

DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(Motheo TVET College)
(Ingwe TVET College)
(Western TVET College)

ERRATUM: LEPHALALE TVET COLLEGE: Kindly take note that the email address provided in the Public Service Vacancy Circular 42 dated 14 November 2025 was incorrect. The correct email address for submitting applications is recruitment@leptvetcol.edu.za. Please also note that the closing date for the previously advertised posts has been extended from 28 November 2025 to 12 December 2025 at 11:00. We sincerely apologize for any inconvenience this may have caused.

OTHER POSTS

<u>POST 43/62</u>	:	<u>ASSISTANT DIRECTOR: CURRICULUM DEVELOPMENT AND IMPLEMENTATION OCCUPATIONAL PROGRAMMES) REF NO: MOT/ASD-OP/NADA/2025</u>
<u>SALARY</u>	:	R582 444 per annum (Level 10)
<u>CENTRE</u>	:	NADA
<u>REQUIREMENTS</u>	:	National Senior Certificate/Grade 12/Standard 10 or NC(V) Level 4 together with a three (3) years recognised National Diploma/Degree (NQF L7) and a recognized professional teacher's qualification. SACE Certificate. 5 years' experience in Curriculum Development plus a minimum of 3 years' supervisory experience and a valid Driver's License. Skills and Competencies: Knowledge of Public Service Act. Knowledge of the TVET Act; Computer literacy. Leadership and management skills, project management skills, and communication, inclusive of presentation skills. Ability to work independently as well as in a team. Planning, organizing, leading and control skills. Research, report writing and presentation.
<u>DUTIES</u>	:	To facilitate: Occupational qualifications implementation. Occupational qualifications policy development and implementation. OHS compliance. PoE's format and Content. Types of machinery and equipment used. Tools handling in the workshop and storage. Floor demarcations and Workshop Cubicles. Teaching and Learning Policy, Assessment, Certification and Appeals Policy. Learner support services, before, during and after the training intervention. Teaching & Learning Portfolios content aligned to QCTO. Identify new market trends to determine needs and opportunities. Formulate strategies to expand delivery of occupational programmes. Develop and review procedures and templates for the implementation of occupational learning programmes. Manage and facilitate registration of learning programmes. Registration of project facilitators, assessors, RPL practitioners and moderators with the respective authorities. Partnerships with industries. The quality assurance functions are performed following the set regulations. Facilitate the certification process for competent learners in accordance with relevant legislation and QCTO requirements. Provide curriculum improvement and implementation support for occupational programmes. Ensure accreditation of programmes offered and workshops through the relevant accreditation.
<u>ENQUIRIES</u>	:	Mr N Olin Tel No: Tel No: (051) 014 766
<u>APPLICATIONS</u>	:	Please forward applications to: Email: recruitment@motheotvet.edu.za or hand deliver at the following address: The Principal Motheo TVET College, C/o Aliwal & St Georges Streets, Private Bag X20509, Bloemfontein, 9300.
<u>FOR ATTENTION</u>	:	Ms NP Nameka
<u>NOTE</u>	:	Instructions To Applicants: The application must only include a completed and signed new Z83 form, obtainable from any Public Service Department or on the College website at www.motheotvet.edu.za . and a detailed Curriculum Vitae. Certified copies of certificates, identity documents and all other relevant documents like a drivers' license will only be requested from shortlisted candidates on or before the interview date. A complete set of applications must be submitted separately for every post that you wish to apply for with a clear post description and Reference number. Persons with disabilities are encouraged to apply. The College has the right to withdraw and/or amend adverts for post(s) and retains the right not to fill the post(s) as determined by the delegated authority. It is the responsibility of applicants to ensure that their

applications reach the College on or before the closing date. Applications received after the closing date will under no circumstance be considered. Applications are invited from suitably qualified people for the following Department of Higher Education & Training (Motheo TVET College), permanent positions. Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date they must accept that their applications were unsuccessful.

<u>CLOSING DATE</u>	:	11 December 2025, (No late applications will be accepted)
<u>POST 43/63</u>	:	<u>COUNCIL SECRETARY: ADMIN CENTRE REF NO: 2025/11/14</u> 4 Years fixed term contract
<u>SALARY</u>	:	R468 459 per annum (Level 09)
<u>CENTRE</u>	:	Ingwe TVET College, Admin Centre
<u>REQUIREMENTS</u>	:	Matric or Equivalent. Recognized National Diploma (NQF6) in Office Management and Technology/Public Management, Law, Social Science or related qualifications. Experience in development of policies/implementations strategies. Practical experience in Office Management and Technology/Public management. A post graduate qualification in the relevant field/s will be an advantage. 3-5 years relevant experience in administration environment. Knowledge of Public Service legislation and policies. Knowledge of PSET. Knowledge and understanding of the TVET/CET administration. Understanding of Higher Education sector will be an added advantage. Understanding Cost centre budgetary, expenditure and cash flow management, Employment Equity Act, Public Service Regulations and Public Service Act, Labour Relations Act and any other related legislation. Must have a valid driver's license.
<u>DUTIES</u>	:	Render administration/executive support services in the office of the Principal. Provides secretariat support to College Council, Council Committees, Academic Board, Senior Management and other external stakeholders. Provides strategic management, monitoring and evaluation services. Oversee and maintain logistics within the office of the Principal. Arrange all meetings (Sub-committee, Council, EXCO and other external stakeholders). Arrange all Academic Board and Academic Board committees. Arrange and support for training interventions. Coordinate the décor, layout, food service, invitation and media protocol requirements for college hosted functions. Maintain stock of standard forms and stationery. Develop agendas and write minutes for the college meeting and forum Records Management. Management of all human, financial and other resources of the unit. Ensure completion of performance agreements by all employees in the unit. Supervision of staff.
<u>ENQUIRIES</u>	:	Ms NA Damoyi Tel No: (039) 940 2142
<u>APPLICATIONS</u>	:	Ingwe TVET College, HRM&D Unit, PO Box 92491, Mount Frere, 5090 or email to councilsecretaryapplications@ingwecollege.edu.za , or applications can be delivered at Ingwe TVET College.
<u>NOTE</u>	:	Applications must be submitted on the new approved Z83 obtained from schools, colleges, and government departments and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z83. A recent, comprehensive Curriculum Vitae. Applications are not required to submit copies of qualifications and other relevant documents on application but must submit the fully completed Z83 and detailed curriculum Vitae. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA) only when shortlisted. Late (received after closing date and time), incomplete. The employer is an equal opportunity affirmative, action employer. 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) in the Department through the filling of this post(s) with a candidate whose appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan. 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 90 days of the closing date should consider their application unsuccessful.

<u>CLOSING DATE</u>	:	12 December 2025 at 16:00
<u>POST 43/64</u>	:	<u>ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: MOT/ASD-SCM/CO/2025</u>
<u>SALARY</u>	:	R468 459 per annum (Level 09)
<u>CENTRE</u>	:	Central Office
<u>REQUIREMENTS</u>	:	Matric or NCV Level 4 with a recognized 3-years undergraduate Diploma (NQF Level 6) in Supply Chain Management or Logistics Management qualification as recognised by SAQA. 5 years' experience in the Supply Chain Management (Tender and Logistics Management) plus a minimum of 3 years' supervisory experience. Knowledge of the PFMA, PPPFA, Treasury Regulations, Supply Chain Framework Act and BBEE Act, Understanding of the Supply Chain Management cycle which includes demand, acquisition, logistics, disposal and supplier relationship Management and Understanding of Asset Management guidelines. Skills and Competencies: Administrative; Planning and organizing, Financial Management, Report writing, Communication and interpersonal, Problem solving and Computer literacy, Analytical and Client oriented, Project management, Team leadership and People management.
<u>DUTIES</u>	:	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. Ensure an up-to-date database of service providers. Analysis and planning of procurement requirements, the collating of information for the annual procurement plan. SCM record keeping and reporting. Oversee the management of assets of the College. Management of all Human, Financial and other resources of the unit. Ensure all official orders are compiled and authorized within three days from the date of receipts of the quotations or comparative schedules. Facilitate the administration of tender briefing sessions. Manage preparation of a tender document upon receipt from tender bid specification committee. Monitor the development and utilization for a supplier database. Establish the bid specification, bid evaluation, bid adjudication committee and oversee the proper functioning of the committee. Coordinate the internal, external and unauthorized movements of asset.
<u>ENQUIRIES</u>	:	Prof. MDM Phutsisi Tel No: (051) 014 7850
<u>APPLICATIONS</u>	:	Please forward applications to: Email: recruitment@motheo.tvet.edu.za or hand deliver at the following address: The Principal Motheo TVET College, C/o Aliwal & St Georges Streets Private Bag X20509, Bloemfontein, 9300.
<u>FOR ATTENTION</u>	:	Ms NP Nameka
<u>NOTE</u>	:	Instructions To Applicants: The application must only include a completed and signed new Z83 form, obtainable from any Public Service Department or on the College website at www.motheo.tvet.edu.za . and a detailed Curriculum Vitae. Certified copies of certificates, identity documents and all other relevant documents like a drivers' license will only be requested from shortlisted candidates on or before the interview date. A complete set of applications must be submitted separately for every post that you wish to apply for with a clear post description and Reference number. Persons with disabilities are encouraged to apply. The College has the right to withdraw and/or amend adverts for post(s) and retains the right not to fill the post(s) as determined by the delegated authority. It is the responsibility of applicants to ensure that their applications reach the College on or before the closing date. Applications received after the closing date will under no circumstance be considered. Applications are invited from suitably qualified people for the following Department of Higher Education & Training (Motheo TVET College), permanent positions. Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date they must accept that their applications were unsuccessful.
<u>CLOSING DATE</u>	:	11 December 2025, (No late applications will be accepted)
<u>POST 43/65</u>	:	<u>ADMIN CLERKS: ADMINISTRATION SERVICES REF NO:CV/ADMIN/CLERK/01, REF NO: RFT/ADMIN/CLERK/02, REF NO: KDW/ADMIN/CLERK/03 (X3 POSTS)</u>
<u>SALARY</u>	:	R228 321 per annum (Level 05), plus benefits

<u>CENTRE REQUIREMENTS</u>	: Western TVET College
	: Matric/Grade12/ Level 4 Certificate plus a recognised 3-year National Diploma/Degree in Public administration/ Management Assistant/office Management and Technology or any other relevant qualification. Minimum of 2 years experience in administration. Relevant work experience in typing/secretary. Must be computer literate (MS Word, Excel, PowerPoint, Outlook and Internet). A valid driver's license will be an added advantage. Must be computer literate. Competencies, Knowledge, and Skills: Must have knowledge and understanding of the registration processes and procedure. Ability to communicate well with people at different levels and backgrounds. Must have knowledge of switchboard operation. Must have good telephone etiquette. Ability to capture data. Should have sound organisational skills, planning, organising, communication, customer services and report writing skills. High level of integrity and loyalty.
<u>DUTIES</u>	: Administer and assist with student registration processes in line with the college's Standard Operating Procedures (SOPs). Capture and verify student information on the BMS system, print and distribute control lists and class registers. Verify data before submission to the Department of Higher Education and Training (DHET). Screen and process online applications. Attend to student and public enquiries. Operate the campus switchboard and direct calls appropriately. Capture student marks and absenteeism accurately. Maintain updated student academic records and ensure all information is securely stored and accessible when required. Capturing and administration of requisition forms, receive goods and services, verify deliveries against relevant documents, and follow up on outstanding orders. Ensure proper documentation and filing for all procurement-related transactions at campus level. Provide administrative support services (application of college bursaries) to the campus management team.
<u>ENQUIRIES APPLICATIONS</u>	: Mr P Motai Tel No: (011) 692 4004, Ext. 1010/1061/1062
	: Please hand deliver your application or email it to adminclerks2025@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.
<u>NOTE</u>	: 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. Please take note that shortlisted candidates may be subjected to competency assessment. NB Please ensure that the Z83 form is completed in full. Incomplete Z83 will be disqualified.
<u>CLOSING DATE</u>	: 05 December 2025 at 12:00
<u>POST 43/66</u>	: <u>ADMINISTRATIVE CLERK: FINANCE REF NO: CARL/FINANCE/04</u> Duration: 1 Year (Fixed -Term Contract)
<u>SALARY CENTRE REQUIREMENTS</u>	: R228 321 per annum (Level 05), plus 37% in lieu of benefits
	: Western TVET College – Carletonville Campus
	: Matric/grade 12 certificate including recognised 3-year National Diploma or Degree in Finance / Financial Accounting / Cost and Management Accounting / Internal Auditing. A minimum of 1 to 2 years relevant experience in a finance environment. Must be computer literate. Competencies, Knowledge, and Skills: Must have basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge of (PFMA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operation, ability to perform adequately and methodically under pressure. Knowledge of COLTECH, SAGE evolution and other relevant business information management systems. Should have good administrative,

	basic numeracy, accuracy, people management, communication, problem solving, planning, and organising skills.
<u>DUTIES</u>	: Render financial accounting transactions. Receive invoices, check correctness, verification, and approval. Process invoices (capture payments). Perform salary administration support services. Perform bookkeeping support services. Capture all financial transactions and clear suspense accounts. Provide support in the administration of debtors and creditors. Process electronic banking transactions and compile journals. Render budget support services. Assist in administration and controlling of petrol cards and college car bookings. Assist with the coordination of bursary allocations. Performing bank reconciliations. Administer the ordering of stationery and textbooks to students. Record issued stock. Administer asset management services. Assist with managing of all asset movement within the College. Capturing and recording of all physical movable and immovable) assets in the physical asset management registers.
<u>ENQUIRIES</u>	: Mr P Motai Tel No: (011) 692 4004, Ext. 1010/1061/1062
<u>APPLICATIONS</u>	: Please hand deliver your application or email it to adminfinance2025@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.
<u>NOTE</u>	: 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. Please take note that shortlisted candidates may be subjected to competency assessment. Please ensure that the Z83 form is completed in full. Incomplete Z83 will be disqualified.
<u>CLOSING DATE</u>	: 05 December 2025 at 12:00
<u>POST 43/67</u>	: <u>STUDENT SUPPORT LIAISON OFFICERS (X2 POSTS)</u>
<u>SALARY</u>	: R325 101 per annum (Level 07), plus benefits
<u>CENTRE</u>	: Randfontein Campus Ref No: RFT/SSLO/04 Westonaria Site Ref No: WESTONARIA/SSLO/05
<u>REQUIREMENTS</u>	: Matric/Grade 12 Certificate plus a recognised Degree in psychology/Social Science/ Social Work or any other relevant qualification. Must have a minimum of 2 to 3 years work experience in Student Support Services and administration in a teaching and learning environment. Supervisory experience will be an added advantage. Must have a valid driver's license. Must be computer literate. Competencies, Knowledge, and Skills: Must have knowledge and understanding of Student Support Services Framework. Knowledge of career guidance and extra-curricular activities. Must have knowledge of Ethical regulatory and legislative framework, Public Service Regulations, Public Service Act, National Student Financial Aid Scheme, and other related legislation. Should have good communication, administrative, report writing, problem solving, people management, presentation, project management, team leadership, planning and organising skills.
<u>DUTIES</u>	: Provide student support services at the college. Manage the pre-induction and induction of students at the Campus. Prepare weekly and monthly reports. Provide psychosocial support to students. Assist with academic support plan for students. Address socio-economic students matters appropriately including substance and alcohol abuse and other related matters. Conduct home visits when necessary and interview/counsel students and other relevant stakeholders to identify contributing factors associated with low attendance concerns. Support students by establishing and delivering absence reduction programmes. Provide student counselling or referral services. Implement student work placement and Work Integrated Learning (WIL) policies and entrepreneurship programmes. Provide career guidance, counselling, and

academic support for students. Desk. Implement the sport, recreation, arts, and culture programs for student in the Campus. Implement the disability desk. forge partnerships with different stakeholders. Facilitate student governance and student leadership development and exit support programmes. Implement the tracking program for the students.

**ENQUIRIES
APPLICATIONS**

- : Mr P Motai Tel No: (011) 692 4004, Ext. 1010/1061/1062
- : Please hand deliver your application or email it to sslo2025@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. Please take note that shortlisted candidates may be subjected to competency assessment. Please ensure that the Z83 form is completed in full. Incomplete Z83 will be disqualified.

CLOSING DATE

- : 05 December 2025 at 12:00