

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING**  
**(Tshwane North TVET College)**  
**(West Coast TVET College)**

**OTHER POSTS**

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| <b><u>POST 28/23</u></b>   | : | <b><u>ASSISTANT DIRECTOR: STUDENT REGISTRATION SERVICES REF NO: TNC/CO/26 – 07/1</u></b><br>Duration: Permanent Appointment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>SALARY</u></b>       | : | R605 742 per annum, plus benefits                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>CENTRE</u></b>       | : | Central Office                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>REQUIREMENTS</u></b> | : | An undergraduate qualification National Diploma (NQF Level 6) in Business Administration, Public Management/ administration or relevant qualification as recognized by SAQA. A minimum of 3-5 years in administration department. Driver's license: Code B. Experience in the post schooling education and training (PSET) sector will be an added advantage. Competencies, Knowledge and Skills: Indicate the appropriate broad and specific knowledge required: Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Indicate the appropriate skill and level required: Proven report writing and presentation skills in the public sector and its legislation framework. Good communication skills and people Empowerment. Planning and execution. Proven computer literacy, including advanced MSWord, MS Excel and MS PowerPoint. Proven ability to effectively manage change. Leadership skill.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>DUTIES</u></b>       | : | Manage the administration of the overall student registration. Develop, review and monitor the implementation of policies and procedures in relation to student registration, admission, scheduling and records. Provides workshops on the implementation of policies and procedures in relation to student registration, admission, scheduling and records. Manage student registration and ensure proper procedures are followed. Develop and review registration documents for accuracy. Manage the database for new graduates and alumni into the job market. Maintain and update database of students enrolled within programmes. Ensure that student orientations are conducted into college and campuses. Ensure that learner's information is captured on Information Technology System (ITS). Plan, coordinate, and manage the end-to-end student registration process for all programmes (NC(V), Report 191/NATED, Occupational, and Skills programmes). Develop and implement annual registration schedules, timelines, and procedures. Ensure compliance with DHET enrolment targets, reporting requirements, and NSFAS regulations. Oversee online and manual registration platforms and troubleshoot system issues. Manage student data capturing and verification on the ITS or equivalent Student Information System (SIS). Student Records and Data Integrity. Ensure the accuracy, completeness, and security of all student registration data and records. Maintain and update the Student Information System (SIS) in compliance with DHET EMIS reporting requirements. Compile and submit accurate student headcount, FTE, and enrolment reports to DHET, SETA, and other stakeholders. Manage the archiving and retrieval of student registration records in compliance with POPIA and institutional records management policies. Policy Compliance and Quality Assurance. Ensure all registration activities comply with DHET norms, standards, and relevant legislation (Skills Development Act, TVET Act, POPIA, etc.). Implement and monitor quality assurance processes for registration and student records management. Liaise with QCTO, Umalusi, SETAs, and DHET regarding programme registration and certification compliance. Conduct regular audits of student files and registration records to ensure accuracy and compliance. Staff Supervision and Development. Supervise, coach, and develop registration and records management staff. Conduct performance assessments and manage staff performance in line with PMDS/IQMS requirements. Assign duties and manage workloads within the registration unit. Identify training needs and facilitate development opportunities for subordinate staff. Reporting and Administration. Prepare and submit monthly, quarterly, and annual registration reports to management. Provide registration statistics and data analysis to support |

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|                            |   | strategic planning and decision-making. Manage the registration unit budget and procurement of required resources. Attend and participate in relevant committees, management meetings, and planning sessions.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>ENQUIRIES</u></b>    | : | Should you have enquiries or experience any problem submitting your application contact Ms RN Selepe Tel No: (012) 401 1955 / Ms JM Nyalunga Tel No: (012) 401 1940                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>APPLICATIONS</u></b> | : | Email to <a href="mailto:asdregistration@tnc.edu.za">asdregistration@tnc.edu.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>NOTE</u></b>         | : | Applications must be submitted on the New Z83 which must be fully completed, obtainable from any Public Service Department and must be accompanied by a comprehensive Curriculum Vitae. Only shortlisted candidates will be required to submit certified copies of qualifications including academic records, driver's license, and identity document. Please take note that communication in relation to the process will be limited to the short-listed candidates. If you have not received any correspondence within three (3) months after the closing date, please consider your application unsuccessful. Note: Please quote the relevant reference number of the post you are applying for. Applications received after the closing date will not be accepted. Shortlisted candidates will be subjected to a vetting process: criminal record, citizenship, credit record checks, and qualifications. 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 College/DHET reserves the right not to make appointments. Preference will be given to African male, African female, Coloured male, Coloured female, White male, Indian male and White female as per the EE targets of the College. People with disability are encouraged to apply. All costs incurred due to your application and interviews will be at your own expense. Tshwane North TVET College would like to invite suitably qualified, innovative, result-orientated and self-driven candidates to apply for their vacant positions.                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>CLOSING DATE</u></b> | : | 24 August 2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>POST 28/24</u></b>   | : | <b><u>ASSISTANT DIRECTOR: INTERNAL AUDIT &amp; QUALITY MANAGEMENT</u></b><br><b><u>SYSTEM REF NO: TNC/CO/26 – 07/2</u></b><br>Duration: Permanent Appointment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>SALARY</u></b>       | : | R487 197 per annum, plus benefits                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>CENTRE</u></b>       | : | Central Office                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>REQUIREMENTS</u></b> | : | B-Tech Internal Auditing/Degree (NQF Level 7) in Internal Auditing. A post graduate qualification in internal auditing, forensic auditing or a relevant postgraduate qualification will be an added advantage. Registered member of the institute of Internal Auditors South Africa (IIASA). Certified Internal Auditor or Professional Internal Auditor designations or relevant professional designations will be an added advantage. Minimum 5 years' relevant experience in an internal auditing environment. Minimum 3 years' relevant supervisory experience in internal auditing environment. Computer literacy (MS Office – advanced Excel preferred). Valid driver's license. Competencies, Knowledge and Skills: Sound knowledge of internal auditing principles and practices. Knowledge of the CET Act, Public Audit Act, Public Finance Management Act (PFMA), Treasury Regulations, and public sector governance frameworks. Understanding of the International Standards for the Professional Practice of Internal Auditing (IIA Standards) and Global Internal Audit Standards. Knowledge and understanding of risk management, internal control frameworks, and corporate governance principles (King IV/V report). Understanding of public sector policies, including DHET/TVET regulatory and compliance requirements. Understanding of Quality Management Systems (ISO 9001:2015). Strong analytical, investigative, and problem-solving skills. Excellent report writing, presentation, and communication skills (written and verbal). Ability to evaluate the adequacy and effectiveness of internal controls. Strong planning, coordination, and organisational skills. Ability to interpret legislation, policies, and procedures and apply them during audits. Proficiency in compiling audit working papers and maintaining quality audit files. High attention to detail, accuracy, and compliance with auditing standards. Ability to work independently and under pressure while meeting strict audit timelines. Professionalism, accountability, and ethical conduct. Sound judgement and objectivity. Ability to maintain confidentiality and exercise discretion. |

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| <b><u>DUTIES</u></b>            | : | Prepare audit notification letters in line with the approved Annual Audit Plan. Conduct preliminary surveys to gain an understanding of systems, processes, and controls. Prepare Audit Planning Memoranda (APMs). Perform risk assessments and develop risk-based audit programmes. Identify control weaknesses and areas of improvement. Prepare and maintain quality audit files in compliance with Global Internal Audit Standards. Conduct audits in accordance with approved audit programmes and methodologies. Evaluate the adequacy and effectiveness of internal controls. Compliance and maintenance of the ISO 9001 standards. Assess safeguarding of assets against fraud, irregularities, and losses. Review compliance with the CET Act, PFMA, Treasury Regulations, and Institutional policies. Engage auditees during fieldwork and discuss preliminary findings. Perform follow-up audits on previously reported findings and recommendations. Draft clear, accurate, and evidence-based audit reports. Identify root causes and provide practical, value-adding recommendations. Conduct exit meetings and prepare minutes. Submit audit reports within agreed timelines. Support reporting to Executive Management and the Audit and Risk and Management Committee. Maintain effective professional relationships with internal stakeholders. Provide advisory input on governance, risk management, and internal control matters, where required. Guide and support management in addressing audit findings and management action plan.                                                                                                                                                                                                   |
| <b><u>ENQUIRIES</u></b>         | : | Should you have enquiries or experience any problem submitting your application contact Ms RN Selepe Tel No: (012) 401 1955 / Ms JM Nyalunga Tel No: (012) 401 1940                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>APPLICATIONS NOTE</u></b> | : | Email to <a href="mailto:asdinternalaudit@tnc.edu.za">asdinternalaudit@tnc.edu.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
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| <b><u>CLOSING DATE</u></b>      | : | 24 August 2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>POST 28/25</u></b>        | : | <b><u>ASSISTANT DIRECTOR: HUMAN RESOURCES MANAGEMENT AND DEVELOPMENT REF NO: WCTVET 1/2/0006</u></b><br>Contract: Permanent<br>Re-advertised. All candidates that have previously applied are encouraged to re- apply                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>SALARY</u></b>            | : | R487 197 per annum (Level 09), plus benefits as applicable in the Public Service                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>CENTRE</u></b>            | : | Central Office; Malmesbury                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>REQUIREMENTS</u></b>      | : | Matric /Grade 12 plus a recognised 3- years' National Diploma in Human Resources Management or a 4 - years' Degree. A minimum of 5 years in Human Resource Management environment of which three (03) years should be management experience. A Post Degree qualification will be an added advantage. PERSAL Certificates. Computer literacy. Knowledge of MS Software applications such as Word, Excel, PowerPoint & Outlook. Current and previous work experience endorsed by Human Resource (Not certificate of service). Valid Driver's license. Knowledge of Public Services legislations and policies related to Human Resource Management. Knowledge and                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

## **DUTIES**

understanding of the TVET/ CET Administration. Knowledge and understanding of the Higher Education sector. Knowledge of PERSAL and Job Evaluation. In-depth knowledge of BCEA, LRA, EEA, COIDA, OHSA, employee wellness and benefits. Excellent understanding of HR Risk and Compliance Knowledge of CCMA/Labour Court/Bargaining processes.

: Oversee Human Resource Management and Administration services - Render conditions of services (Leave, Housing, Medical, Injury on duty, Long service recognition, overtime, relocation, pensions, transfers, allowances etc.); Oversee the recruitment and selection processes as per departmental delegation (advert, shortlisting, interviews, security vetting, competency test, reference check, verification of qualifications) are coordinated within the stipulated timelines); Management of HR Personnel records. Oversee Human Resource Development services - Render Bursaries administration; Render Internship and Work Integrated Learning (WIL); Conduct Induction; Coordinate and facilitate the Training interventions. Develop and implement Workplace Skills Plan (WSP); Administration of Performance Management and Development Systems (PMDS) and Integrated Quality Management System (IQMS). Coordinate and facilitate Organizational Development, services - Coordinate the design, review and implementation of the college organizational structure; Facilitate the development of Job Descriptions; Coordinate the Job Evaluation of posts/jobs and submit to Head Office; Conduct work-study and business process re-engineering; Facilitate change management and organizational transformation services. Coordinate and facilitate Human Resource Planning (HRP) and Employment Equity (EE) services - Coordinate, develop, review, implement and monitor the college HR plan; Submit college HR plan to Regional and Head Office for integration of the departmental plan; Coordinate, develop, review, implement and monitor the college EE plan; Submit college EE plan to Regional and Head Office for integration of the departmental plan; Employment Equity (EE) data for submission to Regional and Head Office; Ensure the implementation of HR and EE Plan. Provide Employee Health and Wellness (EHW) services - Implement wellness programmes and service for the college; Coordinate and manage HIV, AIDS, STI and TB services; Coordinate and manage health productivity programmes; Implement health and safety working environment programmes; Promotion of sport activities to encourage physical fitness and healthy lifestyle. Develop and implement Human Resource policies and manuals. Management of all Human, Financial, and other resources of the unit. Advanced skill: Administrative; Planning and organizing; Financial management; Report writing, Communication and interpersonal; Problem solving; Computer literacy; Analytical; Client oriented; Project management; Team leadership; People management. Labour Relations Management - Provide advisory services on all employee relations policies, procedures, strategies, agreements, and legislation. Conduct daily employee relations operations specifically in the areas of disciplinary hearing, grievances, absenteeism, performance improvement and collective bargaining; Partner with management in driving fair labour relations within the business Represent the company in dispute resolution process including mediation, arbitration and negotiation; Partner with management in driving fair labour relations within the business Values/ attributes - Client service focus; Integrity; Committed; Proactive and loyal.

## **ENQUIRIES** **APPLICATIONS** **NOTE**

: Ms A. Arosi Tel No: (022) 482 1143  
: Please log on to [www.westcoastcollege.co.za](http://www.westcoastcollege.co.za) register and apply online.  
: Please click on the vacancies tab, fully complete the online Z83 application form, and attach a recently updated detailed CV with (years of experience, the start and the end date, the duties and three contactable references with email addresses for the previous and current employers). Failure to sign, date and not fully complete the Z83 form will result in your application not being considered. Applicants must submit Z83 and CV only, all other documents / proof will be submitted by shortlisted candidates. A separate application must be submitted for each post for which you are applying. Late applications (received after the closing date and time) will not be considered. Only shortlisted candidates will be required to submit certified copies of qualification and other relevant documents to College Human Resources Management Administration Unit on or before the day of the interview. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). The employer is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department.

It is the Department's intention to promote equity (race, gender, and disability) in the Department through the filling of the post(s) with a candidate whose appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan. The Employer reserves the right not to make an appointment, to withdraw, and / or amend the adverts for the post(s) and retains the right not to fill the posts as determined by the Director - General or the delegated authority. Where applicable, candidates will be subjected to a skills test. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and citizen verification; criminal record and financial/asset record checks. Applicants who have not been invited for an interview within 60 days of the closing date should consider their application unsuccessful. 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 August 2026