

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING  
WESTERN TVET COLLEGE INVITES ALL SUITABLE AND QUALIFIED CANDIDATES TO APPLY FOR THE  
FOLLOWING PERMANENT VACANCIES**

**OTHER POSTS**

<b><u>POST 37/32</u></b>	:	<b><u>SENIOR STUDENT SUPPORT OFFICER: REF NO:CORP/SSO/05</u></b> Student Support Services
<b><u>SALARY</u></b>	:	R397 116.per annum plus benefits (Level 8)
<b><u>CENTRE</u></b>	:	Western TVET College - Corporate Office
<b><u>REQUIREMENTS</u></b>	:	Grade 12/ Matric/ NCV Level 4 Certificate. A bachelor's degree in psychology/ Bachelor of Arts in Social Work or equivalent qualification. 3 – 5 years of relevant work experience in Student Support Administration/Teaching and Learning environment or related field. Must have a valid driver's license. Must be computer literate. Supervisory experience will be an added advantage. Knowledge: Knowledge and understanding of Student Support Services Framework. Knowledge of career guidance and extra-curricular activities. Should have good communication, administrative, report writing, problem solving, people management, presentation, project management, team leadership, planning and organising skills. Knowledge of Ethical regulatory and legislative framework, Public Service Regulations, Public Service Act, National Student Financial Aid Scheme and other related legislation. Knowledge of PSET and CET Act. Knowledge and understanding of Student Support Services Act. Knowledge and understanding of electoral processes. Knowledge of Teaching and Learning. Knowledge of career guidance and extra-curricular activities. Knowledge of Skills Development Act, Public Service Regulations 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 PSET sector. Knowledge of Education Act. Competencies & Skills: Administrative, Planning and organizing, financial management, report writing, communication and interpersonal, problem solving, analytical, client oriented, project management, team leadership and people management.
<b><u>DUTIES</u></b>	:	Ensure the provisioning of Pre Entry, on course and Exit Support for students. Ensure the provisioning of career guidance, placement assessment for students. Ensure the provisioning of student counselling and academic support. Facilitate student governance and student leadership development and exit support programme. Ensure the overall supervision and proper coordination of Student Support Services. Ensure the overall supervision and proper implementation of student work placement and Work Integrated Learning (WIL) policies. Ensure the overall supervision and facilitation of student governance, student leadership development and exit support programmes. Ensure the overall supervision and implementation of sport, recreation, arts and culture. Ensure the management of human, physical and financial resources. Ensure the provision of health and wellness for the College. Provide structured exit support to assist students with career placement, further studies, and transition into the workforce. Create an alumni database to track and engage former students at the college. Provision of administrative support and comply with DHET and College Policies and Procedure.
<b><u>ENQUIRIES</u></b>	:	Mr P Motai Tel No: (011) 692 4004 Ext. 1010/1061/1062
<b><u>APPLICATIONS</u></b>	:	Please hand deliver your application or email it to <a href="mailto:recruitment2025@westcol.co.za">recruitment2025@westcol.co.za</a> in a pdf format and as one attachment, quoting the relevant reference number to the Principal, Western TVET College, Corporate Office, 42 Johnstone Street, Randfontein, 1760.
<b><u>NOTE</u></b>	:	All applications must be accompanied by a signed and fully completed NEW Z83 form obtainable from any public service Department or DPSA website, a comprehensive CV including at least three contactable references. Only shortlisted candidates will be required to submit certified copies of original documents with academic records/transcripts and other relevant supporting documents on or before the day of the interview following communication from HR Office. Foreign qualifications must be accompanied by a SAQA evaluation report. Successful candidates will be subjected to a vetting and financial

disclosure process (criminal record, citizenship, qualification verification and employment verification). Western TVET College is an equal opportunities employer and reserves the right not to fill the posts. People living with disability are encouraged to apply. If you have not been contacted within six months after closing date, please consider your application as unsuccessful. NB Please ensure that the Z83 form is completed in full. Incomplete Z83 will be disqualified.

**CLOSING DATE** : 24 October 2025 at 12:00

**POST 37/33** : **STATE ACCOUNTANT: PAYROLL/FINANCIAL ACCOUNTING REF NO:CORP/SA/04**  
Financial Services

**SALARY** : R325 101.per annum plus benefits (Level 7)  
**CENTRE** : Western TVET College - Corporate Office  
**REQUIREMENTS** : Matric/Grade12 or NCV L4 certificate plus a recognised 3-year National Diploma or Degree in Accounting/ Financial Management/ Cost and Management Accounting (NQF level 6/7) as recognised by SAQA or relevant qualification. 2 to 3 years relevant work experience in financial management environment. Knowledge of any basic financial operating systems (e.g. Pastel, PERSAL, BAS, LOGIS etc. Competencies, Knowledge and Skills: Must be computer literate (MS Word, Excel, PowerPoint, Outlook and Internet). Added advantages: BAS and PERSAL certificate and Driver's license. Basic knowledge of the Public Service financial legislation, procedures and National Treasury Regulations (PFMA, DORA, PSA, PSR). Knowledge of any financial operating systems (PASTEL, PERSAL, BAS, LOGIS). Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial information Should have good numeracy, accuracy, report writing, problem-solving, planning, organising, team leadership and communication skills. Computer skills, Planning and organizing, Language (Good verbal and written communication), basic numeracy skills, ability to perform routine tasks, ability to utilise computer equipment, flexibility, interpersonal relations, accuracy, aptitudes of figures.

**DUTIES** : Implementation of Budget Control and expenditure, assist with budget control overspending in the institution, verify and validate information collected from budget holders. Compare and verify the comparison of expenditure against the budget. Identify variances and verify the identification of variances. Verify the capturing, allocations virements on budgets. Provide support in terms of Accounts Control. correct errors to ensure that amount in the Pastel system are accurate, valid and complete. Provide support on income and expenditure management. Prepare bank reconciliation where required, ensure that salaries control and related are reconciled and cleared monthly, ensure that debit orders are valid, accurate and complete. Assist with any ad hoc and other requests within the Finance division. Prepare monthly income and expenditure reports for management and council committees. Gather and summarise financial data and compile financial reports. Prepare and reconcile for monthly creditor's, monitor creditors age analysis, assist with key lead schedules for the annual financial audit and respond to audit queries. salaries and debtors. Monitor Tax Administration and Reconciliation. Process all monthly salaries and ensure processed correctly. Monitor employee tax deductions and prepare payment packs for third party deductions. Manage requests and processing of tax directives where necessary. Administer employee tax deductions. Oversee the distribution, management and control of IRP5/IT3(A) Certificates. Prepare monthly payroll reconciliations, ensure all salary monthly debit orders and deductions are valid.

**ENQUIRIES** : Mr P Motai Tel No: (011) 692 4004 Ext. 1010/1061/1062  
**APPLICATIONS** : Please hand deliver your application or email it to [recruitment2025@westcol.co.za](mailto:recruitment2025@westcol.co.za) in a pdf format and as one attachment, quoting the relevant reference number to the Principal, Western TVET College, Corporate Office, 42 Johnstone Street, Randfontein, 1760.

**NOTE** : All applications must be accompanied by a signed and fully completed NEW Z83 form obtainable from any public service Department or DPSA website, a comprehensive CV including at least three contactable references. Only shortlisted candidates will be required to submit certified copies of original documents with academic records/transcripts and other relevant supporting documents on or before the day of the interview following communication from HR Office. Foreign qualifications must be accompanied by a SAQA evaluation

report. Successful candidates will be subjected to a vetting and financial disclosure process (criminal record, citizenship, qualification verification and employment verification). Western TVET College is an equal opportunities employer and reserves the right not to fill the posts. People living with disability are encouraged to apply. If you have not been contacted within six months after closing date, please consider your application as unsuccessful. NB Please ensure that the Z83 form is completed in full. Incomplete Z83 will be disqualified.

<b><u>CLOSING DATE</u></b>	:	24 October 2025 at 12:00
<b><u>POST 37/34</u></b>	:	<b><u>CLEANERS: REF NO: CORP/CLEANER/06 AND KC/CLEANER/07 (X2 POSTS)</u></b> Cleaning Services
<b><u>SALARY</u></b>	:	R138 486 per annum plus benefits (Level 2)
<b><u>CENTRE</u></b>	:	Corporate Office and Krugersdorp Central
<b><u>REQUIREMENTS</u></b>	:	Grade 10 or ABET Level 4. Knowledge of cleaning and maintenance procedures. Basic knowledge of safety requirements attached to the duties of the post. Knowledge of basic hand tools. Must have basic numeracy and literacy skills to read operating instructions and notices.
<b><u>DUTIES</u></b>	:	Should be committed, hardworking and must be able and willing to work long hours and under pressure. Must have good interpersonal relations and verbal communication skills. Knowledge of repetitive tasks. Knowledge of hygiene and facilities policies. Knowledge of relevant legislation, prescripts, policies, and procedures.
<b><u>ENQUIRIES</u></b>	:	Mr P Motai Tel No: (011) 692 4004 Ext. 1010/1061/1062
<b><u>APPLICATIONS</u></b>	:	Please hand deliver your application or email it to <a href="mailto:recruitment2025@westcol.co.za">recruitment2025@westcol.co.za</a> in a pdf format and as one attachment, quoting the relevant reference number to the Principal, Western TVET College, Corporate Office, 42 Johnstone Street, Randfontein, 1760.
<b><u>NOTE</u></b>	:	All applications must be accompanied by a signed and fully completed NEW Z83 form obtainable from any public service Department or DPSA website, a comprehensive CV including at least three contactable references. Only shortlisted candidates will be required to submit certified copies of original documents with academic records/transcripts and other relevant supporting documents on or before the day of the interview following communication from HR Office. Foreign qualifications must be accompanied by a SAQA evaluation report. Successful candidates will be subjected to a vetting and financial disclosure process (criminal record, citizenship, qualification verification and employment verification). Western TVET College is an equal opportunities employer and reserves the right not to fill the posts. People living with disability are encouraged to apply. If you have not been contacted within six months after closing date, please consider your application as unsuccessful. NB Please ensure that the Z83 form is completed in full. Incomplete Z83 will be disqualified.
<b><u>CLOSING DATE</u></b>	:	24 October 2025 at 12:00