

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

OTHER POSTS

<u>POST 04/96</u>	:	<u>SAFETY, HEALTH, ENVIRONMENT, RISK AND QUALITY MANAGEMENT</u> <u>OFFICER REF NO: TNC/CO/26 – 02/1</u> Nature of Appointment: Permanent
<u>SALARY</u>	:	R325 101 per annum (Level 07), plus benefits
<u>CENTRE</u>	:	Central Office
<u>REQUIREMENTS</u>	:	Recognized three (3) year National Diploma (NQF 6) in Building Management/Safety. Management/ Construction Management or related qualification. Driver's License. 2-3 years in Facilities Management, SHERQ and OHS environment. Fire marshal and First aid certificate will be an added advantage. Competencies, Abilities and Skills: 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. Knowledge of COIDA. Knowledge of incident reporting processes and procedures. Operating of fire extinguisher. Marketing research skills. Internet usage skills. Planning and organizing. Financial management. Report writing. Communication and interpersonal. Problem solving. Computer literacy. Analytical. Client oriented. Project management. Team leadership. Planning and organizing. People management.
<u>DUTIES</u>	:	Provide assistance in the coordination, implementation and monitoring of compliance on SHERQ programmes. Coordinate the establishment of OHS committee. Coordinate OHS-related training and continuous educational programmes. Participate in identification of hazards and risks at the workplace and assist in initiating appropriate actions. Implement and monitor SHERQ management system. Compile monthly, Quarterly and annual reports. Report all OHS to the Deputy Principal: Corporate Services.
<u>ENQUIRIES</u>	:	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.
<u>APPLICATIONS</u>	:	Email to sherqofficer@tnc.edu.za
<u>NOTE</u>	:	Tshwane North TVET College would like to invite suitably qualified, innovative, result-orientated and self-driven candidates to apply for their vacant positions. 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. 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. The College/DHET reserves the right not to make appointments. Preference will be given to African male, African female, White male, White female, Coloured Male, Coloured female and Indian female as per the EE targets of the College. People with disability are encouraged to apply. All costs incurred due to your application and interviews will be at your own expense.
<u>CLOSING DATE</u>	:	20 February 2026

<u>POST 04/97</u>	:	<u>CAMPUS ADMINISTRATOR REF NO: RFT/CAMPUSADMINISTRATOR/01</u>
<u>SALARY</u>	:	R325 101 per annum (Level 07), plus benefits
<u>CENTRE</u>	:	Western TVET College - Randfontein Campus
<u>REQUIREMENTS</u>	:	Matric/Grade12 Certificate plus a recognised 3-year National Diploma or Degree in Office Management and Technology/Public Management/Management Assistant or any other relevant qualification. Must have a minimum of 1 to 2 years relevant work experience in the administration 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 office administration. Knowledge of Public Service prescripts, regulations and legislations. Knowledge and understanding of the TVET sector administration. Understanding of corporate governance and any other related legislation. Should have good planning, organising, report writing, presentation, communication, leadership and good decision-making skills.
<u>DUTIES</u>	:	Management of campus and student administration function, including the implementation of Standard Operating Procedure on student enrolment. Thorough working knowledge of student enrolment, linking of lecturers and students, creating and printing control lists and registers, capturing of marks and absenteeism, enrolment reports. Process the details of applications for programmes and credits. Prepare reports, presentations, and other correspondence. Arrange meetings, conferences, workshops, and other gatherings as required by campus management. Coordinate leave forms and submit them at corporate office. Coordinate PMDS & IQMS documents and submit to corporate office. Monitor the attendance register for all staff at the campus. Provide procurement services. Complete requisition forms, receive goods and services. Verify the correctness of goods and services supplied against the appropriate documentation. Put processes in place for proper record keeping (storage and retrieval) of all student data. Provide finance and asset management services at the campus. Assist in the development, implementation, and monitoring of data policies on student enrolments.
<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 campusadmin2026@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. 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. Successful candidates will be subjected to a vetting and financial disclosure process (criminal record, citizenship, qualification verification and employment verification). 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. Western TVET College is an equal opportunities employer and reserves the right not to fill the posts. Please ensure that the Z83 form is completed in full. Incomplete Z83 will be disqualified.
<u>CLOSING DATE</u>	:	20 February 2026 at 12:00.
<u>POST 04/98</u>	:	<u>SECRETARY TO THE CAMPUS MANAGER REF NO: TNC/TC/26 – 02/2</u> Nature of Appointment: Permanent) Re-advertisement
<u>SALARY</u>	:	R228 321 per annum (Level 05), plus benefits
<u>CENTRE</u>	:	Temba Campus
<u>REQUIREMENTS</u>	:	Senior Certificate or equivalent plus a National Diploma in Management Assistant/Office Administration. 1-3 years' experience in typing and secretarial support. Basic knowledge of financial management. Record management of documents. Ability to communicate well with people at different levels and

		backgrounds. Good telephone etiquette. Computer literacy. Sound organizational skills. Good people skills. High level of reliability. Basic written communication skills. Ability to act with tact and discretion.
<u>DUTIES</u>	:	Provide secretarial/ receptionist support service to the manager. Receive telephone calls and refer the calls to the correct role players if not meant for the relevant manager. Ensure proper record keeping in the office of the Campus Manager. Filing of documents for the manager and the campus where required. Receive, record, and distribute all incoming and outgoing correspondence. Collect all relevant documents to enable the manager to prepare for meetings. Prepare travel claims and other payments in the office of the Campus Manager. Arrange meetings and events for the manager and the staff in the campus. Identify venues, invite role players, organize refreshments, and sets up schedules for meetings and events. Arrange all logistics for workshops. Track and process documents. Manage the office of the Campus Manager and receive visitors. Perform any other administrative duties that will be assigned by the Campus Manager. Compile and consolidate sectional reports for the campus.
<u>ENQUIRIES</u>	:	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.
<u>APPLICATIONS</u>	:	Email to secretarytocom@tnc.edu.za
<u>NOTE</u>	:	Tshwane North TVET College would like to invite suitably qualified, innovative, result-orientated and self-driven candidates to apply for their vacant positions. 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. 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. The College/DHET reserves the right not to make appointments. Preference will be given to African male, African female, White male, White female, Coloured Male, Coloured female and Indian female as per the EE targets of the College. People with disability are encouraged to apply. All costs incurred due to your application and interviews will be at your own expense.
<u>CLOSING DATE</u>	:	20 February 2026
<u>POST 04/99</u>	:	<u>HANDYMAN REF NO: MOT/DHET/HANDY/BFN/2026(1)</u>
<u>SALARY</u>		R163 680 per annum (Level 03)
<u>CENTRE</u>	:	Bloemfontein Campus
<u>REQUIREMENTS</u>	:	ABET Level4/Standard 8/Gr 10. Basic literacy, numeracy and communication skills. Must be able to read and write. Must be able to operate elementary machines and equipment. Willingness to work extended hours, when required. Ability to interact with other officials in a professional manner. Knowledge of storage requirements, operating of machines as well as the cleaning thereof. Good Verbal and written communication skills. Planning and organising skills.
<u>DUTIES</u>	:	Perform general maintenance and repairs within the Campus. Conduct regular building inspection. Carry out tasks related to plumbing, electrical infrastructure repairs. Maintenance of office equipment and furniture. Safekeeping of maintenance tools and supplies prevent loss and ensure viability.
<u>ENQUIRIES</u>	:	Mrs MR Tebele Tel No: (051) 014 7601
<u>APPLICATIONS</u>	:	All applications should be mailed to: Deputy Principal Corporate Services Motheo TVET College, Private Bag X20509, Bloemfontein, 9300 or hand delivered at Motheo TVET College, Central office Corner St George and Aliwal Streets alternatively be sent by e-mail to: recruitment@motheotvet.edu.za
<u>FOR ATTENTION</u>	:	Mr J Ntsane/Ms N Nameka Tel No: (051) 014 7850
<u>NOTE</u>	:	Applicants are required to submit only a completed signed New Z83 form, obtainable from any Public Service Department or on the internet at

www.gov.za and a detailed Curriculum Vitae (eg. Indicating positions held, dates and key performance areas/responsibilities. Certified copies of ID, Valid driver's Licence, where applicable, and all other required relevant documents like qualifications, will only be requested from shortlisted candidates on or before the interview date. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One will be 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. Correspondence will be limited to shortlisted candidates only. People with disabilities are encouraged to apply. Foreign qualifications must be accompanied by a SAQA evaluation report. Immigrants should apply for work permits before assumption of duty. Successful candidates will be subjected to security screening and may be required to work at other places as may reasonably be required by the College. Motheo TVET College reserves the right to withdraw the mentioned advert. Please consider your application as unsuccessful should you not be contacted within 3 months from the closing date. Failure to comply to this requirement will result in the candidate being disqualified NB: Candidates whose appointments promote representativity in terms of gender, race and disability will receive first preference.

<u>CLOSING DATE</u>	:	24 February 2026 at 14h00
<u>POST 04/100</u>	:	<u>HANDYMAN REF NO: MOT/DHET/HANDY/TBN/2026(2)</u>
<u>SALARY</u>	:	R163 680 per annum (Level 03)
<u>CENTRE</u>	:	Thaba Nchu Campus
<u>REQUIREMENTS</u>	:	ABET Level4/Standard 8/Gr 10. Basic literacy, numeracy and communication skills. Must be able to read and write. Must be able to operate elementary machines and equipment. Willingness to work extended hours, when required. Ability to interact with other officials in a professional manner. Knowledge of storage requirements, operating of machines as well as the cleaning thereof. Good Verbal and written communication skills. Planning and organising skills.
<u>DUTIES</u>	:	Perform general maintenance and repairs within the Campus. Conduct regular building inspection. Carry out tasks related to plumbing, electrical infrastructure repairs. Maintenance of office equipment and furniture. Safekeeping of maintenance tools and supplies prevent loss and ensure viability.
<u>ENQUIRIES</u>	:	Mr NP Lintoe Tel No: (051) 014 7947
<u>APPLICATIONS</u>	:	All applications should be mailed to: Deputy Principal Corporate Services Motheo TVET College, Private Bag X20509, Bloemfontein 9300 or hand delivered at Motheo TVET College, Central office Corner St George and Aliwal Streets alternatively be sent by e-mail to: recruitment@motheotvet.edu.za
<u>FOR ATTENTION</u>	:	Mr J Ntsane/Ms N Nameka Tel No: (051) 014 7850
<u>NOTE</u>	:	Applicants are required to submit only a completed signed New Z83 form, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae (eg. Indicating positions held, dates and key performance areas/responsibilities. Certified copies of ID, Valid driver's Licence, where applicable, and all other required relevant documents like qualifications, will only be requested from shortlisted candidates on or before the interview date. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One will be 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. Correspondence will be limited to shortlisted candidates only. People with disabilities are encouraged to apply. Foreign qualifications must be accompanied by a SAQA evaluation report. Immigrants should apply for work permits before assumption of duty. Successful candidates will be subjected to security screening and may be required to work at other places as may reasonably be required by the College. Motheo TVET College reserves the right to withdraw the mentioned advert. Please consider your application as unsuccessful should you not be contacted within 3 months from the closing date. Failure to comply to this requirement will result in the candidate being disqualified NB: Candidates whose appointments promote representativity in terms of gender, race and disability will receive first preference.
<u>CLOSING DATE</u>	:	24 February 2026 at 14h00