

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(MALUTI TVET COLLEGE)**

ERRATUM: Department of Higher Education and Training (**King Hintsa TVET College**): Kindly note that the following posts were advertised in Public Service Vacancy Circular 24 dated 11 July 2025, Assistant Director: Registration Services with Ref No: KHC/2025/07/REG; Assistant Director: Labour Relations: with Ref No: KHC/2025/07/LR; Assistant Director: Office of the Principal: with Ref No: KHC/2025/07/GOV, MIS Officer: MIS with Ref No: KHC/2025/07/MISO, Transport Officer: Facilities: with Ref No: KHC/2025/07/FAC, Financial Aid Officer: Bursary: with Ref No: KHC/2025/07/FA, Examination Officer: Exams: with Ref No: KHC/2025/07/EXM, Academics and Student Support Services: Academics: with Ref No: KHC/2021/11/02, Debtors Clerk: Finance: with Ref No: KHC/2025/07/DC, Secretary to DPF: Finance: with Ref No: KHC/2025/07/SEC, Administrative Clerk: SCM: with Ref No: KHC/2025/07/SCM, Admin Clerk: HRM: with Ref No: KHC/2025/07/HRM, the Posts have been withdrawn. And also Kindly note that the following posts were advertised in Public Service Vacancy Circular 30 dated 22 August 2025, Lab Assistant: Willowvale campus: with Ref No: KHC2025/LA WIL, Lab Assistant: Dutywa campus: with Ref No: KHC2025/LA DUT, Lab Assistant: Teko campus: with Ref No: KHC2025/LA TEK, Electrical Workshop Assistant: Msobomvu campus: Ref No: KHC2025/WA MSO, the Posts have been withdrawn.

OTHER POST

<u>POST 39/40</u>	:	<u>SECRETARY (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R228 321 per annum (Level 05)
	:	Central Office (Directorate: Academic Services) Ref No: MALUTITVET/AS-014/2025
	:	Corporate Office (Directorate: Financial Management) Ref No: MALUTITVET/FM-015/2025
<u>REQUIREMENTS</u>	:	National Senior Certificate/ Grade 12/ Standard 10 or NCV Level 4. Appropriate National Diploma/Degree in Secretarial/Management Assistant/Office Management and Technology or relevant qualification. 3 months experience in secretarial services. Competencies and attributes: Knowledge of relevant legislation, prescripts, policies and procedures. Basic knowledge of financial Management. Record management of documents. Skills: Ability to communicate well with people at different levels and backgrounds. Good telephone etiquette. Computer literacy (type 65 WPM). Sound organizational skills. Good people skills. High level of reliability. Basic written communication skills. Ability to act with tact and discretion. Good grooming and presentation. Maintain confidentiality.
<u>DUTIES</u>	:	Provide a secretarial/ receptionist support service to the manager: Record appointments and events in the diary of the manager. Types documents for the manager. Provide a clerical support service to the manager: Arranges meetings and events for the manager and the staff in the unit. Processes the travel and subsistence claims for the manager. Records minutes of the meetings of the manager where required. Filing of documents for the manager and the unit where required. Receives, records and distributes all incoming and outgoing documents. Collects all relevant documents to enable the manager to prepare for meetings.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms NJ Ntsela Tel No: (058) 303 1732
	:	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>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. Correspondence will be limited to shortlisted candidates only. All shortlisted candidates will be subjected to a skills/knowledge/competence exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. 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.

CLOSING DATE

: 14 November 2025 @13:00