

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(Maluti TVET College)**

<u>APPLICATIONS</u>	:	All applications should be posted or hand delivered to Human Resource Management: Maluti TVET College, Corporate Office, Private Bag X33, Bethlehem, 9700 or hand delivered at Maluti TVET College: Corporate Office, Corner High & Broster Street, Bethlehem, 9700. Email applications can be forwarded to hrrecruitment@malutitvet.co.za in pdf format and as one attachment. Indicate the relevant reference number and job title on the subject line.
<u>CLOSING DATE</u>	:	17 October 2025 at 13:00
<u>NOTE</u>	:	Applications quoting the relevant reference number must be submitted on a Z83 form (effective from 01 January 2021) obtainable from any Public Service department as well as Maluti TVET College Corporate Office or from Maluti TVET College Official website www.malutitvet.co.za . The Z83 form must be signed, initialed and dated. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83 it is acceptable for applicants to indicate refer to CV or see attached. However, the question related to conditions that prevent re-appointment under Part "F" must be answered. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed Z83 form and a detailed curriculum vitae. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from HR. Foreign qualifications must be accompanied by a SAQA evaluation report. Immigrants should apply for work permits before assumption of duty. Each post(s) advert must be accompanied by its own application for employment. Applicants who do not comply with the abovementioned instructions/ requirements, as well as applications received late will not be considered. Failure to submit all the requested documents will result in the application not being considered. Maluti TVET College is an equal opportunity affirmative action employer. Preference will be given to Indians and Coloured as per the EE targets of the College. People with disability are encouraged to apply. It is the College's intention to promote equity (race, gender and disability) through the filling of this posts. NB: Please consider your application as unsuccessful should you not be contacted within 60 days from the closing date of this advertisement. Correspondance will be limited to shortlisted candidates only. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Successful candidates may be required to work at other places as may reasonably be required by the Department and the College. Maluti TVET College reserves the right to withdraw any of the mentioned advert.

OTHER POSTS

<u>POST 35/130</u>	:	<u>ASSISTANT DIRECTOR STUDENT SUPPORT SERVICES REF NO: MALUTITVET/SSS-010/2025</u>
<u>SALARY</u>	:	R582 444 per annum (Level 10)
<u>CENTRE</u>	:	Central Office (Phuthaditjhaba)
<u>REQUIREMENTS</u>	:	National Senior Certificate/ Grade 12/ Standard 10 or NCV Level 4. Appropriate Bachelor's Degree (NQF 7) in Psychology or BA. Social Work (Major in Psychology) or equivalent qualification. 3-5 years in Education/Teaching and Learning environment or related field. Minimum of three (3) years supervisory experience. Unendorsed valid drivers license (except for persons with disabilities). Competencies and attributes: Knowledge of PSET and CET Act. Knowledge of Teaching and Learning. Knowledge of Skills Development Act, Public Service Regulation and Public Service Act, Labour Relations 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.
<u>DUTIES</u>	:	Oversee administration of the student support services unit. Manage student counselling across the college. Provide student with career guidance,

		counselling and academic support. Oversee and maintain the sport, recreation, arts and culture activities for students. Facilitate student governance and student leadership development. Manage mainstreaming of gender and disability within students. Management of all Human, Financial and other resources of the unit.
<u>ENQUIRIES</u>	:	Ms T Mathipe Tel No: (058) 303 1732
<u>POST 35/131</u>	:	<u>ASSISTANT DIRECTOR FACILITIES AND RECORDS MANAGEMENT REF NO: MALUTITVET/FR-011/2025</u>
<u>SALARY</u>	:	R468 459 per annum (Level 09)
<u>CENTRE</u>	:	Corporate Office (Bethlehem)
<u>REQUIREMENTS</u>	:	National Senior Certificate/ Grade 12/ Standard 10 or NCV Level 4. Recognised three (3) year National Diploma (NQF 6) /Degree in Building Management/Safety Management/Construction Management or related qualification. 3 to 5 years experience in Facilities Management, SHERQ and OHS environment. Minimum of three (3) years supervisory experience. Unendorsed valid drivers license (except for persons with disabilities). Competencies and attributes: Knowledge of Public Service Act and Regulations, Occupational Health and Safety Act, immovable Asset Management Act, Telephone Management System, fire control system and facilities management system. Knowledge of Occupational Health and Safety Act 85 of 1993 and related regulations. Skills: Planning and organising, Report writing, Financial management, Client oriented, project management, people management, computer literacy, communication and interpersonal, problem solving. Values: client service.
<u>DUTIES</u>	:	Oversee maintenance of buildings and premises. Ensure compliance to SHERQ and OHS Act. Oversee fleet management. Maintain the physical security functions including key control, personnel, document and surveillance security. Records Management. Management of all Human, Financial and other resources of the unit. Perform any other duty related to the post.
<u>ENQUIRIES</u>	:	Ms T Mathipe Tel No: (058) 303 1732
<u>POST 35/132</u>	:	<u>ASSISTANT DIRECTOR MARKETING AND COMMUNICATION REF NO: MALUTITVET/MC-012 /2025</u>
<u>SALARY</u>	:	R468 459 per annum (Level 09)
<u>CENTRE</u>	:	Maluti TVET College
<u>REQUIREMENTS</u>	:	National Senior Certificate/ Grade 12/ Standard 10 or NCV Level 4. Recognised three (3) year National Diploma (NQF 6)/Degree in Communication/Marketing/Public Relations or relevant qualification. 3 to 5 years' experience in Communication environment or related field, Minimum of three (3) years supervisory experience. Unendorsed valid drivers license (except for persons with disabilities). Competencies and attributes: Knowledge of policies and governance environment of TVET Colleges including knowledge of the annual reporting requirements by the Higher Education Institutions. Knowledge and understanding of the monitoring of performance management development system. Knowledge and understanding of the TVET Administration. Knowledge and understanding of the Higher Education sector, specially the policies and relevant legislation.
<u>DUTIES</u>	:	Manage and coordinate marketing, promotions and branding. Manage public relations and media liaison services. Regularly communication College camping on social media and Online Communication. Regularly maintain the content, design and layout of the college website. Coordinate College event and provide communication administrative support. Provide photographic services and write stories for the college. Management of all Human, Financial and other resources of the unit. Perform any other duty related to the post.
<u>ENQUIRIES</u>	:	Ms T Mathipe Tel No: (058) 303 1732
<u>POST 35/133</u>	:	<u>ASSISTANT DIRECTOR SUPPLY CHAIN AND ASSET MANAGEMENT REF NO: MALUTITVET/SCM-013/2025</u>
<u>SALARY</u>	:	R468 459 per annum (Level 09)
<u>CENTRE</u>	:	Corporate Office (Bethlehem)
<u>REQUIREMENTS</u>	:	National Senior Certificate/ Grade 12/ Standard 10 or NCV Level 4. Recognised National Diploma/Degree in Supply Chain Management/Logistics Management or related qualification. 3 to 5 years experience in public

procurement at salary level 7-8. Minimum of three (3) years supervisory experience. Unendorsed valid drivers license (except for persons with disabilities). Competencies and attributes: Knowledge of PFMA, PPPFA, Treasury regulations, Supply chain framework Act and BBEE Act. Understanding of the Supply Chain Management cycle which includes demand, acquisition, logistics and disposal and supplier relationship management. Understanding of Asset Management. National treasury's Supply Chain Management guidelines. Skills: Administrative, planning and organizing, financial management, report writing, communication and interpersonal, problem solving, computer literacy, analytical. Client oriented. Project management, people management, team leadership. CET Act.

DUTIES

: Develop, review, implement and monitor SCM policies in line with relevant legislation. Oversee the procurement of goods and services for the college. Oversee the administration of demand and acquisition. Oversee the management of assets for the college. Ensure up to date database of service providers. Management of staff development. Perform any other duty related to the post.

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