

DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(Umfolozi TVET College)
(Tshwane North TVET College)

OTHER POSTS

<u>POST 36/37</u>	:	<u>SENIOR PRACTITIONER: HUMAN RESOURCE DEVELOPMENT REF NO: UMF67/09/2025 (X1 POST)</u>
<u>SALARY</u>	:	R397 116 per annum (Level 08), plus benefits as applicable in the Public Sector
<u>CENTRE</u>	:	Central Office
<u>REQUIREMENTS</u>	:	Recognised National Diploma in Human Resource Management /Development (NQF level 6) or any relevant qualification. 3-5 years' experience in Human Resource environment specialising in Human Resource Development. Valid driver's license. Computer proficiency (MS office Suits). Relevant PERSAL Certificate will be an added advantage. Certificate in facilitation / Assessor/ Moderator will be added advantage. Knowledge of Public Service Act and Regulations. Knowledge and understanding of coordination and facilitation of training. Storage and retrieval procedures in terms of the working environment. Skills: Coordination and Facilitation of training programmes. Financial literacy; Planning and Organising; Communication (Good verbal and written); Flexibility; Customer care services; Report writing and Teamwork; Presentation; Time management; Conflict resolution and negotiation skills.
<u>DUTIES</u>	:	Ensure the implementation of training and development programmes. Facilitate the Development of Work Skills Plan. Administer bursaries in the College. Administer Performance Management Development System, Integrated Quality Management System and coordinate Training for the College. Formulate the Employment Equity plan for the College. Manage Human, Financial and other resources in the unit.
<u>ENQUIRIES</u>	:	Ms NA Sibiyi Tel No: (035) 902 9501
<u>APPLICATIONS</u>	:	All applications should be emailed to the specified email address. The name of the post and reference number must be indicated in the email subject line. Applications should be sent as one PDF document, without any qualifications. No Faxed applications will be accepted. Applications that do not comply with the above specifications will be disqualified. Email: Applications.central@umfolozi.edu.za
<u>NOTE</u>	:	A fully completed new Z83 form (in line with DPSA circular 19 of 2022), obtainable from any Public Service Department or on the internet at www.dpsa.gov.za , and a detailed Curriculum Vitae. Copies of qualifications and other relevant documents must not be included in the application. Only shortlisted candidates will be required to submit certified copies of qualifications on the day of the interview. Communication will be limited to shortlisted candidates. A separate application must be submitted for each post that you are applying for. Late applications (received after closing date and time) and incomplete applications will not be considered. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability). The Employer reserves the right not to make an appointment. Where applicable, candidates will be subjected to a skills test. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and citizen verification; criminal record and financial/asset record checks. Applicants who have not been invited for an interview within 60 days of the closing date should consider their application unsuccessful. Umfolozi Technical and Vocational Education and Training (TVET) College is inviting applications from suitably qualified candidates to fill the following position.
<u>CLOSING DATE</u>	:	22 October 2025 at 16:00
<u>POST 36/38</u>	:	<u>HANDYMAN (X2 POSTS)</u> Nature of Appointment: Permanent
<u>SALARY</u>	:	R163 680 per annum (Level 03), plus benefits
<u>CENTRE</u>	:	Pretoria Campus Ref No: TNC/PC/25 – 10/1 Temba Campus Ref No: TNC/TC/25 – 10/2
<u>REQUIREMENTS</u>	:	Basic knowledge and hands-on experience in maintenance tasks such as electrical, plumbing, carpentry, and air conditioning. Ability to perform routine repair and upkeep tasks independently. Experience in managing and securing access through effective key control. Ability to supervise and coordinate with on-site security personnel. 24/7 On-Site Presence: Must be consistently available and present on the college premises. Capable of identifying, assessing, and responding to on-site risks and threats. Knowledge of conducting regular inspections of campus facilities to ensure safety and functionality. Willingness to work extra hours, including weekends and during special college events, when required. Good verbal and written communication skills; ability to interact professionally with staff and students. Strong troubleshooting abilities with a focus on offering practical, timely solutions. Experience in gardening, landscaping, or cleaning is an advantage. Ability to remain calm and effective in urgent or high-stress situations. Valid Driver's License: A current and valid driver's license is mandatory.
<u>DUTIE</u>	:	Conduct regular inspections of buildings, fencing, doors, and other structural elements. Identify and report maintenance needs promptly. Perform general maintenance, including plumbing, electrical, carpentry, and minor repairs. Ensure all facilities remain in safe and functional condition. Unlock

and open all offices, classrooms, workshops, and laboratories at designated times. Secure all windows, doors, air conditioners, gas heaters, and gates after use. Responsible for the safekeeping, distribution, and allocation of all campus keys. Perform basic repairs such as fixing broken windows, doors, leaks, ceilings, and ablution facilities. Assist with cleaning of facilities when necessary. Perform gardening, landscaping, and sweeping tasks to maintain the campus's appearance. Review and analyse the Security Occurrence Book daily. Identify and report any risks or threats to management without delay. Complete daily, weekly, and monthly reports on campus conditions for management. Provide timely feedback on all maintenance and security matters. Carry out any additional duties as delegated by the Supervisor. Maintain flexibility in performing a wide range of tasks as required. Ensure all responsibilities are executed efficiently and within set timelines. Be willing to undergo continuous training and development. Attend and run meetings.

ENQUIRIES

: Should you have enquiries or experience any problem submitting your application contact Mr TH Ngubane Tel No: (012) 401 1989 / Ms JM Nyalunga Tel No: (012) 401 1940

APPLICATIONS

: Email to recruitment@tnc.edu.za or hand-deliver to: Tshwane North TVET College: Central Office, Cnr. Kgosi Mampuru (Former Potgieter Street) & Pretorius Streets, Pretoria.

NOTE

: Applications must be submitted on the New Z83 which must be fully completed, obtainable from any Public Service Department and must be accompanied by a comprehensive Curriculum Vitae. Only shortlisted candidates will be required to submit certified copies of qualifications including academic records, driver's license, and identity document. Please take note that communication in relation to the process will be limited to the short-listed candidates. If you have not received any correspondence within three (3) months after the closing date, please consider your application unsuccessful. Note: Please quote the relevant reference number of the post you are applying for. Applications received after the closing date will NOT be accepted. Shortlisted candidates will be subjected to a vetting process: criminal record, citizenship, credit record checks, and qualifications. Shortlisted candidates will be subjected to a skills/knowledge/competence test. The College/DHET reserves the right not to make appointments. Preference will be given to persons from designated groups, especially with regards to race, gender, and disability. People with disability are encouraged to apply. All costs incurred due to your application and interviews will be at your own expense. Tshwane North TVET College would like to invite suitably qualified, innovative, result-orientated and self-driven candidates to apply for their vacant positions.

CLOSING DATE

: 17 October 2025