.
- The applicant should feel comfortable working in a multi-cultural milieu.
- The applicant should possess good organisational and public relations skills.
- A genuine love for young people is essential.

IV. Attributes

- The applicant must have a moral character and ethical values in harmony with the teachings of the Seventh-day Adventist Church. She should be a baptised member of the Seventh-day Adventist Church, in good and regular standing.
- The applicant should be fully supportive of the ideals and objectives and educational philosophy of the Church and the College and actively participate in its programmes. The successful incumbent should be firm on standards whilst serving with compassion; lead with integrity and maturity; be a team player; possess excellent interpersonal and communication skills; and relate well with others, especially young people.

V. Responsibilities

Student Care:

The Residence Dean must ensure the provision of an environment within Anne Visser House (AVH) which is conducive to the development and success of its students at the College:

- Interacting with students, as a collective as well as individually.
- Taking an interest in student activities in the residence.
- Assisting students with problems.
- Attending training programmes and discussion groups for Deans.
- Attending residence functions and being present in the residence during all functions.
- Overseeing all residence activities and that of the Residence Assistants (RA's).

Student Discipline:

- To ensure that the Student Disciplinary Code and other residence regulations are adhered to.
- That disciplinary cases are referred to the Vice-President: Student Services (VPSS) where necessary for the appropriate processing of disciplinary actions and sanctions.

Administration:

- Appointment of Assistant Dean and RA's.
- Management of Residence:
 - a) She will keep informed of the whereabouts of the students in her care, particularly with regard to absences from campus.
 - b) Responsibility for the neatness, cleanliness and order inside AVH as well as its immediate surroundings, arranging for supervision of custodial services and maintenance of the facilities.
- Plan and administer the budget for the residence.
- Responsible for the upkeep of the Guestrooms:
 - a) Keep records of the guests.
 - b) Responsible for guest relations and oversee a pleasant customer experience.
 - c) Inform the Finance Office of guests and ensure that payment has taken place before checking out.
- In addition to her duties in the residence, the Dean may be requested to assist with teaching, recreation, or any other areas where her services may be needed, her responsibilities as Dean being considered top priority.
- Taking care of other responsibilities as assigned by the VPSS.

VI. Employment Contract & Remuneration

Terms of employment will be governed by the Helderberg College of Higher Education Working Policy and SAU Working Policy. Remuneration will be in accordance with the salary scale structure of the Southern Africa Union Conference of Seventh-day Adventists. This includes housing allowance, medical and pension contributions, amongst others. It is incumbent upon the applicant to enquire about specific policy provisions of their interest and concern.

VII. To Apply

The following documents must be submitted for a complete application:

- A HCHE application form/employment questionnaire obtained from the College website www.hche.ac.za under Staff Vacancies.
- Cover letter.
- Detailed and current Curriculum Vitae.
- Certified copies of all qualifications and transcripts.
- South African Qualifications Authority (SAQA) verification for any foreign qualifications obtained outside South Africa.
- Certified copy of ID.
- Certified copy of driver's licence. (Access to a reliable personal vehicle is required.)
- Two professional references, with referees' consent.
- Reference letter from the church pastor of the congregation where membership is held.

Please submit the above to the Human Resources Secretary, Mrs Jessie Pillay at:
hr@hche.ac.za.

A detailed job description may be requested via these contact details.

VIII. Closing Date for Applications

Kindly note that only duly completed applications that meet the minimum requirements will be considered. The appointment will be informed by the Employment Equity Plan of the College.

The College reserves the right to appoint from the list of applicants, OR to appoint an individual that has not applied by placing a call, OR to make no new appointment.

Only shortlisted candidates will be contacted. Should applicants not hear from the College within three months, please consider the application as unsuccessful.

Closing Date: 14 October 2025

Commencement Date: 5 January 2026

All applications will be processed in accordance with the POPI Act.