

DEPARTMENT OF HIGHER EDUCATION AND TRAINING

BUFFALO CITY TVET COLLEGE: Kindly note that the following posts that were advertised in Public Service Vacancy Circular 32 dated 04 September 2026, Transport Officer: with Ref No: BCC15/2026. Salary notch is R338 106 per annum, plus benefits.

MANAGEMENT ECHELON

<u>POST 33/29</u>	:	<u>DEPUTY DIRECTOR-GENERAL: CORPORATE SERVICES REF NO: DHET 01/09/2026</u> Branch: Corporate Service
<u>SALARY</u>	:	R1 885 710 per annum (Level 15), (all-inclusive remuneration package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate Postgraduate qualification (NQF level 8) in Human Resource Management / Business Administration / Public Management / Public Administration / Management/ Marketing / Public Relations or related qualification. A minimum of eight (8) years' relevant experience at senior management level in corporate service environment and five (5) years must be as a member of the SMS in the Public Service. Successful completion of the Nyukela Public Service SMS Pre-entry Programmed as endorsed by NSG. Knowledge and skills: understanding of the Higher Education sector; policies and governance environment of TVET Colleges; annual reporting requirements by the Higher Education Institutions; knowledge and understanding of TVET Administration; Public Service Acts and Regulations; PFMA; Information Technology and Communication; Facilities Management; Labour Relation Acts; Implementing DPSA Directive and PSBC resolutions; knowledge in human resource management/ OD and change management Directives. Strategic capability and leadership; people management and empowerment; programmed and project management; change management; knowledge management; service delivery innovation; problem solving and analysis; client orientation; excellent verbal and written communication; decision making; financial management; conflict management. Values required are: Client service focus, integrity, committed/ dedicated, proactive, loyal, ethics, professional, respect, and goal-driven. Valid driver's license.
<u>DUTIES</u>	:	To manage, oversee and provide efficient, cost-effective corporate management support services to the branches in the Department. Oversee Human Resources Management and Development Services. Provide oversight of human resource administration and systems control services. Ensure human resource development and performance management services. Oversee organisational development, human resource planning, employment, equity, policy and strategy services. Provide employee health and wellness programs. Oversee grievance dispute and misconduct resolution processes. Oversee the departmental collective bargaining. Provide Corporate Communication services. Ensure marketing and publications. Oversee external communication and medialising. Oversee internal communication and client services. Provide oversight of Information Technology and Business Systems Management Services. Oversee information technology (IT) infrastructure support and operation. Ensure application development support. Oversee information knowledge and records management services. Align DHET's information security to legislation, governance standards and security frameworks. Provide Security Management Services and oversee Facilities Management services. Oversee the physical security management services. Manage the Vetting services and processes. Provide Facilities Management services. Oversee Asset management processes. Provide Administrative support to the Offices of the Director-General and Ministry. Ensure effective management of correspondence, documentation, records and confidential information. Coordinate preparation and quality assurance of executive submissions, briefing notes and parliamentary responses. Facilitate efficient information flow and stakeholder engagement involving the Director-General and the Ministry. Ensure compliance with service standards, governance requirements and audit readiness. Oversee and coordinate administrative, protocol and logistical support services for executive offices. Management and Control of

the Branch: Corporate Services. Provide strategic direction to Corporate Services and contribute to departmental strategic planning. Provide guidance and ensure adequate support for the development of the staff of the branch. Ensure compliance with all administrative requirements, regulations, rules and instructions pertaining to the branch. Ensure implementation of the department's strategic plan and performance agreements. Establish and maintain governance and administrative system's continuity within the work of the branch. Ensure the development of financial reports for forecasting, trending and results analysis. Oversee the preparation and submission of project plans and implementation plans. Authorise expenditure, set budget levels ensuring that there is compliance with the PFMA, Treasury Regulations and related prescripts. Monitor quality control of work and ensure the compilation of the annual report and strategic plan of the branch. Ensure the monitoring, the planning, organising and delegation of work. Ensure the development of strategic plan, annual performance plan and annual report. Ensure monitoring and evaluation is carried out in all areas of the branch.

ENQUIRIES
APPLICATIONS

: Mr R Kgare Tel No: (012) 312 5442)
: DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or <http://z83.ngnscan.co.za/apply>

NOTE

: Follow the easy prompts/instructions. Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. 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 Qualifications Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. 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. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. 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 employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation". Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

CLOSING DATE

: 30 September 2026

OTHER POSTS

POST 33/30

: **ASSISTANT DIRECTOR: PARTNERSHIPS AND LINKAGES REF NO: ASDP&LINK09/2026**
Nature of post: Permanent (PERSAL)

SALARY

: R605 742 per annum (Level 10)

<u>CENTRE REQUIREMENTS</u>	:	Administration Centre
	:	National Senior Certificate/Grade 12/STD 10 or NCV level 4, together with a recognised National Diploma (NQF level 6/7) in Project Management or Marketing. A minimum of 3-5 years' experience in a Project Management or Business Development environment. A valid driver's licence. Knowledge and understanding of partnership development, marketing and entrepreneurial insight, financial management, Public Service Act, PFMA, Treasury Regulations, business planning, feasibility analysis, administrative reporting processes and computer skills. Advanced skills in negotiation, communication, project management, planning, organising, analytical thinking and client orientation.
<u>DUTIES</u>	:	Building and maintaining a database of potential partner's, stakeholders and local businesses. Participate in business forums and identify project and collaboration opportunities. Develop project proposals, business cases and implementation plans for joint initiatives. Facilitate the establishment and strengthening of partnerships with industry, government and relevant organisations. Identify opportunities for income generation and work-integrated learning. Coordinate the submission of tenders, funding proposals and reports to DHET and other stakeholders. Manage local provincial government relations and maintain a schedule of related projects. Conduct feasibility studies, develop project budgets and negotiate service level agreements. Support SETA and accreditation processes, including new programme approvals. Oversee student work placement and Work-Integrated Learning (WIL) initiatives. Ensure effective management of human, financial and other resources within the unit.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr L. Mabula Tel No: (047) 505 1031
	:	Please forward applications to email address below each post. Email address: Email address: asdpl0926@ksdvet.edu.za
<u>FOR ATTENTION NOTE</u>	:	Mr Z. Galada, HR Manager
	:	Applications are hereby invited from suitably qualified and experienced people for the following Department of Higher Education & Training (KSDTVET College), for appointment in the following permanent positions Instructions to applicants: The application must include a fully completed and signed new Z83 form, obtainable from any Public Service Department and a detailed Curriculum Vitae with three(3)contactable references(email address and contact number),Only shortlisted candidates will submit qualifications, identity documents, qualifications and all other relevant documents like driver's licence when shortlisted The college has the right to withdraw and/or amend adverts for post(s) and retains the right not to fill the post(s) as determined by the delegated authority. It is the responsibility of applicants to ensure that their applications reach the college on or before the closing date. Applications received after the closing date will under no circumstances be considered. Applicant are respectfully informed that correspondence will be limited to shortlisted candidates only. All shortlisted candidates will be subjected to a competency or skills test, including SMS, shall undertake two pre-entry assessments, one will be a practical exercise to determine a candidate's suitability based on post's technical generic requirements, and the other must be an integrity (ethical conduct) assessment. According to Section 32B(3) of National Qualifications Framework Act No.67 of 2008, it is unlawful to falsely or fraudulently claim to have a qualification or part qualification registered on the NQF or awarded by educational institution, a skills development provider, a quality council or a recognised foreign institution. The HOD in the relevant Department shall report such violations to the (SAPS), and a criminal case shall be opened. All shortlisted candidates will be subjected to qualifications and citizen verification; criminal records and financial/assets record checks. Applicants who have not been invited for an interview within 90 days should consider their applications unsuccessful
<u>CLOSING DATE</u>	:	30 September 2026
<u>POST 33/31</u>	:	<u>ASSISTANT DIRECTOR: STUDENT SUPPORT SERVICES (SSS) REF NO: KSD ASDSSS 09/2026</u> Nature of post: Permanent (PERSAL)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R605 742 per annum (Level 10)
	:	Administration Centre
	:	National Senior Certificate/Grade12/STD 10 or NCV level 4. An appropriate Bachelor's Degree (NQF7) in Psychology or BA Social Worker (Major in

Psychology) or Psychology Related qualification. A minimum of 3-5 years working experience Education/Teaching and Learning environment or related field Knowledge of PSET and CET Act. Knowledge of Teaching and Learning, Knowledge of Skills Development Act, Public Service Regulations and Public Service Act, Labour Relations Act. Knowledge of the National Student Financial Aid scheme and Related legislation. Knowledge of the Public TVET sector and its regulatory and legislative framework. Knowledge of the Ethical regulatory and legislative framework. Knowledge and understanding of the Higher Education sector. Knowledge of Education Act. Administrative, Planning and organisation, Financial Management, Report Writing, Communication and interpersonal, Problem solving, Computer literacy, Analytical, Client oriented, Project management, Team leadership, People management.

DUTIES

: Oversee administration of the student support services unit. Develop the annual Student Support Services (SSS) operational plan, assigning relevant tasks to the staff and ensuring progress against the approved annual targets. Develop and review relevant SSS policies, processes, procedures and job profiles. Ensure and maintain the compilation of learner progress reports, statement, results and student enquires. Manage student counselling across the college, Manage the implementation of counselling, guidance policy, procedure and best practice. Coordinate and monitor the provision of counselling services the college. Design life skills programme as a proactive measure for counselling. Manage counselling services conducted by SSS to ensure that service is conducted at required standard and comply with code of Ethics. Provide student with career guidance, counselling and academic support. Develop and monitor implementation of relevant career guidance plans for prospective students and enrolled students towards academic achievement. Liaise with the Vocational Programme Manager and relevant stakeholders in ensuring a well-developed system in providing the adequate and control, direct and motive career guidance at the central office and campus level. Oversee and maintain the sport, recreation, arts and culture activities for student. Coordinate the implementation of sports and recreation programs. Facilitate student governance and student leadership development. Coordinate and monitor annual SRC election processes. Coordinate training and mentoring on SRC roles, duties, protocols and practices.

ENQUIRIES APPLICATIONS

: Mr L. Mabula Tel No. 047 505 1031
: Please forward applications to email address below each post. Email address: Email address: asdsss0926@ksdtvet.edu.za

FOR ATTENTION NOTE

: Mr Z. Galada, HR Manager
: Applications are hereby invited from suitably qualified and experienced people for the following Department of Higher Education & Training (KSDTVET College), for appointment in the following permanent positions Instructions to applicants: The application must include a fully completed and signed new Z83 form, obtainable from any Public Service Department and a detailed Curriculum Vitae with three(3)contactable references(email address and contact number),Only shortlisted candidates will submit qualifications, identity documents, qualifications and all other relevant documents like driver's licence when shortlisted The college has the right to withdraw and/or amend adverts for post(s) and retains the right not to fill the post(s) as determined by the delegated authority. It is the responsibility of applicants to ensure that their applications reach the college on or before the closing date. Applications received after the closing date will under no circumstances be considered. Applicant are respectfully informed that correspondence will be limited to shortlisted candidates only. All shortlisted candidates will be subjected to a competency or skills test, including SMS, shall undertake two pre entry assessments, one will be a practical exercise to determine a candidate's suitability based on post's technical generic requirements, and the other must be an integrity (ethical conduct) assessment. According to Section 32B(3) of National Qualifications Framework Act No.67 of 2008, it is unlawful to falsely or fraudulently claim to have a qualification or part qualification registered on the NQF or awarded by educational institution, a skills development provider, a quality council or a recognised foreign institution. The HOD in the relevant Department shall report such violations to the (SAPS), and a criminal case shall be opened. All shortlisted candidates will be subjected to qualifications and citizen verification; criminal records and financial/assets record checks. Applicants who have not been invited for an interview within 90 days should consider their applications unsuccessful

CLOSING DATE

: 30 September 2026

<u>POST 33/32</u>	:	<u>ASSISTANT DIRECTOR: CURRICULUM DEVELOPMENT AND IMPLEMENTATION REF: ASD/CUR 09/2026</u> (Occupational Programmes) Nature of post: Permanent (PERSAL)
<u>SALARY</u>	:	R605 742 per annum (Level 10)
<u>CENTRE</u>	:	Administration Centre
<u>REQUIREMENTS</u>	:	National Senior Certificate/Grade 12/ STD 10 or NCV level 4 together with a three (3) years recognised National Diploma/Degree (NQF L7) and a recognised teacher's qualification, SACE Certificate. Five (5) years' experience in Curriculum Development plus a minimum of 3 year's supervisory experience and a valid driver's licence. Skills and Competencies: Knowledge of Public Service Act, Knowledge of CET Act of 2006 as amended, Computer Literacy. Leadership skills and management skills, project management skills and communication, inclusive of presentation skills. Ability to work independently as well as a team. Planning, organizing, leading and control skills. Research, reporting and presentation.
<u>DUTIES</u>	:	To facilitate: Occupational qualifications implementation. Occupational qualifications policy development and implementation. OHS Compliance, POE's format and content, types of machinery used. Tools handling in the workshop and storage. Floor demarcations and workshop cubicles, teaching and learning Policy, Assessment, Certification and Appeals policy. Learner support services, before, during and after the training intervention. Teaching& learning portfolios content aligned to QCTO. Identify new market trends to determine needs and opportunities. Formulate strategies to expand delivery of occupational programmes. Develop and review procedures and templates for the implementation of occupational learning programmes. Manage and facilitate registration of learning programmes. Registration of project facilitators, assessors, RPL practitioners and moderators with respective authorities. Partnerships with industries. The quality assurance functions are performed following the set regulations. Facilitate the certification for competent learners in accordance with relevant legislation and QCTO requirements. Provide curriculum improvement and implementation support for occupational programmes. Ensure accreditation of programmes offered and workshop through the relevant accreditation.
<u>ENQUIRIES</u>	:	Mr L. Mabula Tel No: (047) 505 1031
<u>APPLICATIONS</u>	:	Please forward applications to email address below each post. Email address: asdcidi0926@ksdtvet.edu.za
<u>FOR ATTENTION</u>	:	Mr Z. Galada, HR Manager
<u>NOTE</u>	:	Applications are hereby invited from suitably qualified and experienced people for the following Department of Higher Education & Training (KSDTVET College), for appointment in the following permanent positions Instructions to applicants: The application must include a fully completed and signed new Z83 form, obtainable from any Public Service Department and a detailed Curriculum Vitae with three(3)contactable references(email address and contact number),Only shortlisted candidates will submit qualifications, identity documents, qualifications and all other relevant documents like driver's licence when shortlisted The college has the right to withdraw and/or amend adverts for post(s) and retains the right not to fill the post(s) as determined by the delegated authority. It is the responsibility of applicants to ensure that their applications reach the college on or before the closing date. Applications received after the closing date will under no circumstances be considered. Applicant are respectfully informed that correspondence will be limited to shortlisted candidates only. All shortlisted candidates will be subjected to a competency or skills test, including SMS, shall undertake two pre entry assessments, one will be a practical exercise to determine a candidate's suitability based on post's technical generic requirements, and the other must be an integrity (ethical conduct) assessment. According to Section 32B(3) of National Qualifications Framework Act No.67 of 2008, it is unlawful to falsely or fraudulently claim to have a qualification or part qualification registered on the NQF or awarded by educational institution, a skills development provider, a quality council or a recognised foreign institution. The HOD in the relevant Department shall report such violations to the (SAPS), and a criminal case shall be opened. All shortlisted candidates will be subjected to qualifications and citizen verification; criminal records and financial/assets record checks.

		Applicants who have not been invited for an interview within 90 days should consider their applications unsuccessful.
<u>CLOSING DATE</u>	:	30 September 2026
<u>POST 33/33</u>	:	<u>ASSISTANT DIRECTOR: STUDENT REGISTRATION SERVICES REF NO: ASDSR/02/09/2026</u> (Permanent)
<u>SALARY</u>	:	R605 742 per annum (Level 10), plus actual benefits
<u>CENTRE</u>	:	Central Office, King William's Town
<u>REQUIREMENTS</u>	:	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 any other relevant qualification is essential. A minimum of three (3) to five (5) years of experience at supervisory level, 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 computerized 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. Knowledge of Public Service legislation and policies. Knowledge of PSET. Knowledge and understanding of the TVET/CET Administration. Understanding of the Higher Education Sector. Understanding of corporate governance. Understanding Cost center budgetary, expenditure and cash flow management. Employment Equity Act, Public Services Regulations and Public Services Act, Labour Relations Act and any other related legislation. Sound Computer Skills in MS Office (intermediate levels) Self- motivated. Good organizing, planning, problem solving skills. Planning and organizing. Financial management. Report writing. Communication and interpersonal skills. Problem solving. Computer literacy. Analytical. Client oriented.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Ms P Xamesi / Ms N Mjonono / Ms U Ncethelo / Ms S Jali at 087 238 2223
<u>APPLICATIONS</u>	:	Please hand-deliver or courier your applications to the reception area quoting the relevant reference number addressed to the Acting Principal, Lovedale

	TVET College, Corporate Office, 1 Amatola Row, Qonce, 5600. Email Address: vacancies@lovedale.org.za
<u>NOTE</u>	: All applications must be accompanied by a signed and fully completed NEW Z83 form obtainable from any public service Department or DPSA website, a comprehensive CV including at least three contactable references. Foreign qualifications must be accompanied by a SAQA evaluation report. Successful candidates will be subjected to a vetting and financial disclosure process (criminal record, citizenship, qualification verification and employment verification). Lovedale TVET College is an equal opportunities employer and reserves the right not to fill the posts. People living with disability are encouraged to apply. If you have not been contacted within six months after closing date, please consider your application as unsuccessful. NB Please ensure that the Z83 form is completed in full. Incomplete Z83 will be disqualified. 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 generic requirements, and the other must be an integrity (ethical conduct) assessment
<u>CLOSING DATE</u>	: 28 September 2026
<u>POST 33/34</u>	: <u>ASSISTANT DIRECTOR: EXAMINATIONS AND ASSESSMENTS REF NO: ASDE&A/03/09/2026</u> (Permanent)
<u>SALARY</u>	: R605 742 per annum (Level 10), plus actual benefits
<u>CENTRE</u>	: Central Office, King William's Town
<u>REQUIREMENTS</u>	: Senior Certificate / Grade 12/ NCV Certificate (Level 4). An appropriate M+3-year degree or Diploma. Recognised teaching qualification. At least three (3) years teaching experience in the TVET College. A minimum of three (3) to five (5) years of experience at supervisory level. An in-depth knowledge of academic support with proven experience. A proven understanding of vocational training and its importance for delivery of critical skills. Knowledge of all Education related legislative framework such as PAM, CET Act of 2006 as amended, all Assessment related policies & guidelines, curriculum guidelines, Public Service Act. Be in a possession of a valid code 8 driver's license. Sound Computer Skills in MS Office (Beginners-intermediate level) and self-motivated good organizing, planning, problem solving and analytical skills. Registration with SACE. An extensive understanding of the DHET Examination & Assessment Policies and latest ICASS Guidelines; Excellent management and organization skills; when the arises. Must be able to work under pressure and adapt to changes in the TVET sector. Computer literate on Assessment & Examinations eLearning platforms.
<u>DUTIES</u>	: Manage and coordinate internal and external examinations and assessments activities across the College. Ensure compliance with DHET, Umalusi, QCTO and institutional assessment and examination policies, procedures and regulations. Coordinate examination and assessment planning, candidate registration, mark capturing results processing and verification processes. Manage, secure handling of examination materials and scripts. Coordinate invigilation, marking and moderation processes. Manage assessment and examination irregularities. Monitor examination centre readiness and compliance. Coordinate outstanding results, certification and National N Diploma matters. Analyse assessment results and prepare performance reports, support academic interventions arising from assessment performance, maintain examination records and assessment databases, liaise with relevant regulatory and certification bodies. Supervise staff and manage the performance of the examinations and assessments function.
<u>ENQUIRIES</u>	: Ms P Xamesi / Ms N Mjonono / Ms U Ncethelo / Ms S Jali at 087 238 2223
<u>APPLICATIONS</u>	: Please hand-deliver or courier your applications to the reception area quoting the relevant reference number addressed to the Acting Principal, Lovedale TVET College, Corporate Office, 1 Amatola Row, Qonce, 5600. Email Address: vacancies@lovedale.org.za

<u>NOTE</u>	:	All applications must be accompanied by a signed and fully completed New Z83 form obtainable from any public service Department or DPSA website, a comprehensive CV including at least three contactable references. Foreign qualifications must be accompanied by a SAQA evaluation report. Successful candidates will be subjected to a vetting and financial disclosure process (criminal record, citizenship, qualification verification and employment verification). Lovedale TVET College is an equal opportunities employer and reserves the right not to fill the posts. People living with disability are encouraged to apply. If you have not been contacted within six months after closing date, please consider your application as unsuccessful. NB Please ensure that the Z83 form is completed in full. Incomplete Z83 will be disqualified. 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 generic requirements, and the other must be an integrity (ethical conduct) assessment
<u>CLOSING DATE</u>	:	28 September 2026
<u>POST 33/35</u>	:	<u>ASSISTANT DIRECTOR: CURRICULUM DEVELOPMENT AND IMPLEMENTATION (OCCUPATIONAL PROGRAMMES) REF NO: ASDCI/04/09/2026</u> (Permanent)
<u>SALARY</u>	:	R605 742 per annum (Level 10), plus actual benefits
<u>CENTRE</u>	:	Central Office, King William's Town
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12/ NCV Certificate (Level 4). Appropriate Diploma/degree (priority fields are Engineering / Agriculture / ICT / Economics & Management Sciences). Recognised teaching qualification. Knowledge of QCTO, SETA and NSF systems. 3 years' experience at supervisory/managing staff. 2 years' experience in implementing operational projects. 2 years' proven experience working with SETAs. Good computer skills. Driver's license. Additional requirements / added advantage: Qualified artisan. Skills: Occupational curriculum and accreditation expertise, Project and programme management, Quality assurance and compliance, Workshop/simulation readiness planning, Stakeholder and regulator liaison, Analytical reporting and performance monitoring, Facilitation and staff development, Procurement specification input and resource planning, Risk management, Strategic planning and change management, Negotiation, Communication, Presentation, Planning and organizing. Financial management Report Writing Communication and interpersonal. Problem solving Computer Literacy Analytical Client oriented Project management Team leadership, Planning and organizing, People management. Knowledge of: PSET and CET Act. Knowledge of Teaching and Learning. Skills Development Act, Public Service Regulations and Public Service Act, Labour Relations Act. Knowledge of the Public TVET sector and its regulatory and legislative framework. Understanding of the Higher Education sector. Knowledge of Education Act.
<u>DUTIES</u>	:	Ensure growth by providing skills, learnerships and apprenticeships. Establish partnerships with industries. Ensure placement of students with industries. Manage and facilitate registration of learning programmes. Facilitate the implementation of artisan development programmes represent the College in all artisan development forums. Develop and review procedures and templates for implementation of the learning programmes. Ensure implementation of learning programmes policies. Conduct site visits to monitor the implementation of artisan development programmes. Facilitate certification process for competent learners in accordance with relevant legislation and QCTO requirements. Ensure that quality assurance functions are performed in accordance with the set regulations. Assist in making campus workshops, simulation rooms and classrooms meet the required standards for occupational health and safety. Provide support to campuses in ensuring that required physical resources specified to assess learners' competence regarding the occupational qualification or part qualification are made available. Coordinate registration of project facilitators, assessors, RPL practitioners and moderators

with the respective authorities including QCTO, SETAs, DHET and host employers. Ensure that suitably qualified staff are appointed to facilitate teaching and learning in the relevant trade or occupation. Provide support in ensuring that artisan trade moderators are registered with National Artisan Moderation Body (NAMB). Put systems in place to manage ARPL and national trade tests approved by NAMB Set up an efficient system for safekeeping and destroying (when needed) of all assessment documentation and test pieces. Secure workplaces that follow the national standardized artisan learner workplace. Draft occupational programmes implementation plan Engage in curriculum issues for occupational programmes Formulate strategies to expand delivery of occupational programmes Facilitate administrative management of projects (including requisite registration of learners with respective authorities) verification and certification of programmes on offer in the projects. Conduct induction for newly appointed Facilitators and Moderators Monitor the conduct of assessments in all occupational programmes. Prepare for curriculum matters of the occupational programmes in the quarterly academic board meetings Coordinate activities for the development of Learning Material (when needed). Conduct the external integrated summative assessment in line with the standards set by the QCTO or relevant SETA. Report to the QCTO or relevant SETA on the College's performance in the form and manner required by the assuring body. Ensure that all occupational qualifications offered at the College participate in blended learning. Ensure that the College complies with the QCTO and AQP assessment policies and procedures.

**ENQUIRIES
APPLICATIONS**

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NOTE

: All applications must be accompanied by a signed and fully completed NEW Z83 form obtainable from any public service Department or DPSSA website, a comprehensive CV including at least three contactable references. Foreign qualifications must be accompanied by a SAQA evaluation report. Successful candidates will be subjected to a vetting and financial disclosure process (criminal record, citizenship, qualification verification and employment verification). Lovedale TVET College is an equal opportunities employer and reserves the right not to fill the posts. People living with disability are encouraged to apply. If you have not been contacted within six months after closing date, please consider your application as unsuccessful. NB Please ensure that the Z83 form is completed in full. Incomplete Z83 will be disqualified. 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 generic requirements, and the other must be an integrity (ethical conduct) assessment.

CLOSING DATE

: 28 September 2026

POST 33/36

: **ASSISTANT DIRECTOR: CURRICULUM IMPLEMENTATION:
MINISTERIAL PROGRAMMES (PORTFOLIO FOCUS: DIGITAL, BLENDED
& DISTANCE LEARNING) REF NO: ASDCI/05/09/2026**
(Permanent)

**SALARY
CENTRE
REQUIREMENTS**

: R605 742 per annum (Level 10), plus actual benefits
: Central Office, King William's Town
: An appropriate recognised three-year qualification in Education, Curriculum Studies, Education Technology, Open/Distance Learning, Institutional Design or related field. A relevant postgraduate qualification will be an added advantage. Relevant experience in TVET/post school curriculum implementation, teaching and learning, e-learning/LMS implementation, instructional design or academic development, with demonstrated coordination. At least three years at supervisory level. Sound knowledge of NC(V), occupational and other applicable Ministerial programmes and

curriculum implementation requirements. Practical knowledge of Moodle or a comparable Learning Management System, including course design, quizzes, assignments, resource management and learning analytics. Knowledge of blended, remote and distance learning principles, digital learning material development, copyright/OER considerations and online assessment integrity. Ability to train and support lecturers, manage projects, analyse academic performance and prepare management reports. Ability to develop academically sound and costed concepts for short courses, continuing education and remote learning offerings in collaboration with Finance and Partnerships and Linkages. Computer Literacy and a valid driving license. Skills: Curriculum implementation and quality assurance, digital/blended/remote teaching, Moodle/LMS academic Implementation, Instructional design and learning-material development, lecturer development and facilitation, Data analytics and learning analytics, project and change management, business-case development and innovation, stakeholder management, strong communication and report-writing skills. Extensive knowledge of relevant academic governance, assessment and moderation processes, including the Continuing Education and Training Colleges Act, 2006 (CET Act) and the General and Further Education and Training Quality Assurance Act, 2001 (Act No. 58 of 2001).

DUTIES

: Coordinate and monitor implementation of Ministerial programmes. Ensure curriculum coverage and compliance with DHET curriculum requirements, coordinate teaching plans, pacing schedules and academic improvement interventions, lead implementation of blended, online and distance learning. Manage institutional utilisation of Moodle and other approved learning platforms. Coordinate development and quality assurance of digital learning content, promote online quizzes, virtual classrooms, simulations and technology-enabled teaching. Monitor lecturer and student participation on digital learning platforms. Coordinate lecturer development in digital teaching methodologies, support student digital literacy and online learning access. Develop and monitor distance-learning delivery models, collaborate with ICT and relevant partners on digital learning infrastructure and innovation. Monitor the impact of digital learning on student performance and access, prepare curriculum implementation and digital learning reports, support expansion of flexible learning opportunities and alternative revenue-generating programme delivery in collaboration with finance and Linkages and Partnerships. Supervise staff and manage the performance of the portfolio.

ENQUIRIES

: Ms P Xamesi / Ms U Ncethelo / Ms S Jali at 087 238 2223

APPLICATIONS

: Please hand-deliver or courier your applications to the reception area quoting the relevant reference number addressed to the Acting Principal, Lovedale TVET College, Corporate Office, 1 Amatola Row, Qonce, 5600. Email: Address: vacancies@lovedale.org.za

NOTE

: All applications must be accompanied by a signed and fully completed NEW Z83 form obtainable from any public service Department or DPSA website, a comprehensive CV including at least three contactable references. Foreign qualifications must be accompanied by a SAQA evaluation report. Successful candidates will be subjected to a vetting and financial disclosure process (criminal record, citizenship, qualification verification and employment verification). Lovedale TVET College is an equal opportunities employer and reserves the right not to fill the posts. People living with disability are encouraged to apply. If you have not been contacted within six months after closing date, please consider your application as unsuccessful. NB Please ensure that the Z83 form is completed in full. Incomplete Z83 will be disqualified. 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 generic requirements, and the other must be an integrity (ethical conduct) assessment.

CLOSING DATE

: 28 September 2026

<u>POST 33/37</u>	:	<u>ASSISTANT DIRECTOR: PARTNERSHIP & LINKAGES REF NO: ASDPU/06/09/2026</u>
<u>SALARY</u>	:	R605 742 per annum (Level 10), plus actual benefits
<u>CENTRE</u>	:	Central Office, King William's Town
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12/ NCV Certificate (Level 4). Recognized three-year National Diploma (NQF 6) Project Management or Marketing or any other relevant qualification. 3-5 years working experience in Project Management and or Business development. Driver's licence: Code B. 3-5 years' experience at supervisory level. Skills: Building partnerships. Innovation Marketing and Entrepreneur insight. Financial Management. Mobilising resources, Interpretation of statutes, Knowledge of Public Service Act, PFMA, Treasury regulations and other frameworks Business planning Skills: Negotiation Communication Presentation Academic Process and moderation procedures 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. People management.
<u>DUTIES</u>	:	Partnerships Management: Build a database of local business and other linkages Participate in business forums and identify project opportunities Develop project proposals and plans for joint initiatives Facilitate handover with the College managers. Business opportunities scanning: Identify opportunities for college income generation. Establish work environment simulation potential Provide market needs business case rationale for all opportunities Identify appropriate partner or service provider Coordinate the submission of tenders and funding proposals Provide information and reports on programmes, funding, and partnership to DHET and other stakeholders. Local and Provincial government relations: Develop and update schedule of local government projects and opportunities Identify College synergies potential contribution to provincial departments Build relationships with relevant officials, establish a database of key contacts and participate in meetings as appropriate. Develop proposals for partnering on specific practical opportunities aligned with college core business. Research Management: Conduct visibility studies for all new and proposed projects Develop the project and budget Partner with relevant research organizations Negotiate and sign service level agreements and or contracts with clients Provide training and support to LPU and campus staff members on SETA and contractual compliance matters Coordinate accreditation and application for new programme approvals Handover the project to the relevant campus or occupational manager Oversee and maintain student work placement and Work Integrated Learning (WIL) key responsibilities: Partnerships Management: Build a database of local business and other linkages Participate in business forums and identify project opportunities Develop project proposals and plans for joint initiatives Facilitate handover with the College managers. Business opportunities scanning: Identify opportunities for college income generation. Establish work environment simulation potential Provide market needs business case rationale for all opportunities Identify appropriate partner or service provider Coordinate the submission of tenders and funding proposals Provide information and reports on programmes, funding, and partnership to DHET and other stakeholders. Local and Provincial government relations: Develop and update schedule of local government projects and opportunities Identify College synergies potential contribution to provincial departments Build relationships with relevant officials, establish a database of key contacts and participate in meetings as appropriate. Develop proposals for partnering on specific practical opportunities aligned with college core business. Research Management: Conduct visibility studies for all new and proposed projects Develop the project and budget Partner with relevant research organizations Negotiate and sign service level agreements and or contracts with clients Provide training and support to LPU and campus staff members on SETA and contractual compliance matters Coordinate accreditation and application for new programme approvals Handover the project to the relevant campus or occupational manager Oversee and maintain student work placement and Work Integrated Learning (WIL).
<u>ENQUIRIES</u>	:	Ms P Xamesi / Ms N Mjonono / Ms U Ncethelo / Ms S Jali at 087 238 2223
<u>APPLICATIONS</u>	:	Please hand-deliver or courier your applications to the reception area quoting the relevant reference number addressed to the Acting Principal, Lovedale

	TVET College, Corporate Office, 1 Amatola Row, Qonce, 5600. Email: Address: vacancies@lovedale.org.za
<u>NOTE</u>	: All applications must be accompanied by a signed and fully completed NEW Z83 form obtainable from any public service Department or DPSA website, a comprehensive CV including at least three contactable references. Foreign qualifications must be accompanied by a SAQA evaluation report. Successful candidates will be subjected to a vetting and financial disclosure process (criminal record, citizenship, qualification verification and employment verification). Lovedale TVET College is an equal opportunities employer and reserves the right not to fill the posts. People living with disability are encouraged to apply. If you have not been contacted within six months after closing date, please consider your application as unsuccessful. NB Please ensure that the Z83 form is completed in full. Incomplete Z83 will be disqualified. 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 generic requirements, and the other must be an integrity (ethical conduct) assessment.
<u>CLOSING DATE</u>	: 28 September 2026
<u>POST 33/38</u>	: <u>ASSISTANT DIRECTOR: MANAGEMENT INFORMATION SYSTEMS REF NO: ASDMIS/07/09/2026</u> (Permanent)
<u>SALARY</u>	: R605 742 per annum (Level 10), plus actual benefits
<u>CENTRE</u>	: Central Office, King William's Town
<u>REQUIREMENTS</u>	: Senior Certificate / Grade 12/ NCV Certificate (Level 4). Recognized three (3)-year National Diploma (NQF 6) in information Management, information Technology & Computer Science or any other relevant qualification. 3-5 years working experience in Information Management or Computing field or Practical working experience in the data analysis experience. Driver's licence: Code B, 3-5 years' experience at supervisory level, knowledge and skills: knowledge of policies and governance environment of TVET Colleges including knowledge of the TVET mis system, annual reporting requirements by the higher education institutions knowledge and understanding of information management knowledge, understanding, application and interpretation of office management, coltech, data warehouse and IT prescripts. skills: Administrative Planning and organizing Financial Management Report Writing Communication and interpersonal Problem solving Computer Literacy Analytical Client oriented Project management Team leadership People management.
<u>DUTIES</u>	: Oversee capturing, storage, and quality control of student registrations, exams, and attendance data using systems like coltech. Supply strategic data and monthly reports to college management, funding bodies like NSFAS, and the DHET. Implement institutional information management policies in line with regulatory frameworks like the Continuing Education and Training Act and POPIA. 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 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, and validate inputs captured on coltech student and other related systems: set up the student system for registration of students and ensure creditability and reliability management of human, physical and financial resources.
<u>ENQUIRIES</u>	: Ms P Xamesi / Ms N Mjonono / Ms U Ncethelo / Ms S Jali at 087 238 2223
<u>APPLICATIONS</u>	: Please hand-deliver or courier your applications to the reception area quoting the relevant reference number addressed to the Acting Principal, Lovedale TVET College, Corporate Office, 1 Amatola Row, Qonce, 5600. Email: Address: vacancies@lovedale.org.za

<u>NOTE</u>	:	All applications must be accompanied by a signed and fully completed NEW Z83 form obtainable from any public service Department or DPSA website, a comprehensive CV including at least three contactable references. Foreign qualifications must be accompanied by a SAQA evaluation report. Successful candidates will be subjected to a vetting and financial disclosure process (criminal record, citizenship, qualification verification and employment verification). Lovedale TVET College is an equal opportunities employer and reserves the right not to fill the posts. People living with disability are encouraged to apply. If you have not been contacted within six months after closing date, please consider your application as unsuccessful. NB Please ensure that the Z83 form is completed in full. Incomplete Z83 will be disqualified. 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 generic requirements, and the other must be an integrity (ethical conduct) assessment.
<u>CLOSING DATE</u>	:	28 September 2026
<u>POST 33/39</u>	:	<u>ASSISTANT DIRECTOR FINANCIAL ACCOUNTING REF NO: KSD/FIN-AD/09/2026</u>
<u>SALARY</u>	:	R487 197 per annum (Level 09)
<u>CENTRE</u>	:	Administration Centre
<u>REQUIREMENTS</u>	:	National Senior Certificate/Grade 12/STD 10 or NCV level 4 and a recognised three (3) National Diploma (NQF 6) in Financial Management or related qualification. Three to five years' work experience in Finance section. Knowledge of PSET and CET Act. Understanding of PFMA, Treasury Regulations, Skills Development Act, Public Service Regulations and Public Service Act, Labour Relations Act. Knowledge of the National Student Financial Aid Scheme and related legislation. And financial management systems. A valid driver's licence and Computer Literacy (MS Office is necessary. Competencies: Knowledge of PSET and CET Act. Knowledge and understanding of PFMA. Knowledge of Treasury Regulations and Public Service Act. Labour Relations Act, Skills Development Act, National Students Aid Scheme and related legislation. Knowledge of financial management systems. Administrative, Planning and Organizing. Financial Management. Report Writing. Communication and interpersonal Skills. Problem solving. Computer Literacy. Analytical. Client Oriented. Project Management. Team Leadership and People Management
<u>DUTIES</u>	:	Budget Preparation. Implementation, Monitoring and Control. Prepare Annual Financial Statements Collection and Recording of revenue- Cashier, Banking Services and Electronic payments, Debt Management, Monitoring and Reporting on Revenue Expenditure-Compensation of employees & Goods and Services. Transfers and subsidies. Reporting year and month end close out processes and procedures. Supervise employees to ensure an effective financial accounting service. Liaise with auditors (internal and external)
<u>ENQUIRIES</u>	:	Mr L. Mabula Tel No: (047) 505 1031
<u>APPLICATIONS</u>	:	Please forward applications to email address below each post. Email address: asdfa0926@ksdtvet.edu.za
<u>FOR ATTENTION</u>	:	Mr Z. Galada, HR Manager
<u>NOTE</u>	:	Applications are hereby invited from suitably qualified and experienced people for the following Department of Higher Education & Training (KSDTVET College), for appointment in the following permanent positions Instructions to applicants: The application must include a fully completed and signed new Z83 form, obtainable from any Public Service Department and a detailed Curriculum Vitae with three(3)contactable references(email address and contact number),Only shortlisted candidates will submit qualifications, identity documents, qualifications and all other relevant documents like driver's licence when shortlisted The college has the right to withdraw and/or amend adverts for post(s) and retains the right not to fill the post(s) as determined by the delegated authority. It is the responsibility of applicants to ensure that their applications reach the college on or before the closing date. Applications

received after the closing date will under no circumstances be considered. Applicant are respectfully informed that correspondence will be limited to shortlisted candidates only. All shortlisted candidates will be subjected to a competency or skills test, including SMS, shall undertake two pre entry assessments, one will be a practical exercise to determine a candidate's suitability based on pre-entry technical generic requirements, and the other must be an integrity (ethical conduct) assessment. According to Section 32B (3) of National Qualifications Framework Act No.67 of 2008, it is unlawful to falsely or fraudulently claim to have a qualification or part qualification registered on the NQF or awarded by educational institution, a skills development provider, a quality council or a recognised foreign institution. The HOD in the relevant Department shall report such violations to the (SAPS), and a criminal case shall be opened. All shortlisted candidates will be subjected to qualifications and citizen verification; criminal records and financial/assets record checks. Applicants who have not been invited for an interview within 90 days should consider their applications unsuccessful.

<u>CLOSING DATE</u>	:	30 September 2026
<u>POST 33/40</u>	:	<u>ASSISTANT DIRECTOR LABOUR RELATIONS REF NO: KSDASDLR/09/2026</u> Nature of appointment: Permanent (PERSAL)
<u>SALARY</u>	:	R487 197 per annum (Level 09)
<u>CENTRE</u>	:	Administration Centre
<u>REQUIREMENTS</u>	:	National Senior Certificate / Grade 12/STD10 or NCV level 4. An appropriate National Diploma (NQF6) in Labour Relations, Employment Relations and Human Resource Management or HR and related qualification. A minimum of 3-5 years working experience Labour Relations or Human Resource Management environment to related field. Knowledge of Labour Relations Act, Public Service Legislations and Policies related to Human Resource Management. Sound Knowledge of Labour Relations status. Sounds Knowledge of Internal Labour Organization (ILO) Knowledge and understanding of the TVET/CET Administration. Knowledge and understanding of Higher Education sector. Administrative, Planning and organisation, Financial Management, Report Writing, Communication and interpersonal, Problem solving, Computer literacy, Analytical, Client oriented, Project management, Team leadership, People management, Conducting investigation, Presentation skills, Client service focus integrity, Committed, Proactive, loyal and Ethics.
<u>DUTIES</u>	:	Maintain Sound Labour Relations, Render advice on Labour related matters. Develop and implement Human Resource policies and manuals. Ensure proper implementation of disciplinary procedures, grievance procedures and code of conduct. Conduct investigation and disciplinary hearings. Management of Strike action, Minimize labour dispute. Facilitate and conduct labour relations training and workshop, Ensure proper implementation of the collective bargaining council resolutions. Management of all Human, Financial and other resources of the unit. Investigate misconduct cases and compile investigation report Management of discipline, represent the Department during formal disciplinary hearing, provide advice on informal hearings and ensure the implementation of disciplinary sanctions. Investigate and finalize all grievances and complaints received from employees in the Department / Colleges. Co-ordinate and provide support in terms of representing the Department/ Colleges in all disputes referred to the Public Service Sectoral Bargaining Council /Education Labour Relations Council and the Commission for Conciliation, Mediation and Arbitration. Manage information and records of all activities in the Labour Relations in the college. Manage resources of the section. Monitor precautionary suspensions in the college.
<u>ENQUIRIES</u>	:	Mr L. Mabula Tel No: (047) 505 1031
<u>APPLICATIONS</u>	:	Please forward applications to email address below each post. Email address: asdlr0926@ksdtvet.edu.za
<u>FOR ATTENTION</u>	:	Mr Z. Galada, HR Manager
<u>NOTE</u>	:	Applications are hereby invited from suitably qualified and experienced people for the following Department of Higher Education & Training (KSDTVET College), for appointment in the following permanent positions Instructions to applicants: The application must include a fully completed and signed new Z83 form, obtainable from any Public Service Department and a detailed Curriculum Vitae with three(3)contactable references(email address and

contact number), Only shortlisted candidates will submit qualifications, identity documents, qualifications and all other relevant documents like driver's licence when shortlisted. The college has the right to withdraw and/or amend adverts for post(s) and retains the right not to fill the post(s) as determined by the delegated authority. It is the responsibility of applicants to ensure that their applications reach the college on or before the closing date. Applications received after the closing date will under no circumstances be considered. Applicant are respectfully informed that correspondence will be limited to shortlisted candidates only. All shortlisted candidates will be subjected to a competency or skills test, including SMS, shall undertake two pre entry assessments, one will be a practical exercise to determine a candidate's suitability based on pre-entry technical generic requirements, and the other must be an integrity (ethical conduct) assessment. According to Section 32B (3) of National Qualifications Framework Act No.67 of 2008, it is unlawful to falsely or fraudulently claim to have a qualification or part qualification registered on the NQF or awarded by educational institution, a skills development provider, a quality council or a recognised foreign institution. The HOD in the relevant Department shall report such violations to the (SAPS), and a criminal case shall be opened. All shortlisted candidates will be subjected to qualifications and citizen verification; criminal records and financial/assets record checks. Applicants who have not been invited for an interview within 90 days should consider their applications unsuccessful.

<u>CLOSING DATE</u>	:	30 September 2026
<u>POST 33/41</u>	^:	<u>ASSISTANT DIRECTOR: INFORMATION TECHNOLOGY REF NO: KSD ASDIT 09/2026</u> Nature of post: Permanent (PERSAL)
<u>SALARY</u>	:	R487 197 per annum (Level 09)
<u>CENTRE</u>	:	Administration Centre
<u>REQUIREMENTS</u>	:	National Senior Certificate/Grade12/STD 10 or NCV level 4. A relevant National Diploma (NQF6) in Information Technology or IT related qualification. A minimum of 3-5 years working experience in IT environment. Three (3) years supervisory/ management experience. A valid driver's licence. A knowledge of computer hardware, software and programmes. A Knowledge of policies and governance environment of TVET Colleges including knowledge of the annual reporting requirements by the Higher Education Institutions. A knowledge and understanding of Corporate ICT principle and understanding of the monitoring of performance management system. Administer computer hardware, software and network skills. Administrative, planning and organising. Financial management, Reporting writing, Communication and Interpersonal problem solving skills. Computer literacy, Analytical, Client oriented and project management. Team leadership, People management, Planning and organising skills.
<u>DUTIES</u>	:	Development, review and monitor the implementation of Information Communication Technology (ICT) policies. 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 work shopped to 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. Information System Management, Administer and monitor IT Security and Electronic access. Establish systems to safeguard hardware and data, Perform system backups. Network Management and Maintenance, 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 the 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.
<u>ENQUIRIES</u>	:	Mr L. Mabula Tel No: (047) 505 1031
<u>APPLICATIONS</u>	:	Please forward applications to email address below each post. Email address: asdit0926@ksdtvet.edu.za
<u>FOR ATTENTION</u>	:	Mr Z. Galada, HR Manager

NOTE

: Applications are hereby invited from suitably qualified and experienced people for the following Department of Higher Education & Training (KSDTVET College), for appointment in the following permanent positions Instructions to applicants: The application must include a fully completed and signed new Z83 form, obtainable from any Public Service Department and a detailed Curriculum Vitae with three(3)contactable references(email address and contact number),Only shortlisted candidates will submit qualifications, identity documents, qualifications and all other relevant documents like driver's licence when shortlisted The college has the right to withdraw and/or amend adverts for post(s) and retains the right not to fill the post(s) as determined by the delegated authority. It is the responsibility of applicants to ensure that their applications reach the college on or before the closing date. Applications received after the closing date will under no circumstances be considered. Applicant are respectfully informed that correspondence will be limited to shortlisted candidates only. All shortlisted candidates will be subjected to a competency or skills test, including SMS, shall undertake two pre-entry assessments, one will be a practical exercise to determine a candidate's suitability based on pre-entry technical generic requirements, and the other must be an integrity (ethical conduct) assessment. According to Section 32B(3) of National Qualifications Framework Act No.67 of 2008, it is unlawful to falsely or fraudulently claim to have a qualification or part qualification registered on the NQF or awarded by educational institution, a skills development provider, a quality council or a recognised foreign institution. The HOD in the relevant Department shall report such violations to the (SAPS), and a criminal case shall be opened. All shortlisted candidates will be subjected to qualifications and citizen verification; criminal records and financial/assets record checks. Applicants who have not been invited for an interview within 90 days should consider their applications unsuccessful.

CLOSING DATE

: 30 September 2026

POST 33/42

: **ASSISTANT DIRECTOR: OFFICE MANAGER REF NO: ASDOM/01/09/2026**
(Permanent)

SALARY

: R487 197 per annum (Level 09), plus actual benefits

CENTRE

: Central Office, King William's Town

REQUIREMENTS

: An appropriate Bachelors' Degree / National Diploma in Office Management and Technology / Public Management / Business Management or related qualification recognized by SAQA. A minimum of three (3) to five (5) years' supervisory experience in the relevant field is required. Three (3) to five (5) years in strategic planning and administration environment. A valid drivers' licence. Knowledge of Public Service legislation and policies. Knowledge of PSET. Knowledge and understanding of the CET Act. Understanding of the Higher Education Sector. Understanding of corporate governance. Understanding Cost centre budgetary, expenditure and cash flow management. Employment Equity Act, Public Services Regulations and Public Services Act, Labour Relations Act and any other related legislation. Sound Computer Skills in MS Office (intermediate levels). Self- motivated. Good organizing, planning, problem solving skills. Planning and organizing. Financial management. Report writing. Communication and interpersonal skills. Problem solving. Computer literacy. Analytical. Client oriented.

DUTIES

: Render administrative/executive support services in the office of the Principal. Oversee the development, implementation and monitoring of policies. Establish office procedures and operating systems. Render administrative/executive support services in the office of the Principal including effective and efficient management of the college and management of workflow in the office of the Principal. Conduct research and provide expert administrative advice to the Principal and other officials in the college. Draft letters, memorandums and submissions. Ensure that approved minutes are signed off and safely kept. Prepare all presentations, speeches, addresses, report of the college and council committee meetings. Oversee and maintain logistics within the office of the Principal including arrangement of meeting and training interventions. Oversee and monitor the budget in the office of the Principal. Assist in ensuring effective and efficient administration and management of operations in the Principal's office, Manage the risk register of the Principal's office and champion risk management function. Maintain office budget and database of its expenditure. Attend to transactional processing sequence against allocated budget of expenditure incurred, claims and

deductions collating and forwarding reconciled amount for further processing. Ensure payment are authorized are underpinned by sound documentary support. Provide secretariat support to Senior Management and other external stakeholders. Maintain the calendar plan for scheduling and fixing meetings and communicate with all members of the above structures. Provide technical support during meetings, proceedings and activities of the above structures. Distribution of relevant documents for meetings of above structures. Keeping a register of resolutions and supporting all relevant Council Members/Managers/Officials through continuous correspondence to remind them of what needs to be done. Provide strategic management, monitoring, and evaluation services. Oversee and coordinate strategic, annual, and operational planning within the Office of the Principal, including the consolidation of college plans, reports, and performance information to support effective governance and institutional performance. Coordinate, monitor, and manage the Audit Action Implementation Plan to ensure timely resolution of audit findings, compliance with internal controls, and effective risk management.

<u>ENQUIRIES</u>	:	Ms P Xamesi / Ms N Mjonono / Ms U Ncethelo / Ms S Jali at 087 238 2223
<u>APPLICATIONS</u>	:	Please hand-deliver or courier your applications to the reception area quoting the relevant reference number addressed to the Acting Principal, Lovedale TVET College, Corporate Office, 1 Amatola Row, Qonce, 5600. Email Address: vacancies@lovedale.org.za
<u>NOTE</u>	:	All applications must be accompanied by a signed and fully completed NEW Z83 form obtainable from any public service Department or DPSA website, a comprehensive CV including at least three contactable references. Foreign qualifications must be accompanied by a SAQA evaluation report. Successful candidates will be subjected to a vetting and financial disclosure process (criminal record, citizenship, qualification verification and employment verification). Lovedale TVET College is an equal opportunities employer and reserves the right not to fill the posts. People living with disability are encouraged to apply. If you have not been contacted within six months after closing date, please consider your application as unsuccessful. NB Please ensure that the Z83 form is completed in full. Incomplete Z83 will be disqualified. 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 generic requirements, and the other must be an integrity (ethical conduct) assessment.
<u>CLOSING DATE</u>	:	28 September 2026
<u>POST 33/43</u>	:	<u>SENIOR MANAGEMENT INFORMATION SYSTEM (MIS) OFFICER</u> <u>(SALARY REF NO: CORP/SNR-MIS/01</u> Permanent (PERSAL Appointment)
<u>SALARY</u>	:	R413 001 per annum (Level 08), plus benefits
<u>CENTRE</u>	:	Corporate Office
<u>REQUIREMENTS</u>	:	Matric/Grade12 Certificate plus a recognised 3-year National Diploma or Degree in Information Management / Data Management, Management Information Systems or any other relevant qualification. Must have a minimum of 3 to 5 years relevant work experience in data management, TVET- MIS environment, database administration, information systems support, institutional reporting, or data analytics. Must be computer literate. Must have a valid driver's license. Competencies, Knowledge, And Skills: Must have knowledge and understanding of office administration. Knowledge of Public Service legislations and policies. Knowledge and understanding of the TVETMIS system, annual reporting requirements by the Higher Education understanding, application and interpretation of office/information management systems. Business Management Systems (BMS), data management, compiling and interpretation of results and other statistics. Must have effective office administrative skills, team leadership and outcome driven, project management, sound communication (verbal and written) skills. Ability

	to work independently and within a team. Good organisational, co-ordination and planning skills.
<u>DUTIES</u>	: Maintain and manage the Business Management System (BMS) and related platforms, ensuring alignment with the DHET requirements through vigorous quality control and validation process. Ensure the overall supervision and proper management of TVET MIS, capturing and data extraction for the college within specified deadlines. Ensure the overall supervision, coordination, compilation and submission of MIS reports and statics. Ensure the overall supervision and verification of inputs captured on the Business Management System and other related system. Ensure the overall supervision and administration of all academic and student related system. Ensure the overall supervision and maintenance of MIS licenses are renewed before expiry dates. Provide support in the administration, maintenance and optimisation of the College's Management Information Systems (MIS) to ensure integrity, availability and security of institutional information. Maintain and administer institutional databases, perform data validation and reconciliation, monitor system performance, implement system updates, maintain user access controls, perform routine backups and support the implementation of information security and data governance standards. Facilitate user training and assist in the implementation of system enhancements and continuous improvement initiatives in support of institutional objectives. Collect, extract, analyse, interpret and report on institutional data to support planning, monitoring and evidence-based decision-making. Develop and generate management reports, dashboards and statistical reports. Compiling weekly, quarterly and monthly reports on student's statistics amongst others for management, DHET and other stakeholders. Support the coordination and submission of statutory reports, monitor data quality and compliance with DHET reporting requirements, identify trends and provide analytical insights to improve institutional performance, ensure compliance with college policies, the Protection of Personal Information Act (POPIA) and other applicable legislation.
<u>ENQUIRIES APPLICATIONS</u>	: Ms M Hlatshwayo/Mr P Motai Tel No: (011) 692 4004 Ext. 1010/1061/1062 : Please hand deliver your application or email it to seniormis@westcol.co.za in a pdf format and as one attachment, quoting the relevant reference number to the Principal, Western TVET College, Corporate Office, 42 Johnstone Street, Randfontein, 1760.
<u>NOTE</u>	: All applications must be accompanied by a signed and fully completed NEW Z83 form obtainable from any public service Department or DPSA website, a comprehensive CV including at least three contactable references. Only shortlisted candidates will be required to submit certified copies of original documents with academic records/transcripts and other relevant supporting documents on or before the day of the interview following communication from HR Office. Foreign qualifications must be accompanied by a SAQA evaluation report. 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. If you have not been contacted within six months after the closing date, please consider your application as unsuccessful. Successful candidates will be subjected to a vetting and financial disclosure process (criminal record, citizenship, qualification verification and employment verification). People living with disability are encouraged to apply. If you have not been contacted within six months after closing date, please consider your application as unsuccessful. Western TVET College is an equal opportunities employer and reserves the right not to fill the posts. People with disability are encouraged to apply. Please ensure that the Z83 form is completed in full. Incomplete Z83 will be disqualified.
<u>CLOSING DATE</u>	: 28 September 2026 at 12:00
<u>POST 33/44</u>	: <u>SENIOR FINANCIAL AID/BURSARY OFFICER REF NO: CORP/SNR-FIN-AID/02</u> Permanent (PERSAL Appointment)
<u>SALARY CENTRE REQUIREMENTS</u>	: R413 001 per annum (Level 08), plus benefits : Corporate Office : Matric/Grade12 Certificate plus a recognised 3-year National Diploma or Degree in Financial Management / Accounting or any other relevant

qualification. Must have a minimum of 3 to 5 years relevant work experience in bursary / financial aid services. Must be computer literate. Must be proficient in MS-Excel. Must have a valid driver's license. Competencies, Knowledge, And Skills: Must have knowledge and understanding of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Knowledge of the Public Service financial legislations, procedures and Treasury Regulations (PFMA, NSFAS guidelines and Financial Management practices and principles). Knowledge of basic financial operating systems. Must have good verbal and written communication, basic numeracy skills, ability to perform routine tasks, ability to operate office equipment, flexibility, interpersonal relations, accuracy and aptitudes of figures.

DUTIES

: Ensure overall supervision and coordination of student bursary schemes and financial aid administrative support services for the entire college. Ensure the overall supervision and administration of bursary and financial aid schemes application processes for the entire college in line with NSFAS guidelines, funder MOU/SLA and policies. Ensure overall supervision and authorisation of disbursement of funds. Ensure overall supervision and facilitation of other financial aid schemes. Ensure overall supervision, monitoring, evaluation and maintenance of database of all student applications in terms of Department of Higher Education and Training and NSFAS requirements. Ensure overall supervision and consolidate reports on all bursary and financial aid allocations for the entire college. Uploading and posting of all NSFAS student tuition remittances on the Pastel and Coltech systems including reconciliation and balancing thereof. Prepare and conclude annual NSFAS reconciliation report in terms of advances and tuition fee receipts/remittances. Identify all NSFAS overpayments and credits with interest that should be repaid and refunded to NSFAS annually. Follow up on outstanding close reports.

ENQUIRIES

: Ms M Hlatshwayo/Mr P Motai Tel No: (011) 692 4004 Ext. 1010/1061/1062

APPLICATIONS

: Please hand deliver your application or email it to seniorfin@westcol.co.za in a pdf format and as one attachment, quoting the relevant reference number to the Principal, Western TVET College, Corporate Office, 42 Johnstone Street, Randfontein, 1760.

NOTE

: All applications must be accompanied by a signed and fully completed NEW Z83 form obtainable from any public service Department or DPSA website, a comprehensive CV including at least three contactable references. Only shortlisted candidates will be required to submit certified copies of original documents with academic records/transcripts and other relevant supporting documents on or before the day of the interview following communication from HR Office. Foreign qualifications must be accompanied by a SAQA evaluation report. 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. If you have not been contacted within six months after the closing date, please consider your application as unsuccessful. Successful candidates will be subjected to a vetting and financial disclosure process (criminal record, citizenship, qualification verification and employment verification). People living with disability are encouraged to apply. If you have not been contacted within six months after closing date, please consider your application as unsuccessful. Western TVET College is an equal opportunities employer and reserves the right not to fill the posts. People with disability are encouraged to apply. Please ensure that the Z83 form is completed in full. Incomplete Z83 will be disqualified.

CLOSING DATE

: 28 September 2026 at 12:00

POST 33/45

: **SENIOR STATE ACCOUNTANT: FINANCIAL ACCOUNTING REF NO: CORP/SNR-STATE/03**
Permanent (PERSAL Appointment)

SALARY

: R413 001 per annum (Level 08), plus benefits

CENTRE

: Corporate Office

REQUIREMENTS

: Matric/Grade12 Certificate plus a recognised 3-year National Diploma or Degree in Accounting / Financial Management / Cost and Management Accounting or any other relevant qualification. Must have a minimum of 3 to 5 years relevant work experience in a financial management or finance environment. Must be computer literate. Must have a valid driver's license. Competencies, Knowledge, and Skills: Must have knowledge of the TVET

sector prescripts, regulations and legislative framework. Knowledge of Public Service Act and Regulations. Must have knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Must have knowledge of financial accounting procedures, methods and principles established for the processing of specific salary/ financial transactions. Must have knowledge of the Public Service legislations, procedures, and Treasury Regulations (PFMA, GRAP, Financial Manual). Knowledge of financial operating systems (COLTECH, BAS, COLTECH, PASTEL etc). Should have good numeracy, accuracy, report writing, problem solving, planning, organising, team leadership and communication skills.

DUTIES

: Ensure overall preparation and supervision and provision of financial reporting Submission of monthly reports to DHET, management and council sub-committee as and when required. Preparation of payments packs and reconciliation of all accounts on Pastel. Management of all retention creditors. Ensuring accuracy of payments before payments are released. Clearing of all unknown deposit accounts, processing student refunds, management of debt collector, preparation of appropriate reports for internal management decisions, preparation of monthly financial accounts, processing of month end journals, balancing of Fixed Asset Registers to ensure accurate month-end reporting. Review of all income and balancing of debtors control accounts with Pastel and. Ensure overall supervision of banking, cash and revenue management services. Reconcile all MOU/As with SETAs monthly including invoicing, recoveries of outstanding funds from SETA'S, prepare annual audit reconciliation schedule of SETAs against stipends made per individual SETA. Maintain fully updated, signed and complete documentation of each SETA signed agreement. Manage finance internal audit services. Ensure accuracy of general balances and prepare annually all supporting schedules for external audit. Review current finance policies and develop new policies where required. Assisting with all ad hoc requests.

ENQUIRIES

: Ms M Hlatshwayo/Mr P Motai Tel No: (011) 692 4004 Ext. 1010/1061/1062

APPLICATIONS

: Please hand deliver your application or email it to ssa@westcol.co.za in a pdf format and as one attachment, quoting the relevant reference number to the Principal, Western TVET College, Corporate Office, 42 Johnstone Street, Randfontein, 1760.

NOTE

: All applications must be accompanied by a signed and fully completed New Z83 form obtainable from any public service Department or DPSA website, a comprehensive CV including at least three contactable references. Only shortlisted candidates will be required to submit certified copies of original documents with academic records/transcripts and other relevant supporting documents on or before the day of the interview following communication from HR Office. Foreign qualifications must be accompanied by a SAQA evaluation report. 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. If you have not been contacted within six months after the closing date, please consider your application as unsuccessful. Successful candidates will be subjected to a vetting and financial disclosure process (criminal record, citizenship, qualification verification and employment verification). People living with disability are encouraged to apply. If you have not been contacted within six months after closing date, please consider your application as unsuccessful. Western TVET College is an equal opportunities employer and reserves the right not to fill the posts. People with disability are encouraged to apply. Please ensure that the Z83 form is completed in full. Incomplete Z83 will be disqualified.

CLOSING DATE

: 28 September 2026 at 12:00

POST 33/46

: **SENIOR MARKETING AND COMMUNICATION OFFICER REF NO: CORP/MARKETING/04**
Permanent (PERSAL Appointment)

SALARY CENTRE

: R413 001 per annum (Level 08), plus benefits
: Corporate Office

REQUIREMENTS

: Matric / Grade12 Certificate plus a recognised 3-year National Diploma or Degree in Communication/Marketing/Public Relations or any other relevant qualification. Must have a minimum of 3 to 5 years relevant work experience in marketing or communication. Must have a valid driver's license. Must be

	computer literate. Competencies, Knowledge, And Skills: Must have knowledge of the TVET sector regulations and legislative framework. Knowledge of social media practice and channels. Understanding of the importance of brand guidelines. Knowledge and understanding of stakeholder management. Knowledge and understanding of digital marketing, website management and maintenance. Must have good marketing, verbal and written communication, inter-personal, people management, planning and organising, presentation, report writing, problem solving, analytical, client oriented and project management skills.
<u>DUTIES</u>	: Ensure overall supervision and provisioning of marketing, promotions and branding services. Ensure overall supervision and provision of public relations and media liaison services. Ensure overall supervision and provisioning of photographic services and drafting of articles. Ensure overall supervision and provisioning of communication services at all college events. Ensure overall supervision and regularly maintenance of the content, design and layout of the college website. Provide internal and external communication services.
<u>ENQUIRIES</u>	: Ms M Hlatshwayo/Mr P Motai Tel No: (011) 692 4004 Ext. 1010/1061/1062
<u>APPLICATIONS</u>	: Please hand deliver your application or email it to seniormc@westcol.co.za in a pdf format and as one attachment, quoting the relevant reference number to the Principal, Western TVET College, Corporate Office, 42 Johnstone Street, Randfontein, 1760.
<u>NOTE</u>	: All applications must be accompanied by a signed and fully completed New Z83 form obtainable from any public service Department or DPSA website, a comprehensive CV including at least three contactable references. Only shortlisted candidates will be required to submit certified copies of original documents with academic records/transcripts and other relevant supporting documents on or before the day of the interview following communication from HR Office. Foreign qualifications must be accompanied by a SAQA evaluation report. 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. If you have not been contacted within six months after the closing date, please consider your application as unsuccessful. Successful candidates will be subjected to a vetting and financial disclosure process (criminal record, citizenship, qualification verification and employment verification). People living with disability are encouraged to apply. If you have not been contacted within six months after closing date, please consider your application as unsuccessful. Western TVET College is an equal opportunities employer and reserves the right not to fill the posts. People with disability are encouraged to apply. Please ensure that the Z83 form is completed in full. Incomplete Z83 will be disqualified.
<u>CLOSING DATE</u>	: 28 September 2026 at 12:00
<u>POST 33/47</u>	: <u>CHIEF ADMINISTRATION CLERK (CONDITIONS OF SERVICE) REF NO: UMF55/09/2026 (X1 POST)</u> (Permanent)
<u>SALARY</u>	: R338 106 per annum (Level 07), plus benefits as applicable in the Public Sector
<u>CENTRE</u>	: Central Office
<u>REQUIREMENTS</u>	: A Nation Senior Certificate plus an appropriate National Diploma / Bachelor's Degree in Human Resource Management / Public Administration / Public Management. A minimum of two (2) years relevant experience. Introduction to PERSAL Management Certificate. A valid driver's licence. Skills and Competencies: Extensive knowledge of Human Resource Management in the Public Service and employment legislation i.e Public Service Act, Public Service Regulations, Labour Relations Act, Basic Conditions of Employment, Public Finance Management Act, Employment Equity Act. Policy on Incapacity Leave and Ill-health retirement, Promotion and Access of Information Act (PAIA). Promotion of Administrative Justice Act (PAJA). Computer literacy (Microsoft Office package). Communication Skills (verbal and written). Planning and organising skills. Knowledge and experience in pension administration and leave management.
<u>DUTIES</u>	: Provide Service Conditions and Employee Benefits. Administer Service Terminations. Capture service terminations on PERSAL timeously. Complete and ensure correct submission of pension forms including nominations forms.

		Follow-up on all outstanding pension claims with Government Employees Pension Fund (GEPF). Advise deceased employee's family to claim funeral benefits from GEPF. Capture transactions such as but not limited to housing payment of all allowances etc. Administer leave matters. Implement leave transactions and ensure the correct codes are used on PERSAL and on VIP system. Ensure leave applications comply with policies and prescripts. Ensure proper administration of incapacity leave. Draft circulars and make necessary arrangements pertaining road shows/ information sessions regarding conditions of service.
<u>ENQUIRIES</u>	:	Ms NA Sibiya Tel No: (035) 902 9500/01
<u>APPLICATIONS</u>	:	All applications should be emailed to the specified email address. The name of the post and reference number must be indicated in the email subject line. Applications should be sent as one PDF document, without any qualifications. No Faxed applications will be accepted. Applications that do not comply with the above specifications will be disqualified. Email: Applications.central@umfolozi.edu.za
<u>NOTE</u>	:	A fully completed new Z83 form (in line with DPSA circular 19 of 2022), obtainable from any Public Service Department or on the internet at www.dpsa.gov.za , and a detailed Curriculum Vitae. Copies of qualifications and other relevant documents must not be included in the application. Only shortlisted candidates will be required to submit certified copies of qualifications on the day of the interview. Communication will be limited to shortlisted candidates. A separate application must be submitted for each post that you are applying for. Late applications (received after closing date and time) and incomplete applications will not be considered. 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). The Employer reserves the right not to make an appointment. Where applicable, candidates will be subjected to a skills test. Correspondence will be limited to short-listed candidates. 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. 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.
<u>CLOSING DATE</u>	:	28 September 2026 at 16:00
<u>POST 33/48</u>	:	<u>IT TECHNICIAN REF NO: RFT/IT/05</u> Permanent (PERSAL Appointment)
<u>SALARY</u>	:	R338 106 per annum (Level 07), plus benefits
<u>CENTRE</u>	:	Randfontein Campus
<u>REQUIREMENTS</u>	:	Matric/Grade12 Certificate plus a recognised 3-year National Diploma or Degree in Information Technology/ Computer Science or any other relevant qualification. Must have a minimum of 1 to 2 years relevant work experience in information technology. Must have a valid driver's license. Must be computer literate. Competencies, Knowledge, And Skills: Must have knowledge and understanding of IT hardware and software. Knowledge and understanding of desktop, networking, and voice communication infrastructure. Knowledge and understanding of IT help desk operation and program installations. Knowledge of IT first and second line of support. Knowledge and understanding of MIS, BAS, PERSAL, COLTECH and any related desktop systems. Should have good communication, time management, report writing, problem solving, client orientated, planning, organising, team leadership, people management skills. Ability to interact with service providers.
<u>DUTIES</u>	:	Setup user account on desktop and laptop (mailbox and windows). Unlocking of password using Admin Pack. Setting up desktop, printers, and data projectors. Assist in maintaining a service catalogue and standard operating procedures. Perform backups information, anti-virus support and offsite storage. Perform trouble shooting and diagnosis. Support the availability of emails services, internet services, application services on workstation and availability of connection to transversal mainframe system. Perform installation, configuration, testing and upgrade tasks that may require some research and analysis. Verify network cabling. Perform PC installations and software installations. Provide technical support of the configuration,

installation, repair and replacement of computers, printers, and telephones. Provide support of data migration during computer setup. Render IT information management services. Plan, develop and improve computer-based information systems. Maintain information management systems such as database to ensure integrity and security of data. Provide assistance on ICT related project activities. Assist in the development, implementation, and monitoring of ICT policies.

ENQUIRIES : Ms M Hlatshwayo/Mr P Motai Tel No: (011) 692 4004 Ext. 1010/1061/1062
APPLICATIONS : Please hand deliver your application or email it to rfttechnician@westcol.co.za in a pdf format and as one attachment, quoting the relevant reference number to the Principal, Western TVET College, Corporate Office, 42 Johnstone Street, Randfontein, 1760.

NOTE : All applications must be accompanied by a signed and fully completed NEW Z83 form obtainable from any public service Department or DPSA website, a comprehensive CV including at least three contactable references. Only shortlisted candidates will be required to submit certified copies of original documents with academic records/transcripts and other relevant supporting documents on or before the day of the interview following communication from HR Office. Foreign qualifications must be accompanied by a SAQA evaluation report. 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. If you have not been contacted within six months after the closing date, please consider your application as unsuccessful. Successful candidates will be subjected to a vetting and financial disclosure process (criminal record, citizenship, qualification verification and employment verification). People living with disability are encouraged to apply. If you have not been contacted within six months after closing date, please consider your application as unsuccessful. Western TVET College is an equal opportunities employer and reserves the right not to fill the posts. People with disability are encouraged to apply. Please ensure that the Z83 form is completed in full. Incomplete Z83 will be disqualified.

CLOSING DATE : 28 September 2026 at 12:00

POST 33/49 : **FINANCIAL AID/BURSARY OFFICERS (X4 POSTS)**
Permanent (PERSAL Appointment)

SALARY : R338 106 per annum (Level 07), plus benefits
CENTRE : Carletonville Campus Ref No: CARL/FIN-AID/06
Krugersdorp Campus Ref No: KC/FIN-AID/07
Krugersdorp West Campus Ref No: KW/FIN-AID/08
Randfontein Campus Ref No: RFT/FIN-AID/09

REQUIREMENTS : Matric/Grade12 Certificate plus a recognised 3-year National Diploma or Degree in Financial Management/Accounting or any other relevant qualification. Must have a minimum of 2 to 3 years relevant work experience in bursary / financial aid services. Must be computer literate. Must have a valid driver's license. Competencies, Knowledge, And Skills: Must have basic knowledge and understanding of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Knowledge of the Public Service financial legislations, procedures and Treasury Regulations (PFMA, NSFAS guidelines and Financial Management practices and principles). Knowledge of basic financial application systems. Must have good verbal and written communication, basic numeracy skills, ability to perform routine tasks, ability to operate office equipment, flexibility, interpersonal relations, accuracy and aptitudes of figures.

DUTIES : Coordinate student bursary schemes and financial aid administrative support services in the Campus. Administer the bursary and financial aid schemes application processes for the campus in line with NSFAS guidelines, funder MOU/SLA and policies. Review application for financial Aid. Analyse NSFAS provisionally funded students. Coordinate the authorisation of disbursement funds. Facilitate of other financial aid schemes. Report on all bursary and financial aid allocations to financial aid committee and other stakeholders. Timeous upload of all student bursary applications on the NSFAS portal including submission of any additional information/documents required by NSFAS to successfully process all applications. Reconciliation of upload data

	on NSFAS, with Pastel and Coltech monthly including following up on all outstanding matters.
<u>ENQUIRIES APPLICATIONS</u>	Ms M Hlatshwayo/Mr P Motai Tel No: (011) 692 4004, Ext. 1010/1061/1062 Please hand deliver your application or email it to: Financial Aid officer (Carletonville) – carlfin@westcol.co.za Financial Aid Officer (Krugersdorp) – kdpsfin@westcol.co.za Financial Aid Officer (Krugersdorp West) – kwfin@westcol.co.za Financial Aid Officer (Randfontein) – rftfin@westcol.co.za in a pdf format and as one attachment, quoting the relevant reference number to the Principal, Western TVET College, Corporate Office, 42 Johnstone Street, Randfontein, 1760.
<u>NOTE</u>	All applications must be accompanied by a signed and fully completed New Z83 form obtainable from any public service Department or DPSA website, a comprehensive CV including at least three contactable references. Only shortlisted candidates will be required to submit certified copies of original documents with academic records/transcripts and other relevant supporting documents on or before the day of the interview following communication from HR Office. Foreign qualifications must be accompanied by a SAQA evaluation report. 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. If you have not been contacted within six months after the closing date, please consider your application as unsuccessful. Successful candidates will be subjected to a vetting and financial disclosure process (criminal record, citizenship, qualification verification and employment verification). People living with disability are encouraged to apply. If you have not been contacted within six months after closing date, please consider your application as unsuccessful. Western TVET College is an equal opportunities employer and reserves the right not to fill the posts. People with disability are encouraged to apply. Please ensure that the Z83 form is completed in full. Incomplete Z83 will be disqualified.
<u>CLOSING DATE</u>	28 September 2026 at 12:00
<u>POST 33/50</u>	<u>ADMINISTRATIVE CLERKS: FINANCE (X2 POSTS)</u> Permanent (PERSAL Appointment)
<u>SALARY CENTRE</u>	R237 453 per annum (Level 05), plus benefits Carletonville Campus Ref No: CARL/FINANCE/10 Krugersdorp West Campus Ref No: KW/FINANCE/11
<u>REQUIREMENTS</u>	Matric/Grade12 Certificate plus a recognised 3-year National Diploma or Degree in Finance/Financial Accounting/ Cost and Management Accounting / Internal Auditing or any other relevant qualification. Must be computer literate. Competencies, Knowledge, And Skills: Must have basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge of the Public Service financial legislations, procedures, and Treasury Regulations (PFMA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operation, ability to perform adequately and methodically under pressure. Knowledge of COLTECH, SAGE evolution and other relevant business information management systems. Should have good administrative, basic numeracy, accuracy, people management, communication, problem solving, planning, and organising skills.
<u>DUTIES</u>	Render financial accounting transactions, receive invoices, check correctness, verification, and approval and submitting for payment. Process invoices (capture payments). Follow-up on all outstanding student debts including clearing of student unknown deposit accounts. Prepare monthly debt management report on outstanding debts, recoveries. Reconcile campus tuition fee bank account. Submitting all refund and overpayments to Corporate for processing. Capturing all procurement requests on Pastel and follow through with procurement management. Assist in administration and controlling of petrol cards and college car bookings of all vehicles issued to campus (vehicles and generators). Assist with the coordination of bursary allocations. Administer the ordering of stationery and textbooks. Issue textbooks to students. Record issued stock. Conduct regular fixed asset verification ensuring all assets barcoded, correct details captured (location, description) and reconciled with Fixed Assets Register (moveable and

		immoveable) Administer and record the movement of all assets on the fixed assets register. Identify all unusable and obsolete assets. Ensure completeness and accuracy of the fixed asset register for the annual external audit preparation.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms M Hlatshwayo/Mr P Motai Tel No: (011) 692 4004, Ext. 1010/1061/1062
	:	Please hand deliver your application or email it to: Admin Clerk: Finance (Carletonville) – carlfinclerk@westcol.co.za Admin Clerk: Finance (Krugersdorp West) – kwfinclerk@westcol.co.za in a pdf format and as one attachment, quoting the relevant reference number to the Principal, Western TVET College, Corporate Office, 42 Johnstone Street, Randfontein, 1760.
<u>NOTE</u>	:	All applications must be accompanied by a signed and fully completed New Z83 form obtainable from any public service Department or DPSA website, a comprehensive CV including at least three contactable references. Only shortlisted candidates will be required to submit certified copies of original documents with academic records/transcripts and other relevant supporting documents on or before the day of the interview following communication from HR Office. Foreign qualifications must be accompanied by a SAQA evaluation report. 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. If you have not been contacted within six months after the closing date, please consider your application as unsuccessful. Successful candidates will be subjected to a vetting and financial disclosure process (criminal record, citizenship, qualification verification and employment verification). People living with disability are encouraged to apply. If you have not been contacted within six months after closing date, please consider your application as unsuccessful. Western TVET College is an equal opportunities employer and reserves the right not to fill the posts. People with disability are encouraged to apply. Please ensure that the Z83 form is completed in full. Incomplete Z83 will be disqualified.
<u>CLOSING DATE</u>	:	28 September 2026 at 12:00
<u>POST 33/51</u>	:	<u>ADMIN CLERK: ADMINISTRATION SERVICES REF NO:</u> <u>RFT/ADMIN/CLERK/12</u> Permanent (PERSAL Appointment)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R237 453 per annum (Level 05), plus benefits
	:	Randfontein Campus
	:	Matric/Grade12 Certificate plus a recognised 3-year National Diploma or Degree in Public Administration/Management Assistant/Office Management and Technology or any other relevant qualification. A valid driver's license will be an added advantage. Must be computer literate. Competencies, Knowledge, And Skills: Must have knowledge and understanding of the registration processes and procedure. Ability to communicate well with people at different levels and backgrounds. Must have knowledge of switchboard operation. Must have good telephone etiquette. Ability to capture data. Should have sound organisational skills, planning, organising, communication, customer services and report writing skills. High level of integrity and loyalty.
<u>DUTIES</u>	:	Administer and assist with student registration processes in line with the college's Standard Operating Procedures (SOPs). Capture and verify student information on the Business Management System (BMS). Print and distribute control lists and class registers. Verify data before submission to the Department of Higher Education and Training (DHET). Screen and process online applications. Attend to student and public enquiries. Operate the campus switchboard and direct calls appropriately. Capture student marks and absenteeism accurately. Maintain updated student academic records and ensure all information is securely stored and accessible when required. Capturing and administration of requisition forms, receive goods and services, verify deliveries against relevant documents, and follow up on outstanding orders. Ensure proper documentation and filing for all procurement-related transactions at campus level. Provide administrative support services (application of college bursaries) to the campus management team.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms M Hlatshwayo/Mr P Motai Tel No: (011) 692 4004, Ext. 1010/1061/1062
	:	Please hand deliver your application or email it to Admin Clerk: Randfontein – rftadminclerk@westcol.co.za in a pdf format and as one attachment, quoting

<u>NOTE</u>	:	the relevant reference number to the Principal, Western TVET College, Corporate Office, 42 Johnstone Street, Randfontein, 1760.
	:	All applications must be accompanied by a signed and fully completed NEW Z83 form obtainable from any public service Department or DPSA website, a comprehensive CV including at least three contactable references. Only shortlisted candidates will be required to submit certified copies of original documents with academic records/transcripts and other relevant supporting documents on or before the day of the interview following communication from HR Office. Foreign qualifications must be accompanied by a SAQA evaluation report. 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. If you have not been contacted within six months after the closing date, please consider your application as unsuccessful. Successful candidates will be subjected to a vetting and financial disclosure process (criminal record, citizenship, qualification verification and employment verification). People living with disability are encouraged to apply. If you have not been contacted within six months after closing date, please consider your application as unsuccessful. Western TVET College is an equal opportunities employer and reserves the right not to fill the posts. People with disability are encouraged to apply. Please ensure that the Z83 form is completed in full. Incomplete Z83 will be disqualified.
<u>CLOSING DATE</u>	:	28 September 2026 at 12:00
<u>POST 33/52</u>	:	<u>ADMIN CLERK: MARKETING AND COMMUNICATION REF NO: CORP/MARKETING/13</u> Permanent (PERSAL Appointment)
<u>SALARY</u>	:	R237 453 per annum (Leve 05), plus benefits
<u>CENTRE</u>	:	Corporate Office
<u>REQUIREMENTS</u>	:	Matric/Grade12 Certificate plus a recognised 3-year National Diploma or Degree in Communication/Marketing/Public Relations. Relevant work experience in marketing or communications will be an added advantage. A valid driver's license will be an added advantage. Must be computer literate. Competencies, Knowledge, And Skills: Knowledge of social media practice and channels. Understanding of the importance of brand guidelines, graphic design and applying across a range of channels. Knowledge and understanding of stakeholder management. Knowledge of events management. Knowledge and understanding of website maintenance 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 digital marketing.
<u>DUTIES</u>	:	Assist in marketing, promotions and branding services. Assist in the coordination of public relations and media liaison services. Assist in the coordination of photographic services and drafting of articles. Assist in the coordination of college events and communication administration services. Assist in updating the content, design and layout of the college website.
<u>ENQUIRIES</u>	:	Ms M Hlatshwayo/Mr P Motai Tel No: (011) 692 4004, Ext. 1010/1061/1062
<u>APPLICATIONS</u>	:	Please hand deliver your application or email it to Admin Clerk: Marketing and Communication Corporate – corpadmin@westcol.co.za in a pdf format and as one attachment, quoting the relevant reference number to the Principal, Western TVET College, Corporate Office, 42 Johnstone Street, Randfontein, 1760.
<u>NOTE</u>	:	All applications must be accompanied by a signed and fully completed New Z83 form obtainable from any public service Department or DPSA website, a comprehensive CV including at least three contactable references. Only shortlisted candidates will be required to submit certified copies of original documents with academic records/transcripts and other relevant supporting documents on or before the day of the interview following communication from HR Office. Foreign qualifications must be accompanied by a SAQA evaluation report. 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. If you have not been contacted within six months after the closing date, please consider your application as unsuccessful. Successful candidates will be subjected to a

		vetting and financial disclosure process (criminal record, citizenship, qualification verification and employment verification). People living with disability are encouraged to apply. If you have not been contacted within six months after closing date, please consider your application as unsuccessful. Western TVET College is an equal opportunities employer and reserves the right not to fill the posts. People with disability are encouraged to apply. Please ensure that the Z83 form is completed in full. Incomplete Z83 will be disqualified.
<u>CLOSING DATE</u>	:	28 September 2026 at 12:00
<u>POST 33/53</u>	:	<u>DRIVER/MESSENGER (X3 POSTS)</u> Permanent (PERSAL Appointment)
<u>SALARY CENTRE</u>	:	R201 093. per annum (Level 04), plus benefits
	:	Corporate Ref No: CORP/DRIVER/14
	:	Carletonville Ref No: CARL/DRIVER/15
	:	Randfontein Ref No: RFT/DRIVER/16
<u>REQUIREMENTS</u>	:	Grade 12/Matric Certificate or equivalent qualification plus a valid Code 10 drivers' licence. Must have a valid Professional Driving Permit (PDP). Must have a minimum of 1 to 2 years relevant work experience as a driver. Competencies, Knowledge, And Skills: Must have basic knowledge and understanding of relevant legislation, prescripts, policies and procedures. Procedure for motor maintenance of motor vehicle. Routing office support i.e. registry. Secondary function of making copies. Procedure for motor maintenance. Procedure to obtain trip authorisation. Completion of logbook of the motor vehicle. Writing of fuel consumables. Writing of kilometres services. Offer messenger services. Must have excellent driving skills. Must be able to fix or change flat tyres. Must be able to clean the vehicles. Must be willing to work after hours and on weekends. Will be required to provide services across all campuses/sites.
<u>DUTIES</u>	:	Drive light and medium-sized motor vehicles to transport passengers (staff and students) and deliver other items (mail and documents). Do routine maintenance on the allocated vehicle and report defects timely. Complete all the required and prescribed records and logs books regarding the vehicle and the goods handle. Render a clerical support/messenger service in the relevant office. This would, inter alia, entail the following: Assist in the registry, copy and fax documents. Collect and deliver documentation and related items in the department.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms M Hlatshwayo/Mr P Motai Tel No: (011) 692 4004, Ext. 1010/1061/1062
	:	Please hand deliver your application or email it to:
	:	Driver: Corporate office - corpdrivers@westcol.co.za
	:	Driver: Carletonville - carldriver@westcol.co.za
	:	Driver: Randfontein - rftdriver@westcol.co.za in a pdf format and as one attachment, quoting the relevant reference number to the Principal, Western TVET College, Corporate Office, 42 Johnstone Street, Randfontein, 1760.
<u>NOTE</u>	:	All applications must be accompanied by a signed and fully completed New Z83 form obtainable from any public service Department or DPSA website, a comprehensive CV including at least three contactable references. Only shortlisted candidates will be required to submit certified copies of original documents with academic records/transcripts and other relevant supporting documents on or before the day of the interview following communication from HR Office. Foreign qualifications must be accompanied by a SAQA evaluation report. 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. If you have not been contacted within six months after the closing date, please consider your application as unsuccessful. Successful candidates will be subjected to a vetting and financial disclosure process (criminal record, citizenship, qualification verification and employment verification). People living with disability are encouraged to apply. If you have not been contacted within six months after closing date, please consider your application as unsuccessful. Western TVET College is an equal opportunities employer and reserves the right not to fill the posts. People with disability are encouraged to apply. Please ensure that the Z83 form is completed in full. Incomplete Z83 will be disqualified.
<u>CLOSING DATE</u>	:	28 September 2026 at 12:00

<u>POST 33/54</u>	:	<u>HANDYMAN (X2 POSTS)</u> Permanent (PERSAL Appointment)
<u>SALARY CENTRE</u>	:	R170 226 per annum (Level 03), plus benefits Corporate – Ref No: CORP/HANDYMAN/17 Randfontein – Ref No: RFT/HANDYMAN/18
<u>REQUIREMENTS</u>	:	ABET Level 4/Standard 8/Grade 10. Must have a minimum of 1 to 6 months relevant work experience in semi-skilled manual labour. A valid driver's license will be an added advantage. Competencies, Knowledge, And Skills: Must have basic knowledge and understanding of building maintenance. Knowledge of infrastructure policies. Knowledge of relevant legislation, prescripts, policies and procedures. Knowledge of building laws. Safe keeping of tools. Storage requirement. Operating equipment. Must have good communication (verbal and written), reading, people management, office management, administration, analytical, problem-solving, planning and organising skills. Must be disciplined. Will be required to provide services across all campuses/sites.
<u>DUTIES</u>	:	Maintenance of office buildings. Conduct regular building inspections. Attend to minor electrical, plumbing and carpentry problems. Maintenance of office equipment and furniture. Repair broken furniture and equipment. Ensure tools are cleaned and stored in a safe environment. Report defects. Safekeeping of maintenance tools and supplies. Perform duties in accordance with instructions and the OHS Act.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms M Hlatshwayo/Mr P Motai Tel No: (011) 692 4004, Ext. 1010/1061/1062 Please hand deliver your application or email it to Handyman: Corporate Office - corphandyman@westcol.co.za Handyman: Randfontein - rft Handyman@westcol.co.za in a pdf format and as one attachment, quoting the relevant reference number to the Principal, Western TVET College, Corporate Office, 42 Johnstone Street, Randfontein, 1760.
<u>NOTE</u>	:	All applications must be accompanied by a signed and fully completed New Z83 form obtainable from any public service Department or DPSA website, a comprehensive CV including at least three contactable references. Only shortlisted candidates will be required to submit certified copies of original documents with academic records/transcripts and other relevant supporting documents on or before the day of the interview following communication from HR Office. Foreign qualifications must be accompanied by a SAQA evaluation report. 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. If you have not been contacted within six months after the closing date, please consider your application as unsuccessful. Successful candidates will be subjected to a vetting and financial disclosure process (criminal record, citizenship, qualification verification and employment verification). People living with disability are encouraged to apply. If you have not been contacted within six months after closing date, please consider your application as unsuccessful. Western TVET College is an equal opportunities employer and reserves the right not to fill the posts. People with disability are encouraged to apply. Please ensure that the Z83 form is completed in full. Incomplete Z83 will be disqualified.
<u>CLOSING DATE</u>	:	28 September 2026 at 12:00
<u>POST 33/55</u>	:	<u>CLEANERS (X2 POSTS)</u> Permanent (PERSAL Appointment)
<u>SALARY CENTRE</u>	:	R144 024 per annum (Level 02), plus benefits Carletonville Campus Ref No: CV/CLEANER/19 Krugersdorp West Campus Ref No: KW/CLEANER/20
<u>REQUIREMENTS</u>	:	Grade 10 or ABET Level 4. Knowledge of cleaning and maintenance procedures. Basic knowledge of safety requirements attached to the duties of the post. Knowledge of basic hand tools. Must have basic numeracy and literacy skills to read operating instructions and notices. Competencies, Knowledge, And Skills: Should be committed, hardworking and must be able and willing to work long hours and under pressure. Must have good interpersonal relations and verbal communication skills. Knowledge of

	repetitive tasks. Knowledge of hygiene and facilities policies. Knowledge of relevant legislation, prescripts, policies, and procedures.
<u>DUTIES</u>	: Maintaining the cleanliness of the building by performing various cleaning duties which includes but not limited to dusting and waxing office furniture, sweeping, scrubbing, and waxing of floors, cleaning walls, windows, and floors. Collecting and removing of waste papers. Freshen the office areas. Clean the college/campus kitchen and basins. Wash and pack kitchen utensils. Empty and wash waste bins and send recyclables to disposal area. Cleaning of the ablution facilities. Cleaning of foyers and corridors.
<u>ENQUIRIES</u>	: Ms M Hlatshwayo/Mr P Motai Tel No: (011) 692 4004, Ext. 1010/1061/1062
<u>APPLICATIONS</u>	: Please hand deliver your application or email it to Cleaner: Carletonville – carlcleaner@westcol.co.za Cleaner: Krugersdorp West – kwcleaner@westcol.co.za in a pdf format and as one attachment, quoting the relevant reference number to the Principal, Western TVET College, Corporate Office, 42 Johnstone Street, Randfontein, 1760.
<u>NOTE</u>	: All applications must be accompanied by a signed and fully completed NEW Z83 form obtainable from any public service Department or DPSA website, a comprehensive CV including at least three contactable references. Only shortlisted candidates will be required to submit certified copies of original documents with academic records/transcripts and other relevant supporting documents on or before the day of the interview following communication from HR Office. Foreign qualifications must be accompanied by a SAQA evaluation report. 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. If you have not been contacted within six months after the closing date, please consider your application as unsuccessful. Successful candidates will be subjected to a vetting and financial disclosure process (criminal record, citizenship, qualification verification and employment verification). People living with disability are encouraged to apply. If you have not been contacted within six months after closing date, please consider your application as unsuccessful. Western TVET College is an equal opportunities employer and reserves the right not to fill the posts. People with disability are encouraged to apply. Please ensure that the Z83 form is completed in full. Incomplete Z83 will be disqualified.
<u>CLOSING DATE</u>	: 28 September 2026 at 12:00