

DEPARTMENT OF HIGHER EDUCATION & TRAINING
(Port Elizabeth TVET College)
(Maluti TVET College)

OTHER POSTS

<u>POST 25/27</u>	:	<u>ASSISTANT DIRECTOR MANAGEMENT INFORMATION SYSTEMS REF NO: PS01/2026DHET</u>
<u>SALARY</u>	:	R605 742 per annum (Level 10), (plus benefits)
<u>CENTRE</u>	:	Port Elizabeth TVET College (Central Office)
<u>REQUIREMENTS</u>	:	Incumbent should have a relevant Senior Certificate / Grade 12/ NCV Certificate (Level 4). National Diploma (NQF level6)/ Degree in Information Management, Computing or relevant qualification. The candidate must have a minimum of three (3) to five (5) years' experience at supervisory level on salary level 7 or 8 in Information Technology or any relevant knowledge. Knowledge of policies and governance environment of TVET Colleges including knowledge of the TVETMIS system, annual reporting requirements by the Higher Education Institutions. Knowledge and understanding of Information Management. Knowledge, understanding, application and interpretation of office management, Adapt IT, COLTECH, data warehouse and IT prescripts. 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 and people management. Have the following attributes, Client service focus, integrity, committed, proactive and loyal.
<u>DUTIES</u>	:	TVET MIS management, capturing and data extraction for the college. Set up the system in readiness for enrolment and support other processes. Control the quality of captured data and report if there are errors. Maintain the college TVET MIS system. Manage the student data. Use various tools, extract data to facilitate statistical reporting. Interact with service provider regarding upgrades and request for assistance. Maintain data on student registration. Compile reports on to management. Submit monthly report on skills & learnership on monthly basis. Compile, monitor academic examination and staff statistics of the college and submit reports on quarterly basis to management and DHET. Compile monthly, quarterly and annual reports as requested. Maintain, capture and validate inputs captured on ITS student and other related systems. Set up the student system for registration of students and ensure creditability and reliability. Maintain the Adapt IT, COLTECH, student system and other related system. Monitor capturing, quality control, validation, run procedure, create file and ensure that entries are sent to DHET head office. Management of human, physical and financial resources. Render management service to the staff. Ensure completion of performance agreements by all employees in the unit. Supervision of staff.
<u>ENQUIRIES</u>	:	Ms Chantel Jansen/ Ms Zenia Plaatjies Tel No: (041) 509 6000
<u>APPLICATIONS</u>	:	Please hand deliver your application, quoting the reference number to: The Office of the Deputy Principal: Corporate Services: Port Elizabeth TVET College; Erica Central Campus; 1 Richmond Park Drive; Richmond Hill; Port Elizabeth 6001; Reception Area or post your application to: Private Bag X6040; Port Elizabeth, 6000 or email to: recruit@pec.edu.za
<u>NOTE</u>	:	All applications must be submitted on the new approved Z83 Application Form (dated 1 January 2021) obtainable from the DPSA Website or any Public Service Department website. The new Z83 Application Form must be fully completed and duly signed. The Z83 Application Form must be accompanied by a detailed recently updated comprehensive CV with three (3) contactable references (provide their contact number and email addresses). Statement of results to be attached to application. Only shortlisted candidates will be contacted to submit the required certified documents. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately for every post you wish to apply for. Failure to submit the requested documents will result in your application not being considered. Applicants with foreign qualifications would be required to submit an evaluation certificate from South African Qualifications Authority (SAQA) on or before the day of the interview. The college reserves the right to withdraw the posts at any time.

Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to personnel suitability checks (criminal records, citizenship, and qualification verification). The suitable candidates will be required to annually disclose their financial interests and declare any conflict or perceived conflict of interest. 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. People with disabilities are encouraged to apply. All applicants must consider their applications to be unsuccessful if not contacted within 60 days after the closing date.

CLOSING DATE

: 05 August 2026

POST 25/28

: **ASSISTANT DIRECTOR: STUDENT REGISTRATION SERVICES REF NO: PS02/2026DHET**

**SALARY
CENTRE**

: R605 742 per annum (Level 10), (plus benefits)
: Port Elizabeth TVET College (Central Office)

REQUIREMENTS

: Incumbent should have a relevant Senior Certificate / Grade 12/ NCV Certificate (Level 4). Must be in possession of a recognised (3) three-year National Diploma (NQF Level 6)/ Degree in Business Administration, Public Management/Administration or a relevant qualification is essential. A minimum of three (3) to five (5) years of experience at supervisory on salary level 7 or 8 in an administration environment is required. A valid Code B driver's license is compulsory. Experience within the Post-School Education and Training (PSET) sector will be considered an added advantage. The ideal candidate must possess sound knowledge of enrolment standard operating procedures, data capturing procedures, and the use of computerised systems. A clear understanding of the legislative framework governing the Public Service, as well as knowledge of storage and retrieval procedures relevant to the working environment, is expected. The candidate must demonstrate strong report writing and presentation skills, particularly within the context of public sector governance. Effective communication, people empowerment, planning and execution capabilities are essential. Proficiency in MS Word, Excel, and PowerPoint is required, along with a proven ability to manage change effectively. Leadership skills, a commitment to quality work, sound human resource management, and the ability to communicate and lead with integrity form the foundation of the required values and attitudes for this role.

DUTIES

: Manage the administration of the overall student registration process, ensuring the development, review, and effective implementation of policies and procedures related to registration, admission, scheduling, and student records. Facilitate workshops to promote awareness and consistent application of these policies. Develop and implement marketing strategies aimed at attracting new student enrolments and oversee the accuracy of registration documentation. Supervise the management of student data systems, including graduate and alumni databases, and ensure accurate pre-entry support services such as financial aid, accommodation, and bursary assistance are available. Provide student guidance, placement testing, and maintain up-to-date programme enrolment records. Ensure orientation programmes are conducted across the college and on campuses, and that student data is accurately captured on the Information Technology System (ITS). Oversee the administration of student financial aid and bursary support, ensuring compliance with TVET Bursary Scheme rules and guidelines. Coordinate and chair financial aid committee meetings, facilitate funding awards, verify bursary statistics, and monitor compliance with bursary requirements while identifying and engaging potential academic sponsors. Administer the management of student learning materials, including the issuance, collection, and upkeep of textbooks and learning resources. Manage the coordination of career exhibition services, marketing college programmes at schools, open days, and exhibitions. Oversee the management of all human, financial, and other resources within the unit, ensuring optimal performance and adherence to relevant legislation and institutional policies.

**ENQUIRIES
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Elizabeth 6001; Reception Area or post your application to: Private Bag X6040; Port Elizabeth 6000 or email to: recruit@pec.edu.za

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CLOSING DATE

05 August 2026

POST 25/29

ASSISTANT DIRECTOR: CURRICULUM DEVELOPMENT AND IMPLEMENTATION (OCCUPATIONAL PROGRAMME) REF NO: PS03/2026DHET

**SALARY
CENTRE
REQUIREMENTS**

R605 742 per annum (Level 10), (plus benefits)
Port Elizabeth TVET College (Central Office)
Incumbent should have a relevant Senior Certificate / Grade 12/ NCV Certificate (Level 4). Must be in possession of a recognised (3) three-year National Diploma (NQF Level 6)/ Degree in Engineering/ Business Studies or related field. A minimum of three (3) to five (5) in the years supervisory experience at salary level 7 or 8 in the relevant field is required. The candidate should have strong understanding of occupational curriculum development, implementation, and assessment strategies. Knowledge of project management principles and strategic planning. sound knowledge of the SETA and CET Act, Skills Development Act, Public Service Act, Public Service Regulations, and Labour Relations Act. An understanding of the Public TVET sector, its regulatory and legislative framework, and ethical standards is essential, while familiarity with the Higher Education sector will be an added advantage. Must demonstrate strong leadership, management, and financial oversight abilities, as well as skills in decision-making, conflict resolution, human resources, and people management. Excellent time management, communication, presentation, and facilitation skills, along with advanced computer literacy and analytical capabilities, are also critical. A high level of job knowledge, technical competence, and a commitment to delivering quality work are essential attributes for this role.

DUTIES

Plan, manage, and monitor the implementation of occupational programs, learnerships and short skills programmes, ensuring all administrative functions related to ongoing programmes are efficiently managed. Conduct regular monitoring of programme progress, including site visits where necessary, to ensure effective delivery. Establish and sustain strategic partnerships with both the public and private sectors to secure funding for learnerships and short skills programmes and facilitate work placements for learners requiring practical experience. Manage seta funding. Drive programme accreditation applications with all relevant SETAs/ QCTO, aligning these with industry needs and community demands as identified through Skills Audits of the respective Municipalities. Oversee the development of project plans, including milestones, resource requirements and timeframes. Compile the project budgets and

**ENQUIRIES
APPLICATIONS**

manage all related expenditure. Oversee the sectional budget, managing payments to training providers, facilitators, and learner stipends, as well as procurement of stationery, PPE, and work equipment. Proactively identify and manage risks that could impact the smooth running of the unit, such as learner dropouts linked to stipend delays, and ensure timely submission of monthly reports and quarterly reports. to maintain transparency and accountability.

: Ms Chantel Jansen/ Ms Zenia Plaatjies Tel No: (041) 509 6000

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CLOSING DATE

: 05 August 2026

POST 25/30

: **ASSISTANT DIRECTOR: CURRICULUM IMPLEMENTATION (MINISTERIAL PROGRAMMES) REF NO: PS04/2026DHET**

**SALARY
CENTRE
REQUIREMENTS**

: R605 742 per annum (Level 10), (plus benefits)

: Port Elizabeth TVET College (Central Office)

: Incumbent should have a relevant Senior Certificate / Grade 12/ NCV Certificate (Level 4). Must be in possession of a recognised (3) three-year National Diploma (NQF Level 6)/ Degree in Education or related field. A minimum of three (3) to five (5) in the years supervisory experience at salary level 7 or 8 within an education, teaching, and learning environment is required. In the relevant field is required. The incumbent should have in-depth knowledge of the PSET and CET Acts, teaching and learning methodologies, as well as the Skills Development Act, Public Service Act and Regulations, Labour Relations Act, and the Education Act. A comprehensive understanding of the Public TVET sector and its regulatory framework, along with familiarity with the broader Higher Education sector, is essential. The candidate must demonstrate strong administrative, planning, and organisational skills, with proven abilities in financial and project management, report writing, and analytical thinking. Excellent communication, interpersonal, and problem-solving skills, along with a client-focused approach, are critical. Proficiency in computer literacy, as well as experience in team leadership and people management, is required. A strong commitment to job knowledge, high-quality work, effective communication, leadership, and human resource management is key to success in this role.

DUTIES

: Oversee the development, implementation, and monitoring of academic and curriculum policies to ensure alignment with national directives. Support the introduction of new programmes, qualifications, and revisions to the National

Curriculum (Vocational), and coordinate policy updates with SAQA accordingly. Manage the review and implementation of ICASS guidelines for both all assessments, including the development of classroom management policies to enhance curriculum delivery. Monitor and evaluate the conduct of assessments across all programmes and provide comprehensive reports to college executive management and relevant oversight bodies. Ensure the coordinated and consistent delivery of curriculum across all college delivery sites, promoting best practice teaching in collaboration with campus managers. Provide academic management services by offering ongoing support to lecturing staff, planning for quality teaching and learning, assisting with student admissions, and ensuring enrolment targets are met. Facilitate access to career guidance to support students in making informed programme selections. Guide the improvement of curriculum content and delivery through active engagement with public and private industry stakeholders. Analyse academic results, develop intervention plans for critical subjects, and coordinate classroom visits to support ICASS and ISAT compliance. Oversee the provision of appropriate learning materials by coordinating development activities, identifying material and resource requirements, and managing the dissemination of learning tools. Effectively manage all human, financial, and physical resources allocated to the unit to ensure optimal academic performance and service delivery.

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CLOSING DATE

: 05 August 2026

POST 25/31

: **ASSISTANT DIRECTOR: SUPPLY CHAIN AND ASSET MANAGEMENT REF NO: PS05/2026DHET**

**SALARY
CENTRE
REQUIREMENTS**

: R487 197 per annum (Level 09), (plus benefits)
: Port Elizabeth TVET College (Central Office)
: Incumbent should have a relevant Senior Certificate / Grade 12/ NCV Certificate (Level 4). Applicants must be in possession of a recognised National Diploma (NQF Level 6)/ Degree recognised by SAQA in Supply Chain Management, Logistics Management or a related field. Three (3) to Five (5) years' experience at supervisory level on a salary level 7 or 8 in Supply Chain Management, specifically in tender processes and logistics management, is required. The candidate must have in-depth knowledge of the Public Finance

Management Act (PFMA), Preferential Procurement Policy Framework Act (PPPFA), Treasury Regulations, the Broad-Based Black Economic Empowerment (BBBEE) Act, and the Supply Chain Management Framework. A comprehensive understanding of the entire supply chain cycle, including demand planning, acquisition, logistics, asset disposal, and supplier relationship management, is essential, along with knowledge of asset management practices and National Treasury guidelines. The ideal candidate must demonstrate advanced administrative, planning, and organisational skills, as well as competencies in financial management, report writing, and project coordination. Strong analytical thinking, problem-solving abilities, and excellent communication and interpersonal skills are critical. Proficiency in relevant computer applications, client-focused service delivery, leadership, and effective team and people management are expected. High levels of integrity, professionalism, technical expertise, and a commitment to service excellence are key attributes required for this role.

DUTIES

: The successful candidate will be responsible for the development, implementation, review, and monitoring of Supply Chain Management (SCM) policies in line with relevant legislation and regulations. This includes ensuring effective provisioning, procurement, stock control, and reporting processes, while conducting policy awareness across the College. The incumbent will oversee the procurement of goods and services, ensuring compliance with SCM procedures, timely authorisation of official orders, alignment of procurement plans with the College's budget, and proper documentation of all purchasing activities. The role also includes the administration of demand and acquisition management, coordinating tender processes, supporting bid specification, evaluation, and adjudication committees, and ensuring that procurement is aligned with preferential procurement objectives. The candidate will further be responsible for managing the College's asset portfolio by maintaining an accurate and up-to-date asset register, ensuring the barcoding of assets, verifying asset movement, and facilitating asset disposals in line with policies. In addition, the incumbent will oversee the development and maintenance of a secure and current supplier database, monitor supplier compliance, and ensure records are properly maintained. The role also entails the management and supervision of staff within the unit, ensuring performance agreements are in place, and supporting staff development in accordance with institutional performance management systems.

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05 August 2026

CLOSING DATE

POST 25/32

ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING REF NO: PS06/2026DHET

SALARY

CENTRE

REQUIREMENTS

R487 197 per annum (Level 09), (plus benefits)
Port Elizabeth TVET College (Central Office)
Incumbent should have a relevant Senior Certificate / Grade 12/ NCV Certificate (Level 4). A recognised three-year National Diploma (NQF Level 6)/ Degree in Financial Management or a related qualification is required. The candidate must have a minimum of three (3) to five (5) years' experience at supervisory level on salary level 7 or 8 in a financial environment. The ideal applicant must possess advanced knowledge of the Post-School Education and Training (PSET) and Continuing Education and Training (CET) Acts, the Public Finance Management Act (PFMA), GRAP (Generally Recognised Accounting Practice), Treasury Regulations, the Skills Development Act, Public Service Regulations, Public Service Act, Labour Relations Act, and the National Student Financial Aid Scheme (NSFAS) along with associated legislation. Proficiency in financial management systems is essential. Candidates must demonstrate advanced administrative, planning, and financial management skills, with strong capabilities in report writing, interpersonal communication, and problem-solving. Core competencies include computer literacy, analytical thinking, client orientation, and effective project and people management. A high level of professionalism, leadership, and commitment to delivering quality work are vital for success in this role.

DUTIES

Render effective financial accounting services in the areas of revenue management, expenditure control, reporting, and supervision. Oversee the collection and recording of revenue, including cashier, banking, and electronic payment functions, ensuring compliance with relevant financial prescripts and procedures. Monitor the receipt and safekeeping of all monies, bank reconciliations, allocation of electronic payments, and the safeguarding of source documents and face-value items. Oversee debt management processes, including the identification, accurate recording, and recovery of debts owed to the department, liaising with debtors in complex cases, and securing necessary approvals for repayment arrangements. Monitor revenue against budget, develop corrective measures when required, and ensure the preparation of accurate disclosure notes and financial supporting information. Manage expenditure processes related to compensation of employees, including payroll transaction verification, authorisation of reimbursements and third-party payments, and reconciliation between payroll (PERSAL) and the accounting system (BAS). Oversee expenditure on goods and services by verifying source documents, ensuring quality assurance, managing creditor reconciliations, and ensuring alignment with budgets. Manage transfers and subsidies by verifying eligibility and compliance with financial legislation and authorising related payments. Coordinate financial reporting activities, including the analysis of expenditure reports and the compilation of interim and annual reports on conditional grants. Ensure the safekeeping of all financial documentation. Provide supervision and leadership to staff, including work allocation, quality control, performance management, training and development, and the implementation of efficient work systems to ensure effective and compliant financial operations.

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<u>CLOSING DATE</u>	:	05 August 2026
<u>POST 25/33</u>	:	<u>SENIOR MANAGEMENT INFORMATION SYSTEMS OFFICER REF NO: PS07/2026DHET</u>
<u>SALARY</u>	:	R413 001 per annum (Level 08)
<u>CENTRE</u>	:	Port Elizabeth TVET College (Central Office)
<u>REQUIREMENTS</u>	:	Incumbent should have a relevant Senior Certificate / Grade 12/ NCV Certificate (Level 4). Applicants should be in possession of a recognised three (3) year National Diploma (NQF Level 6)/ Degree in Information Management, Data Management, or an equivalent qualification. A minimum of two (2) to three (3) years of relevant working experience in data management, the TVET MIS environment, or a related field is required. The ideal candidate must have a sound knowledge of the policies and governance framework applicable to TVET Colleges, including an understanding of the TVETMIS system and the annual reporting requirements for Higher Education Institutions. In-depth knowledge of information management principles, as well as the application and interpretation of office management systems such as COLTECH, data warehouse systems, and IT-related prescripts, is essential. The candidate must demonstrate strong administrative, planning, and organisational abilities, with proven experience in financial management, report writing, and problem-solving. Excellent communication and interpersonal skills, along with analytical thinking and computer literacy, are required. Additional competencies include a client-oriented approach, project management, team leadership, and the ability to effectively manage people and processes within a dynamic and regulated environment. Key values and attributes required for this role include a commitment to service excellence, integrity, loyalty, proactivity, and a strong sense of responsibility and professionalism.
<u>DUTIES</u>	:	The successful candidate will be responsible for the effective management of the TVET Management Information System (MIS) across the college. Key responsibilities include setting up the system for enrolment, ensuring timely and accurate data capturing, performing regular validations, and maintaining data quality standards. This role requires managing student data, extracting statistical information for reporting purposes, and coordinating with system service providers for upgrades and technical support. The incumbent will oversee the accurate capture of approved enrolments and registrations within specified deadlines. Additional duties include compiling and submitting weekly, monthly, and quarterly reports on student statistics, skills programmes, learnerships, examinations, and staffing to both management and the Department of Higher Education and Training (DHET). The candidate will also maintain and manage the Coltech/ ITS student system and related platforms, ensuring alignment with DHET requirements through rigorous quality control and validation processes. Oversight of academic system functions such as timetabling, assessment marks, class groupings, census dates, and curriculum records is required, along with the application of standard calculation criteria. The role further involves monitoring the administration and timely renewal of MIS licenses, ensuring the continuous efficiency of all student information systems. Effective management of human, physical, and financial resources

		within the unit is essential, including staff supervision, performance management, and the completion of performance agreements.
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<u>POST 25/34</u>	:	<u>TRANSPORT AND LOGISTICS FACILITATORS REF NO: MALUTITVET/HARR/TF01/2026 (X3 POSTS)</u> (Nature of Appointment: 12 Months Contract)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R280 278 per annum (Level 06)
	:	Harrismith Campus
	:	National Senior Certificate/Grade 12/Standard 10 /NCV Level 4. Recognised National Diploma / Degree in Transport and Logistics: Competencies and attributes: Qualified Assessor. Qualified Moderator. SACE Registration. Computer Literacy (MS Word, MS Excel, MS PowerPoint). Unendorsed Valid Driver's License. Experience in facilitating skills programmes.
<u>DUTIES</u>	:	Plan, prepare and deliver lectures to students. Set, moderate and administer assessment tasks as per College Assessment Schedule. Mark, moderate and compile mark sheets as per the College Academic Calendar and College Assessment Schedule. Examination invigilation. Compile and keep up to date POAs, Subject files and student POEs as required. Handle all students related administrative duties. Verification of ICASS marks. Monitor and keep correct records of student's attendance and performance records. Carry out all other duties related to the post. Facilitating
<u>ENQUIRIES APPLICATIONS</u>	:	Ms NJ Ntsela Tel No: (058) 303 1732
	:	All applications should be posted or hand delivered to Human Resource Management: Maluti TVET College, Corporate Office, Private Bag X33, Bethlehem, 9700 or hand delivered at Maluti TVET College: Corporate Office, Corner High & Broster Street, Bethlehem, 9700. Email applications can be forwarded to hrrcruitment@malutitvet.co.za in PDF format and as one attachment. Indicate the relevant reference number and job title on the subject line.
<u>NOTE</u>	:	Applications quoting the relevant reference number must be submitted on a Z83 form (effective from 01 January 2021) obtainable from any Public Service department as well as Maluti TVET College Corporate Office or from Maluti TVET College Official website www.malutitvet.co.za . The Z83 form must be

signed, initialed and dated. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83 it is acceptable for applicants to indicate refer to CV or see attached. However, the question related to conditions that prevent re-appointment under Part "F" must be answered. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed Z83 form and a detailed curriculum vitae. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from HR. Foreign qualifications must be accompanied by a SAQA evaluation report. Immigrants should apply for work permits before assumption of duty. Applicants who do not comply with the abovementioned instructions/ requirements, as well as applications received late will not be considered. Failure to submit all the requested documents will result in the application not being considered. Maluti TVET College is an equal opportunity, affirmative action employer. Candidates whose appointments promote representativity in terms of race, gender and disability will receive preference. People with disabilities are encouraged to apply. NB: Please consider your application as unsuccessful should you not be contacted within 60 days from the closing date of this advertisement. Correspondence will be limited to shortlisted candidates only. 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. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Successful candidates may be required to work at other places as may reasonably be required by the Department and the College. Maluti TVET College reserves the right to withdraw any of the mentioned advert.

CLOSING DATE

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31 July 2026 @13:00