

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(Tshwane North TVET College)
(Maluti TVET College)**

OTHER POSTS

<u>POST 12/52</u>	:	<u>SENIOR RISK MANAGEMENT OFFICER REF: TNC/CO/26-04/1</u> Nature of Appointment: Permanent
<u>SALARY</u>	:	R397 116 per annum (Level 08) plus benefits
<u>CENTRE</u>	:	Central Office
<u>REQUIREMENTS</u>	:	Recognised National Diploma (NQF 6) in Risk Management/ Internal Audit or equivalent qualification. 3-5 years' experience in Risk Fraud, Ethics and Integrity Management or related field. Knowledge of the relevant prescripts, legislation and regulations. Knowledge and understanding of the Risk Fraud, Ethics and Integrity Management environment.
<u>DUTIES</u>	:	Ensure overall supervision and facilitate the provision of risk management services: Identify risks at the College. Facilitate the strategic risk assessment. Facilitate the operational risk assessment. Facilitate the process level risk assessment. Compile risk register for strategic, operational and process level. Provide Risk Management Report to College management and Risk Management Committee on quarterly bases. Follow up on the implementation of the mitigating action plans that were put in place to reduce the risk to an acceptable level. Ensure overall supervision and facilitate the provision of fraud and anticorruption services: Facilitate the development and maintenance of internal anti-corruption system. Facilitate the Fraud/ Corruption risk assessments. Conduct investigations on allegations of corruption. Ensure overall supervision and facilitate the provision of ethics and integrity management services: Facilitate the promotion of the implementation of code of conduct e.g. remunerative work & gift register. Facilitate the promotion of financial disclosure system. Ensure overall supervision and facilitate risk, fraud, ethics and integrity management awareness and trainings: Facilitate training, workshops and awareness on risk, fraud, ethics and integrity management. Supervise human, physical and financial resources.
<u>ENQUIRIES</u>	:	Should you have enquiries or experience any problem submitting your application contact Ms RN Selepe at 012 401 1955 / Ms JM Nyalunga at 012 401 1940.
<u>APPLICATION NOTE</u>	:	Email to seniorriskofficer@tnc.edu.za 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. People with disability are encouraged to apply. All costs incurred due to your application and interviews will be at your own expense. Note: EE Target African male, African female, Coloured male, Coloured female, White male, Indian male and White female.
<u>CLOSING DATE</u>	:	24 April 2026

POST 12/53 : **SENIOR ASSETS OFFICER REF: TNC/CO/26-04/2**
Nature of Appointment: Permanent

SALARY : R397 116 per annum (Level 08) plus benefits
CENTRE : Central Office
REQUIREMENTS : A recognised National Diploma/Degree in Accounting/Financial Management (NQF Level 6) or related qualification. At least 3-5 years' related experience. Thorough knowledge and understanding of the public finance legislation/policies and the Continuing Education and Training (CET) Act. A valid driver's licence. Must be willing to travel, work irregular hours and be committed to meet deadlines within tight timeframes. Competencies, Abilities And Skills: Experience in managing movable assets of an organisation. Experience in maintaining a fixed asset register. Knowledge and understanding of the GRAP Standards. Communication and interpersonal skills as well as emotional intelligence. Problem solving skills. Computer literacy. Analytical and project management skills. Ability to work independently. Decisiveness. Accountability. Ability to plan, organise & follow up. Good monitoring and reporting skills. Good record keeping capabilities.

DUTIES : Co-ordinate acquisition of the college's movable assets. Maintain the college's fixed asset register. Contribute to the design and development of the Asset Management System. Ensure that all assets are insured and damages to assets are claimed on time. Ensure all assets are recorded and barcoded in the asset register. Perform physical asset verification and submit reports. Establish the asset management capability of the college. Monitor and review the capturing of all physical assets in the physical asset management register. Monitor and review the allocation of assets in accordance with the relevant policy and procedures. Manage the capturing of asset information on the inventory list of the asset holder. Follow up on missing assets to ensure that they are accounted for. Manage the performance of asset verification according to prescribed time frames. Compile reports on the state of assets for the college. Manage the disposal process. Conduct monthly reconciliation of the fixed asset register with the general ledger. Manage insurance of the college's assets. Prepare monthly, quarterly, or ad-hoc reports on assets. Liaise with external and internal auditors. Assist in any other Supply Chain Management responsibilities as advised by the SCM Manager. Manage the transfer of inter divisional/delivery sites assets. Manage the improvement of operational controls as reported on by Internal Audit. Advise staff on proper management of assets. Ensure appropriate filing and stamping of documents. Follow asset management procedure for all assets sent to suppliers for repairs.

ENQUIRIES : Should you have enquiries or experience any problem submitting your application contact Ms RN Selepe at (012) 401 1955 / Ms JM Nyalunga at (012) 401 1940.

APPLICATION : Email to seniorassetsofficer@tnc.edu.za
NOTE : 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. People with disability are encouraged to apply. All costs incurred due to your application and interviews will be at your own expense. Note: EE Target African male, African female, Coloured male, Coloured female, White male, Indian male and White female.

CLOSING DATE : 24 April 2026

POST 12/54 : **SENIOR HRD PRACTITIONER REF NO: TNC/CO/26-04/3**
Nature of Appointment: Permanent

SALARY : R397 116 per annum (Level 08) plus benefits
CENTRE : Central Office
REQUIREMENTS : Recognized National Diploma in Human Resource Management/Development (NQF level 6). Relevant PERSAL Certificates will be an added advantage. A Certificate in facilitation/ Assessor/ Moderator will be an added advantage. 3-5 years' relevant experience in Human Resource development environment. Knowledge and understating of the application of Public Service legislative framework (PSA, PFMA, PSR etc.). Knowledge and understanding of coordination and facilitation of training. Knowledge and understanding of application of Employment Equity Act. Knowledge and understanding of PMDS and IQMS.

DUTIES : Ensure overall supervision and that training and development programmes plan is developed and implemented. Ensure overall supervision and that the Work Skills Plan is developed, approved, submitted to ETDP SETA and Implemented. Ensure overall supervision and proper implementation of awarding bursaries in line with the college policy. Serve as the secretariat in Employee recognition and Skills Development committees. Ensure overall supervision and proper implementation of Internship and Learnership programmes in line with the college policy. Ensure overall supervision and monitor the implementation of Performance Management Development System, Integrated Quality Management System and conduct training to College officials. Ensure overall supervision and provide technical guidance on the development of Job Descriptions and ensure that all officials have signed job descriptions. Coordination of training for occupational programmes. Ensure that conditional grants and skills development levies applications are processed and reported. Supervise human, physical, financial and other resources.

ENQUIRIES : Should you have enquiries or experience any problem submitting your application contact Ms RN Selepe at (012) 401 1955 / Ms JM Nyalunga at (012) 401 1940.

APPLICATION NOTE : Email to seniorhrd@tnc.edu.za
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. People with disability are encouraged to apply. All costs incurred due to your application and interviews will be at your own expense. Note: EE Target African male, African female, Coloured male, Coloured female, White male, Indian male and White female.

CLOSING DATE : 24 April 2026

POST 12/55 : **EXAMINATION OFFICER REF NO: TNC/PC/26 – 04/4**
Nature of Appointment: Permanent

SALARY : R325 101 per annum (Level 07) plus benefits
CENTRE : Rosslyn Campus
REQUIREMENTS : Matric certificate or NC (V) Level 4 certificate with a National Diploma/Degree in Management Assistant / Office Administration or equivalent qualification. At least 1 - 2 years' experience at a TVET College or in an educational institution. Knowledge of White Paper on PSET. Knowledge of Public TVET sector and its

regulatory and legislative framework. Knowledge and understanding of TVETMIS, and ITS, TVET National Examination Policies, Government Gazette: Conduct of Examination, DHET Punctuality Policy, Examination requirements for Exam Centres. Sound knowledge of legislation regulating examinations and assessments Excellent computer skills/knowledge of Microsoft Office packages. Good leadership skills. Ability to write reports. Must be able to work under pressure, in a team, independently and for longer hours. Use problem-solving techniques to tactfully address queries / concerns. Ability to perform routine tasks and meet deadlines. Effective organisational, administration, time management, communication (verbal and written) and planning skills. Computer literate in MS Office (Word, Excel, Outlook and internet). A valid driver's license.

DUTIES

: Updating and verification of final examination marks on the ITS System; verification of captured final examination marks. Capture examination enrolments on ITS System. Issuing of term mark sheets for completion and returning back. Issuing of exam permits and preparing exam venues to be conducive enough to run exams. Compile the daily examination reports and submit to the Curriculum Implementation. Submit examination irregularities to the DHET National and Examination irregularity committee. Ensure that there is a smooth receiving, collating and dispatching of both full-time and part-time scripts to the National Examination marking centres. Be a Distribution Point manager during the examination period. Oversee the implementation of DHET/College Management plans regarding examinations. Be the liaising person between the college and DHET on all the examination related matters. Implement the College examination related policies. Verify and declare students qualifying for graduation to the graduation committee. Issuing of statement of results, examination permits, certificates and diploma applications. Timeous completion of preliminary schedule to make amendments and send to the department for corrections. Assist with the submission of outstanding ICASS/POE's and keep electronic records. Execution of examination duties according to the national Examination Policy for National Certificate Vocational (NCV) and Report 191 (NATED). Application for examination concessions to the DHET. Ensure the provision of examination services; facilitate the process of invigilation training, pre-examination meeting for students, markers and data Capturers; Establish the function of Irregularity Committee; Ensure proper administration of the examination unit; Manage all human, financial and other resources in the unit. Ensure record management and reporting every examination cycle. Execution of any other duties assigned.

ENQUIRIES

: Should you have enquiries or experience any problem submitting your application contact Ms RN Selepe at (012) 401 1955 / Ms JM Nyalunga at (012) 401 1940.

APPLICATION NOTE

: Email to examofficerc@tnc.edu.za
 : 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. People with disability are encouraged to apply. All costs incurred due to your application and interviews will be at your own expense. Note: EE Target African male, African female, White male, White female, Coloured Male, Coloured female and Indian female.

CLOSING DATE

: 24 April 2026

POST 12/56 : **COMMUNICATIONS OFFICER REF: TNC/CO/26-04/5**
Nature of Appointment: Permanent

SALARY : R325 101 per annum (Level 07) plus benefits
CENTRE : Central Office
REQUIREMENTS : Senior Certificate or equivalent plus a recognised National Diploma (NQF Level 6) in Communication/ Marketing/ Public Relations or equivalent qualification. 2-3 years' experience in Marketing and Communication environment. Valid Driver's Licence. Competencies: Knowledge of social media practice and channels. Understanding of the importance of brand guidelines and applying across a range of channels. Knowledge and understanding of stakeholder management. Knowledge of events planning and management. Knowledge and understanding of digital marketing. Knowledge and understanding of website maintenance. Knowledge and understating of the application of Public Service legislative framework. Proven computer literacy, including advanced MSWord, MS Excel and MS PowerPoint. Proven ability to effectively manage change. The incumbent must be willing to travel, work irregular hours and be committed to meeting deadlines within tight timeframes.

DUTIES : Provide internal and external communication services. Provide marketing, promotions including exhibition, school visits and branding services. Provide public relations and media liaison services. Provide photographic services and drafting of articles. Coordinate college events and provide communication administrative support across delivery sites. Provide and maintain the content, design and layout of the college website. Develop visual marketing material. Develop and produce college publications, i.e. banners, information brochures, annual reports, pamphlets and programme information. Manage public relations and media liaison services. Manage all media and general community liaison and communications. Proof reading and editing of external written publications and articles. Take a role of sub-editor of the electronic newsletter. Track all the positive and negative stories about the college captured on social media platforms/newspapers and forward to the relevant managers for official responses

ENQUIRIES : Should you have enquiries or experience any problem submitting your application contact Ms RN Selepe at 012 401 1955 / Ms JM Nyalunga at 012 401 1940.

APPLICATION NOTE : Email to communicationsofficer@tnc.edu.za
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. People with disability are encouraged to apply. All costs incurred due to your application and interviews will be at your own expense. Note: EE Target African male, African female, White male, White female, Coloured Male, Coloured female and Indian female.

CLOSING DATE : 24 April 2026

POST 12/57 : **SUPPLY CHAIN AND ASSETS OFFICER REFNO: TNC/TC/26 – 04/6**
Nature of Appointment: Permanent

SALARY : R325 101.per annum (Level 07) plus benefits
CENTRE : Temba campus
REQUIREMENTS : Three (3) year qualification in Accounting / Financial Management / Supply Chain Management / Asset Management. 1-2 year's relevant work experience

		in the finance and related fields. Ability to plan and organize. Ability to work with diverse team of individuals and be client oriented, Commitment and willingness to learn. Attention to detail. Ability to work under pressure and deadline oriented. Good knowledge of accounting principles, GRAP/ PFMA/ Treasury Regulations. Good working knowledge of GRAP 17. Knowledge of performing inventory counts, physical asset verification, capturing accounting transactions and performing reconciliations. Reporting and communication skills (oral and written). Knowledge of Accounting Computer Software (ITS, Pastel, etc.).
<u>DUTIES</u>	:	The successful candidate will be expected to handle documents and information with strict confidentiality. Responsible for asset management and inventory control at the Campus. Assist in the procurement of College assets. Perform supply needs assessment. Implement stores procedures and manage Campus stores. Maintain Campus Asset Register. Control and monitor asset disposal as per Treasury Regulations. Ensure compliance with College Policies and other applicable legislation. Maintain assets records. Prepare monthly/quarterly/annual assets/inventory reports. Issue and receive assets/inventory. Ensure that all the Assets of the college are Insured. Perform assets counts and verification on Quarterly basis. Maintain efficient stock order levels. Ensure general upkeep of Campus stores. Manage Fleet at Campus. Ensure that Campus vehicles are properly managed. Issue/facilitate trip authorization forms/processes. Monitor and analyses fuel /wear and tear usage to ensure compliance with College Policies and Procedures. Compile Monthly Reports in relation to Fleet Management i.e. Tracker, Fuel Usage, Exception Reports etc. Provide finance related information during Internal and External Audits. Maintain and monitor finance related risks as identified in the College Risk Register. Ensure safekeeping of records. Perform ad hoc Campus related work as and when required by the Campus Management.
<u>ENQUIRIES</u>	:	Should you have enquiries or experience any problem submitting your application contact Ms RN Selepe at (012) 401 1955 / Ms JM Nyalunga at (012) 401 1940.
<u>APPLICATION NOTE</u>	:	Email to assetsofficer@tnc.edu.za 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. People with disability are encouraged to apply. All costs incurred due to your application and interviews will be at your own expense. Note: EE Target African male, African female, White male, White female, Coloured Male, Coloured female and Indian female.
<u>CLOSING DATE</u>	:	24 April 2026
<u>POST 12/58</u>	:	<u>CAMPUS ADMINISTRATOR REF NO: MALUTIVET/LCA-013/2026</u>
<u>SALARY</u>	:	R325 101.per annum (Level 07)
<u>CENTRE</u>	:	Lere La Tshepe Campus
<u>REQUIREMENTS</u>	:	National Senior Certificate/Grade 12/Standard 10 or NCV Level 4. Recognised National Diploma (NQF 6) in Office Management and Technology/Public Management or equivalent qualification. 2-3 years relevant experience in Administration environment. Competencies and Attributes: Knowledge of office administration. Knowledge of Public Service legislations 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.

DUTIES

: Render administrative support services. Draw up a campus enrolment plan for both NCV and report 191. Gather departmental information and compile a report for A-TEAM and Campus Management. Prepare reports, presentations, and other correspondence. Arrange meetings, conferences, workshops and other gatherings as required. Provide other secretarial support services to campus management. Administer and coordinate human resource services. Coordinate Leave forms and submit to central office. Coordinate PMDS documents and submit to central office. Coordinate all relevant documentation pertaining to disciplinary cases and grievances. Follow up and resolve all human resource administration queries and issues emanating from campus staff. Maintain human resource records administration. Monitor the attendance register for staff. Coordinate the compilation of duty registers and payment for part-time lectures. Support the implementation of college staff wellness programme at campus level. Provide procurement services. Recommend purchase requisitions to Campus Manager. Draft procurement memo. Complete requisition form. Receive goods and services. Coordinate and submit invoices to central office for processing. Verify the correctness of goods and services supplied against the appropriate documentation. Follow-up on campus requisitions made. Maintain a proper filing system. Maintain files for all campus staff. Filing of all relevant documentation according to QMS requirements and national achieve Act. Keep record of postage received from central office and ensure that the distribution is done accordingly and register is kept by the relevant official. Administer student registration and examination process. Assist in the registration of students. Store student portfolios of evidence and student records. Scan documents of students. Capture and reconcile information for students. Ensure data exceptions and corrections. Process the details of applications for programmes and credits. Coordinate the student registration process. Coordinate the examination process.

ENQUIRIES

: Ms T Mathipe Tel No: (058) 303 1732

APPLICATION

: All applications should be posted or hand delivered to Human Resource Management: Maluti TVET College, Corporate Office, Private Bag X 33, 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. 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. Candidates whose appointments promote representativity in terms of race, gender and disability will receive preference. People with disability are encouraged to apply. 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

: 30 April 2026 @16:00

POST 12/59

: **SECRETARY TO THE CAMPUS MANAGER REF NO: TNC/PC/26 – 04/7**

Nature of Appointment: Permanent

SALARY

: R228 321 per annum (Level 05) plus benefits

CENTRE

: Pretoria Campus

REQUIREMENTS

: Senior Certificate or equivalent plus a National Diploma in Management Assistant/Office Administration. 1-2 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.

DUTIES

: 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.

ENQUIRIES

: Should you have enquiries or experience any problem submitting your application contact Ms RN Selepe at Tel No: (012) 401 1955 / Ms JM Nyalunga at (012) 401 1940.

APPLICATION

: Email to secretarytocm@tnc.edu.za

NOTE

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CLOSING DATE

: 24 April 2026