

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING  
(Gert Sibande TVET College)**

***Gert Sibande TVET College is an equal opportunity, affirmative action employer. It is our intention to promote representatively in respect of race, gender and disability through the filling of these positions. Candidates whose transfer / promotion / appointment will promote representative will receive preference.***

- APPLICATIONS** : The Acting Human Resource Manager; Gert Sibande TVET College; P. O. Box 3475; Standerton, 2430, email: [applications@gscollege.edu.za](mailto:applications@gscollege.edu.za) or Hand delivered to: 18a Beyers Naude Street, Standerton, 2430.
- FOR ATTENTION** : Mr BJ Dlongolo Tel No: (017) 712 9040
- CLOSING DATE** : 22 July 2026 (at 15h00 sharp). All applications received after the closing date and time will not be entertained. Apply as early as possible to avoid disappointments, please.
- NOTE** : Applicants must submit a fully completed and officially signed Z83 form and a comprehensive CV when applying for a post, at least three contactable work-related references. Candidates will be contacted to submit originally certified copies of all qualification before an interview, including academic records, ID document and valid driver's licence not older than 6 months, if drivers licence is required in terms of the requirements of the post Application Z83 form is available on our website, [www.gscollege.edu.za](http://www.gscollege.edu.za) or DPSA website Failure to submit the requested documents will result in your application not being considered No faxed or emailed applications will be accepted Applicants should submit separate Z83 and CV where more than one post is applied for Selected candidates will be subjected to vetting process and personnel suitability check in terms of minimum information security standard The College reserves the right to verify any information received in applications Late and incomplete applications will not be considered Submission of fraudulent documentation and canvassing or College staff will immediately disqualify the candidate Should you not receive any response from us within 60 days after the closing date, please consider your application as unsuccessful Post reference number should be indicated on the application The College reserves the right to withdraw any position at any time all shortlisted candidate, including the SMS, shall undertake two pre-entry assessment. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other will be integrity (ethical conduct) assessment.
- EKURHULENI WEST TVET COLLEGE:** Kindly note that the following Two (2) posts namely: Assistant Director: Office Manager and Assistant Director: Facilities and Records Management that were advertised in Public Service Vacancy Circular 21 dated 19 June 2026, the email have been amended as follows [Vac1-cc@ewc.edu.za](mailto:Vac1-cc@ewc.edu.za)

**OTHER POSTS**

- POST 23/105** : **ASSISTANT DIRECTOR: CURRICULUM REF NO: GSC21/2026**  
(Permanent)
- SALARY** : R605 742 per annum (Level10), (plus benefits)
- CENTRE** : Central Office (Standerton)
- REQUIREMENTS** : A Degree/National Diploma (NQF Level 6) in Education or Related Qualification recognised by SAQA, 3-5 years' work experience in teaching and learning Environment at Supervisory Level, A valid driver's licence. Knowledge: Knowledge of PSETA and CET Act, Knowledge of Teaching and Learning, Knowledge of Skills development Act, Public service Regulations and Public Service Act, and labour relations Act, Knowledge of the Public TVET sector and its regulatory and legislative framework, Knowledge and understanding of the Higher Education sector, Knowledge of Education Act, Skills: Administrative, Planning and organizing Financial management, Report writing, Communication and interpersonal, Problem solving, Computer literacy, Analytical, client oriented, project management, Team leadership. Planning and organizing. Skills: Planning and organising, financial management, Report writing, Communication and interpersonal, Problem solving, Computer literacy, Analytical, Client-oriented, Project management, Team leadership, and people management.

- DUTIES** : Manage curriculum management and administration, Oversee academic management services, Ensure the provision of guidance for the improvement curriculum content and delivery based on engagement with public and private industry stakeholders, Provide learning materials, Management of all Human, Financial and other resource of the unit, Ensure the implementation of blended learning practice in collaboration with the campus management team, plan and oversee monitoring activities of all the curriculum and Occupational [QCTO] programs provide academic support to all lecturing staff, Give support in preparation for QCTO Monitoring.
- ENQUIRIES** : Mr BJ Dlongolo Tel No: (017) 712 9040
- POST 23/106** : **ASSISTANT DIRECTOR: HEAD OF ADMINISTRATION REF NO: GSC18/2026**  
Permanent
- SALARY** : R487 197 per annum (Level 09), (plus benefits)  
**CENTRE** : Standerton Campus  
**REQUIREMENTS** : A Degree / National Diploma (NQF Level 6) in Public Management/ Administration or Relative Qualification recognized by SAQA. 3-5 years' work experience in administration or relative experience at supervisory level. A valid driver's licence. Knowledge: Knowledge of office administration, Knowledge of Public Service legislations and policies, Knowledge and understanding of the TVET Administration, Understanding of the Higher Education sector, Understanding Cost center budgetary, expenditure and cash flow management Employment Equity Act, Public Service Regulations and Public Service Act, Public Financial Management Act, Batho Pele Principles and any other related legislation. Skills: Planning and organizing, financial management, Report writing, Communication and interpersonal, Problem solving, Computer literacy, Analytical, Client oriented, Project management, Team leadership, Planning and organizing, People management.
- DUTIES** : Oversee the academic and student administration support services, oversee student registration and examination administration process, Oversee and coordinate human resource administration services, Oversee and coordinate financial assets and supply chain management services, Oversee campus infrastructure, maintenance and fleet management services, provide general administration support services and maintain a proper filing system and other related duties.
- ENQUIRIES** : Mr BJ Dlongolo Tel No: (017) 712 9040
- POST 23/107** : **ASSISTANT DIRECTOR: OFFICE MANAGER REF NO: GSC19/2026**  
Permanent
- SALARY** : R487 197 per annum (Level 09), (plus benefits)  
**CENTRE** : Central office (Standerton)  
**REQUIREMENTS** : A Degree / National Diploma (NQF Level 6) in Public Management or Business Management or Office Management and Technology or Relative Qualification recognized by SAQA. 3-5 Years Work Experience in Strategic Planning or Administration Environment at supervisory level. A valid driver's licence. 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 Centre budgetary, expenditure and cash flow management, Employment Equity Act, Public Service Regulations and Public Service Act, Labour Relations Act and any other related legislation Skills Planning and organizing, financial management, Report writing, Communication and interpersonal, Problem solving, Computer literacy, Analytical, Client oriented, Project management, Team leadership, Planning and organizing, People management.
- DUTIES** : 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, Quality check letters, memoranda and submissions, Oversee and monitor the budget in the office of the Principal, Co-ordinate of college inputs for annual, quarterly, monthly reports, and cash flow statements, Establish and implement effective records and document management systems in the office of the Principal, Follow up and collate progress reports on the implementation

of the resolution, Coordinate reports/presentations to all forums attended by the Office of the college. Provide secretariat support to College Council, Council Committees, Academic Board, Senior Management and other external stakeholders, Maintain the calendar plan for scheduling and fixing meetings and communicate with all members of the above structures, Co-ordinate and arrange all meetings, proceedings and activities of the above structures, Provide technical support during meetings, proceedings and activities of the above structures, Compile agenda, minutes, reports and other records of the above structures, Distribution of relevant documents for meetings of above structures, Keeping a register of resolutions and supporting all relevant Council Members/Managers/Officials through continuous correspondence to remind them of what needs to be done, Ensure that approved minutes are signed off and safely kept, Prepare all presentation, speeches, reports of the Principal and Council Committees related to meetings of above structures. Provide strategic management, monitoring and evaluation services, Facilitate and coordinate operational and strategic planning process, Coordinate and compile strategic and operational plans, Set research agenda, Facilitate the development and implementation of service delivery improvement plans and initiatives, Facilitate, coordinate and support the implementation of priority programmes/projects, Coordinate and compile institutional performance and strategic reports, Conduct an assessment on college effectiveness and efficiency in supporting the attainment of service delivery objectives, Facilitate the implementation of productivity measurement framework (measure of how efficiently and effectively inputs labour, financial resource and infrastructure) are translated into outputs (good and services).

- ENQUIRIES** : Mr BJ Dlongolo Tel No: (017) 712 9040
- POST 23/108** : **ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: GSC20/2026**  
(Permanent)
- SALARY CENTRE REQUIREMENTS** : R487 197 per annum (Level 09), (plus benefits)  
: Central office (Standerton)  
: A Degree/National Diploma (NQF Level 6) in Internal Audit or Relative Qualification Recognized by SAQA.3-5 years' work experience in Internal Audit in Development of Policies and Strategies at supervisory level. A valid driver's licence. Knowledge: Knowledge in risk, fraud prevention, ethics and integrity management services, Relevant acts, legislation and regulations. PFMA, Treasury regulations and global Internal Audit standards Data collection and analysis, Statistics sampling, Financial management and strategic planning. Skills: Analytical ability and problem identification, Conceptual thinking, Conflict management, Critical thinking, Fraud awareness, good judgment, Lateral thinking, Leadership, Planning and time management skills, Research and technical skills, Supervision and management skills, Versatility with various levels of management.
- DUTIES** : Preparation and execution of the internal audit plan, provide secretarial support services to the internal committee, ensure that processes needed for quality management systems are established, implemented, Facilitate the development, implementation and monitoring of policies., Management of staff development.
- ENQUIRIES** : Mr BJ Dlongolo Tel No: (017) 712 9040
- POST 23/109** : **ASSISTANT DIRECTOR: MARKETING AND COMMUNICATION – GSC22/2026**  
(Permanent)
- SALARY CENTRE REQUIREMENTS** : R487 197 per annum (Level 09), (plus benefits)  
: Central Office (Standerton)  
: A Degree/National Diploma (NQF Level 6) in Communication/ Marketing or Relative Qualification. 3-5 years' experience in Communication or Marketing or Relative Experience at supervisory level. A valid driver's licence. Knowledge: Knowledge of Policies and governance environment of TVET Colleges including knowledge of the annual reporting requirements by the higher Education Institutions, Knowledge and understanding of the monitoring of performance management development system, Knowledge and understanding of the TVET administration. Skills: Planning and organizing, financial management, Report writing, Communication and interpersonal, Problem solving, Computer literacy, Analytical, Client oriented, Project

- management, Team leadership, Planning and organizing, People management.
- DUTIES** : Manage and Coordinate marketing. promotion and branding, Manage public relations and media liaison services. Regularly communicate College Camping on social media and online communication. Regularly maintain the content, design and layout of the college website. Coordinate college event and provide communication administrative support. Management of all Human, Financial and other resources management.
- ENQUIRIES** : Mr BJ Dlongolo Tel No: (017) 712 9040