**ANNEXURE G**

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING**
**(Ekurhuleni TVET Colleges)**
**(Maluti TVET College)**
**(College of Cape Town TVET College)**

**OTHER POSTS**

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| **POSTS 31/31** | : | **ASSISTANT DIRECTOR: INFORMATION TECHNOLOGY REF NO: ASD/IT/CCT/08/2026** |
| **SALARY** | : | R487 197 per annum: (Level 09) |
| **CENTRE** | : | College Of Cape Town Tvet College, Central Office |
| **REQUIREMENTS** | : | Grade 12/ Matric with a National Diploma or Degree in Information Technology or equivalent qualification. Three (3) to five (5) years' experience in an IT environment, of which three (3) years must be supervisory experience. Bilingual in at least two official languages (Preferably: English plus Afrikaans or Xhosa). A valid Code B driver's license. Knowledge of computer hardware, software and programmes. Knowledge of policies and governance environment of TVET Colleges including knowledge of the annual reporting requirements by the Higher Education Institutions. Knowledge and understanding of Corporate ICT principles. Knowledge and understanding of the monitoring of performance management system. Knowledge and understanding of the ICT policies and relevant legislation. Administer computer hardware, software and network. Accurate administrative, as well as planning and organising skills. Financial management, including Report writing skills. Communication and interpersonal skills. Problem solving and Analytical skills. Be client service oriented. Project management skills. Team leadership skills. Planning and organizing, as well as People management skills. Must have integrity, be committed, proactive and loyal. |
| **DUTIES** | : | Conduct research regarding national and provincial policy framework, legislation, collective agreements, internet, relevant readings etc. Ensure consultation process of draft policies with all relevant stakeholders. Ensure that all new ICT policies are workshopped for all staff. Ensure the development, establishment of appropriate E-governance and ICT policies, frameworks and standards. Implement, enforce, and ensure adherence of IT policies and procedures to all campuses. Ensure that appropriate policies and processes are put in place for risk management. Administer and monitor IT Security and Electronic access. Establish systems to safeguard hardware and data. Perform system backups. Research and develop specifications for (Local Area Network & Wide Area Network) LAN and WAN technologies according to the college's requirements. Procure LAN and WAN technologies. Distribute LAN and WAN access to students and staff according to college policy and needs. Set-up, manage and maintain WAN, LAN, E-mail and internet connections to all the colleges. Troubleshooting, resolving and documenting all ICT related issues. Research and develop plans for software and hardware products required for technologies and systems which will enable the college's core business, support functions and programs. Advice on Procurement of college software and hardware according to the college's needs. Distribute software and hardware for use by students and staff according to the college's policy and needs. Maintain and monitor the software and hardware system, reports on redundant hardware and software and advises on updating. Keep up to date with the latest developments of hardware and software in education. Manage all licensing of software that the college is using and ensure that it is valid and appropriate. Assist with the procurement of intranet and internet products and services according to the college's needs. Ensure access to intranet and internet in the colleges. Ensure that the college website is continuously updated with current information. Management of all Human, Financial and other resources of the unit. |
| **ENQUIRIES** | : | Mr B Klaas Tel No: (021) 404 6700 |
| **APPLICATIONS** | : | The Recruitment Officer, College of Cape Town for TVET, P.O Box 1054, Cape Town 8000, or Hand deliver to the Central Office, 334 Albert Road, Salt River, Cape Town, 7925 or email HRapplications@cct.edu.za |
| **NOTE** | : | The College is an affirmative action employer. Applicants are not required to submit any copies of qualifications and other relevant documents on application, but must submit a fully signed Z83 form and detailed Curriculum |

Vitae. Applications must be submitted on a new form Z83 obtainable from any Public Sector Department/TVET College website. The reference number and the post title must be quoted on the Z83 which must be originally signed and dated by the applicant. Certified copies of qualifications and other relevant documents will be submitted by shortlisted candidates. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications. 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 will be integrity (ethical conduct) assessment. Department Of Higher Education And Training (College of Cape Town TVET College) College of Cape Town Technical and Vocational Education and Training (TVET) College is inviting applications from suitably qualified candidates to fill the following vacancies Applications received after the closing date and those that do not comply with the requirements will not be considered.

**CLOSING DATE** : 15 September 2026 at 16:00

**POST 31/32** : **ASSISTANT DIRECTOR: FINANCIAL MANAGEMENT REF NO: ASD/FM/CCT/08/2026**

**SALARY** : R487 197 per annum: (Level 09)
**CENTRE** : College Of Cape Town TVET College, Central Office
**REQUIREMENTS** : Grade 12/ Matric, with a recognized National Diploma or degree in Financial Management at NQF7 or equivalent qualification. Three (3) to five (5) years' experience in a Financial Management/ Senior State Accounting environment, of which three (3) years must be supervisory experience. Excellent communication skills (Written and Verbal). Fully Bilingual in at least two official languages (Preferably: English plus Afrikaans or Xhosa, but must be fluent in English.) A Valid Code B driver's license. Proficient in Microsoft Office. Knowledge and understanding of PFMA and Treasury Regulations. Knowledge of Skills Development Act, Public Service Regulations and Public Service Act and Labour Relations Act. Knowledge of Financial Management Systems. Knowledge of PSET and CET Act. Knowledge of the National Student Financial Aid Scheme and related legislation. Budget forecasting and management skills. Accurate administrative, as well as planning and organizing skills. Financial management, including Report writing skills. Communication and interpersonal skills. Problem solving and Analytical skills. Be client service oriented. Project management skills. Team leadership skills. Planning and organizing, as well as People management skills. Must have integrity, be committed, proactive and loyal.

**DUTIES** : Collection and recording of revenue. Cashier, banking service and electronic payments. Monitor and review the procedures for the collection and safekeeping of all monies and compliance with the relevant prescripts. Monitor and review the receipts and collection of monies to ensure that it is in accordance with the appropriate tariffs and properly recorder. Oversee that banking of monies is done in accordance with the prescribed processes. Oversee that bank reconciliations are performed and are correct. Oversee the verification of the validity and allocation of payments received via electronic transfers. Oversee the safeguarding of source documents and face value. Debt Management. Oversee the identification and accurate recording of debts owed to the department. Liaise with debtors in the most complex and problematic cases to determine payback conditions and time span. Oversee the process of obtaining the accounting officers' approval for debt collection conditions. Obtain the accounting officers approval for debt payback conditions and time span on the cases handled. Oversee the accurate allocation of monies received. Monitoring and reporting on revenue: Oversee and monitor income against budget and review reconciliations. Oversee and undertake the

development of corrective measures when required. Oversee and review disclosure notes on revenue collection. Oversee and collate financial supporting information for planning purposes. Ensure completeness and accuracy of financial information. Expenditure Management: Compensation of employees: Oversee the verification of the capturing of payroll transactions on the accounting system. Oversee the quality assure all payroll transactions. Authorizes reimbursement transactions on the accounting system. Oversee the reconciliation of transactions (interface) on the payroll (PERSAL) with the accounting system (BAS). Authorizes payments to third parties (employer contributions to pension funds, medical aid funds, tax contributions and reconciliation etc.) outside the payroll system. Oversee verification of information for payroll certification. Goods and services: Oversee verification of source documents. Oversee the quality assurance and verification of transactions on BAS/LOGIS. Ensure that expenditure is in line with the budget and item provisioning. Oversee the correct capturing of banking details on the accounting system. Oversee creditor reconciliation (ensure that service providers are paid timely and correctly). Transfers and subsidies: Oversee and reconcile payment requests with budget provisions and the availability of funds. Oversee the process to ensure that the relevant institution is eligible for a transfer payment /subsidy and that they comply with the relevant financial legislative requirements. Authorize the payment of transfers and subsidies processed on the accounting system. Reporting: Oversee the processing of information to determine expenditure against budget. Review and analyze expenditure reports, distribute to budget holders and obtain inputs on expenditure status. Oversee the compilation of interim and annual reports on conditional grants. Ensure the safeguarding of all source documents. Supervise employees to ensure an effective financial accounting service. This would inter alia entail the following: General supervision of employees. Allocate duties and do quality control of the work delivered by supervisors. Advise and lead supervisors with regard to all aspects of the work. Manage performance, conduct and discipline of supervisees. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively. Develop, implement and monitor work systems and processes to ensure efficient and effective functioning.

**ENQUIRIES** : Mr B. Klaas Tel No: (021) 021 404 6700

**APPLICATIONS** : The Recruitment Officer, College of Cape Town for TVET, P.O Box 1054, Cape Town 8000, or Hand deliver to the Central Office, 334 Albert Road, Salt River, Cape Town, 7925 or email HRapplications@cct.edu.za

**NOTE** : The College is an affirmative action employer. Applicants are not required to submit any copies of qualifications and other relevant documents on application, but must submit a fully signed Z83 form and detailed Curriculum Vitae. Applications must be submitted on a new form Z83 obtainable from any Public Sector Department/TVET College website. The reference number and the post title must be quoted on the Z83 which must be originally signed and dated by the applicant. Certified copies of qualifications and other relevant documents will be submitted by shortlisted candidates. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications. 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 will be integrity (ethical conduct) assessment. Applications received after the closing date and those that do not comply with the requirements will not be considered.

**CLOSING DATE** : 15 September 2026 at 16:00

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| **POST 31/33** | : | **ASSISTANT DIRECTOR: MARKETING AND COMMUNICATION REF NO: ASD/MAC/CCT/08/2026** |
| **SALARY** | : | R487 197 per annum: (Level 09) |
| **CENTRE** | : | College of Cape Town TVET college, Central Office |
| **REQUIREMENTS** | : | Grade 12/ Matric with a National Diploma or degree in Marketing, Communications or Public Relations or relevant qualification. Three (3) to five (5) years' relevant experience in a Marketing/ Communication environment, of which three (3) years must be supervisory experience. Computer Literacy in MS Office Word, Excel and PowerPoint), Adobe, Photoshop etc. Excellent communication skills (Written and Verbal). Fully Bilingual in at least two official languages (Preferably: English plus Afrikaans or Xhosa, but must be fluent in English.) A Valid Code B driver's license. The ideal candidate must have knowledge of the policies and governance environment of TVET Colleges including knowledge of the annual reporting requirements by the Higher Education Institutions. Knowledge and understanding of the monitoring of performance management development system. Knowledge and understanding of TVET Administration. Knowledge and understanding of the Higher Education sector, especially the policies and relevant legislation. The following skills must be present: Administrative, planning and organizing, financial management, report writing, communication and interpersonal, problem solving, computer literacy, analytical, client oriented, project management, team leadership including people management. The ability to meet tight deadlines and work under pressure with sound organisational skills. Strong client liaison and sales negotiation skills. Excellent internal and external communication skills. A creative and innovative approach to marketing and communication. Extensive experience in publications. Must have integrity, be committed, proactive and loyal. |
| **DUTIES** | : | Driving a proactive and integrated marketing strategy to enhance the College of Cape Town brand, values and education and training services. Implementing the corporate communications strategy. Managing the Department of Marketing and Corporate Communications. Establishing and implementing a media liaison strategy for the College. Implementing a communication strategy for internal and external stakeholders, liaising with business and industry. Manage and coordinate marketing, promotions and branding including: Developing and managing college brand identity, Manage all college signage and document branding (letterheads, certificates, etc.), Formulate and ensure implementation of the college branding strategy, Develop and produce college publications, i.e. banners, information brochures, annual reports, pamphlets and programme information, Managing special events, promotional activities and projects of the College. Manage public relations and media liaison services: Manage all media and general community liaison and communications. Manage all college events including exhibitions participation, prize giving, official functions and special marketing events, Coordinate of media queries and responses as when required. Tracking all the positive and negative stories on the college including forwarding these to the relevant managers. Regularly maintain the content, design and layout of the college website: Provide photographic services and write stories for the colleges. Draft articles for the department/college 's electronic newsletter. Take pictures at the event that will make part of the article, Marketing the department through branding at these events, Sub-editor to the monthly electronic newsletter, Gather all articles from colleagues and college activities, Submit articles for compilation, verify and forward for approval: Management of all Human, Financial and other resources of the unit: Render management service to the staff, Manage the development and performance of the staff, Manage the performance agreement of the staff. |
| **ENQUIRIES** | : | Mr B. Klaas Tel No: (021) 021 404 6700 |
| **APPLICATIONS** | : | The Recruitment Officer, College of Cape Town for TVET, P.O Box 1054, Cape Town 8000, or Hand deliver to the Central Office, 334 Albert Road, Salt River, Cape Town, 7925 or email HRapplications@cct.edu.za |
| **NOTE** | : | The College is an affirmative action employer. Applicants are not required to submit any copies of qualifications and other relevant documents on application, but must submit a fully signed Z83 form and detailed Curriculum Vitae. Applications must be submitted on a new form Z83 obtainable from any Public Sector Department/TVET College website. The reference number and the post title must be quoted on the Z83 which must be originally signed and dated by the applicant. Certified copies of qualifications and other relevant |

documents will be submitted by shortlisted candidates. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications. 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 will be integrity (ethical conduct) assessment. Applications received after the closing date and those that do not comply with the requirements will not be considered.

**CLOSING DATE** : 15 September 2026 at 16:00.

**POST 31/34** : **HUMAN RESOURCE PRACTITIONER: EMPLOYEE HEALTH AND WELLNESS EKURHULENI EAST TVET COLLEGE REF NO: EEC-EHWP-01-01/2026**
These posts are based in Ekurhuleni East TVET College
Branch: Technical And Vocational Education and Training
Permanent

**SALARY** : R338 106 per annum (Level 07)
**CENTRE** : TVET Colleges
**REQUIREMENTS** : A Grade 12 / Matric / Level 4 certificate. An appropriate Diploma / Degree qualification with Psychology Bachelor's Degree with psychology, sports science, Employee Assistance Programme/ Employee Wellness Certificate will be an added advantage. 1-2 years' experience in Employee Health & Wellness field / Employee Assistance Programme. Registration with SACSSP/HPCSA/EAPSA is a prerequisite. Computer Literacy. A valid driver's Licence. Knowledge of integrated Employee Health and Wellness strategic framework. Understanding of Wellness Management includes psychosocial, physical, financial and organisational wellness. Understanding Health and Productivity, including PILIR. In-depth knowledge in conducting counselling. Understanding of special programmes such as Gender and Disability. Planning and organizing skills. Written and verbal communication skills. Presentation and Report Writing. Adhere to professional bodies code of conduct. Undertake other duties assigned by immediate supervisor.

**DUTIES** : Provide Effective and efficient administrative support in the implementation of Employee Health and Wellness strategic framework. Assist with the implementation of health and wellness policy for the College. Proactively develop relationships with employees by making an effort to understand their needs, anticipate and provide solutions to their needs. Proactively engage with high-risk employees through the various channels (calls, face-to-face sessions and onward referrals) to lower their risk over time. Liaising with third parties to gather information and resolve issues timeously. Identifying opportunities to offer information and make suggestions based on an employee's needs. To ensure continuity of care for the employees, through follow-up interactions. Establish and maintain relationships at all levels with external partners and internal departments to facilitate expeditious resolution of queries. Conducting Trainings on staff development. Assist with conducting Health and wellness surveys. Coordinate Health and Wellness programme based on the Health Wellness surveys. Coordinate all logistical arrangements for workshops on Health and Wellness programmes to create awareness and support. Promote psycho-social/physical wellness of employees in the College. Provide counselling. Provide interventions to mitigate absenteeism. Monitor programmes to manage lifestyle diseases and Health risks. Provide logistical support in commemoration for National Health events in accordance with national strategic plan. Comply with the DHET and College policies and procedures. Adhere to Department of Higher Education & Training and College policies and procedures.

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

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| **APPLICATIONS** | : | Applications received after the closing date 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. Applications must be submitted to recruitment@eec.edu.za OR hand delivered at Ekurhuleni East TVET College, Central Office, Sam Ngema Road, Kwa – Thema. |
| **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 term s 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. 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** | : | 04 September 2026 at 09H00. |
| **POST 31/35** | : | **CHIEF ADMINISTRATION CLERK REF NO: MALUTITVET/CORP-001/2026**<br>Nature of Appointment: (Council Paid) 03 Years Contract |
| **SALARY** | : | R338 106 per annum (Level 07) |
| **CENTRE** | : | Maluti TVET College: Corporate Office |
| **REQUIREMENTS** | : | National Senior Certificate/ Grade 12/ Standard 10 or NCV Level 4. Recognized National Diploma in Human Resource Management/Development (NQF level 6). Relevant PERSAL Certificate (Introductory PERSAL Certificate). 2-3 years relevant experience in Human Resource Management/ Administration environment. Competencies: Understanding and utilisation of the PERSAL system. Understating of legislative framework governing the Public Services Storage and retrieval procedures in terms of the working environment Understanding of the work in registry Computer Literacy (MS Word, MS Excel and MS Power Point). Unendorsed Valid Drivers License. Knowledge of office administration. Knowledge of Public Service legislation and policies. |
| **DUTIES** | : | Provide conditions of services and remuneration of employees Process Pension, Housing Allowance and Long Service benefits etc Keep all signed contract of employment forms on salary levels 2 to 8. Process employee leave. Maintain staff files (employment contracts, details, leave forms etc.). Receive all termination paperwork and terminate employees as and when required. Process payroll for all employees and deal with all administration and queries relating to the Pension Fund and Medical Aid. Provide Recruitment and Selection services to the College Process applications, handle responses and short-listing processes. Screen CV's; prepare preliminary shortlists, final shortlists with responsible managers for submission to the short-listing committee. Prepare for interviews (i.e arrangements of interviews such as dates, venues, and invitations to candidates). Coordinate the verification of all applicants' qualifications. Develop and update recruitment database. Update personnel files. Safe keep all Human Resource Records. Provide records as and when required for auditing purposes. Dispose files in terms of the |

applicable legislations and approved College policy. Handle incoming and outgoing correspondence. Maintain a database of all incoming and outgoing mail. Maintain register of file index on (filing system)

**ENQUIRIES** : NJ Ntsela Tel No: (058) 303 1732

**APPLICATIONS** : 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 hrrecruitment@malutitvet.co.za in pdf format and as one attachment. Indicate the relevant reference number and job title on the subject line.

**NOTE** : 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 disability 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** : 11 September 2026 @13:00

**POST 31/36** : **PLACEMENT CLERK (X2 POSTS)**
Nature of Appointment: (Council Paid) 12 Months

**SALARY** : R237 453 per annum (Level 05)

**CENTRE** Maluti TVET College

**REQUIREMENTS** : National Senior Certificate/Grade 12/ Standard 10/NCV Level 4 Degree / National Diploma in Business Administration / Management, Management Assistant, Office Management, Public Relations/Management, Marketing Management, Public Relations or equivalent qualification. A valid driver's license. Competencies: Be able to work under pressure. Be customer orientated. Attention to detail and excellent Organisational skills. Good communication skills (written and orally). Computer literacy (MS Word, MS Excel and MS Power point). Knowledge about SETA's May be added advantage. Employment service market, PSET and CET Act, Public Service prescripts, DHET Policies, Industrial operation, Identification of opportunities in the market, Labour Market, Opportunity linkages with industries. Minimum of 1-year experience in the administration of projects.

**DUTIES** Applying for discretionary grants from various funders on behalf of the college. Ensure the: Orientation and inductions of interns and host employers so that they understand the work Placement process, the level of support available and are fully equipped to undertake successful Work placement. Organise

work placements and support students in the work placement process. To organise and attend placements visits to monitor the progress of students, and deal effectively with any issues/concerns that arise. To assist with work placement correspondence and Telephone enquiries internally and externally. Implementing student work readiness programs Including resume writing, interview preparations workshops, etc. organizing group networking Events for all partners students, businesses and stakeholders. Maintaining a current database of Employers and students' placements. Writing reports and assisting with internship and experiential Program processes and procedures. Facilitate the placement of students. Conduct job readiness training programmes. Liaison with commerce, industry and other relevant stakeholders, Maintain the student tracking system, Maintain and update employer and student placement database, develop quality electronic report and statistics, Monitoring and evaluation of work placement practices, conduct work-based assessment for students. Act as the initial point of contact for minor logistical issues or scheduling conflicts raised by employers or learners, escalating major disputes to senior coordinators. Verify attendance records and data inputs required for the payout of learner stipends or the unlocking of SETA funding. Organize electronic and physical learner files to ensure complete traceability during regular regulatory quality assurance audits.

**ENQUIRIES** : NJ Ntsela Tel No: (058) 303 1732

**APPLICATIONS** : 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 hrrecruitment@malutitvet.co.za in pdf format and as one attachment. Indicate the relevant reference number and job title on the subject line.

**NOTE** : 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 disability 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** : 11 September 2026 @13:00