

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

OTHER POSTS

- POST 24/58** : **SENIOR MIS OFFICER REF NO: GSC23/2026**
(Permanent)
- SALARY** : R413 001 per annum (Level 08), (plus benefits)
- CENTRE** : Central Office (Standerton)
- REQUIREMENTS** : A Degree/National Diploma (NQF Level 6) in Information Management/Data management or Relative Qualification recognised by SAQA, 2-3 years' Work Experience in Data Management / TVET MIS environment or Relative Experience. A valid driver's licence. Knowledge: Knowledge of office administration, Knowledge of Public Service legislations and policies, Knowledge and understanding of the TVET/CET Colleges including knowledge of TVETMIS system, annual reporting requirements by the Higher Education understanding, application and interpretation of information management. Knowledge, understanding, application and interpreting of office management, ITS System, data management, compiling and interpretation of results statistics. Computer literacy in MS Office software (word, excel, power point and outlook). Typing skills and effective office administrative. Skills: skills including project management skills. Sound communication {verbal and written} skills as well as good interpersonal relations. Ability to work independently and within a team. Good organisational, co-ordination and planning skills.
- DUTIES** : Ensure the overall supervision and proper management of TVET MIS, capturing and data extraction for the college. Ensure the overall supervision, coordination, compilation and submission of MIS reports and statics. Ensure the overall supervision and verification of inputs captured on ITS system and other related system. Ensure the overall supervision and administration of all academic and student related system. Ensure the overall supervision and maintenance of MIS licenses are renewed before expiry dates. Supervise human, physical, financial resource and perform other related duties.
- ENQUIRIES** : Mr BJ Dlongolo Tel No: (017) 712 9040
- APPLICATIONS** : The Acting Human Resource Manager; Gert Sibande TVET College; P. O. Box 3475; Standerton, 2430, email: applications@gscollege.edu.za or Hand delivered to: 18a Beyers Naude Street, Standerton, 2430.
- FOR ATTENTION** : Mr BJ Dlongolo Tel No: (017) 712 9040
- NOTE** : 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. 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 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.

CLOSING DATE : 24 July 2026 (at 13h00 sharp), all applications received after the closing date and time will not be entertained Apply as early as possible to avoid disappointments, please.

POST 24/59 : **SENIOR RISK MANAGEMENT OFFICER REF NO: GSC24/2026**
(Permanent)

SALARY : R413 001 per annum (Level 08), (plus benefits)
CENTRE : Central office (Standerton)
REQUIREMENTS : A Degree/National Diploma (NQF Level 6) in Risk Management or Internal Audit or Relative qualification recognise by SAQA, 2-3 years' Work experience in Risk, Fraud, Ethics and Integrity Management or Related Environment. A valid driver's licence. Knowledge: Knowledge of the relevant Prescript, legislation and Regulations. Knowledge and understanding of the Risk Fraud, Ethics and Integrity Management. Skills: Planning and organizing, communication (good verbal and written), computer literacy, Flexibility, Financial Management, report writing, teamwork.

DUTIES : Ensure overall supervision and facilitate the provision of risk management services. Ensure overall supervision and facilitate the provision of fraud and anticorruption services. Ensure overall supervision and facilitate the provision of ethics and integrity management services. Ensure overall supervision and facilitate risk, fraud, ethics and integrity management awareness and training. Supervise human, physical and financial resources.

ENQUIRIES : Mr BJ Dlongolo Tel No: (017) 712 9040
APPLICATIONS : The Acting Human Resource Manager; Gert Sibande TVET College; P. O. Box 3475; Standerton, 2430, email: applications@gscollege.edu.za or Hand delivered to: 18a Beyers Naude Street, Standerton, 2430.

FOR ATTENTION : Mr BJ Dlongolo Tel No: (017) 712 9040
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POST 24/60 : **SENIOR PROVISIONING OFFICER: SUPPY CHAIN MANAGEMENT REF NO: GSC25/2026**
(Permanent)

SALARY : R413 001 per annum (Level 08), (plus benefits)
CENTRE : Central office (Standerton)

- REQUIREMENTS** : A Degree/National Diploma (NQF Level 6) in Supply Chain Management / Logistics or Public management, 2-3 years' Work experience in supply chain or Assets Management or Relevant Environment. A valid driver's licence. Knowledge: Knowledge of BAS/LOGIS system, knowledge of assets disposal procedure, knowledge and understating of legislative framework governing the public services, knowledge of assets management, knowledge of supply chain policies, knowledge of department of higher education mandate. Skills: Planning and organizing, communication (good verbal and written), computer literacy, Flexibility, customer care service, report writing, teamwork.
- DUTIES** : Render a bidding administration function for the college bid committees, administer the procurement of goods and services through effective and efficient demand management services, Provide and effective contract management service to the college, administer logistical and disposal services, ensure the provision of asset management services to the college, Management of human and financial resources in the unit.
- ENQUIRIES** : Mr BJ Dlongolo Tel No: (017) 712 9040
- APPLICATIONS** : The Acting Human Resource Manager; Gert Sibande TVET College; P. O. Box 3475; Standerton, 2430, email: applications@gscollege.edu.za or Hand delivered to: 18a Beyers Naude Street, Standerton, 2430.
- FOR ATTENTION** : Mr BJ Dlongolo Tel No: (017) 712 9040
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- CLOSING DATE** : 24 July 2026 (at 13h00 sharp), all applications received after the closing date and time will not be entertained Apply as early as possible to avoid disappointments, please.
- POST 24/61** : **SENIOR OCCUPATIONAL HEALTH & SAFETY OFFICER REF NO: EEC-OHSP-01-01/2026**
Permanent
Branch: Technical And Vocational Education and Training
- SALARY** : R413 001 per annum (Level 08)
- CENTRE** : Ekurhuleni East TVET College
- REQUIREMENTS** : Grade 12 / Matric / Level 4 Certificate. An appropriate National Diploma / Degree in Safety Management qualification. 2 years' experience in occupational health and safety environment. Computer literacy. A valid driver's licence. Knowledge of CET Act and COIDA. Occupational Health and Safety Act 85 of 1993 and other applicable legislations and regulations. OHSAS 18001 Management system. Good written and verbal communication skills. Good problem solving skills, Planning & organising, Research skills, Analytical skills, Report writing skills and Presentation skills.

- DUTIES** : Participate in the development of policies, guidelines and strategies in line with Health & Safety Act. Compile the emergency evacuation policy, management plan and operational plan in relation to occupational health and safety. Compile outstanding 18001 OHSAS documentation. Compile and submit reports to internal stakeholders. Arrange and conduct health and safety trainings. Conduct induction training to staff and students in relation to health and safety. Promote Health and Safety working environment in all sites. Coordinate occupational health and safety risk assessments by visiting all sites for periodical inspection. Provide occupational health and safety related advice. Comply with DHET and College policies and procedures.
- ENQUIRIES** : Ms. LK Boikhutso Tel No: (011) 730 6600 / Mr. T Matsaba Tel No: (011) 730 6600
- APPLICATIONS** : applications must be submitted to recruitment@eec.edu.za Applications received after the closing date or faxed and emailed applications will not be considered. Please forward your application, quoting the reference number to: The Assistant Director: Human Resource Management & Development. Ekurhuleni East TVET College, Sam Ngema Road, Kwa - Thema or Posted To Private Bag X52, Springs 1560.
- 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. A user guide and 'how to' videos will assist in how to complete for the form and digital signature. 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. "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. 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. 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.
- CLOSING DATE** : 24 July 2026 at 16H00.
- POST 24/62** : **CHIEF PERSONNEL OFFICER REF NO: EEC-CPOP-02-01/2026**
Permanent
Branch: Technical and Vocational Education and Training
- SALARY** : R413 001 per annum (Level 08)
CENTRE : Ekurhuleni East TVET College
REQUIREMENTS : Grade 12 / Matric / Level 4 Certificate. 3-year National Diploma / Degree qualification in Human Resource Management. 3-5 years' relevant experience in Human Resource environment. Computer Literacy. A valid driver's licence. Understanding and utilisation of the PERSAL system. Understanding of legislative framework governing the Public Services. Storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Planning and organizing. Communication (Good verbal and written). Flexibility. Customer care services. Report writing. Teamwork.
- DUTIES** : Supervise and Administer conditions of service and remuneration of employees. Administer Pension, Housing Allowance and Long Service benefits etc. Ensure that new employees complete contract of employment. Administer

employee leave. Ensure staff files are maintained (employment contracts, details, leave forms etc). Administer all termination requests. Administer the payroll for all employees and deal with all administration and queries relating to the Pension Fund and Medical Aid. Submit reports to management as required so that they are informed of HR related matters and can take informed decisions. Ensure that all employees have completed a Declaration of Interest and a Confidentiality Agreement. Administer staff records and ensure that records are updated. Supervise and Administer Recruitment and Selection. Develop a recruitment plan. Prepare adverts and obtain approval to advertise. Co-ordinate shortlistings and Interviews. Receive request for advertisement of vacant posts in the College. Advertise all vacancies in conjunction with Managers. Ensure preparations for interviews (arrangements of interviews such as dates, venues, and invitations to candidates). Facilitate the verification of all applicants' qualifications. Compile reports for approval by Principal to appoint the suitable candidates on salary levels 2 to 8. Facilitate appointments and placements. Administer recruitment database. Manage Records for the College. Develop, review and ensure implementation of Records Management processes and systems. Administer the opening, archiving, closing and filing of files for new and existing employees. Ensure the updating of personnel files. Ensure safekeeping of Human Resource Records. Administer all records required for auditing purposes. Ensure the disposing of files in terms of the applicable legislations and approved College policy. Administer all incoming and outgoing correspondence. Administer a database of all incoming and outgoing mail. Administer register of file index on (filing system). Adhere to Department of Higher Education & Training and College policies and procedures. Manage human, financial and other resources in the unit.

ENQUIRIES : Ms. LK Boikhutso Tel No: (011) 730 6600 / Mr. T Matsaba Tel No: (011) 730 6600

APPLICATIONS : applications must be submitted to recruitment@eec.edu.za Applications received after the closing date or faxed and emailed applications will not be considered. Please forward your application, quoting the reference number to: The Assistant Director: Human Resource Management & Development, Ekurhuleni East TVET College, Sam Ngema Road, Kwa - Thema or Posted To Private Bag X52, Springs, 1560.

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CLOSING DATE : 24 July 2026 at 16H00.

- POST 24/63** : **SENIOR PRACTITIONER HUMAN RESOURCE DEVELOPMENT REF NO: EEC-HRDP-02-01/2026**
 Permanent
 Branch: Technical And Vocational Education and Training
- SALARY CENTRE REQUIREMENTS** : R413 001 per annum (Level 08)
 : Ekurhuleni East TVET College
 : Grade 12 / Matric / Level 4 Certificate. 3-year National Diploma / Degree qualification in Human Resource Management. 3-5 years' relevant experience in Human Resource environment. Computer Literacy. A valid driver's licence. Knowledge and understanding of PMDS and IQMS. Knowledge and understanding of coordination and facilitation of training. Understanding of legislative framework governing the Public Services. Storage and retrieval procedures in terms of the working environment. Coordination and facilitation of training programmes. Planning and organizing. Communication (Good verbal and written). Flexibility. Customer care services. Report writing. Teamwork.
- DUTIES** : Ensure the implementation of training and development programmes. Conduct training needs analysis for the College. Conduct inductions for newly appointed employees in the College. Develop and implement training schedule. Contact service providers and negotiate best options for the College. Market training courses in the College. Plan and conduct skills audit for the College. Ensure proper arrangement of training logistics such as dates, venues and ensure submission of Portfolio of Evidence when required. Assess post - training evaluation and surveys for all courses attended. Administer a database of all trainings attended by employees and report thereof. Facilitate the development of Work Skills Plan. Develop the annual Work Skills Plan (WSP) from data collected. Establish Skill Development Committee (SDC). Communicate with SDC, relevant staff and units regarding preparation and reporting of WSP. Monitor the implementation of WSP. Report on the annual skills audit. Monitor and process any ETDP Seta claims and documentation. Establish and maintain a good relationship with ETDP Seta. Administer bursaries in the College. Advertise bursaries according to College requirements. Administer files for transfer of bursaries to and from other Colleges or institutions. Administer bursaries and bursary adjudication process. Provide secretariat support to /Human Resource Development Committee/ Bursary committee. Conduct bursary audits and respond to queries related to bursaries and compile quarterly reports for the bursaries. Ensure feedback of outcomes to applicants and their managers. Provide professional guidance and support to managers and staff regarding bursaries and career development. Ensure maintenance of bursary database. Administer bursary payments. Administer Performance Management Development System, Integrated Quality Management System and coordinate Training for College. Develop and implement an effective and efficient PMDS and IQMS for College staff. Conduct workshops and provide assistance with the completion of PMDS and IQMS documents. Administer, Half Yearly and Annual PMDS and IQMS Assessments for College staff. Administer the PMDS and IQMS for the College. Determine training interventions and compile training schedules for staff and submit to the Principal for approval. Administer the delivery of external and in-house training as and when requested. Administer the recruitment and selection of internship and learnership programmes. Compile reports for approval of bursary applications in the College. Manage database for all PMDS, IQMS and Training matters. Administer Internship and learnership programmes. Facilitate the development of job descriptions. Formulate the Employment Equity Plan for the College. Manage human, financial and other resources in the unit.
- ENQUIRIES** : Ms. LK Boikhutso Tel No: (011) 730 6600 / Mr. T Matsaba Tel No: (011) 730 6600
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Curriculum Vitae will be considered. A user guide and 'how to' videos will assist in how to complete for the form and digital signature. 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. "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. 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. 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.

- CLOSING DATE** : 24 July 2026 at 16H00.
- POST 24/64** : **STUDENT LIASON OFFICER REF NO: GSC26/2026**
(Permanent)
- SALARY** : R338 106 per annum (Level 07), (plus benefits)
- CENTRE** : Balfour Campus
- REQUIREMENTS** : A Degree/National Diploma (NQF Level 6) in Social Science or Education or Psychology or Relative Qualification recognise by SAQA, 1-2 Years Work Experience in Student Support Service or Teaching and Learning Environment or Related Field. Knowledge: Proven knowledge of public sector, Knowledge of TVET environment, proven Knowledge psychology, Teaching background, public services framework, public services Act, public services regulations, public management Act, Treasury regulations, Batho Pele Principle. Skills: Computer literacy (MS, Word, Excel, Ms PowerPoint), Administrative, communication and listening, Excellent project management, Confidence and energy to build rapport, Ability to prioritise, work independently and meet deadlines, flexibility to occasionally work out of hours strong eye for detail, Lecturing experience in fundamental programmes will be a requirement, good teamwork, Problem solving.
- DUTIES** : Provide student liaison services at the campus, Guide students and path their careers, Manage the induction of the students at the campus, Provide welfare support to students by liaising between stakeholder/persons, Prepare weekly support and monthly reports, Assist students as and when required, Assist with academic support plan for identified students, 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 students matters appropriately including substance and other relevant matters, Promote regular attendance of students and monitor the attendance register, Conduct home visits when necessary and interview/counsel students, staff, families and other relevant stakeholders in order to identify contributing factors associated with low attendance concerns, support student, families by establishing and delivering absence reduction programmes, manage the fundamentals support programmes, peer educator programmes in the student support centre at campus, management of application and placement process.
- ENQUIRIES** : Mr BJ Dlongolo Tel No: (017) 712 9040
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- POST 24/65** : **HUMAN RESOURCE DEVELOPMENT PRACTITIONER REF NO: GSC27/2026**
(Permanent)
Re-advert
- SALARY** : R338 106 per annum (Level 07), (plus benefits)
CENTRE : Central office (Standerton)
REQUIREMENTS : A Degree/National Diploma (NQF Level 6) in Human Resource Management/development or Relative Qualification recognised by SAQA, 1-2 Years work Experience in Humann Resource Development Environment. Knowledge: Knowledge and understanding of PMDS and IQMS, Knowledge and understanding of coordination and facilitation of training, understanding of legislative framework governing the public services, Storage and retrieval procedures in terms of the working environment. Skills: Coordination and facilitation of training programmes, Planning and organizing, Communication, Computer Literacy, Flexibility, Customer care services, Report writing, Teamwork.
- DUTIES** : Implement all training and development programmes, Facilitate the development of work skills plan, Process any ETDP Seta claims and documents, Process bursaries in the College, Coordinate internship and Learnership Programmes, Implement performance management development system, Integrated quality management system and coordinate training for college staff, Facilitate the development of job descriptions, Formulate the employment equity plan for the college.
- ENQUIRIES** : Mr BJ Dlongolo Tel No: (017) 712 9040
APPLICATIONS : The Acting Human Resource Manager; Gert Sibande TVET College; P. O. Box 3475; Standerton, 2430, email: applications@gscollege.edu.za or Hand delivered to: 18a Beyers Naude Street, Standerton, 2430.
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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 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.

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POST 24/66 : **PROVISIONING OFFICER: SUPPLY CHAIN MANAGEMENT REF NO: GSC28/2026**
(Permanent)

SALARY : R338 106 per annum (Level 07), (plus benefits)
CENTRE : Central office (Standerton)
REQUIREMENTS : A Degree/National Diploma (NQF Level 6) in Supply Chain Management / Logistics or Public management, 1-2 years' work experience in supply chain or Assets Management or Relevant Environment. A valid driver's licence. Knowledge: Knowledge of BAS/LOGIS system, knowledge of assets disposal procedure, knowledge and understating of legislative framework governing the public services, knowledge of assets management, knowledge of supply chain policies, knowledge of department of higher education mandate. Skills: Planning and organizing, communication (good verbal and written), computer literacy, Flexibility, customer care service, report writing, teamwork.

DUTIES : monitor and review the capturing of all physical (moveable and immovable). Assets in the physical asset management registers (Hard Cat (IT and Furniture register). Monitor and review the allocation of assets to asset holders. Review the monitoring of assets in accordance with the relevant policy and procedures. Promote correct implementation of sound asset management practices. Administer asset management services. Assist with managing of all asset movement within the College. Supervise human resources/staff.

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APPLICATIONS : The Acting Human Resource Manager; Gert Sibande TVET College; P. O. Box 3475; Standerton, 2430, email: applications@gscollege.edu.za or Hand delivered to: 18a Beyers Naude Street, Standerton, 2430.

FOR ATTENTION : Mr BJ Dlongolo Tel No: (017) 712 9040
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POST 24/67 : **CAMPUS ADMINISTRATOR PERDEKOP CAMPUS REF NO: GSC29/2026**
(Permanent)

SALARY : R338 106 per annum (Level 07), (plus benefits)
CENTRE : Perdekop Campus

REQUIREMENTS : A Degree/National Diploma (NQF Level 6) in Office Management and Technology or Public Management or Relative Qualification recognised by SAQA, 1-2 years' work experience in Administration environment. A Valid Driver's Licence Knowledge: Knowledge of office administration, Knowledge of Public Service legislations and policies, Knowledge and understanding of the TVET/CET Administration, Understanding of the Higher Education sector, Understanding Cost centre 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 : 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, 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.

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- POST 24/68** : **MARKETING CLERK REF NO: GSC30/2026**
(Permanent)
Re-advert
- SALARY** : R237 543 per annum (Level 05), (plus benefits)
CENTRE : Central Office (Standerton)
REQUIREMENTS : Grade 12 with Computer as passed Subject or NCV Level 4 Certificate in Marketing. N6 Certificate or Diploma (NQF Level 6) in Communication or Marketing or Public Relation will be an advantage, 1 year work experience in Marketing or Communication Environment will be an added advantage. Knowledge: Knowledge of Social media practice and channels, Knowledge and understanding of stakeholder management, understanding of the importance of branding and applying across a range of channels, Knowledge of event management, Knowledge and understanding of website maintenance. Skills: Planning and organising, Administration, Financial management, Report writing, Communication and Interpersonal, Problem solving, Computer literacy, Client Oriented, Project management, Team leader.
- DUTIES** : Handle college media platforms e.g. (Facebook, Twitter, Instagram), Ensure that college social media platforms are updated on regular basis, Liaise with campuses to ensure that college social media platforms reflect all sites, Monitor the college website, Collect press clipping from print media publications, the collection of data from online information sources, Archive all the press clippings and send clipping to management weekly, Conduct quarterly surveys around targeted groups, Compile reports on the survey for purpose of section presentation, Utilise the findings of surveys to implement stronger techniques around weak zones, Assist with day to day running of the section- decrease workload and help the team meet deadlines.
- ENQUIRIES** : Mr BJ Dlongolo Tel No: (017) 712 9040
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POST 24/69 : **MARKETING CLERK REF NO: GSC31/2026**
(Permanent)
Re-advert

SALARY : R237 453 per annum (Level 05), (plus benefits)
CENTRE : Central Office (Standerton)
REQUIREMENTS : Grade 12 with Computer as Passed Subject or NCV Level 4 Certificate in Marketing. N6 Certificate or Diploma (NQF Level 6) in Communication or Marketing or Public Relations will be an advantage. 1 year work experience in Marketing or Communication Environment will be an added advantage. Knowledge: Knowledge of Social media practice and channels, Knowledge and understanding of stakeholder management, understanding of the importance of branding and applying across a range of channels, Knowledge of event management, Knowledge and understanding of website maintenance. Skills: Planning and organising, Administration, Financial management, Report writing, Communication and Interpersonal, Problem solving, Computer literacy, Client Oriented, Project management, Team leader.

DUTIES : Handle college media platforms e.g. (Facebook, Twitter, Instagram), Ensure that college social media platforms are updated on regular basis, Liaise with campuses to ensure that college social media platforms reflect all sites, Monitor the college website, Collect press clipping from print media publications, the collection of data from online information sources, Archive all the press clippings and send clipping to management weekly, Conduct quarterly surveys around targeted groups, Compile reports on the survey for purpose of section presentation, Utilise the findings of surveys to implement stronger techniques around weak zones, Assist with day to day running of the section- decrease workload and help the team meet deadlines.

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POST 24/70 : **SUPPLY CHAIN CLERK REF NO: GSC32/2026**
(Permanent)

SALARY : R237 543 per annum (Level 05), (plus benefits)
CENTRE : Balfour Campus
REQUIREMENTS : Grade 12 with Computer as a passed subject, Diploma (NQF Level 6) in Supply Chain Management or Logistic or Public Management will be an advantage. 1 year work experience in supply chain or Assets Management Environment will be an added advantage, A valid driver's licence. Knowledge: Strong administration skills. Appropriate verbal and written communication skills. Innovative thinking and problem-solving skills. Ability to perform accurately and methodically under pressure. Sound interpersonal relations and a pleasant telephone personality. Good planning and organisational skills. Thoroughness, honesty, integrity and willingness to work hard, coupled with work. Ability to interpret directives. Skills: Planning and organising, Administration, Financial management, Report writing, Communication and Interpersonal, Problem solving, Computer literacy, Client Oriented, Project management, Team leader.

DUTIES : Assist with rendering procurement of goods and services. Render logistical administration services. Render general administration support services including typing, filing and preparing documents for meeting. Act as secretary to the Bid Committee. Uploading specifications, quotation, invoices, till slips, motivation on ITS system.

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POST 24/71 : **RECEPTIONISTS**
(Permanent)

SALARY : R201 093 per annum (Level 04), (plus benefits)
CENTRE : Standerton Campus Ref No: GSC33 /2026 (X1 Post)
Ermelo Campus Ref No: GSC34/2026 (X1 Post)

REQUIREMENTS : Grade 12 certificate with computer as a passed subject or Level 4 Certificate in Office Administration. N6 Certificate in Management Assistant will be an advantage. 1 year relevant work experience will be an added advantage. knowledge: Client orientation and Customer focus, good communication, Telephone etiquette. skills: Must be customer literate, Sound organizational skills, good people skills, Basic written communication skills.

DUTIES : Receive telephonic calls, message and channel to relevant role players, provide relevant information as required, Operate office equipment such as fax machines and photocopiers, liaise with internal and external personnel, Maintain telephone directory.

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POST 24/72 : **SECURITY OFFICER REF NO: GSC35/2026**
(Permanent)

SALARY : R170 226 per annum (Level 03), (plus benefits)

CENTRE : Central office (Standerton)

REQUIREMENTS : Grade 10 Certificate (Standard 8), Basic Security Course, Basic Education and training. 1 Year experience will be an Advantage. A Valid Drivers Licence. Knowledge: Knowledge of the access control procedures, building patrols, overseeing security registers and key controls, Knowledge of measures for the control and movement of equipment and stores, Knowledge of prescribes security procedures and the authority of security officers under these documents, Knowledge on the relevant emergency procedures. Skills: Reading, Writing, Language, Operating equipment, Literacy communication (verbal and written), people management, Office management and administration, Analytical, Computer literacy, Problem-solving, Planning and organizing Ability to work under pressure, Adaptive, Confidentiality, integrity, Disciplined.

DUTIES : Perform access control functions, ensure safety in the building and the premises, Ensure that equipment, documents and stores do not leave or enter the building or premises unauthorized, Ensure 79all incidents are recorded in the occurrence books/registers

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