

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

OTHER POSTS

- POST 17/38** : **ASSISTANT DIRECTOR: PROJECT MANAGEMENT REF NO: CORP/ASD/PM/01**
 Nature of Appointment: Contract (College Council Appointment)
 Re-advertisement
- SALARY CENTRE REQUIREMENTS** : R487 197 per annum (Level 09), plus 37% lieu of benefits
 : Corporate Office
 : Matric/Grade12 Certificate plus a recognised 3-year National Diploma or Degree in Building Management / Safety Management / Civil Engineering / Architecture Construction Management / Project Management or any other relevant qualification in Engineering. A minimum of 3 to 5 years relevant work experience in facilities management, SHERQ and OHS of which 2-3 years should be on a supervisory level. Must have a valid driver's license. Must be computer literate. Competencies, Knowledge, and Skills: Must have knowledge of the TVET sector regulations and legislative framework. Knowledge of Public Service Act and Regulations, Occupational Health and Safety Act, fire control and facilities management systems. must demonstrate leadership, communication skills, and attention to detail while managing the entire lifecycle of the project. Should have strong administrative, planning, organising, report writing, project management, problem solving and people management skills.
- DUTIES** : Successful candidates will be responsible for the planning, execution, and success of a project which includes the following responsibilities: Manage the development or improvement of physical infrastructure to ensure college has adequate physical infrastructure and maintenance in line with Capital Infrastructure Efficiency Grant (CIEG). Compile maintenance plan regarding machinery, tools, and equipment costing and submitted to DHET. Timeous reporting to different stakeholders. Determine and define project scope and objectives. Predict resources needed to reach objectives and manage resources in an effective and efficient manner. Prepare budget based on scope of work and resource requirements. Track project costs to meet budget. Develop and manage a detailed project schedule and work plan. Provide project updates on a consistent basis to various stakeholders about strategy, adjustments, and progress. Manage contracts with vendors and suppliers by assigning tasks and communicating expected deliverables. Monitor progress of the projects. Measure project performance to identify areas for improvement. Engage with all levels of the organisation in a professional manner. Setup and manage project governing meetings at all levels of the project structure. Ensure that all stakeholders and project team members execute on their activities in terms of the project mandate. Identify potential risk hazards in the building and ensure there is proper signage in and around the buildings to minimise risks.
- 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 ASDPM2026@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

: 05 June 2026 at 12:00.

POST 17/39

: **PERSONAL ASSISTANT: OFFICE OF THE PRINCIPAL REF NO: CORP/PA/02**

Nature of Appointment: Permanent (PERSAL appointment)
Re-advertisement

SALARY CENTRE REQUIREMENTS

: R338 106 per annum (Level 07), plus benefits

: Corporate Office

: Matric/Grade12 Certificate plus a recognised 3-year National Diploma or Degree in Office Management and Technology / Public Management / Management Assistant / Secretarial or any other relevant qualification. Must have a minimum of 3 to 5 years relevant work experience in rendering support service to Senior Management. Supervisory experience will be an added advantage. Must have a valid driver's license. Must be computer literate. Competencies, Knowledge, and Skills: Must have knowledge and understanding of relevant legislation, prescripts, policies, and procedures. Basic knowledge of Financial Management. Record management of documents. Good telephone etiquette. Sound planning and organising skills. Good people skills. High level of reliability. Written and verbal communication skills. Ability to act with tact and discretion. Ability to do research, analyse documents and situations. Maintain confidentiality. Willingness to work extra hours when required.

DUTIES

: Provide a secretarial support service to the principal. Performs advanced typing work. Operate and ensure that office equipment is in good working order. Records the engagements of the principal. Coordinates with and advises the principal regarding engagements. Compiles realistic schedules of appointments. Renders administrative support services. Ensures effective flow of information and documents to and from the office of the principal. Ensures the safekeeping of all documentation in the office of the principal in line with relevant legislation and policies. Ensures that travel arrangements are well coordinated. Handles the procurement of standard items like stationery, refreshments for the activities of the principal and unit. Obtains the necessary signatures on documents. Provides support to the manager in the office of the principal regarding meetings. Records minutes, decisions or resolutions taken and communicates to relevant role players, follow-up on progress made. Coordinates logistical arrangements for meetings when required. Keeps record of expenditure commitments, monitors expenditure and alerts the principal of possible over and under spending. Checks and correlates BAS reports to ensure that expenditure is allocated correctly. Remains up to date with the prescripts, policies, and procedures applicable to his /her work terrain to ensure efficient and effective support to the principal. Remains abreast with the procedures and processes that apply in the office of the principal.

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 PA@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

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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** : 05 June 2026 at 12:00.
- POST 17/40** : **MIS OFFICER REF NO: MOT/MIS/CO/2026**
- SALARY** : R338 106 per annum (Level 07)
CENTRE : Central Office
REQUIREMENTS : Appropriate National Diploma (NQF 6)/ B Degree in Information Management /DATA management or equivalent qualification. 2 years working experience in Management of Information System (MIS) or DATA Management environment or any relevant knowledge. Sound knowledge of the following: Policies that governs TVET Colleges including knowledge of the TVETMIS system and annual reporting requirements. CET Act; PSET; ISO and quality management systems. Knowledge and understanding of information system and the understanding, application and interpretation of office management, COLTECH, DATA warehouse and IT prescripts.
- DUTIES** : To provide TVET Management Information System (MIS) services in the entire college. Maintain and administer TVETMIS, capturing and DATA extraction for the college. Compile and produce various reports and statistics. Capture and update information on COLTECH/TVETMIS and other related systems. Provide administration of all academic and student related system programmes, courses and qualification. Facilitate the renewal of TVETMIS licenses before expiry dates.
- ENQUIRIES** : Mr M Shopane Tel No: (051) 014 7850
APPLICATIONS : All applications should be mailed to: Deputy Principal Corporate Services. Motheo TVET College, Private Bag X20509, Bloemfontein, 9300 or hand delivered at Motheo TVET College, Central office Corner St George and Aliwal Streets alternatively be sent by e-mail to: recruitment@motheotvet.edu.za
- FOR ATTENTION** : Mr J Ntsane/Ms N Nameka/Ms Lebeko Tel No: (051) 014 7850
NOTE : Applicants are required to submit only a completed signed New Z83 form obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae (eg. Indicating positions held, dates and key performance areas/responsibilities. Certified copies of ID, Valid driver's Licence, where applicable, and all other required relevant documents like qualifications, will only be requested from shortlisted candidates on or before the interview date. All shortlisted candidates, including SMS, shall undertake pre-entry assessments. Correspondence will be limited to shortlisted candidates only. People with disabilities are encouraged to apply. Foreign qualifications must be accompanied by a SAQA evaluation report. Immigrants should apply for work permits before assumption of duty. Successful candidates will be subjected to security screening, and may be required to work at other places as may reasonably be required by the College. Motheo TVET College reserves the right to withdraw the mentioned advert. Please consider your application as unsuccessful should you not be contacted within 3 months from the closing date. Failure to comply with the requirements mention, will result in the candidate being disqualified. NB: Candidates whose appointments promote representatively in terms of gender, race and disability will receive first preference.
- CLOSING DATE** : 05 June 2026 at 14H00.
- POST 17/41** : **ADMINISTRATIVE CLERK REF NO: MOT/ADM/BFN/2026**
- SALARY** : R237 453 per annum (Level 05)
CENTRE : Bloemfontein Campus
REQUIREMENTS : N6 in Office management/ National Diploma in Office Management. 1-year experience in Clerical/Administrative environment. Computer Literacy. Sound knowledge of TVET Sector policies as well as Department of Higher Education. Knowledge of the Legislative framework governing the Public Service. Ability to capture data and ability to keep campus and personnel records. Must have good verbal and written communication skills. Good interpersonal relations.
- DUTIES** : To render administrative support services to the campus. Render general clerical support services for the campus, by recording; organising and keeping correspondence records. Provide personnel administration support services

		within the campus by maintaining leave registers and attendance register, maintaining personnel records.
<u>ENQUIRIES</u>	:	Mrs M Tebele Tel No: (051) 014 7601
<u>APPLICATIONS</u>	:	All applications should be mailed to: Deputy Principal Corporate Services. Motheo TVET College, Private Bag X20509, Bloemfontein 9300 or hand delivered at Motheo TVET College, Central office Corner St George and Aliwal Streets alternatively be sent by e-mail to: recruitment@motheotvet.edu.za
<u>FOR ATTENTION</u>	:	Mr J Ntsane/Ms N Nameka/Ms Lebeko Tel No: (051) 014 7850
<u>NOTE</u>	:	Applicants are required to submit only a completed signed New Z83 form obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae (eg. Indicating positions held, dates and key performance areas/responsibilities. Certified copies of ID, Valid driver's Licence, where applicable, and all other required relevant documents like qualifications, will only be requested from shortlisted candidates on or before the interview date. All shortlisted candidates, including SMS, shall undertake pre-entry assessments. Correspondence will be limited to shortlisted candidates only. People with disabilities are encouraged to apply. Foreign qualifications must be accompanied by a SAQA evaluation report. Immigrants should apply for work permits before assumption of duty. Successful candidates will be subjected to security screening and may be required to work at other places as may reasonably be required by the College. Motheo TVET College reserves the right to withdraw the mentioned advert. Please consider your application as unsuccessful should you not be contacted within 3 months from the closing date. Failure to comply with the requirements mention, will result in the candidate being disqualified. NB: Candidates whose appointments promote representatively in terms of gender, race and disability will receive first preference.
<u>CLOSING DATE</u>	:	05 June 2026 at 14H00.
<u>POST 17/42</u>	:	<u>ADMIN CLERKS: ADMINISTRATION SERVICES (X3 POSTS)</u> Nature of Appointment: Permanent (PERSAL appointment) Re-advertisement
<u>SALARY</u>	:	R237 453 per annum (Level 05), plus benefits
<u>CENTRE</u>	:	Carletonville Ref No: CV/ADMIN/CLERK/03 Krugersdorp West Ref No: KW/ADMIN/CLERK/04 Randfontein Ref No: RFT/ADMIN/CLERK/05
<u>REQUIREMENTS</u>	:	Matric/Grade12 Certificate plus a recognised 3-year National Diploma or Degree in Public Administration/Management Assistant/Office Management and Technology or any other relevant qualification. Must be computer literate (MS Word, Excel, PowerPoint, Outlook and Internet). A valid driver's license will be an added advantage. Must be computer literate. Competencies, Knowledge, and Skills: Must have knowledge and understanding of the registration processes and procedure. Ability to communicate well with people at different levels and backgrounds. Must have knowledge of switchboard operation. Must have good telephone etiquette. Ability to capture data. Should have sound organisational skills, planning, organising, communication, customer services and report writing skills. High level of integrity and loyalty.
<u>DUTIES</u>	:	Administer and assist with student registration processes in line with the college's Standard Operating Procedures (SOPs). Capture and verify student information on the Business Management System (BMS). Print and distribute control lists and class registers. Verify data before submission to the Department of Higher Education and Training (DHET). Screen and process online applications. Attend to student and public enquiries. Operate the campus switchboard and direct calls appropriately. Capture student marks and absenteeism accurately. Maintain updated student academic records and ensure all information is securely stored and accessible when required. Capturing and administration of requisition forms, receive goods and services, verify deliveries against relevant documents, and follow up on outstanding orders. Ensure proper documentation and filing for all procurement-related transactions at campus level. Provide administrative support services (application of college bursaries) to the campus management team.
<u>ENQUIRIES</u>	:	Ms M Hlatshwayo/Mr P Motai Tel No: (011) 692 4004 Ext. 1010/1061/1062
<u>APPLICATIONS</u>	:	Please hand deliver your application or email it to Admin Clerk: Carletonville – AdminCAL2026@westcol.co.za ; Admin Clerk: Krugersdorp West – AdminKW2026@westcol.co.za ; Admin Clerk: Randfontein – AdminRFT2026@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.
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<u>CLOSING DATE</u>	:	05 June 2026 at 12:00.
<u>POST 17/43</u>	:	<u>CLEANER REF NO: MOT/CLN/BFN/2026</u>
<u>SALARY</u>	:	R144 024 per annum (Level 02)
<u>CENTRE</u>	:	Bloemfontein Campus
<u>REQUIREMENTS</u>	:	ABET/Standard 8/Gr 10. Basic literacy, numeracy and communication skills. Must be able to read and write. Ability to interact with other officials in a professional manner. Knowledge of cleaning procedures, maintenance procedures and safety requirements attached to the duties assigned. Able to use cleaning material appropriately. Be flexible to manage time effectively.
<u>DUTIES</u>	:	Ensure the cleaning of office /classrooms and surroundings. Ensure high level of cleanliness throughout the campus. Carry out all tasks related to cleaning. Vacuuming, dusting and sweeping of offices, corridors, kitchens, halls and classrooms. Empty litter bins around the campus on a daily basis. Cleaning windows, doors and walls. Replacing toilet paper, soap and hand towels.
<u>ENQUIRIES</u>	:	Mrs M Tebele Tel No: (051) 014 7601
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<u>FOR ATTENTION</u>	:	Mr J Ntsane/Ms N Nameka/Ms Lebeko Tel No: (051) 014 7850
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