DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(King Hintsa (TVET) College)
(Port Elizabeth TVET College)

OTHER POSTS

POST 30/13	:	**SENIOR INTERNAL AUDITOR REF NO: PS17/2025DHET**
SALARY	:	R397 116 per annum (Level 08), plus benefits
CENTRE	:	Port Elizabeth TVET College (Central Office)
REQUIREMENTS	:	Incumbent should have a relevant Senior Certificate / Grade 12 / NCV Certificate (Level 4). Applicants should be in possession of a recognised National Diploma (NQF Level 6) in Internal Auditing, Accounting, or an equivalent qualification. A minimum of two (2) to three (3) years of relevant experience in an internal audit or auditing environment is required, including experience in the development and implementation of policies and strategies. The ideal candidate must have a thorough knowledge of applicable prescripts, legislation, and regulations, as well as a comprehensive understanding of the internal audit environment. Candidates must demonstrate strong planning and organising abilities, sound financial management skills, and proven experience in report writing. Excellent communication and interpersonal skills, along with advanced problem-solving capabilities, analytical thinking, and computer literacy, are essential. Additional competencies include project management, team leadership, people management, and a client-oriented approach. Key values and attributes required for this role include a commitment to service excellence, integrity, loyalty, proactivity, and a high level of professionalism and dedication to ethical conduct and continuous improvement.
DUTIES	:	The successful candidate will be responsible for ensuring the overall supervision, development, review, and monitoring of internal audit policies, as well as developing and reviewing risk and fraud policies. Duties include conducting awareness workshops to promote understanding and compliance. The incumbent will oversee the planning, execution, and reporting of audits, participate in the preparation of the draft three-year strategic risk-based internal audit plan and the annual operational plan, and incorporate management inputs when finalising audit activities. Key responsibilities include evaluating internal controls, governance, and risk management processes, monitoring progress on audit action plans, and collecting, analysing, and interpreting data for informed decision-making. The candidate will be required to develop and maintain an annual risk register, monitor identified risks on a quarterly basis, conduct continuous risk assessments with stakeholder involvement, and facilitate regular risk management training sessions. The role also involves coordinating and arranging quarterly and special audit and risk committee meetings, serving as secretariat, preparing all logistical arrangements, implementing committee recommendations and ensuring proper filing of all related documents. Furthermore, the incumbent will be responsible for compiling and submitting monthly, quarterly, and annual reports to the council subcommittee or audit and risk committee, reflecting progress against the audit plan and the risk register. Additional duties include the supervision and effective management of human, physical, and financial resources within the unit.
ENQUIRIES	:	Ms Chantel Jansen/ Ms Zenia Plaatjies Tel No: (041) 509 6000
APPLICATIONS	:	Please hand deliver your application or email to: recruit@pec.edu.za, quoting the reference number to the office of the Deputy Principal: Corporate Services: Port Elizabeth TVET College; Erica Central Campus; 1 Richmond Park Drive; Richmond Hill; Port Elizabeth 6001; Reception Area or post your application to: Private Bag X6040; Port Elizabeth 6000.
NOTE	:	All applications must be submitted on the new approved Z83 Application Form (dated 1 January 2021) obtainable from the DPSA Website or any Public Service Department website. The new Z83 Application Form must be fully completed and duly signed. The Z83 Application Form must be accompanied by a detailed recently updated comprehensive CV with three (3) contactable references (provide their contact number and email addresses). Only shortlisted candidates will be contacted to submit the required certified documents. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately for every post you wish to apply for. Failure to submit the

requested documents will result in your application not being considered. Applicants with foreign qualifications would be required to submit an evaluation certificate from South African Qualifications Authority (SAQA) on or before the day of the interview. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to personnel suitability checks (criminal records, citizenship, and qualification verification). The suitable candidates will be required to annually disclose their financial interests and declare any conflict or perceived conflict of interest. People with disabilities are encouraged to apply. All applicants must consider their applications to be unsuccessful if not contacted within 60 days after the closing date.

CLOSING DATE : 10 September 2025

POST 30/14 : <u>**SENIOR MANAGEMENT INFORMATION SYSTEM (MIS) OFFICER REF NO: PS18/2025DHET**</u>

SALARY : R397 116 per annum (Level 08), plus benefits
CENTRE : Port Elizabeth TVET College (Central Office)
REQUIREMENTS : Incumbent should have a relevant Senior Certificate / Grade 12/ NCV Certificate (Level 4). Applicants should be in possession of a recognised three (3) year National Diploma (NQF Level 6) or Bachelor's Degree in Information Management, Data Management, or an equivalent qualification. A minimum of two (2) to three (3) years of relevant working experience in data management, the TVET MIS environment, or a related field is required. The ideal candidate must have a sound knowledge of the policies and governance framework applicable to TVET Colleges, including an understanding of the TVETMIS system and the annual reporting requirements for Higher Education Institutions. In-depth knowledge of information management principles, as well as the application and interpretation of office management systems such as COLTECH, data warehouse systems, and IT-related prescripts, is essential. The candidate must demonstrate strong administrative, planning, and organisational abilities, with proven experience in financial management, report writing, and problem-solving. Excellent communication and interpersonal skills, along with analytical thinking and computer literacy, are required. Additional competencies include a client-oriented approach, project management, team leadership, and the ability to effectively manage people and processes within a dynamic and regulated environment. Key values and attributes required for this role include a commitment to service excellence, integrity, loyalty, proactivity, and a strong sense of responsibility and professionalism.
DUTIES : The successful candidate will be responsible for the effective management of the TVET Management Information System (MIS) across the college. Key responsibilities include setting up the system for enrolment, ensuring timely and accurate data capturing, performing regular validations, and maintaining data quality standards. This role requires managing student data, extracting statistical information for reporting purposes, and coordinating with system service providers for upgrades and technical support. The incumbent will oversee the accurate capture of approved enrolments and registrations within specified deadlines. Additional duties include compiling and submitting weekly, monthly, and quarterly reports on student statistics, skills programmes, learnerships, examinations, and staffing to both management and the Department of Higher Education and Training (DHET). The candidate will also maintain and manage the Coltech student system and related platforms, ensuring alignment with DHET requirements through rigorous quality control and validation processes. Oversight of academic system functions such as timetabling, assessment marks, class groupings, census dates, and curriculum records is required, along with the application of standard calculation criteria. The role further involves monitoring the administration and timely renewal of MIS licenses, ensuring the continuous efficiency of all student information systems. Effective management of human, physical, and financial resources within the unit is essential, including staff supervision, performance management, and the completion of performance agreements.
ENQUIRIES : Ms Chantel Jansen/ Ms Zenia Plaatjies Tel No: (041) 509 6000
APPLICATIONS : Please hand deliver your application or email to: <u>recruit@pec.edu.za</u>, quoting the reference number to the office of the Deputy Principal: Corporate Services: Port Elizabeth TVET College; Erica Central Campus; 1 Richmond Park Drive;

Richmond Hill; Port Elizabeth 6001; Reception Area or post your application to: Private Bag X6040; Port Elizabeth 6000.

NOTE	:	All applications must be submitted on the new approved Z83 Application Form (dated 1 January 2021) obtainable from the DPSA Website or any Public Service Department website. The new Z83 Application Form must be fully completed and duly signed. The Z83 Application Form must be accompanied by a detailed recently updated comprehensive CV with three (3) contactable references (provide their contact number and email addresses). Only shortlisted candidates will be contacted to submit the required certified documents. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately for every post you wish to apply for. Failure to submit the requested documents will result in your application not being considered. Applicants with foreign qualifications would be required to submit an evaluation certificate from South African Qualifications Authority (SAQA) on or before the day of the interview. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to personnel suitability checks (criminal records, citizenship, and qualification verification). The suitable candidates will be required to annually disclose their financial interests and declare any conflict or perceived conflict of interest. People with disabilities are encouraged to apply. All applicants must consider their applications to be unsuccessful if not contacted within 60 days after the closing date.
CLOSING DATE	:	10 September 2025

POST 30/15	:	**LAB ASSISTANT REF NO: KHC2025/LA WIL** (Permanent) Re-advertisement, candidates previously applied are encouraged to reapply.
SALARY	:	R228 321 per annum (Level 05)
CENTRE	:	King Hintsa TVET College- Willowvale campus
REQUIREMENTS	:	NCV Level 4 Information Technology, or diploma in Information Technology will be an added advantage. Minimum of 0 – 3 years' experience. CompTIA N+, CompTIA A+ and Microsoft Certified IT Professional will be an added advantage, Knowledge in hands-on hardware troubleshooting. Knowledge in equipment support. Unendorsed Valid Driver's Licence will be added advantage. Working technical knowledge of the latest operating systems, network protocols and standards. Thorough understanding of PC, network, and hardware. Working knowledge of and experience configuring desktop computers and Local Area Networks.
DUTIES	:	Set up workstations with computers and necessary peripheral devices (routers, printers etc.), Check computer hardware (HDD, mouses, keyboards etc.) to ensure functionality, Install and configure appropriate software and functions according to specifications, Develop and maintain local networks in ways that optimize performance, Provide orientation and guidance to users on how to operate new software and computer equipment, Perform troubleshooting to diagnose and resolve problems (repair or replace parts, debugging etc.), Identify computer or network equipment shortages and place orders. Assists in planning and presents learning experiences for K-5 students to explain computer usage and help them become computer literate. Demonstrates and assists students in developing skills in keyboarding, mouse control and the use of various computer software applications.
ENQUIRIES	:	Mr. O Kalimashe or Ms. P Soyizwapi Tel No: (047) 401 6400
APPLICATIONS	:	Email: willowvalelab@khc.edu.za
NOTE	:	Do not separate the Z83 and CV. Scan all these into single document. Scanned Applications must consist of fully completed and signed new Z83 Form, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate, and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. The successful candidate will be subjected to a security clearance and verification of qualifications. Interviewed candidates will be subjected to a competency assessment where necessary. Correspondence or communication will only be entered into with short-listed applicants. The College /Department reserves the right to withdraw any of the advertised posts at any time depending on the

need. incomplete applications and applications received after the closing date will not be considered. Please forward your applications to the email address provided next to each post that you are applying for. Kindly quote name of the post you are applying for and its reference number in the subject line. No faxed, postal or hand delivered applicants will be accepted. The Department and the College is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representativity: (race, gender and disability) in the Department through the filling of posts and a candidate whose appointment, transfer or promotion will promote representativity will receive preference.

CLOSING DATE	:	05 September 2025 @16:00

POST 30/16 : **LAB ASSISTANT REF NO: KHC2025/LA DUT**
(Permanent)
Re-advertisement, candidates previously applied are encouraged to reapply.

SALARY : R228 321 per annum (Level 05)
CENTRE : King Hintsa TVET College-Dutywa campus
REQUIREMENTS : NCV Level 4 Information Technology, or diploma in Information Technology will be an added advantage. Minimum of 0 – 3 years' experience. CompTIA N+, CompTIA A+ and Microsoft Certified IT Professional will be an added advantage, Knowledge in hands-on hardware troubleshooting. Knowledge in equipment support. Unendorsed Valid Driver's Licence will be added advantage. Working technical knowledge of the latest operating systems, network protocols and standards. Thorough understanding of PC, network, and hardware. Working knowledge of and experience configuring desktop computers and Local Area Networks.
DUTIES : Set up workstations with computers and necessary peripheral devices (routers, printers etc.), Check computer hardware (HDD, mouses, keyboards etc.) to ensure functionality, Install and configure appropriate software and functions according to specifications, Develop and maintain local networks in ways that optimize performance, Provide orientation and guidance to users on how to operate new software and computer equipment, Perform troubleshooting to diagnose and resolve problems (repair or replace parts, debugging etc.), Identify computer or network equipment shortages and place orders. Assists in planning and presents learning experiences for K-5 students to explain computer usage and help them become computer literate. Demonstrates and assists students in developing skills in keyboarding, mouse control and the use of various computer software applications.
ENQUIRIES : Mr. O Kalimashe or Ms. P Soyizwapi Tel No: (047) 401 6400
APPLICATIONS : Email: dutywalab@khc.edu.za
NOTE : Do not separate the Z83 and CV. Scan all these into single document. Scanned Applications must consist of fully completed and signed new Z83 Form, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate, and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. The successful candidate will be subjected to a security clearance and verification of qualifications. Interviewed candidates will be subjected to a competency assessment where necessary. Correspondence or communication will only be entered into with short-listed applicants. The College /Department reserves the right to withdraw any of the advertised posts at any time depending on the need. incomplete applications and applications received after the closing date will not be considered. Please forward your applications to the email address provided next to each post that you are applying for. Kindly quote name of the post you are applying for and its reference number in the subject line. No faxed, postal or hand delivered applicants will be accepted. The Department and the College is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representativity: (race, gender and disability) in the Department through the filling of posts and a candidate whose appointment, transfer or promotion will promote representativity will receive preference.
CLOSING DATE : 05 September 2025 @16:00

POST 30/17	:	**LAB ASSISTANT REF NO: KHC2025/LA TEK** (Permanent) Re-advertisement, candidates previously applied are encouraged to reapply.
SALARY	:	R228 321 per annum (Level 05)
CENTRE	:	King Hintsa TVET College-Teko campus
REQUIREMENTS	:	NCV Level 4 Information Technology or Engineering related qualification will be an added advantage. Minimum of 0 – 3 years' experience. CompTIA N+, CompTIA A+ and Microsoft Certified IT Professional will be an added advantage, Knowledge in hands-on hardware troubleshooting. Knowledge in equipment support. Unendorsed Valid Driver's Licence will be added advantage. Working technical knowledge of the latest operating systems, network protocols and standards. Thorough understanding of PC, network, and hardware. Working knowledge of and experience configuring desktop computers and Local Area Networks.
DUTIES	:	Set up workstations with computers and necessary peripheral devices (routers, printers etc.), Check computer hardware (HDD, mouses, keyboards etc.) to ensure functionality, Install and configure appropriate software and functions according to specifications, Develop and maintain local networks in ways that optimize performance, Provide orientation and guidance to users on how to operate new software and computer equipment, Perform troubleshooting to diagnose and resolve problems (repair or replace parts, debugging etc.), Identify computer or network equipment shortages and place orders. Assists in planning and presents learning experiences for K-5 students to explain computer usage and help them become computer literate. Demonstrates and assists students in developing skills in keyboarding, mouse control and the use of various computer software applications.
ENQUIRIES	:	Mr. O Kalimashe or Ms. P Soyizwapi Tel No: (047) 401 6400
APPLICATIONS	:	Email: tekolab@khc.edu.za
NOTE	:	Do not separate the Z83 and CV. Scan all these into single document. Scanned Applications must consist of fully completed and signed new Z83 Form, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate, and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. The successful candidate will be subjected to a security clearance and verification of qualifications. Interviewed candidates will be subjected to a competency assessment where necessary. Correspondence or communication will only be entered into with short-listed applicants. The College /Department reserves the right to withdraw any of the advertised posts at any time depending on the need. incomplete applications and applications received after the closing date will not be considered. Please forward your applications to the email address provided next to each post that you are applying for. Kindly quote name of the post you are applying for and its reference number in the subject line. No faxed, postal or hand delivered applicants will be accepted. The Department and the College is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representativity: (race, gender and disability) in the Department through the filling of posts and a candidate whose appointment, transfer or promotion will promote representativity will receive preference.
CLOSING DATE	:	05 September 2025 @16:00
POST 30/18	:	**ELECTRICAL WORKSHOP ASSISTANT REF NO: KHC2025/WA MSO** (Permanent) Re-advertisement, candidates previously applied are encouraged to reapply.
SALARY	:	R228 321 per annum (Level 05)
CENTRE	:	King Hintsa TVET College-Msobomvu Campus
REQUIREMENTS	:	Grade 12/NCV/N3, Trade certificate (Electrician), Driver's licence. At least 1 year of working experience in the electrical field.
DUTIES	:	Ensure that tools and spare parts are available and ready for use. Conduct minor electrical maintenance in the workshop. Support Artisan/facilitators with technical tasks when preparing for learner practical. Perform small scale electrical installations. Test and repair various electrical equipment, ensuring optimal functionality. Clean electrical equipment regularly to maintain safety and efficiency. Identify and document defects and perform required tasks to

address them. Ensure that tools and spare parts are available and ready for use. The workshop Assistant is responsible for maintaining high quality instructional support, help maintain a safe workshop environment and ensure the proper care of all equipment and its essentials. In addition, the workshop Assistant will oversee the daily operations of the workshop. Work closely with Electrical Engineering Senior Lecturer and lecturers. Assist the lecturers in the preparation of class and workshop teaching aids. Assist students as directed by the lecturers with the development of appropriate instructional materials. Assist Senior Lecturer and lecturers in maintaining inventory. Provide a safe environment for the students and monitor the workshop to ensure proper care and security of all materials and equipment. Assist lecturers with the supervision of students in the workshop. Ensure that all teaching materials and equipment are available for class use. Under supervision of the Senior Lecturer, assist with the special needs students. Participate in professional development activities offered by the department and/or by the college. Work a flexible schedule as determined by the Senior lecturer activities. Serve as a tutor for students. Follow the proper procedures for requesting instructional supplies, expendable supplies, and turn in timesheets on a timely basis. Assist in purchasing of equipment and consumables. Support the recruitment activities of the College by participating in career days and other activities to promote the College's programs and curricula. Follow the academic calendar and other policies and procedures adopted by the Academic Development Committee. Provide information and/or data to the requesting officer so that proper reports may be completed and filed with the proper educational agency, funding agency, or accrediting agency. Perform other duties assigned by the Senior Lecturer, Head of Department and Campus Manager.

ENQUIRIES	:	Mr. O Kalimashe or Ms. P Soyizwapi Tel No: (047) 401 6400
APPLICATIONS	:	Email: msobomvulab@khc.edu.za
NOTE	:	Do not separate the Z83 and CV. Scan all these into single document. Scanned Applications must consist of fully completed and signed new Z83 Form, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate, and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. The successful candidate will be subjected to a security clearance and verification of qualifications. Interviewed candidates will be subjected to a competency assessment where necessary. Correspondence or communication will only be entered into with short-listed applicants. The College /Department reserves the right to withdraw any of the advertised posts at any time depending on the need. incomplete applications and applications received after the closing date will not be considered. Please forward your applications to the email address provided next to each post that you are applying for. Kindly quote name of the post you are applying for and its reference number in the subject line. No faxed, postal or hand delivered applicants will be accepted. The Department and the College is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representativity: (race, gender and disability) in the Department through the filling of posts and a candidate whose appointment, transfer or promotion will promote representativity will receive preference.
CLOSING DATE	:	05 September 2025 @16:00

POST 30/19	:	**KITCHEN WORKSHOP ASSISTANT REF NO: KHC2025/LA CEN** (Permanent) Re-advertisement, candidates previously applied are encouraged to reapply).

SALARY	:	R228 321 per annum (Level 05)
CENTRE	:	King Hintsa TVET College-Centane Campus
REQUIREMENTS	:	NCV Level 4/Grade 12, or Diploma in Hospitality/Culinary/Cookery/Hotel and Catering Management/Nutrition/Food Science/Food Service Management or any relevant qualification in Hospitality. Must have at least 1 years of work experience in the hospitality industry. Must have some computer knowledge. Must have knowledge of culinary arts.
DUTIES	:	Must be able to assist in the development of appropriate recipes. Must have effective communication skills. Must be able to show enthusiasm, take initiative, have organizational skills and supervisory abilities. Must monitor and ensure proper care and security of all Culinary Arts resource materials and

equipment. Must be able to work outside regular working hours. The Kitchen Assistant is responsible for maintaining high quality instructional support, help maintain a safe kitchen environment and ensure the proper care of all culinary arts kitchen equipment and its essentials. In addition, the Kitchen Assistant will oversee the daily operations of the Culinary Arts Kitchen Workshop. Work closely with Hospitality Program Head and lecturers. Assist the Culinary Arts lecturers in the preparation of class and laboratory teaching aids. Assist the Culinary Arts students as directed by the lecturers with the development of appropriate instructional materials. Assist Program head and lecturers in maintaining food product inventory and the culinary arts garden. Provide a safe environment for the students and monitor Culinary Arts Kitchen workshop to ensure proper care and security of all materials and equipment. Assist the Culinary Arts lecturers with the supervision of students in the Culinary Arts kitchens. Ensure that all teaching materials and equipment are available for practical use. Organize Culinary Arts Kitchen by taking inventory of materials, groceries, supplies and equipment which are available for students and lecturers. Under supervision of Program head, assist with the special needs of students. Participate in professional development activities offered by the department and/or by the college. Work a flexible schedule as determined by Program head activities. Serve as a tutor for students enrolled in Hospitality classes. Follow the proper procedures for requesting instructional supplies, expendable supplies, and turn in timesheets on a timely basis. Assist in purchasing food products for student kitchen activities and submit required receipts and accounting documents promptly. Support the recruitment activities of the College by participating in career days and other activities to promote the College's programs and curricula. Follow the academic calendar and other policies and procedures adopted by the Academic development committee. Provide information and/or data to the requesting officer so that proper reports may be completed and filed with the proper educational agency, funding agency, or accrediting agency. Perform other duties assigned by the Program head, Head of Division and Campus Manager.

ENQUIRIES : Mr. O Kalimashe or Ms. P Soyizwapi Tel No: (047) 401 6400

APPLICATIONS : Email: centanelab@khc.edu.za

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