

DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(Western TVET College)
(Mnambithi TVET College)

OTHER POSTS

- POST 16/62** : **ASSISTANT DIRECTOR: INFORMATION TECHNOLOGY REF NO: CORP/ASD/IT/01**
Nature of Appointment: Permanent (PERSAL Appointment)
Re-advertisement
- SALARY CENTRE REQUIREMENTS** : R487 197 per annum (Level 09), plus benefits
: Corporate Office
: Matric/Grade12 Certificate plus a recognised 3-year National Diploma or Degree in Information Technology/Computer Science or a relevant qualification. A minimum of 3 to 5 years relevant work experience in the Information Technology environment of which 3 years should be on a supervisory level. Must have a valid driver's license. Must be computer literate. Competencies, Knowledge, and Skills: Knowledge of the TVET sector regulations and legislative framework. Knowledge of computer hardware, software, and programmes. Knowledge of Corporate ICT principles, ICT policies and relevant legislation, prescripts and regulations governing the TVET and Public Service sector. Should have strong administrative, planning, organising, report writing, project management, problem solving and people management skills.
- DUTIES** : Conduct research regarding provincial and national policy framework and legislation. Conduct workshops and awareness of all new ICT policies. Ensure that appropriate policies and processes are put in place for risk management. Administer and monitor IT security and electronic access. Establish systems to safeguard hardware and data. Research and develop specifications for Local Area Network (LAN) and Wide Area Network (WAN) technologies. Procure LAN and WAN technologies. Distribute LAN and WAN access to staff and students according to the college policy and needs. Set-up, manage and maintain LAN, WAN, email, and internet connections in the college. Troubleshooting, resolving, and documenting all ICT related issues. Research and develop plans for software and hardware products required by the college. Advice on procurement of college software and hardware. Maintain and monitor software and hardware systems, report on redundant hardware and software and advise on updating. Manage all licensing of software that the college is using and ensure that they are valid and appropriate.
- 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 ASDIT@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 DPSSA 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** : 29 May 2026 at 12:00

<u>POST 16/63</u>	:	<u>CHIEF PERSONNEL OFFICER REF NO: MTVET 06/2026</u>
<u>SALARY</u>	:	R413 001 per annum (Level 08)
<u>CENTRE</u>	:	Central Office
<u>REQUIREMENTS</u>	:	Grade 12/ NCV level 4 or equivalent. A recognised National Diploma in Human Resource Management/ Development (NQF level 6). Relevant PERSAL certificates. 3-5 years' relevant experience in Human Resource Management/Administration environment. A valid driver's licence. Understanding and utilisation of the PERSAL system. Knowledge and understating of the application of Public Service legislative framework (PSA, PFMA, PSR etc.). Extensive knowledge and understand of human resource prescripts and practices. Understanding of the archive. Must be computer literate. Good communication skills, report writing skills, planning and organising skills.
<u>DUTIES</u>	:	Ensure overall supervision and proper implementation of conditions of service and remuneration of employees (leave, housing, medical, injury on duty, long service recognition, overtime, relocation, pension, allowances, PILIR etc.). Ensure overall supervision and proper implementation of termination of services. Ensure overall supervision and proper implementation of Recruitment and Selection in line with the Departmental policy and delegations (Advertisements, appointments, transfers, verification of qualifications, secretariat functions at interviews, absorptions, Probation periods etc.). Ensure overall supervision and proper implementation of staff / personnel records. Supervise human, physical, financial and other resources.
<u>ENQUIRIES</u>	:	Ms M Qhu Tel No: (036) 631 0360
<u>APPLICATIONS</u>	:	All Applications must be addressed for attention of HR Unit and submitted to Mnambithi TVET College, Private Bag X9903, Ladysmith, 3370 or hand delivered to 77 Murchison Street, Ladysmith 3370, alternatively be sent by email to recruitment@kzntvet.edu.za
<u>NOTE</u>	:	The successful candidate's appointment will be subject to a security clearance process and the verification of educational qualification certificates. Applications must quote the relevant reference number and must be completed on the New Z83 (From 1 January 2021) form obtainable from any Public Service department or on the internet at www.gov.za , and signed when submitted. Should an application be received using the incorrect application form for employment (Z83), the application will not be considered. All applications must be accompanied by a fully completed Z83 and a detailed CV. Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents to the HR office before or on the date of the interview. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One will be practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Persons with disabilities are encouraged to apply. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. Should the applicant not be notified of the outcome of the application within three months after the closing date, they should consider their application as unsuccessful. The college reserves the right not to fill posts. Mnambithi TVET College is an equal opportunity affirmative action employer.
<u>CLOSING DATE</u>	:	29 May 2026
<u>POST 16/64</u>	:	<u>EXAMINATION OFFICER REF NO: MTVET 07/2026</u>
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Central Office
<u>REQUIREMENTS</u>	:	Grade 12/NCV level 4 or equivalent. A recognised National Diploma (NQF Level 6) in Education/ Administration or equivalent qualification. 2-3 years' experience in examination services / Teaching and Learning environment or related field. A valid driver's licence. Knowledge of White Paper on PSET Act. Knowledge of Public TVET Sector and its regulatory and legislative framework. Knowledge and understanding of the Higher Education Sector. Knowledge and understanding of COLTECH system, TVETMIS and ITS. Knowledge of practice notes, national, provincial policy frameworks relevant to Education, Training and Development. Knowledge of Skills Development Act, Public Service Regulations and Public Service Act, Labour Relations Act.
<u>DUTIES</u>	:	Coordinate internal and external examination assessment services. Coordinate and conduct training of Invigilators, Markers and Data Capturers.

Facilitate examination and Irregularity Committee for Campus and serve as a Secretariat. Process application and issuing of certificates services. Provide administration support for the examination unit. Ensure compliant examination venues. Administer receipt and distribution or submission of examination materials to marking centres and DHET. Issue results and certification. Assist lecturers with ITS. Supervise Staff.

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CLOSING DATE : 29 May 2026

POST 16/65 : **CHIEF ADMINISTRATIVE CLERK REF NO: MTVET 08/2026**

SALARY : R338 106 per annum (Level 07)
CENTRE : Central Office
REQUIREMENTS : Grade 12/NCV level 4 or equivalent. National Diploma (NQF Level 6) in Human Resource Management/ Development (NQF level 6). 2-3 years' relevant experience in Human Resource Management / Administrative environment. Must have relevant PERSAL Certificates. Must be computer literate in MS Word and Excel. A valid driver's licence. Understanding and utilisation of the PERSAL system. Knowledge and understanding of the application of Public Service legislative framework (PSA, PFMA, PSR etc). Knowledge and understanding of Human Resource prescripts and practices. Good planning and organising skills. Communication skills, Interpersonal skills; Ability to work under pressure and meet deadlines.

DUTIES : Render conditions of services and remuneration of employees (leave, housing, medical, injury on duty, long service recognition, overtime, relocation, pension, allowances, PILIR etc.). Implement termination of services. Render Recruitment and Selection services in line with the Departmental policy and delegation (Advertisements, appointments, transfers, verification of qualifications, secretariat functions at interviews, absorptions, probation periods etc.). Responsible for supervisory work of Human Resource Management activities. Ensure safe record keeping of documents. File personnel data, policies, regulations and circulars. Providing monthly reports. Perform leave Audits, retrieve and submit documents for audit requests. Handle all personnel enquiries and correspondence.

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Service department or on the internet at www.gov.za, and signed when submitted. Should an application be received using the incorrect application form for employment (Z83), the application will not be considered. All applications must be accompanied by a fully completed Z83 and a detailed CV. Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents to the HR office before or on the date of the interview. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One will be practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Persons with disabilities are encouraged to apply. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. Should the applicant not be notified of the outcome of the application within three months after the closing date, they should consider their application as unsuccessful. The college reserves the right not to fill posts. Mnambithi TVET College is an equal opportunity affirmative action employer.

- CLOSING DATE** : 29 May 2026
- POST 16/66** : **LEARNERSHIP/ PLACEMENT OFFICER REF NO: MTVET 09/2026**
- SALARY** : R338 106 per annum (Level 07)
CENTRE : Central Office
REQUIREMENTS : Grade 12/NCV level 4 or equivalent. National Diploma / Degree in Business Administration, Public Management, Marketing, Public Relations or equivalent qualification. 2-3 years' relevant experience in employment services / Administration environment. Knowledge of employment services/ Administration services. Computer literacy. Valid Driver's license. Knowledge of employment service market, PSET and CET Act. Knowledge of Public Service prescripts. Knowledge of DHET policies. Knowledge of Industrial operation. Identification of opportunities in the labour market. Good communication skills, networking skills, negotiation skills, interpersonal skills and planning skills.
- DUTIES** : Facilitate the placement of students. Conduct job readiness training programmes. Liaise with commerce, industry and other relevant stakeholders. Maintain the student tracking system. Maintain and update employer and student placement database. Develop quality electronic reports and statistics. Monitoring and evaluation of work placement practices. Conduct work based assessment for students.
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- CLOSING DATE** : 29 May 2026

POST 16/67 : **MANAGEMENT INFORMATION SYSTEM (MIS) OFFICER REF NO: MTVET 10/2026**

SALARY : R338 106 per annum (Level 07)
CENTRE : Central Office
REQUIREMENTS : Grade 12/ NCV level 4 or equivalent. National Diploma (NQF level 6) / Degree in Information Management / Data Management or equivalent qualification. 2-3 years working experience in Management of Information System (MIS) / Data Management environment or any relevant knowledge. A valid driver's license. Knowledge of CET Act, ISO and quality Management systems. Knowledge of PSET and TVET Curriculums. Knowledge of policies and governance environment of TVET Colleges including knowledge of TVETMIS system, annual reporting requirements by the Higher Education Institutions. Knowledge and understanding of Information Management. Knowledge, understanding, application and interpretation of office management, COLTECH, data warehouse and IT prescripts. Planning and organizing skills, problem solving skills, computer literacy and report writing skills.

DUTIES : Maintain and administer TVETMIS, capturing and data extraction for the College. Extract data, compile and produce various reports and statistics. Capture and update information on COLTECH / TVET MIS and other related systems. Provide administration of all academic and student related system programmes, course and qualification. Facilitate the renewal of TVETMIS licenses before expiry dates. Supervise staff.

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CLOSING DATE : 29 May 2026

POST 16/68 : **STUDENT LIAISON OFFICER REF NO: MTVET 11/2026**

SALARY : R338 106 per annum (Level 07)
CENTRE : Ladysmith Campus
REQUIREMENTS : Grade 12/National Senior Certificate / NCV level 4 or equivalent. A recognised National Diploma/Degree in Social Science/Psychology/Education or equivalent relevant qualification. 2 to 3 years' experience in student support services Education/Teaching and Learning environment or related field. A valid driver's licence. Knowledge of Public Sector. Knowledge of TVET Environment. Proven knowledge of Psychology practice. Teaching background. Knowledge of Public Service legislative framework such as Public Service Act, Public Service Regulations, PFMA, Treasury Regulations and Batho Pele Principles. Good interpersonal relations. Planning and organizing skills. Ability to work in a team and independently.

DUTIES : Provide student liaison services at the Campus. Provide welfare support to students by liaising between stakeholder/persons. Prepare weekly and monthly reports. Assist students as and when required. Assist with academic

support plan for identified students. Attend to any student accommodation needs. Guide students to make the right decision and improve their performance. Ensure that there is continuous awareness and level of knowledge in HIV/AIDS to students. Address socio-economic student matters appropriately including substance and other relevant matters. Promote regular attendance of students and monitor the attendance register.

**ENQUIRIES
APPLICATIONS**

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CLOSING DATE

: 29 May 2026

POST 16/69

: **ADMINISTRATION CLERK: HR (TRAINING) REF NO: MTVET 12/2026**

**SALARY
CENTRE
REQUIREMENTS**

: R237 453 per annum (Level 05)
: Central Office
: Grade 12/National Senior Certificate / NCV level 4 or equivalent. Recognized National Diploma in Human Resource Management/Development (NQF level 6) or equivalent qualification. 1-2 years' relevant experience in Human Resource development environment. 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 Coordination and facilitation of training programmes. Planning and organizing. Communication (Good verbal and written). Computer Literacy. Teamwork. Driver's license would serve as an added advantage.

DUTIES

: Assist in Implementing all training and development programmes in line with approved plans. Assist in the development and implementation of Work Skills Plan. Assist in processing bursaries in line with the departmental policy. Assist in the Coordination and the implementation of Performance Management Development System, Integrated Quality Management System and coordinate training for College staff. Assist in facilitating the development of job descriptions. Provide assistance on the development, review and implementation of Employment Equity Plan for the College.

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APPLICATIONS**

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