

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING  
(Ekurhuleni West TVET College)**

- APPLICATIONS** : Please e-mail your application, quoting the correct reference number to: vac1cc@ewc.edu.za OR Hand Deliver / Courier to: Ekurhuleni West TVET College, CNR Flag and Rose Innes Road, Germiston.
- CLOSING DATE** : 10 July 2026 at 12H00. Applications received after the closing date will not be considered.
- NOTE** : Applications must be submitted on Z83 form obtainable from any Public Service department OR on the internet at www.gov.za/documents and must be accompanied by a recently updated comprehensive CV (with three contactable references). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. Note: EE targets African Male, African Female, Coloured Male, Coloured Female, While Male, Indian Male and White Female respectively. "DHET is committed to providing equal opportunities and practising affirmative action. The appointment will be done in line with the approved Employment Equity Plan. Persons with disability are encouraged to apply. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation.

**OTHER POSTS**

- POST 21/133** : **ASSISTANT DIRECTOR: OFFICE MANAGER REF NO: EWC 01/2026**  
Branch: Ekurhuleni West TVET College  
Nature of Appointment: Permanent
- SALARY CENTRE REQUIREMENTS** : R487 197 per annum, (plus benefits)  
: Corporate Centre  
: Recognised National Diploma (NQF 6) in Public Management/Business Management and Technology or related qualifications; 3-5 years relevant experience in strategic planning and administration environment; Knowledge and understanding of the TVET/CET administration will be and added advantage.
- DUTIES** : Oversee the development, implementation and monitoring of policies, establish office procedures and operating systems; Render administrative/executive support services in the office of the Principal, ensure effective and efficient management of the college including the management of the workflow in the office of the Principal, Conduct research and provide expert administrative advice to the Principal and other officials in the college; Oversee and maintain logistics within the office of the Principal; Arrange of all meetings (Sub-committee, Council, EXCO and other external stakeholders), arrange all academic board and academic board committee, coordinate the décor layout, food service, invitation and media protocol requirements for college hosted functions, Develop agendas and write minutes for the college meeting and forum; maintain office budget and database of its expenditure, Provide secretarial support to College Council, Council Committees, Academic Board, Senior Management and other external stakeholders; Provide strategic management, monitoring and evaluation services.
- ENQUIRIES NOTE** : Ms. MM Masela Tel No: (011) 323 1600 / Ms ML Adams Tel No: (011) 323 1600  
: 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 successful candidate will be required to write a competency assessment, sign an annual performance agreement, disclose his/her financial interest and be subjected to security clearance.

- POST 21/134** : **ASSISTANT DIRECTOR: FACILITIES AND RECORDS MANAGEMENT REF NO: EWC02/2026**  
Branch: Ekurhuleni West TVET College  
Nature of Appointment: Permanent
- SALARY CENTRE REQUIREMENTS** : R487 197 per annum (Level 09), (plus benefits)  
: Corporate Centre  
: Recognised National Diploma (NQF 6)/Degree in Building Management/Safety Management/ Construction or related qualification; 3-5 years relevant experience at supervisory on level seven or eight; valid driver's licence; Knowledge of Public Service Act and Regulations, Occupational Health and Safety Act, immovable Asset Management Act and related regulations, fire control.
- DUTIES** : Oversee maintenance of buildings and premises, Compile maintenance plan regarding machinery, tools and equipment, Monitor the implantation of the maintenance plan, Responsible for optimal space planning and full building maintenance, facilitate and ensure awareness workshops of policies and procedure manuals relating to facilities management; Ensure compliance to SHERQ and OHS, develop the college emergency evacuation plan, identify potential health and safety hazards, reporting and coordination all the IOD's; Oversee fleet management, develop and implement fleet management policies, ensure warranty management, maintenance, insurance and licensing of vehicles, Maintain the physical security functions including key control, personnel, document and surveillance security, development, review and monitor the implementation of security policy, responsible for security and access control at facilities, conduct preliminary theft investigation and ensure adherence to contractors SLA on site such as security, garden service etc.
- ENQUIRIES NOTE** : Ms. MM Masela Tel No: (011) 323 1600 / Ms ML Adams Tel No: (011) 323 1600  
: 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 successful candidate will be required to write a competency assessment, sign an annual performance agreement, disclose his/her financial interest and be subjected to security clearance.