

## ANNEXURE D

### DEPARTMENT OF HIGHER EDUCATION AND TRAINING (Lephalale TVET College) (Taletso TVET College)

**ERRATUM** : Kindly note that the following posts advertised in the Public Service Vacancy Circular 05 dated 13 February 2026. Assistant Director: Certification Services with Ref No: DHET40/02/2026 and Secretary to the Director: Policy, Research and Evaluation with Ref No: DHET92/02/2026 has been withdrawn. Security Officer with Ref No:110/02/2026 was advertised with incorrect total number of vacant posts which correct number is two (2) Security Officer. Additional link to apply <https://z83.ngnscan.co.za/login>

### OTHER POSTS

**POST 06/25** : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT REF NO: LEPTVET 01/2026**

**SALARY CENTRE REQUIREMENTS** : R468 459 per annum (Level 09), excluding benefits  
Central Office

Matric or NCV Level 4 Certificate plus a recognized Diploma in Human Resource Management/Public Management or related qualification at NQF Level 6. A minimum of 3 years' supervisory experience in Human Resource Management field. Sound Knowledge and understanding of PERSAL System. Sound knowledge and understanding of prescripts governing the TVET sector including amongst others CET Act etc. Good understanding and interpretation of Public Service prescripts i.e. Public Service Act, Public Service Regulations, Labour Relations Act, Basic Conditions of Employment Act, Employment Equity Act, Skills Development Act, Skills Development Levies Act and other HR related prescripts. Good understanding of PSCBC, ELRC and GPSSBC resolutions. Knowledge and understanding of Human Resource Management, Administration and Development processes and procedures. Good administrative skills, good report writing skills, financial management skills, project management skills, people management skills, good analytical skills, research skills, good communication and interpersonal skills, planning and organizing skills, leadership skills, presentation and facilitation skills. Advanced Computer Literacy. A valid Driver's Licence.

**DUTIES** : Oversee Human Resource Management and Administration services by managing conditions of services (Leave, Housing, Medical Aid, Injury on duty, Long service recognition, overtime, relocation, retirement, pensions, transfers, allowances etc.). Oversee the recruitment and selection processes as per departmental delegation (advertisement, shortlisting, interviews, security vetting, reference check, verification of qualifications) are coordinated within the stipulated timelines. Manage HR personnel records. Oversee Human Resource Development services by rendering bursary administration, internship and Work Integrated Learning (WIL). Conduct Induction for the newly appointed staff. Coordinate and facilitate the training interventions. Develop and implement Workplace Skills Plan (WSP). Administer Performance Management and Development System (PMDS) and Integrated Quality Management System (IQMS). Coordinate and facilitate organizational development services by designing, reviewing, and implementing the College's organizational Structure. Facilitate the development of Job Descriptions. Coordinate Job Evaluation of posts and submit to the department. Conduct work-study and business process re-engineering and facilitate change management and organizational transformation services. Coordinate and facilitate Human Resource Planning (HRP) and Employment Equity (EE) services by developing, coordinating, implementing, monitoring and reviewing the college HR Plan. Develop, coordinate, implement, monitor and review the college EE Plan. Provide reports on HR and EE plans to management and relevant structures. Provide efficient labour relations services by promoting labour peace and a healthy organizational culture. Provide Employee Health and Wellness (EHW) services through implementation of wellness programmes for the college. coordinate and manage HIV, AIDS, STI and TB services. Coordinate and manage health productivity programmes. Promote sport activities to encourage physical fitness and healthy lifestyle. Develop and

<b><u>ENQUIRIES</u></b>	implement Human Resource related policies and manuals. Manage human, financial and other resources in the section.
<b><u>APPLICATIONS</u></b>	Mr MA Mabje / Ms MN Morena Tel No: (014) 753 490 / 014 763 2252 Applications must be mailed timeously to Private Bag X210, Lephalale, 0555 or hand delivered or couriered to Lephalale TVET College (Central Office), Corner Nelson Mandela & Ngoako Ramathodi Drives, Onverwacht, Lephalale 0557 or the applications can alternatively be sent to: <a href="mailto:recruitment@leptvetcol.edu.za">recruitment@leptvetcol.edu.za</a> . No late applications will be accepted.
<b><u>FOR ATTENTION</u></b>	Mr MA Mabje / Ms MN Morena
<b><u>NOTE</u></b>	Applications must be submitted on the new prescribed application form Z83 of the Public Service Act, obtainable from any Public Service Department or any Public Service and Administration website. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae (e.g. indicating positions held, dates and key performance areas/responsibilities). Only shortlisted candidates will be required to submit certified documents on or before the day of the interviews following communication from the College. Failure to submit the requested documents/information will result in your application not being considered. Failure to comply with this requirement will result in the candidate being disqualified. 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. If you have not been contacted within three (3) month after the closing date of the advertisement, please accept that your application was unsuccessful. Correspondence will be limited to shortlisted candidates only and applications that do not comply with the abovementioned requirements will not be considered. The qualifications must be from an accredited institution of higher learning. Candidates whose appointments promote representativity in terms of race, gender and disability will receive preference.
<b><u>CLOSING DATE</u></b>	06 March 2026 at 14:00
<b><u>POST 06/26</u></b>	<b><u>ASSISTANT DIRECTOR: INTERNAL AUDIT AND RISK MANAGEMENT</u></b> <b><u>REF NO: LEPTVET 02/2026</u></b>
<b><u>SALARY</u></b>	R468 459 per annum (Level 09), excluding benefits
<b><u>CENTRE</u></b>	Central Office
<b><u>REQUIREMENTS</u></b>	Senior Certificate/ National Senior Certificate or NCV Level 4 Certificate plus a recognized National Diploma in Internal Auditing or equivalent qualification at NQF Level 6. Degree in Internal Audit will serve as an added advantage. Must be registered with a professional Council (Institute of Internal Auditors) A minimum of 3 years' supervisory experience in Internal Auditing/ Risk Management environment. Experience in the development of policies/ implementation strategies. Knowledge of relevant prescripts, legislation and regulations such as CET Act, Public Sector Risk Management Framework, PFMA, Treasury Regulations and Internal Auditing Standards. Ability to work under pressure, presentation skills, diversity management skills, project management skills, Planning and organizing, financial management skills, report writing skills, good communication skills, problem solving skill, computer literacy, analytical skills, client oriented, project management, team leadership, people management, client service focus, integrity, committed, proactive and loyal. Valid Driver's License.
<b><u>DUTIES</u></b>	The preparation and execution of the internal audit plan. The provision of secretarial support services to the audit committee. Develop, review and monitor the implementation of risk, fraud, ethics and integrity policy. Provide Risk Management services. Management of staff development.
<b><u>ENQUIRIES</u></b>	Mr PM Mphethi / Ms MN Morena Tel No: (014) 763 2252
<b><u>APPLICATIONS</u></b>	Applications must be mailed timeously to Private Bag X210, Lephalale, 0555 or hand delivered or couriered to Lephalale TVET College (Central Office), Corner Nelson Mandela & Ngoako Ramathodi Drives, Onverwacht, Lephalale 0557 or the applications can alternatively be sent to: <a href="mailto:recruitment@leptvetcol.edu.za">recruitment@leptvetcol.edu.za</a> . No late applications will be accepted.
<b><u>FOR ATTENTION</u></b>	Mr MA Mabje / Ms MN Morena
<b><u>NOTE</u></b>	Applications must be submitted on the new prescribed application form Z83 of the Public Service Act, obtainable from any Public Service Department or any Public Service and Administration website. Applicants are not required to submit copies of qualifications and other relevant documents on application but

must submit a fully completed Z83 and a detailed Curriculum Vitae (e.g. indicating positions held, dates and key performance areas/responsibilities). Only shortlisted candidates will be required to submit certified documents on or before the day of the interviews following communication from the College. Failure to submit the requested documents/information will result in your application not being considered. Failure to comply with this requirement will result in the candidate being disqualified. 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. If you have not been contacted within three (3) month after the closing date of the advertisement, please accept that your application was unsuccessful. Correspondence will be limited to shortlisted candidates only and applications that do not comply with the abovementioned requirements will not be considered. The qualifications must be from an accredited institution of higher learning. Candidates whose appointments promote representativity in terms of race, gender and disability will receive preference.

<b><u>CLOSING DATE</u></b>	:	06 March 2026 at 14:00
<b><u>POST 06/27</u></b>	:	<b><u>SENIOR QUALITY MANAGEMENT OFFICER REF NO: LEPTVET 04/2026</u></b>
<b><u>SALARY</u></b>	:	R397 116 per annum (Level 08), excluding benefits
<b><u>CENTRE</u></b>	:	Central Office
<b><u>REQUIREMENTS</u></b>	:	Matric or NCV Level 4 Certificate plus a recognized three (3) year Diploma in Quality Management/ Internal Audit or any equivalent qualification at NQF Level 6. A minimum of 3 years' work experience in Quality Management System/ Internal Auditing/ ISO training. Knowledge of policies and governance environment of TVET Colleges including knowledge of the annual reporting requirements. Knowledge and understanding of the monitoring of performance management development system. Knowledge and understanding of quality management practice following pieces of legislation: FET Act, ISO Standards, Quality Management System, etc. and Internal Audit. Knowledge and understanding of Quality Management System reporting processes and procedures. Knowledge and understanding of the application of Public Service legislative framework. Good administrative skills, good report writing skills, project management skills, analytical skills, good communication and interpersonal skills, planning and organizing skills. Computer Literacy. A valid Driver's Licence will be an added advantage.
<b><u>DUTIES</u></b>	:	Ensure overall supervision and conduct customer satisfaction surveys for the college. Ensure overall supervision, schedule and conduct management reviews for the college. Ensure overall supervision, prepare and conduct SABS surveillance Audits/Recertification Audits for the college. Ensure overall supervision and provide administrative duties and adhere to policies. Ensure overall supervision and facilitate the provision of risk management services. Ensure overall supervision and facilitate the provision of fraud and anticorruption services. Ensure overall supervision and facilitate the provision of ethics and integrity management services. Ensure overall supervision and facilitate risk, fraud, ethics and integrity management awareness and trainings.
<b><u>ENQUIRIES</u></b>	:	Mr PM Mphethi / Ms MN Morena Tel No: (014) 763 22522
<b><u>APPLICATIONS</u></b>	:	Applications must be mailed timeously to Private Bag X210, Lephalale, 0555 or hand delivered or couriered to Lephalale TVET College (Central Office), Corner Nelson Mandela & Ngoako Ramathodi Drives, Onverwacht, Lephalale 0557 or the applications can alternatively be sent to: <a href="mailto:recruitment@leptvetcol.edu.za">recruitment@leptvetcol.edu.za</a> . No late applications will be accepted.
<b><u>FOR ATTENTION</u></b>	:	Mr MA Mabje / Ms MN Morena
<b><u>NOTE</u></b>	:	Applications must be submitted on the new prescribed application form Z83 of the Public Service Act, obtainable from any Public Service Department or any Public Service and Administration website. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae (e.g. indicating positions held, dates and key performance areas/responsibilities). Only shortlisted candidates will be required to submit certified documents on or before the day of the interviews following communication from the College. Failure to submit the requested documents/information will result in your application not being considered. Failure to comply with this requirement will result in the candidate being disqualified. 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. If you have not been contacted within three (3) month after the closing date of the advertisement, please accept that your application was unsuccessful. Correspondence will be limited to shortlisted candidates only and applications that do not comply with the abovementioned requirements will not be considered. The qualifications must be from an accredited institution of higher learning. Candidates whose appointments promote representativity in terms of race, gender and disability will receive preference.

<b><u>CLOSING DATE</u></b>	:	06 March 2026 at 14:00
<b><u>POST 06/28</u></b>	:	<b><u>PLACEMENT OFFICER REF NO: P.O/03/02/2026</u></b>
<b><u>SALARY</u></b>	:	R325 101 - R382 959 per annum (Level 07), excluding benefits
<b><u>CENTRE</u></b>	:	Central Office – Mafikeng Town
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate, Grade 12 Certificate, (NCV) Level 4 or equivalent with an appropriate Degree/ National Diploma (NQF 6) in Business Administration, Public Management, Marketing, Public Relations or equivalent qualification. Minimum of 1-2 years relevant experience in employment services/ Administration environment. Computer Literacy. Valid drivers' license. Knowledge & Skill: Employment service market, PSET and CET Act, Public Service prescripts, DHET Policies, Industrial operation, Identification of opportunities in the market, Labour Market, Opportunity linkages with industries. Excellent Communication (oral and written), Networking, Negotiation, Research, Interpersonal, Planning, Organising, Placement.
<b><u>DUTIES</u></b>	:	Facilitate the placement of students, Conduct job readiness training programmes. Liaison with commerce industry/workplace and other relevant stakeholders. Maintain the student tracking system. Mainitain and update employer and student placement database. Develop quality electronic report and statistics, Monitoring and evaluation of work placement practices. Conduct student work-based assessment.
<b><u>ENQUIRIES</u></b>	:	Ms K.L Mooka/Ms M.A Matokong/ Ms M.E Tlhako Tel No: (018) 384 2341
<b><u>APPLICATIONS</u></b>	:	<a href="mailto:centraloffice.recruitment@taletso.edu.za">centraloffice.recruitment@taletso.edu.za</a> or hand delivery at HR Office, Kgora building Taletso TVET College, Dr Albert Luthuli Drive next to SABC, Mmabatho.
<b><u>NOTE</u></b>	:	Applications quoting the relevant reference number must be submitted on the new formZ83, obtainable from any Public Service Department or on the internet at <a href="http://www.gov.za/documents">www.gov.za/documents</a> . Received applications using the incorrect application for employment (old Z83) will not be considered. Application form must be fully completed, duly signed and initialled by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. Applicants must submit fully completed and signed Z83 and CV only. The communication from the HR of the Department regarding the requirements of the certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following the communication from HR Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) (submit only when shortlisted). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). the department have the right not to appoint. 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
<b><u>CLOSING DATE</u></b>	:	06 March 2026 (at 14h00) all applications received after the closing date and time will not be entertained Apply as early as possible to avoid disappointments, please.

<b><u>POST 06/29</u></b>	:	<b><u>HUMAN RESOURCE CLERK REF NO: LEPTVET 06/2026</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R228 321 per annum (Level 05), excluding benefits Central Office Matric or NCV Level 4 Certificate plus a recognized three (3) year Diploma in Human Resource Management/Public Management or equivalent qualification at NQF Level 6. A minimum of 1-year work experience in Human Resource Management environment or related field will be an added advantage. Knowledge of Human Resource Administration Processes. Knowledge of PERSAL system. Knowledge of HR prescripts and regulations. PERSAL System Certificates (Introduction to PERSAL, Leave and Personnel Administration) will be an added advantage. Ability to communicate well with people at different levels and from different backgrounds. Ability to work as a team and under pressure. A valid driver's license will be an added advantage.
<b><u>DUTIES</u></b>	:	Assist in the provision of conditions of service and Human Resource Records Management. Render support in the provision of recruitment and selection services. Provide administrative support on Labour Relations matters in the college. Assist in the implementation of Performance Management Development System and Integrated Quality Management System. Coordinate training for the college staff. Assist with the provision of Employee Health and Wellness services in the college.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr PM Mphethi / Ms MN Morena Tel No: (014) 763 2252 Applications must be mailed timeously to Private Bag X210, Lephalale, 0555 or hand delivered or couriered to Lephalale TVET College (Central Office), Corner Nelson Mandela & Ngoako Ramathodi Drives, Onverwacht, Lephalale 0557 or the applications can alternatively be sent to: <a href="mailto:recruitment@leptvetcol.edu.za">recruitment@leptvetcol.edu.za</a> . No late applications will be accepted.
<b><u>FOR ATTENTION NOTE</u></b>	:	Mr MA Mabje / Ms MN Morena Applications must be submitted on the new prescribed application form Z83 of the Public Service Act, obtainable from any Public Service Department or any Public Service and Administration website. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae (e.g. indicating positions held, dates and key performance areas/responsibilities). Only shortlisted candidates will be required to submit certified documents on or before the day of the interviews following communication from the College. Failure to submit the requested documents/information will result in your application not being considered. Failure to comply with this requirement will result in the candidate being disqualified. 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. If you have not been contacted within three (3) month after the closing date of the advertisement, please accept that your application was unsuccessful. Correspondence will be limited to shortlisted candidates only and applications that do not comply with the abovementioned requirements will not be considered. The qualifications must be from an accredited institution of higher learning. Candidates whose appointments promote representativity in terms of race, gender and disability will receive preference.
<b><u>CLOSING DATE</u></b>	:	06 March 2026 at 14:00