

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING**

*The College is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity: (race, gender and disability) in the College through the filling of posts and a candidate whose appointment, transfer or promotion will promote representivity will receive preference.*  
**(Letaba (TVET) College)**

- APPLICATIONS** : Please forward your application, quoting the reference number to: The Acting Principal, Letaba TVET College, Private Bag X 4017, Tzaneen, 0850 or hand deliver to: 1 Claude Wheatley Street. Correspondence will only be entered into with short-listed applicants. Applications received after the closing date or faxed and emailed applications will not be considered.
- CLOSING DATE** : 17 March 2023 AT 16:00
- NOTE** : Interviewed candidates will be subjected to a competency assessment where necessary. The successful candidate will be required to sign an annual performance agreement and employment contract on appointment, disclose his/her financial interest and be subjected to security clearance. Applications must be submitted with fully completed new Z83 form indicating correct reference number obtainable from any public service department or on the internet at [www.gov.za/documents](http://www.gov.za/documents) and must be accompanied by a comprehensive Curriculum Vitae. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. NB: Foreign applicants should submit the following documents: SAQA Evaluation Certificate, Sace and Quota Work Permit and Police Clearance (only when shortlisted). Re-advertised posts: People who applied before are encouraged to re-apply. Failure to submit the requested documents will result in your application not being considered. Candidates whose appointment will promote representatively in terms of race, gender and disability will receive preference. As of 1<sup>st</sup> July 2006, all new appointments in the public service have to be part of the government employee medical scheme (GEMS) in order to qualify for a government medical subsidy.

**OTHER POSTS**

- POST 08/69** : **SENIOR IT TECHNICIAN: PERMANENT REF NO: LET 04/01/2023**
- SALARY** : R331 188 per annum (Level 08)
- CENTRE** : Tzaneen (Central Office)
- REQUIREMENTS** : Grade 12 or equivalent qualification and an appropriate recognised 3-year National Diploma/Bachelor's Degree in Computer Science/Information Technology or any relevant equivalent qualification. At least three years relevant experience in ICT enterprise environment. A+, N+ CCNA or any networking certificate will be an added advantage. Infrastructure; desktop infrastructure support; enterprise antivirus support; VPN Technologies and concept; Virtualisation Technologies; Firewall technologies and principles; Computer and network security principles; Server operating system and ITIL. A valid driver's licence.
- DUTIES** : Administrate and monitor IT security and electronic access. Distribute LAN and WAN access to students and staff according to college policy and needs. Set-up, manage and maintain WAN, LAN, E-mail and internet connections to all the campuses. Troubleshooting, resolving and documenting all ICT related issues. CT software and hardware maintenance. Distribute software and hardware for use by students and staff according to the college's policy and needs. Maintain and monitor the software and hardware system, reports on redundant hardware and software, and advises on updating. Keep up to date with the latest developments of hardware and software in education. Ensure access of intranet in the college. Ensure that the college website is continuously updated with current information. Management of all Human, Financial and other resources of the unit. Network maintenance and administration of core network and server infrastructure and services. Maintenance and monitoring of security environments (patch management, antivirus firewall and intrusion prevention) maintaining virtual server infrastructure and services; Implement appropriate security measures to safe guard data and restrict access appropriately; maintaining messaging

		infrastructure and services; monitoring and maintaining backup; Maintain enterprise infrastructure monitoring and reporting technologies; implementation and support of server operating systems.
<b><u>ENQUIRIES</u></b>	:	Mr KL Mojela / Ms PL Mokgobi Tel No: (015) 307 5440
<b><u>POST 08/70</u></b>	:	<b><u>IT TECHNICIAN: PERMANENT REF NO: LET 05/01/2023</u></b>
		Re-advertised posts: People who applied before are encouraged to re-apply.
<b><u>SALARY</u></b>	:	R269 214 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Giyani Campus
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent qualification and an appropriate recognised relevant 3-year National Diploma/Bachelor's Degree in Information Technology (IT)/Computer Science or any relevant equivalent qualification. Two years relevant working experience in ICT environment. Specialization in Software Engineering, Networks, Programming, or IT management, IT Hardware and Software is recommended. Understanding of Desktop, Networking and Voice Communication infrastructure, Program Installations, IT Help Desk operation, Full comprehension of IT first and second line of IT support is recommended. Ability to communicate technical information in a non-technical manner and to work effectively with users with varying levels of expertise. Proven experience in providing all levels of users and application support. Software and hardware support (Windows Microsoft). Any other relevant Certificate will be an added advantage. A valid driver's licence.
<b><u>DUTIES</u></b>	:	Provide End-user support. Attend to incidents logged through the service desk. Perform network troubleshooting and support. Maintain user accounts and computer accounts management. Maintain IT asset audit and compile technical reports for faulty IT equipment. Assist in management of Service Desk and Desktop support function services. Setup user account on desktop and laptop (mailbox and windows). Unlocking of password using Admin Pack. Setting up desktop, printers, and data projectors. Monitor wide and local area networks. Detect and repair faults on LAN/ WAN, PC's, peripherals, network points and software. Desktop support. Manage and maintain a virus free network. Liaise with users on request/ faults. Install and support software/ applications. Manage and monitor IP Telephone and Video conferencing. Training of End-users on the Microsoft applications. Assisting with uploading of content on to the website and basic developments. Monitor computers and LAN at the computer Labs.
<b><u>ENQUIRIES</u></b>	:	Mr KL Mojela / Ms PL Mokgobi on Tel No: (015) 307 5440
<b><u>POST 08/71</u></b>	:	<b><u>CAMPUS ADMINISTRATOR: PERMANENT REF NO: LET 06/01/2023</u></b>
<b><u>SALARY</u></b>	:	R269 214 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Modjadji Campus
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent qualification and an appropriate recognized 3-year National Diploma/Bachelor's Degree in Administration or any relevant equivalent qualification. Two years relevant working experience in an administration environment. Knowledge and understanding of the TVET sector. Knowledge of the Public Service legislations and policies. Experience in using Management Information System (MIS) will be an added advantage. Must be computer literate. A valid driver's licence.
<b><u>DUTIES</u></b>	:	Ensure the correct set up of the campus EMIS and to keep up the data capturing functions of the relevant staff. Assist with administrative, financial and personnel control/ monitor campus expenditure according to the approved campus budget. Attend inspection and campus audits and also instate effective control measures to ensure compliance. Supervision of all respective housekeeping functions and staff in respect of grounds and buildings. Maintain the general support services functions to education and training of the college strategic interventions. Liaise with all suppliers of goods and services to the campus to ensure that the procurement requirements are achieved.
<b><u>ENQUIRIES</u></b>	:	Mr KL Mojela / Ms PL Mokgobi Tel No: (015) 307 5440
<b><u>POST 08/72</u></b>	:	<b><u>PROVISIONING OFFICER: SUPPLY CHAIN MANAGEMENT REF NO: LET 07/01/2023</u></b>
		Permanent
<b><u>SALARY</u></b>	:	R269 214 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Tzaneen (Central Officer)

**REQUIREMENTS** : Grade 12 or equivalent qualification and an appropriate recognised 3-year National Diploma/Bachelor's Degree in Financial Management/Accounting. Two years relevant experience in Asset Management and or Supply Chain Management. Must be computer literate. Proven ability to utilize and develop computerized spreadsheets and word processing applications. Proven knowledge of GRAP, Public Finance Management Act, Preferential Procurement Policy Framework Act and Supply Chain Management Guide for Accounting Officer/Authorities, Broad Base Black Economic Empowerment and SCM practices. Experience in the TVET sector and knowledge of pastel will be an added advantage. A valid driver's licence.

**DUTIES** : Perform or develop asset needs assessment, acquisition management, operational and disposal plan. Receive and barcode assets. Update the asset register with additions. Prepare a monthly reconciliation with supporting documents of the assets register and the inventory register to the relevant accounting records and resolve uncleared items. Plan and execute the assets verification, stock counts, investigate and report on variances, make necessary recommendation to resolve discrepancies and update the assets and inventory registers. Execute the implementation of the asset acquisition, maintenance and disposal plans.

**ENQUIRIES** : Mr KL Mojela / Ms PL Mokgobi Tel No: (015) 307 5440

**POST 08/73** : **STUDENT SUPPORT OFFICER: PERMANENT REF NO: LET 08/01/2023**

**SALARY CENTRE** : R269 214 per annum (Level 07)  
: Modjadji Campus

**REQUIREMENTS** : Grade 12 or equivalent qualification and an appropriate recognized 3 - year National Diploma/Bachelor's Degree in Social Work/Psychology/Educational Psychology, People Management or any other relevant equivalent Qualification. Two years relevant working experience in the Student Support Services environment. Experience in student leadership will be an added advantage. Knowledge of the National Student Financial Aid Scheme and related legislation. Knowledge of Ethical Regulatory and Legislative Framework. Knowledge and understanding of the Higher Education sector. Good communication and interpersonal skills. Must be computer literate. A valid driver's licence.

**DUTIES** : Provide student support service in line with the Student Support Plan Framework. Establish partnerships to support students. Implement students Work Based Experience/ Exposure (WBE) and Work Integrated Learning (WIL) policies. Monitor the students during the WBE or WIL. Implement the sport, recreation art and culture programs for student in the campus. Facilitate student's governance and student leadership development and exit support program. Compile monthly report on Student Support matters to all levels of College Management. Serve in the relevant committee in the College structures. Any other official duty in line with Student Support matters.

**ENQUIRIES** : Mr KL Mojela / Ms PL Mokgobi Tel No: (015) 307 5440

**POST 08/74** : **PLACEMENT OFFICER PERMANENT (X3 POSTS)**

**SALARY CENTRE** : R269 214 per annum (Level 07)  
: Ref No: LET 09/01/2023 (Tzaneen Campus)  
: Ref No: LET 10/01/2023 (Maake Campus)  
: Ref No: LET 11/01/2023 (Giyani Campus)

**REQUIREMENTS** : Grade 12 or equivalent qualification and an appropriate recognized National Diploma/ Bachelor's Degree in Business Administration/Public Management/ Marketing/Public Relations or any relevant equivalent qualification. Two years relevant experience in employment services or Administration environment. Knowledge of employment service market. Knowledge of PSET and CET Act. Knowledge of public services prescripts. Knowledge of DHET policies and Industrial operation. Good communication and interpersonal skills. Must be computer literate. A valid driver's licence.

**DUTIES** : Facilitate the placement of students. Conduct job readiness training programmes. Liaison with commerce, industry and other relevant stakeholder. Maintain the student tracking system. Maintain and update employer and student placement database. Develop quality electronic report and statistics. Monitoring and evaluation of work placement practices. Conduct work-based assessment for students.

**ENQUIRIES** : Mr KL Mojela / Ms PL Mokgobi Tel No: (015) 3075440

<b><u>POST 08/75</u></b>	:	<b><u>SUPPLY CHAIN AND ASSET ADMIN CLERK REF NO: LET 15/01/2023</u></b>
		Permanent
<b><u>SALARY</u></b>	:	R181 599 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Tzaneen (Central Office)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent qualification and an appropriate recognized National Diploma in Supply Chain Management/ Financial Management/ Accounting/ Auditing or any relevant equivalent qualification. Minimum of one-year experience in Supply Chain Management environment. A successful candidate must have proven knowledge of SCM and Procurement Procedures, Public Finance Management Act, Preferential Procurement Policy Framework Act, SCM Guide for Accounting Officer/Authorities, Broad Base Black Economic Empowerment and SCM Practices. Experience in the TVET Sector will be an added advantage. Must be computer literate and have a valid driver's licence.
<b><u>DUTIES</u></b>	:	Receive requirements for goods / services from user departments and log them on a register. Requisition for goods and stationery. Request quotations for valid, accurate and complete requisitions. Follow up with suppliers on outstanding quotations requests, Update register for requisitions received and quotations received. Implement SCM Policies and other outstanding invoices. Issuing books and assets, updating the Bin cards. Assets verification and stock counts.
<b><u>ENQUIRIES</u></b>	:	Mr KL Mojela / Ms PL Mokgobi Tel No: (015) 307 5440
<b><u>POST 08/76</u></b>	:	<b><u>RECEPTIONIST: PERMANENT REF NO: LET 16/01/2023</u></b>
<b><u>SALARY</u></b>	:	R151 884 per annum (Level 04)
<b><u>CENTRE</u></b>	:	Tzaneen Campus
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or NCV level 4 certificate in Office Administration. Excellent communication skills, interpersonal relations, client focus and innovative thinking. Ability to work under pressure with little or no supervision. Adhere to Batho Pele principles. Telephone etiquette and good interpersonal relations. Must be computer literate.
<b><u>DUTIES</u></b>	:	Render general administrative support services to the campus and staff including typing of documents, electronic and manual filing, data capturing, making and receiving calls/faxes, provide clerical support and perform reasonable task allocation
<b><u>ENQUIRIES</u></b>	:	Mr KL Mojela / Ms PL Mokgobi Tel No: (015) 307 5440
<b><u>POST 08/77</u></b>	:	<b><u>DRIVER/ MESSENGER: PERMANENT REF NO: LET 17/01/2023</u></b>
<b><u>SALARY</u></b>	:	R151 884 per annum (Level 04)
<b><u>CENTRE</u></b>	:	Tzaneen (Central Office)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent qualification. Must be able to communicate in English (read, write and speak). Must be physically fit and healthy. Must have a valid driver's licence as well a valid Professional Driver's Permit (PDP). Must be able to read maps and use a GPS or other similar applications. Must have at least one year driving experience. Must be able available to work flexi hours.
<b><u>DUTIES</u></b>	:	Collect and deliver and distribute documents and articles. Drive students and staff members. Ensure that the itinerary of campus vehicles is completed. Daily inspections to ensure that the vehicles are roadworthy and report damage to the vehicle. Complete monthly transport reports. Ensure that vehicles are kept clean. Report all defects to Supervisor. Keep records on licence renewals and due services.
<b><u>ENQUIRIES</u></b>	:	Mr KL Mojela / Ms PL Mokgobi Tel No: (015) 307 5440
<b><u>POST 08/78</u></b>	:	<b><u>CLEANER: PERMANENT REF NO: LET 18/01/2023</u></b>
<b><u>SALARY</u></b>	:	R107 196 per annum (Level 02)
<b><u>CENTRE</u></b>	:	Modjadji Campus
<b><u>REQUIREMENTS</u></b>	:	A Grade 10 or equivalent qualification. Applicants should be committed, hardworking and must be able to work long hours and under pressure. Applicants must have good interpersonal relations and verbal communication skills. Be able to speak at least English language.
<b><u>DUTIES</u></b>	:	Maintaining the cleanliness of the buildings by performing various cleaning duties which includes but not limited to dusting and waxing office furniture; sweeping, scrubbing and waxing of floors, vacuuming and shampooing floors;

cleaning walls, windows and doors; collecting and removing of waste papers; freshen the office areas, clean the college kitchen and basins; wash and pack kitchen utensils. Empty and wash waste bins and send recyclables to disposal area.

**ENQUIRIES**

: Mr KL Mojela / Ms PL Mokgobi Tel No: (015) 307 5440