

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

OTHER POSTS

<u>POST 10/265</u>	:	<u>ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING</u> Nature of appointment (Fixed - Term Contract)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459.per annum (Level 09), plus 37% in lieu of benefits Corporate Office Matric/Grade12 Certificate plus a recognised three (3) year National Diploma or Degree in Financial Accounting/Public Management/ BCom or a relevant qualification. Must have a minimum of 3 to 5 years relevant work experience in finance or accounting field of which 2 years is on supervisory level. Must be computer literate. Must have a valid driver's license. Competencies, Knowledge, and Skills: Advanced experience in interpretation, development and implementation of financial policies. Knowledge of PSET and CET Act. Knowledge and understanding PFMA. Knowledge and understanding Treasury Regulations. Knowledge of GRAP accounting framework. Knowledge of payroll taxation. Understanding of the National Student Financial Aid Scheme and related legislation. Strong knowledge of financial management systems such as Pastel Evolution, Sage 300, SAP and other relevant financial management systems. Must have good administrative, planning, organising, financial management and project management skills. Must be able to compile financial reports. Must have good communication, problem solving and analytical skills. Must be analytical, client oriented.
<u>DUTIES</u>	:	Collection and recording of revenue: Cashier, banking service and electronic payments. Monitor and review the procedures for the collection and safekeeping of all monies and compliance with the relevant prescripts. Monitor and review the receipt and collection of monies to ensure that it is in accordance with the appropriate tariffs and properly recorded. Oversee that the banking of monies is done in accordance with the prescribed processes. Oversee that bank reconciliations are performed and are correct. Oversee the verification of the validity and allocation of payments received via electronic transfers. Oversee the safeguarding of source documents and face value forms. Debt management: Oversee the identification and accurate recording of debts owed to the department. Liaise with debtors in the most complex and problematic cases to determine payback conditions and time span. Oversee the process of obtaining the accounting officer's approval for debt collection conditions. Obtain the accounting officers approval for debt payback conditions and time span on the cases handled. Oversee the accurate allocation of monies received. Monitoring and reporting on revenue: Oversee and monitor income against budget and review reconciliations. Oversee and undertake the development of corrective measures when required. Oversee and review disclosure notes on revenue collection. Oversee and collate financial supporting information for planning purposes. Ensure completeness and accuracy of financial information. Expenditure management: Compensation of employees. Oversee the verification of the capturing of payroll transactions on the accounting system. Oversee quality assure al payroll transactions. Authorise reimbursement transactions on the accounting system. Oversee the reconciliation of transactions(interface) on the payroll (PERSAL) with the accounting system (BAS). Authorise payments to third parties (employer contributions to pension funds, medical aid funds, tax contributions and reconciliations etc) outside the payroll system. Oversee verification of information for payroll certification. Goods and services: Oversee verification of source documents. Oversee the quality assurance and verification of transactions on BAS/LOGIS. Ensure that expenditure is in line with budget and item provisioning. Oversee the correct capturing of banking details on the accounting system. Oversee creditor reconciliation (ensure that service providers are paid timely and correctly). Transfers and subsidies. Oversee and reconcile payment requests with budget provisions and the availability of funds. Oversee the process to ensure that the relevant institution is eligible for a transfer payment/subsidy and that they comply with the relevant financial

legislative requirements. Authorise the payment of transfers and subsidies processed on the accounting system. Reporting: Oversee the processing of information to determine expenditure against budget. Review and analyses expenditure report, distribute to budget holders and obtain inputs on expenditure status. Oversee the compilation of interim and annual reports on conditional grants. Ensure the safeguarding of all source documents. Supervise employees to ensure an effective financial accounting service.

ENQUIRIES APPLICATIONS : Ms M Hlatshwayo/Mr P Motai Tel No: (011) 692 4004 Ext. 1010/1061/1062
 : Please hand deliver your application or email it to ASDfin2026@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. 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.

CLOSING DATE : 07 April 2026 at 12:00.

POST 10/266 : **SENIOR PRACTITIONER: HUMAN RESOURCE DEVELOPMENT REF NO: MALUTITVET/HRD006/2026**
 Re-advert, Candidates who previously applied are encouraged to re-apply.

SALARY CENTRE REQUIREMENTS : R397 116 per annum (Level 08)
 : Corporate Office
 : National Senior Certificate/ Grade 12/ Standard 10 or NCV Level 4. National Diploma/Degree in Human Resource Management/Development. Minimum of three (3) years relevant experience. Minimum of two (2) years experience at supervisory level (added advantage). Computer literacy (MS Word, MS Excel, and MS Power point). PERSAL introduction certificate. Valid driver's license (except for persons with disabilities). Competencies and attributes: Knowledge and understanding of PMDS and IQMS. Knowledge and understanding of coordination and facilitation of training. Understanding of legislative framework governing the Public Service. Storage and retrieval procedures in terms of the working environment.

DUTIES : Ensure the implementation of training and development programmes. Facilitate the development of Work Skills Plan. Administer bursaries in the College. Administer Internship and learnership programmes. Administer Performance Management Development System, Integrated Quality Management System and coordinate Training for College. Facilitate the development of job descriptions. Formulate the Employment Equity Plan for the College. Manage human, financial and other resources in the unit. Perform any other duty related to the post.

ENQUIRIES APPLICATIONS : Ms T Mathipe Tel No: (058) 303 1732
 : All applications should be posted or hand delivered to Human Resource Management: Maluti TVET College, Corporate Office, Private Bag X33, Bethlehem, 9700 or hand delivered at Maluti TVET College: Corporate Office, Corner High & Broster Street, Bethlehem, 9700. Email applications can be forwarded to hrrecruitment@malutitvet.co.za in pdf format and as one attachment. Indicate the relevant reference number and job title on the subject line.

NOTE : Applications quoting the relevant reference number must be submitted on a Z83 form (effective from 01 January 2021) obtainable from any Public Service department as well as Maluti TVET College Corporate Office or from Maluti

TVET College Official website www.malutivet.co.za. The Z83 form must be signed, initialed and dated. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83 it is acceptable for applicants to indicate refer to CV or see attached. However, the question related to conditions that prevent re-appointment under Part "F" must be answered. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed Z83 form and a detailed curriculum vitae. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from HR. Foreign qualifications must be accompanied by a SAQA evaluation report. Immigrants should apply for work permits before assumption of duty. Each post(s) advert must be accompanied by its own application for employment. Applicants who do not comply with the abovementioned instructions/ requirements, as well as applications received late will not be considered. Failure to submit all the requested documents will result in the application not being considered. Maluti TVET College is an equal opportunity affirmative action employer. Preference will be given to Indians and Coloured as per the EE targets of the College. People with disability are encouraged to apply. It is the College's intention to promote equity (race, gender and disability) through the filling of this posts. NB: Please consider your application as unsuccessful should you not be contacted within 60 days from the closing date of this advertisement. Correspondence will be limited to shortlisted candidates only. All shortlisted candidates, 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. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Successful candidates may be required to work at other places as may reasonably be required by the Department and the College. Maluti TVET College reserves the right to withdraw any of the mentioned advert.

- CLOSING DATE** : 17 April 2026 @13:00
- POST 10/267** : **STATE ACCOUNTANT REF NO: CORP/STATEACCOUNTANT/01**
Nature of appointment (Permanent)
Re-advertisement
- SALARY CENTRE REQUIREMENTS** : R325 101 per annum (Level 07), plus benefits
: Corporate Office
: Matric/Grade12 Certificate plus a recognised three (3) year National Diploma or Degree in Accounting/Financial Management or a relevant qualification. Must have a minimum of 2 to 3 years' experience in payroll financial management environment. Knowledge of BAS and PERSAL systems will be an added advantage. Sage 300 People and Sage Evolution Certificate will be an added advantage. Must be computer literate. Must have a valid driver's license. Competencies, Knowledge, And Skills: Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge of the Public Service financial legislations and procedures. Knowledge and understanding of the Treasury Regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS). Must have computer, planning and organising skills. Must have good verbal and written communication skills. Must have basic numeracy skills. Ability to perform routine tasks and operate office equipment. Flexibility, interpersonal relations, accuracy and aptitude of figures.
- DUTIES** : Provide salary administration service: Process monthly payroll. process payroll deductions accurately (taxes, pensions etc). Ensure compliance with applicable tax legislation. Handle salary queries and disputes promptly. Prepare and distribute salary slips. Coordinate with HR for employee data updates. Perform creditor management function. Process invoices and expense claims. Verify supporting documentation for payments. Prepare payment packs. Prepare payment requisitions and obtain approvals. Initiate payments via electronic funds transfer or checks. Monitor outstanding payments and ensure timely settlements. Reconcile supplier statements with accounts payable ledger. Maintain relationships with supplier and resolve payment issues. Provide financial accounting services: Record financial

transactions in the general ledger. Prepare trial balances. Perform month-end and year-end closing procedures. Maintain accounts receivable and accounts payable ledgers. Process creditor invoices and performing creditors reconciliations. Reconcile bank statements and other financial accounts. Provide financial data for audits and budget preparation. Provide other financial management services: Debtors control, budget management, inventory management. Perform any other related financial management functions and duties.

ENQUIRIES APPLICATIONS : Ms M Hlatshwayo/Mr P Motai Tel No: (011) 692 4004 Ext. 1010/1061/1062.
: Please hand deliver your application or email it to SAccountant2026@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. 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.

CLOSING DATE : 10 April 2026 at 12:00.

POST 10/268 : **FACILITATOR: PLUMBING REF NO: MALUTITVET/ITE-LP007/2026**
College Council Appointment: 12 Months Contract

SALARY CENTRE REQUIREMENTS : R269 499 per annum (Level 06)
: Itemoheleng Campus
: National Senior Certificate/Grade 12/Standard 10 /NCV Level 4. Trade Test (Plumber). Competencies and attributes: Knowledge of TVET environment, National Diploma/Degree in Civil Engineering, A recognized Teacher's qualification. Valid SACE registration.

DUTIES : Plan, prepare and deliver lectures to students. Set, moderate and administer assessment tasks as per the College Assessment schedule. Mark, moderate and compile mark sheets as per the College Academic Calendar and College assessment schedule. Compile and keep up to date POAs, subject files and students POE's as requested. Handle all student/learners related administrative duties. Verification of ICASS marks. Examination invigilation. Monitor and keep correct records of student's attendance and performance records. Monitor the work placement for students for period of workplace. Carry out all other duties related to the post including the administration part related to the post.

ENQUIRIES APPLICATION : Ms T Mathipe Tel No: (058) 303 1732
: All applications should be posted or hand delivered to Human Resource Management: Maluti TVET College, Corporate Office, Private Bag X33, Bethlehem 9700 or hand delivered at Maluti TVET College: Corporate Office, Corner High & Broster Street, Bethlehem 9700. Email applications can be forwarded to hrrecruitment@malutitvet.co.za in pdf format and as one attachment. Indicate the relevant reference number and job title on the subject line.

NOTE : Applications quoting the relevant reference number must be submitted on a Z83 form (effective from 01 January 2021) obtainable from any Public Service department as well as Maluti TVET College Corporate Office or from Maluti TVET College Official website www.malutitvet.co.za. The Z83 form must be signed, initialed and dated. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83 it is acceptable for applicants to indicate refer to CV or see attached. However, the

question related to conditions that prevent re-appointment under Part “F” must be answered. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed Z83 form and a detailed curriculum vitae. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from HR. Foreign qualifications must be accompanied by a SAQA evaluation report. Immigrants should apply for work permits before assumption of duty. Each post(s) advert must be accompanied by its own application for employment. Applicants who do not comply with the abovementioned instructions/ requirements, as well as applications received late will not be considered. Failure to submit all the requested documents will result in the application not being considered. Maluti TVET College is an equal opportunity affirmative action employer. Preference will be given to Indians and Coloured as per the EE targets of the College. People with disability are encouraged to apply. It is the College’s intention to promote equity (race, gender and disability) through the filling of this posts. NB: Please consider your application as unsuccessful should you not be contacted within 60 days from the closing date of this advertisement. Correspondence will be limited to shortlisted candidates only. All shortlisted candidates, 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. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Successful candidates may be required to work at other places as may reasonably be required by the Department and the College. Maluti TVET College reserves the right to withdraw any of the mentioned advert.

- CLOSING DATE** : 17 April 2026 @13:00
- POST 10/269** : **DATA CAPTURER: MALUTI CAMPUS REF NO: 2026/03/07**
Permanent
- SALARY** : R193 359 per annum (Leve 04)
CENTRE : Ingwe TVET College, Maluti Campus
REQUIREMENTS : Grade 12 or NCV Level 4. Knowledge of computer literacy. Sound knowledge of learner capturing system. Teamwork and communication skills.
- DUTIES** : Capturing students’ information on the ITS system. Verify information correctness and proofread data for accuracy. Register students on the ITS system. Printing proof of registration from the system. Filling – sort applications and admissions forms on the files and sort files on the cabinets. To calculate campus statics. Student data verification. Ability to work with multiethnic and multi-cultural environment with students and staff. Ability to interpret College or departmental policies. Ability to deal with problems, apply common sense and carry out instructions from supervisor. Complete required tasks within desired time.
- ENQUIRIES** : Ms NA Damoyi Tel No: (039) 940 2142
APPLICATIONS : Ingwe TVET College, HRA Unit, PO Box 92491, Mount Frere, 5090 Or email to applications@ingwecollege.edu.za can be delivered at Ingwe TVET College.
- NOTE** : 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. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be practical exercise to determine a candidate’s suitable based on the posts technical and generic requirements and the other must be on integrity (ethical conduct) assessment. 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.

- CLOSING DATE** : 07 April 2026 at 16:00
- POST 10/270** : **HANDYMAN: SITETO CAMPUS REF NO: 2026/03/04**
Permanent
- SALARY** : R163 680 per annum (Level 03)
- CENTRE** : Ingwe TVET College, Siteto Campus
- REQUIREMENTS** : Grade 12/NCV Level 4. One year experience. Must have Plumbing/Carpentry/ Electrical certificate. Trade test certificate will be an added advantage. Must have driver's licence. Good listening and writing skills and good interpersonal relations.
- DUTIES** : Carry out Carpentry by fixing furniture, roof and ceilings. Monitor repair on electricity. Install, repair and maintain complete plumbing system and appliances. Conduct regular inspections on buildings and other facilities. Identify any machinery faults, health safety environmental system. Hazards and report with recommendations. Place order for relevant repairs and installation. Coordinating health and safety committee in the Campus. Liaising with suppliers and constructors for the new structure and major maintenance. Making contributions in health, safety and environmental system in the workplace and Maintenance of office equipment and furniture.
- ENQUIRIES** : Ms NA Damoyi Tel No: (039) 940 2142
- APPLICATIONS** : Ingwe TVET College, HRA Unit, PO Box 92491, Mount Frere, 5090 Or email to applications@ingwecollege.edu.za can be delivered at Ingwe TVET College.
- NOTE** : 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. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be practical exercise to determine a candidate's suitable based on the posts technical and generic requirements and the other must be on integrity (ethical conduct) assessment. 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.
- CLOSING DATE** : 07 April 2026 at 16:00

<u>POST 10/271</u>	:	<u>HANDYMAN: MOUNT FRERE CAMPUS REF NO: 2026/03/06</u> Permanent
<u>SALARY</u>	:	R163 680 per annum (Level 03)
<u>CENTRE</u>	:	Ingwe TVET College, Mount Frere
<u>REQUIREMENTS</u>	:	Grade 12/NCV Level 4. One year experience. Must have Plumbing/Carpentry/ Electrical certificate. Trade test certificate will be an added advantage. Must have driver's licence. Good listening and writing skills and good interpersonal relations.
<u>DUTIES</u>	:	Carry out Carpentry by fixing furniture, roof and ceilings. Monitor repair on electricity. Install, repair and maintain complete plumbing system and other facilities. Identify any machinery faults, health safety environmental system. Hazards and report with recommendations. Place order for relevant repairs and installation. Coordinating health and safety committee in the Campus. Liaising with suppliers and constructors for the new structure and major maintenance. Making contributions in health, safety and environmental system in the workplace and Maintenance of office equipment and furniture.
<u>ENQUIRIES</u>	:	Ms NA Damoyi Tel No: (039) 940 2142
<u>APPLICATIONS</u>	:	Ingwe TVET College, HRA Unit, PO Box 92491, Mount Frere, 5090 Or email to applications@ingwecollege.edu.za 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. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be practical exercise to determine a candidate's suitable based on the posts technical and generic requirements and the other must be on integrity (ethical conduct) assessment. 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>	:	07 April 2026 at 16:00
<u>POST 10/272</u>	:	<u>GROUNDSMAN: SITETO CAMPUS REF NO: 2026/03/05 (X2 POSTS)</u> Permanent
<u>SALARY</u>	:	R138 486 per annum (Level 02)
<u>CENTRE</u>	:	Ingwe TVET College, Siteto Campus
<u>REQUIREMENTS</u>	:	Grade 10/ STD 8. Be flexible to changing demands of the post. Able to communicate at least two official languages. Basic literacy skills to read operating instructions and notices. Knowledge of cleaning procedures, maintenance procedures and safety requirements attached to the duties assigned. Able to use cleaning materials appropriately. Ensure high level of cleanliness throughout the Campus. Be flexible to manage time effectively.
<u>DUTIES</u>	:	Ensure the cleaning of classrooms and surroundings. Carry out numerous gardening duties, requiring a minimum amount of supervision. Soil cultivation, digging forking, watering, raking, weeding, edging, pruning and planting. Empty

		litter bins around the campus. Keep the borders, throughfare and highway footpaths clear free from.
<u>ENQUIRIES</u>	:	Ms NA Damoyi Tel No: (039) 940 2142
<u>APPLICATIONS</u>	:	Ingwe TVET College, HRA Unit, PO Box 92491, Mount Frere, 5090 Or email to applications@ingwecollege.edu.za 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. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be practical exercise to determine a candidate's suitable based on the posts technical and generic requirements and the other must be on integrity (ethical conduct) assessment. 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>	:	07 April 2026 at 16:00
<u>POST 10/273</u>	:	<u>CLEANERS (X2 POSTS)</u> Permanent
<u>SALARY</u>	:	R138 486 per annum (Level 02)
<u>CENTRE</u>	:	Siteto Campus Ref No: 2026/03/08 Ngqungqushu Campus Ref No: 2026/03/09
<u>REQUIREMENTS</u>	:	Grade 10/ STD 8. Be flexible to changing demands of the post. Able to communicate at least two official languages. Basic literacy skills to read operating instructions and notices. Knowledge of cleaning procedures, maintenance procedures and safety requirements attached to the duties assigned. Able to use cleaning materials appropriately. Ensure high level of cleanliness throughout the Campus. Be flexible to manage time effectively.
<u>DUTIES</u>	:	Ensure the cleaning of classrooms and surroundings. Carry out numerous gardening duties, requiring a minimum amount of supervision. Soil cultivation, digging forking, watering, raking, weeding, edging, pruning and planting. Empty litter bins around the campus. Keep the borders, throughfare and highway footpaths clear free from.
<u>ENQUIRIES</u>	:	Ms NA Damoyi Tel No: (039) 940 2142
<u>APPLICATIONS</u>	:	Ingwe TVET College, HRA Unit, PO Box 92491, Mount Frere, 5090 Or email to applications@ingwecollege.edu.za 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. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be practical exercise to determine a candidate's suitability based on the posts technical and generic requirements and the other must be on integrity (ethical conduct) assessment. 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.

CLOSING DATE

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07 April 2026 at 16:00