

DEPARTMENT OF HIGHER EDUCATION AND TRAINING

It is the department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required.

(Tshwane South TVET College)
 (South Cape TVET College)
 (Western Cape False Bay TVET College)

OTHER POSTS

<u>POST 02/45</u>	<u>ASSISTANT DIRECTOR: PARTNERSHIP AND LINKAGES REF NO: ASDPLCO 26/01/2026</u>
<u>SALARY CENTRE REQUIREMENTS</u>	R582 444 per annum (Level 10) False Bay TVET College, Central Office Grade12/ Matric. An undergraduate qualification (NQF level 6) in Project Management, Business Management or Marketing as recognized by SAQA. Minimum of 3 years' working experience in Project Management and/or Business Development environment at supervisory level. Proficient in Microsoft Office. Valid driver's license. Building partnerships, Innovation. Marketing and Entrepreneurial Insight, Financial Management, Mobilizing resources. Interpretation of statutes, Knowledge of Public Service Act, PFMA, Treasury regulations and other frameworks, Business planning, Visibility analysis, Knowledge and understanding of administration reporting process and procedures. Competencies: knowledge: Building partnerships, Innovation, Marketing and Entrepreneur insight, Financial Management, Mobilising resources, Interpretation of statutes, Knowledge of Public Service Act, PFMA, Treasury regulations and other frameworks, Business planning, Visibility analysis, Knowledge and understanding of administration reporting process and procedures.
<u>DUTIES</u>	Partnership Management build a database of local business and other linkages, participate in business forums and identify project opportunities, develop project proposals and plans for joint initiatives, facilitate handover with the College managers, form partnership with industry and relevant stakeholders, Business opportunities scanning identify opportunities for college income generation, Establish work environment simulation potential. Provide market needs business case rationale for all opportunities, Identify appropriate partner or service provider. Coordinate the submission of tenders and funding proposals locally and internationally, Provide information and reports on programmers, funding and partnerships to DHET and other stakeholders. Local, Provincial and International government relations. Develop and update schedule of local, national and international government projects and opportunities, Identify College synergies potential contribution to provincial departments. Build relationships with relevant officials, establish a database of key contacts and participate in meetings as appropriate Develop proposals for partnering on specific practical opportunities aligned with college core business. Research Management, Oversee and maintain student work placement and work Integrated Learning (WIL) Management of all Human, Financial and other resources of the unit.
<u>ENQUIRIES APPLICATIONS NOTE</u>	S Baboo Tel No: (021) 787 0800 Apply online at https://falsebayz83.ngnscan.co.za/ Applicants are not required to submit any copies of qualifications and other relevant documents on application but must submit a fully signed Z83 form and detailed Curriculum Vitae. Certified copies of qualifications and other relevant documents will be submitted by shortlisted candidates. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use

incorrect/no reference number(s) on their applications. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other will be integrity (ethical conduct) assessment.

<u>CLOSING DATE</u>	:	12 February 2026. Applications received after the closing date will not be considered.
<u>POST 02/46</u>	:	<u>ASSISTANT DIRECTOR: STUDENT SUPPORT SERVICES REF NO: SSSCO/26/01/2026</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R582 444 per annum, (Level 10) False Bay TVET College, Central Office Grade12/Matric. Appropriate bachelor's degree (NQF7) in Psychology or BA. Social Work (Major in Psychology)/Education/equivalent qualification. Minimum of 3 years' working experience in Education/teaching and learning environment or related field at supervisory level. Computer Literacy, Valid driver's license, Knowledge of PSET and CET Act, Knowledge of Teaching and Learning, 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 Higher Education sector, Knowledge of Education Act.
<u>REQUIREMENTS</u>	:	Grade12/Matric. Appropriate bachelor's degree (NQF7) in Psychology or BA. Social Work (Major in Psychology)/Education/equivalent qualification. Minimum of 3 years' working experience in Education/teaching and learning environment or related field at supervisory level. Computer Literacy, Valid driver's license, Knowledge of PSET and CET Act, Knowledge of Teaching and Learning, 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 Higher Education sector, Knowledge of Education Act. Competencies: Knowledge: PSET and CET Act., Teaching and Learning, Skills Development Act, Public, Service Regulations and Public.
<u>DUTIES</u>	:	Oversee the administration of the student support services unit, Develop the annual Student Support Services (SSS) operational plan, assigning relevant tasks to the staff and ensuring progress against the approved annual targets. Develop and review relevant SSS policies, processes, procedures and job profiles. Ensure and maintain the compilation of learner progress reports, statement, results and student enquiries. Manage student counselling across the college, Manage the implementation of counselling, guidance policy, procedure and best practice. Coordinate and monitor the provision of counselling services across the college, Design life skills programme as a proactive measure for counselling, manage counselling services conducted by SSS to ensure that service is conducted at required standard and comply with code of ethics. Ensure that individual counselling services take place including intervention programme on psycho-social issues that effecting students. Ensuring that counselling database system is designed and frequently updated for referral purposes, Track the behaviour and academic performance of students participating in internal and external counselling programme. Provide student with career guidance, counselling and academic support. Develop and monitor implementation of relevant career guidance plans for prospective students and enrolled students towards academic achievement. Liaise with the Vocational Programme Manager and relevant stakeholders in ensuring a well-developed system in providing adequate workplace student experience. Monitor and control direct and motive career guidance at the central office and campus level. Oversee and maintain the sport, recreation, arts and culture activities for students. Coordinate the implementation of sports and reaction programs. Ensure that college sport coordinators are implementing sport activities and students participate fully on such activities at colleges, Ensure that the colleges is represented on Provincial and National sport tournament as planned, Ensure that there is Sport, Arts and culture annual activity plan and budget .Facilitate student governance and student leadership development, Coordinate and monitor annual SRC election processes, Coordinate training

ENQUIRIES
APPLICATIONS
NOTE

and mentoring on SRC roles, duties, protocols and practices. Facilitate regular reviews and update student code of conduct guidelines and SRC constitution. Monitor the implementation of the student orientation and induction programme, Manage mainstreaming of gender and disability within students, Management of all Human, Financial and other resources of the unit.

: S Baboo Tel No: (021) 787 0800

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CLOSING DATE : 12 February 2026. Applications received after the closing date will not be considered.

POST 02/47

PROJECT MANAGER: NSF AND SPECIAL PROJECTS REF NO: PS01 OF 2026

(3 years- College Council fixed term Contract Appointment – Project Based with a 12 month probationary period)

SALARY
CENTRE
REQUIREMENTS

: R468 459 per annum (Level 09), plus 37% service benefits

: Central Office - George

: An appropriate 3-Year Diploma/ bachelor's degree (NQF Level 6/7) in Financial Management, Management Accounting. A Project Management qualification will be an added advantage. A minimum of three (3) to five (5) years' work experience at a supervisory level in Public Service Delivery environment, project management and management of resources. Must have the relevant knowledge of the Public Service, NSF and SETA mandates and strategies. Candidates who have experience in managing large projects, portfolios of projects, and/or Programmes in the private or public sector will have an added advantage, as well as those who are registered as Project Managers or professionals in the Public Sector with Project Management South Africa or other related bodies. A valid driver's license is compulsory. Must be willing to work irregular hours and extensive travelling. Competencies, Abilities, And Skills: Knowledge of other NSF and SETA funded programmes. Knowledge of the Government wide Legislation, 'QCTO' qualifications, Legislative Knowledge and Prescripts including the Skills Development Act, Skills Development Levies Act, Public Service Act, Public Financial Management Act, National Treasury Regulations, general knowledge of the Public Service Regulations. The successful candidate must be able to apply strategic thinking, apply technology, budget and financial management experience, be able to manage communication and information, good management, planning, organising, problem solving, quality management and decision-making skills. Must be able to manage projects and programmes. Must be able to engage and manage stakeholders. Candidates must be proficient in English with proven experience in Monitoring and Evaluation of NSF and SETA Projects. Further skills requirements relate to technical proficiency, data verification, problem solving and analysis, report writing, preparing presentations. The incumbent must be client-oriented, customer-focused, and be able to perform in a team environment.

DUTIES

: Provide support to the office of ASD: Partnership and Linkages on Occupational and Skills Programmes. Responsible for establishing the project office and ensuring the smooth running of Occupational / Special Projects /

Trades Programmes and all other NSF and SETA funded Programmes. Develop and submit funding proposals and applications to NSF and other SETA's for funding and roll out of occupational and skills Programmes including proposals for infrastructure and equipment of various effectively monitor, evaluate, and report on the achievements, challenges, management, operational performance and procurement of occupational/skills Programmes, special projects/trades and NSF and SETA funded Programmes. Verify the accuracy and validity of performance reports. Monitor the status of outputs from sites. Monitor site facilities and administration to ensure that training provided by facilitators meets the requirements of the Service Level Agreement. Conduct site visits. Escalate and communicate risks to relevant Supervisor. Manage invoicing and financial reporting. Liaise with SETAs on outstanding invoices and related financial requests. Conduct due diligence regarding change requests, complete change requests and communicate such to Supervisor. Support project reporting by developing and upload of monthly and quarterly project progress report onto management system. Manage staff under his/her supervision.

<u>ENQUIRIES</u>	:	Ms. S Madabane Tel No: (044) 884 0359
<u>APPLICATIONS</u>	:	Applications must be forwarded: The Deputy Principal: Corporate Services, electronically via the College Website, https://sccollege.co.za/vacancies
<u>FOR ATTENTION</u>	:	Ms. Zoleka Maimane
<u>NOTE</u>	:	All applications must be submitted in a New Z83 form obtainable on the internet at www.dpsa.gov.za/dpsa2g/vacancies . The application must include completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, a detailed Curriculum Vitae. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date will not be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks [where applicable], qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. Matching and redeployment to other workstations within the College may be considered based on the operational requirements. The College/DHET reserves the right not to make appointments where it deems fit to do so. Correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application as unsuccessful. Preference will be given to persons from designated groups, especially regarding race, gender and disability. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidates suitability based on the post's technical and generic requirements and the other must be an integrity(ethical) conduct assessment. In terms of Public Service Regulations 60(1) an executive authority shall not re-appoint a former employee, if that employee left the public service: (a) earlier on the condition that he or she would not accept or seek re-appointment.(b) due to ill health and cannot provide sufficient evidence of recovery.(c) Was dismissed from the Public service for misconduct.
<u>CLOSING DATE</u>	:	06 February 2026 before 16:00
<u>POST 02/48</u>	:	<u>PROGRAMME MANAGER EARLY CHILDHOOD DEVELOPMENT REF NO: PS02 OF 2026</u> (College Council Contract Position – 3-Years Fixed Term Project Contract with a probationary period of 12 months).
<u>SALARY</u>	:	R397 116 per annum (Level 08), (plus 37% in lieu of benefits)
<u>CENTRE</u>	:	Oudtshoorn Campus
<u>REQUIREMENTS</u>	:	Matric plus a minimum 3-year relevant and recognized Degree/Diploma (NQF LEVEL6/REQV13) in Early Childhood Development. A professional qualification as an Assessor and/or Moderator with ETDP seta. A minimum of 5 years' experience within the ECD work environment. At least 1 year experience in the TVET Sector which must include managerial/supervisory experience. Computer Literacy (MS Office, MS WORD, MS EXCEL). A Valid code 08 driver's license is compulsory. Knowledge: Energetic and dedicated to Learner success. Sound knowledge of the Continuous Education and Training 16 of 2006. Statistical analyses an interpretation of student data. Complete annual survey's. Knowledge and experience of assessment processes,

<u>DUTIES</u>	moderation, and verification processes. Skills: Rolling out programmes. Excellent report writing and communication skills. A Certified Assessor and Moderator. Ability to effectively communicate in at least two of the three official languages of the Western Cape. Ensure adherence to quality assurance standards. Adherence to all College policies and quality management system. Manage, co-ordinate and facilitate, when necessary, the implementation of Occupational programmes (Learnerships and Skills programmes) across delivery sites of the Southern Cape & Klein Karoo area as required. Give subject/practice related guidance to facilitators and ensure quality delivery of teaching and learning as well as workshop practice. Need to work very closely with Facilitators (coaching and mentoring). Oversee workplace assessment as and when required. Liaise with Business and Industry and assist with student placement and workplace-based experience (WBE). Initiate new projects, prepare budgets, monitor costs and project manage work assignments with a focus on efficiency, effectiveness, and economical out-puts. Must be prepared to work under pressure and to work after hours when necessary. Oversee and be accountable for all administration tasks regarding Assessments, Moderation, and Verification. Provide facilitators with relevant training material for occupational programmes. Ensuring facilitators meet SETA and QCTO requirements in terms of qualifications and registrations. Responsible for continuous programme site visits. Ensure the Portfolio of Administration is compiled and submitted to MIS for uploading. Strict adherence to College, QCTO and SETA evaluation processes, policies, and procedures of the Quality Management System (QMS). Responsible for writing reports and close out of programmes rolled out. Ensure timeous submission of learner attendance registers and compiling of stipend spreadsheets.
<u>ENQUIRIES</u>	Ms. R Kirchner Tel No: (044) 884 0359
<u>APPLICATIONS</u>	Applications must be forwarded: The Deputy Principal: Corporate Services, electronically via the College Website, https://sccollege.co.za/vacancies
<u>FOR ATTENTION</u>	
<u>NOTE</u>	Ms. Zoleka Maimane
	All applications must be submitted in a New Z83 form obtainable on the internet at www.dpsa.gov.za/dpsa2g/vacancies . The application must include completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za , a detailed Curriculum Vitae. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date will not be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks [where applicable], qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. Matching and redeployment to other workstations within the College may be considered based on the operational requirements. The College/DHET reserves the right not to make appointments where it deems fit to do so. Correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application as unsuccessful. Preference will be given to persons from designated groups, especially regarding race, gender and disability. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidates suitability based on the post's technical and generic requirements and the other must be an integrity(ethical) conduct assessment. In terms of Public Service Regulations 60(1) an executive authority shall not re-appoint a former employee, if that employee left the public service: (a) earlier on the condition that he or she would not accept or seek re-appointment.(b) due to ill health and cannot provide sufficient evidence of recovery.(c) Was dismissed from the Public service for misconduct.
<u>CLOSING DATE</u>	06 February 2026 before 16:00
<u>POST 02/49</u>	<u>SENIOR ADMINISTRATION OFFICER (SHERQ) REF NO: HO 07/01/26</u>
<u>SALARY</u>	R397 116 per annum
<u>CENTRE</u>	Tshwane South TVET College
<u>REQUIREMENTS</u>	An undergraduate qualification Three (3) year National Diploma/Degree in Building Management/Safety Management/ Construction Management or relevant qualification as recognized by SAQA or equivalent qualifications plus 3-5 years' experience in Facilities Management, SHERQ and OHS

	environment or the relevant field. Advanced 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 Computer literacy in MS Office software (Word, Excel, PowerPoint and Outlook). Typing skills and effective office administrative skills including project management skills. Sound communication (verbal and written) skills as well as good interpersonal relations. Ability to work independently and within a team. Good organisational, co-ordination and planning skills.
<u>DUTIES</u>	: Ensure overall supervision, coordination, implementation and monitor compliance with SHERQ programmes. Ensure overall supervision and coordinate the establishment of an OHS committee. Ensure overall supervision and conduct OHS-related training and continuous educational programmes. Ensure overall supervision and identify hazards and risks at the workplace and initiate appropriate actions. Ensure overall supervision, develop, implement and monitor SHERQ management system. Supervise human, physical, financial and other resources.
<u>ENQUIRIES</u>	:
<u>APPLICATIONS</u>	: Ms. N Mngcisan/ Ms MF Sambo Tel No: (012) 401 5115/ 5121 The applications can be delivered to the Human Resources Unit, Tshwane South TVET College, PO Box 151, Pretoria, 0001, or hand deliver to the HR Offices at Campus level or at the Tshwane South TVET College Central Office, 85 Francis Baard Street, Pretoria, 0001 or e-mail applications at senioradminofficer@tsc.edu.za
<u>NOTE</u>	: Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . The Completed and signed form should be accompanied by a recently comprehensive CV. Please indicate the reference number and position you are applying for on your application form. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.
<u>CLOSING DATE</u>	: 06 February 2026
<u>POST 02/50</u>	: <u>SENIOR LABOUR RELATIONS OFFICER REF NO: HO 08/01/26</u>
<u>SALARY</u>	: R397 116 per annum
<u>CENTRE</u>	: Tshwane South TVET College
<u>REQUIREMENTS</u>	: An undergraduate qualification Three (3) year National Diploma/Degree in Labour Relations, Employment Relations/Human Resource Management or equivalent qualifications as recognized by SAQA or equivalent qualifications plus 3-5 years' experience in Labour Relations or Human Resource Management environment or the relevant field. Advanced Knowledge of Labour Relations Act, Public Services legislations and policies related to Human Resource Management (HRM). Knowledge of implementing PSCBC and GPSSBC resolutions. Knowledge and understanding of bargaining process, grievance and dispute resolutions process. Sound knowledge of Labour Relation statutes. Sound knowledge of International Labour Organization (ILO). Knowledge and understanding of the TVET/ CET Administration. Knowledge and understanding of the Higher Education sector (PSET and CET). Knowledge of PERSAL. Advanced investigations and negotiations skills. Computer literacy in MS Office software (Word, Excel, PowerPoint and Outlook). Typing skills and effective office administrative skills including project management skills. Sound communication (verbal and written) skills as well as good interpersonal relations. Ability to work independently and within a team. Good organisational, co-ordination and planning skills.
<u>DUTIES</u>	: Ensure overall supervision and proper implementation of labour relations guidelines and processes. Ensure overall supervision and proper implementation on resolution of disciplinary cases, grievances and dispute processes. Ensure overall supervision and proper implementation of misconduct case processes. Ensure overall supervision and proper implementation of collective bargaining and dispute resolutions. Ensure overall supervision and represent the employer and monitor the implementation of

<u>ENQUIRIES</u>		
<u>APPLICATIONS</u>		
 <u>NOTE</u>		
 <u>CLOSING DATE</u>		
 <u>POST 02/51</u>		
 <u>SALARY</u>		R397 116 per annum
<u>CENTRE</u>		Tshwane South TVET College
<u>REQUIREMENTS</u>		An undergraduate qualification Three (3) year National Diploma/Degree/ Higher Certificate in Information Technology, Computer Science, Information Systems or equivalent qualifications as recognized by SAQA or equivalent qualifications plus 3-5 years' experience in IT technical support or network/system administration. Relevant industry certifications (advantageous): CompTIA A+/N+, Microsoft Certified Solutions Expert (MCSE), Cisco CCNA, ITIL Foundation. Knowledge of COLTECH and PERSAL systems Advanced knowledge of Windows/Linux environments, Active Directory, and virtualization. Understanding of cybersecurity principles and data protection standards. High level of integrity, confidentiality, and attention to detail. Computer literacy in MS Office software (Word, Excel, PowerPoint and Outlook). Typing skills and effective office administrative skills including project management skills. Sound communication (verbal and written) skills as well as good interpersonal relations. Ability to work under pressure and independently and within a team. Good interpersonal skills.
 <u>DUTIES</u>		Maintain and manage the Network system. Handle computer hardware and software. Technical Support and Maintenance Provide administrative service. Provide technical support. Administer and maintain operating systems, databases, and servers. Manage user accounts, permissions, and security access in line with organizational policies. Ensure regular data backups and implement disaster recovery plans. Cybersecurity and Compliance management. Provide user support and guidance on IT systems and applications. Manage IT assets, maintain inventories, and prepare technical reports.
 <u>ENQUIRIES</u>		Ms. N Mngcisana/ Ms MF Sambo Tel No: (012) 401 5115/ 5121
<u>APPLICATIONS</u>		The applications can be delivered to the Human Resources Unit, Tshwane South TVET College, PO Box 151, Pretoria, 0001, or hand deliver to the HR Offices at Campus level or at the Tshwane South TVET College Central Office, 85 Francis Baard Street, Pretoria, 0001 or e-mail applications at seniorittechnician@tsc.edu.za
 <u>NOTE</u>		Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . The Completed and signed form should be accompanied by a recently comprehensive CV. Please indicate the reference number and position you are applying for on your application form. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's

	suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.
<u>CLOSING DATE</u>	: 06 February 2026
<u>POST 02/52</u>	: <u>SENIOR MIS OFFICER- REF NO: HO 10/01/26</u>
<u>SALARY</u>	: R397 116 per annum
<u>CENTRE</u>	: Tshwane South TVET College
<u>REQUIREMENTS</u>	: An undergraduate qualification Three (3) year National Diploma / Bachelor's degree in Information Management / Data Management or equivalent qualifications as recognized by SAQA or equivalent qualifications plus 3-5 years' experience in Data Management / TVET MIS environment or the relevant field. Advanced Knowledge of policies and governance environment of TVET Colleges including knowledge of the TVETMIS system, annual reporting requirements by the Higher Education Institutions. Knowledge and understanding of Information Management. Knowledge, understanding, application and interpretation of office management, COLTECH, data warehouse and IT prescripts. Computer literacy in MS Office software (Word, Excel, PowerPoint and Outlook). Typing skills and effective office administrative skills including project management skills. Sound communication (verbal and written) skills as well as good interpersonal relations. Ability to work independently and within a team. Good organisational, co-ordination and planning skills.
<u>DUTIES</u>	: Ensure the overall supervision and proper management of TVET MIS, capturing and data extraction for the college. Ensure the overall supervision, coordination, compilation and submission of MIS reports and statics. Ensure the overall supervision and verification of inputs captured on COLTECH system and other related systems. Ensure the overall supervision and administration of all academic and student related system programmes, course and qualification. Ensure the overall supervision and maintenance of MIS licenses are renewed before expiry dates. Supervise human, physical, financial and other resources.
<u>ENQUIRIES</u>	: Ms. N Mngcisan/ Ms MF Sambo Tel No: (012) 401 5115/ 5121
<u>APPLICATIONS</u>	: The applications can be delivered to the Human Resources Unit, Tshwane South TVET College, PO Box 151, Pretoria, 0001, or hand deliver to the HR Offices at Campus level or at the Tshwane South TVET College Central Office, 85 Francis Baard Street, Pretoria 0001 or e-mail applications at seniormisofficer@tsc.edu.za
<u>NOTE</u>	: Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . The Completed and signed form should be accompanied by a recently comprehensive CV. Please indicate the reference number and position you are applying for on your application form. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.
<u>CLOSING DATE</u>	: 06 February 2026
<u>POST 02/53</u>	: <u>EMPLOYEE HEALTH AND WELLNESS PRACTITIONER REF NO: HO 11/01/26</u>
<u>SALARY</u>	: R325 101 per annum
<u>CENTRE</u>	: Tshwane South TVET College
<u>REQUIREMENTS</u>	: An undergraduate qualification Three (3) year Bachelor's degree (NQF 7) in Psychology or BA. Social Work (Major in Psychology) or Sports Science or equivalent qualifications as recognized by SAQA or equivalent qualifications plus 3-5 years' experience in Employee Health and Wellness environment or the relevant field. Driver's License as the added advantage. Advanced knowledge of integrated Employee Health and Wellness strategic framework. Understanding of Wellness Management including psychosocial, physical, financial, and organisational wellness. Understanding of HIV/AIDS and TB Management. Understanding Health and Productivity, including PILLIR. Understanding Safety Health Environment Risk Quality Management including processes of COIDA. In-depth knowledge of conducting counselling.

<p>Understanding of special programs such as Gender and Disability. Knowledge and understanding of research methods. Knowledge of PERSAL. Knowledge and understanding of the application of Public Service legislative framework (PSA, PFMA, LRA, PSR etc.). Knowledge and understanding of bargaining process and dispute resolutions. Basic knowledge of Health and Wellness policies, processes and systems. Computer literacy in MS Office software (Word, Excel, PowerPoint and Outlook). Typing skills and effective office administrative skills including project management skills. Sound communication (verbal and written) skills as well as good interpersonal relations. Ability to work independently and within a team. Good organisational, co-ordination and planning skills.</p>	
<u>DUTIES</u>	: Provide Effective and efficient administrative support in the implementation of Employee Health and Wellness strategic framework. Provide support in the implementation of Employee Wellness programme services. Provide effective and efficient administrative support in the mitigation of the impact on HIV/AIDS, TB and STI epidemic in the college. Provide logistical support in commemoration of HIV/AIDS, STI and TB events in accordance with the nation strategic plan. Provide effective and efficient administrative support.
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<u>CLOSING DATE</u>	: 06 February 2026
<u>POST 02/54</u>	: <u>STUDENT SUPPORT OFFICER/ LIAISON OFFER REF NO: ODI 05/01/26</u>
<u>SALARY</u> <u>CENTRE</u> <u>REQUIREMENTS</u>	: R325 101 per annum : Tshwane South TVET College : An undergraduate qualification Three (3) year National Diploma/ Bachelor's degree Social Science / Psychology / Education or equivalent qualifications as recognized by plus 3-5 years' experience in Student Support Administration Education/Teaching and Learning environment. Advanced 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 Higher Education sector. Knowledge of Education Act. Computer literacy in MS Office software (Word, Excel, PowerPoint and Outlook). Typing skills and effective office administrative skills. Sound communication (verbal and written) skills as well as good interpersonal relations. Ability to work independently and within a team. Good organisational, co-ordination and planning skills.
<u>DUTIES</u>	: Provide student support services. Provide career guidance, counselling and academic support for students. Provide student counselling or referral services. Implement student work placement and Work Integrated Learning (WIL) policies. Supervisor staff. Implement the sport, recreation, arts and culture programs for student in the campus. Facilitate student governance and student leadership development and exit support programme.
<u>ENQUIRIES</u> <u>APPLICATIONS</u>	: Ms. N Mngcisan/ Ms MF Sambo Tel No: (012) 401 5115/ 5121 : The applications can be delivered to the Human Resources Unit, Tshwane South TVET College, PO Box 151, Pretoria, 0001, or hand deliver to the HR

<u>NOTE</u>	Offices at Campus level or at the Tshwane South TVET College Central Office, 85 Francis Baard Street, Pretoria, 0001 or e-mail applications at studentsupportofficer@tsc.edu.za
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<u>POST 02/55</u>	:
<u>SALARY CENTRE REQUIREMENTS</u>	: <p>R325 101 per annum</p> <p>Tshwane South TVET College</p> <p>An undergraduate qualification Three (3) year Office Management and Technology/Public Management or equivalent qualifications as recognized by SAQA plus 3-5 years' experience in Student Administration and Registration environment. Advanced Knowledge of office administration. Knowledge of Public Service legislation and policies. Knowledge of PSET. Knowledge and understanding of the TVET/ CET Administration. Understanding of the Higher Education sector. Understanding of corporate governance. Understanding Cost center budgetary, expenditure and cash flow management. Employment Equity Act, Public Service Regulations and Public Service Act, Labour Relations Act and any other related legislation Computer literacy in MS Office software (Word, Excel, PowerPoint and Outlook). Knowledge of Financial management and Project management. Good interpersonal skills. Typing skills and effective office administrative skills including project management skills. Sound communication (verbal and written) skills as well as good interpersonal relations. Ability to work independently and within a team. Good organisational, co-ordination and planning skills.</p>
<u>DUTIES</u>	: <p>Render administrative support services. Administer and coordinate human resource services. Provide procurement services. Ensure the overall supervision and administration of all client services and student related enquiries. Maintain a proper filing system. Supervise human, physical, financial and other resources. Administer student registration and examination process.</p>
<u>ENQUIRIES APPLICATIONS</u>	: <p>Ms. N Mngcisana/ Ms MF Sambo Tel No: (012) 401 5115/ 5121</p> <p>The applications can be delivered to the Human Resources Unit, Tshwane South TVET College, PO Box 151, Pretoria, 0001, or hand deliver to the HR Offices at Campus level or at the Tshwane South TVET College Central Office, 85 Francis Baard Street, Pretoria, 0001 or e-mail applications at campusadministrator@tsc.edu.za</p>
<u>NOTE</u>	: <p>Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently comprehensive CV. Please indicate the reference number and position you are applying for on your application form. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.</p>
<u>CLOSING DATE</u>	: <p>06 February 2026</p>
<u>POST 02/56</u>	: <p><u>OFFICE OF THE DEPUTY PRINCIPAL CORPORATE SERVICES: SECRETARY REF NO: HO 12/01/26</u></p>
<u>SALARY CENTRE REQUIREMENTS</u>	: <p>R228 321 per annum</p> <p>Tshwane South TVET College</p> <p>An undergraduate qualification Three (3) year Office Administration/Management and Assistance/Public Management or equivalent</p>

qualifications as recognized by SAQA plus 2-3 years' experience in public institution, TVET college, or corporate services environment. Advanced Knowledge of relevant legislation, prescripts, policies and procedures. Basic knowledge of financial Management Record management of documents. Computer literacy in MS Office software (Word, Excel, PowerPoint and Outlook). Good interpersonal skills. Typing skills and effective office administrative skills including project management skills. Sound communication (verbal and written) skills as well as good interpersonal relations. Ability to work independently and under pressure.

DUTIES : Provide a clerical support service to the manager. Provide comprehensive secretarial and administrative support to the Deputy Principal Corporate Services. Manage the diary of the Corporate Services Manager/Director, including scheduling meetings and appointments. Ensure timely submission of reports and all other related documents to relevant authorities or units. Maintain confidentiality of documents and information discussed in management offices or committee meetings. Department. Remains up to date with regard to prescripts/ policies and procedures applicable to her/his work terrain to ensure efficient and effective support to the manager. Maintain a proper filing system in the office of DPC. Ensure smooth flow of documents and keep records.

ENQUIRIES
APPLICATIONS : Ms. N Mngcisan/ Ms MF Sambo Tel No: (012) 401 5115/ 5121
: The applications can be delivered to the Human Resources Unit, Tshwane South TVET College, PO Box 151, Pretoria, 0001, or hand deliver to the HR Offices at Campus level or at the Tshwane South TVET College Central Office, 85 Francis Baard Street, Pretoria, 0001 or e-mail applications at corporatesecretary@tsc.edu.za

NOTE : Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently comprehensive CV. Please indicate the reference number and position you are applying for on your application form. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.

CLOSING DATE : 06 February 2026

POST 02/57 : **ADMINISTRATION CLERKS REF NO: 05/2026 (X2 POSTS)**
(College Council Contract Position 12 Months)

SALARY
CENTRE : R228 321 per annum, (plus 37% service in lieu of benefits)

REQUIREMENTS : Oudtshoorn (X1 Post)
George (X1 Post)
: Matric plus a 3-year recognized National Diploma in the field of Administration. A minimum of at least 1-2 years relevant experience in Clerical/Administrative duties. Computer Literacy (MS Office). A valid code 08 driver's license compulsory. Knowledge: Clerical/Administrative experience. Ability to capture data. Knowledge of the Legislative framework governing the Public Services. Collecting statistics of student data. Knowledge of procedures in terms of the working environment. Good Skills: Communication and report writing skills. Operating a computer. Planning and organizing skills. Client Orientated ECD experience.

DUTIES : Provide administrative support to programme manager. Create a database for student information and MIS files. Assist with walk-in student's enquiries, queries and referrals. Provide support on student and facilitator administrative matters. Ensure correct classification of documents and safekeeping of documents, manually and electronically. Ensure facilitators and students have learning material Assist pro-gramme manager with site visits. Assist with system uploads of students and capturing of competencies. Assist with co-ordination of project close out reports.

ENQUIRIES
APPLICATIONS : Ms. R Kirchner Tel No: (044) 884 0359
: Applications must be forwarded: The Deputy Principal: Corporate Services, electronically via the College Website, <https://sccollege.co.za/vacancies>

FOR ATTENTION : Ms. Zoleka Maimane

NOTE : All applications must be submitted in a New Z83 form obtainable on the internet at www.dpsa.gov.za/dpsa2g/vacancies. The application must include completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, a detailed Curriculum Vitae. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date will not be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks [where applicable], qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. Matching and redeployment to other workstations within the College may be considered based on the operational requirements. The College/DHET reserves the right not to make appointments where it deems fit to do so. Correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application as unsuccessful. Preference will be given to persons from designated groups, especially regarding race, gender and disability. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidates suitability based on the post's technical and generic requirements and the other must be an integrity(ethical) conduct assessment. In terms of Public Service Regulations 60(1) an executive authority shall not re-appoint a former employee, if that employee left the public service: (a) earlier on the condition that he or she would not accept or seek re-appointment.(b) due to ill health and cannot provide sufficient evidence of recovery.(c) Was dismissed from the Public service for misconduct.

CLOSING DATE : 06 February 2026 before 16:00