

DEPARTMENT OF HIGHER EDUCATION AND TRAINING

MANAGEMENT ECHELON

<u>POST 34/51</u>	:	<u>DIRECTOR-GENERAL REF NO: DHET 01/10/2026</u> (Five (5) Year Fixed Contract)
<u>SALARY</u>	:	R2 446 749 per annum (Level 16), (all-inclusive remuneration package), comprising of basic salary (70% of package), employer's contribution to Government Employee Pension Fund (13% of basic salary) and a flexible portion. A non-pensionable allowance equal to 10% of the annual all-inclusive remuneration package is payable.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A senior certificate, an undergraduate qualification and a postgraduate qualification (NQF Level 8) in Business Administration/Public Management or any other related qualification as recognized by SAQA. Possession of a doctoral degree will be a distinct advantage. A relevant senior executive management and leadership certificate will be an added advantage. Ten (10) years of experience at senior managerial level. Successful completion of the Nyukela Public Service SMS Pre-entry Programmed as endorsed by NSG. Knowledge of the Post-Schooling Education and Training system as a whole; Knowledge of the Constitution, Public Service Act (PSA) and Regulations, Public Management Act, 2014 (PAMA), Public Finance Management Act (PFMA) (1999 and Regulations, and any other relevant prescript within the system of government. An understanding of the emerging Higher Education, Science and Innovation (HESI) landscape. Solid working knowledge of the following: White Paper on PSET; University Education, Skill Development; Technical and Vocational Education and Training (TVET) Community Education and Training (CET) legislation and policies; National Development Plan (NDP); Government Programme of Action; and the Human Resource Development Council Strategy. Advanced knowledge and experience in Public Administration and Public Management; Knowledge of the Auditor-General's Audit Framework; Extensive experience in leading and managing a large-scale, complex organisation or program is an added advantage; Extensive knowledge and experience in policy research, policy analysis and policy development; A proven track record in conducting monitoring, evaluation and impact assessments; Advanced knowledge in government's Human Resource Management and Labour related legislation. Advanced experience in establishing and managing complex relationships and partnerships. Computer literacy. Core Competencies: Strategic capability and leadership, solid understanding of the political-administrative interface; Programme and Project management, advanced financial skills, Change management, People Management and Empowerment. A valid driver's licence.
<u>DUTIES</u>	:	The successful candidate will, as the Head of Department, plan, implement, coordinate and communicate the Departmental vision, values, policies, statutory and strategic frameworks in terms of the relevant legislation and advise the Minister in determining policy, strategy, norms and standards as required by the Constitution and all relevant statutes; provide strategic direction to intergovernmental relations, stakeholder support and management of post-school education and training partner institutions and public entities in line with national policy, strategy, norms and standards; provide strategic leadership in monitoring and evaluating policy, governance, risk and compliance in order to achieve planned outcomes and impact for equitable access to, success of and institutional quality of the post-school education and training system, and report on the departmental performance to the Minister and other oversight structures including the Audit and Risk Committee, Parliament, National Treasury, Departments of Public Service and Administration (DPSA) and Performance Monitoring and Evaluation (DPME). The successful candidate will participate in and represent the Department in Governance and Administration structures including the committee for Directors-General (FOSAD) and any other structure as directed by the Minister. As the Accounting Officer, the successful candidate will, in terms of the PFMA, ensure that the department has and maintains effective, efficient and transparent systems of financial and risk management and internal controls, as well as ensure the efficient, economical and transparent use of the resources

of the department; be responsible for the management, including the safeguarding and maintenance of the assets and liabilities, keep full and proper records of the financial affairs of the department and prepare annual financial statements; ensure the administration, implementation and documentation of international instruments relevant to the mandate and work of the Department. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

**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 Qualification 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. Selection panels shall score both technical exercises as an additional criterion in the interview process. 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

CLOSING DATE

: 05 October 2026

OTHER POSTS

POST 34/52

: **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT REF NO: GSC57/2026**
(Permanent)

**SALARY
CENTRE
REQUIREMENTS**

: R487 197 per annum (Level 09), (plus benefits)
: Central Office: Standerton
: A Degree / National Diploma (NQF Level 6) in Human Resource Management or Relative Qualification recognized by SAQA, 3-5 years' work Experience in Human Resource Management or Relative Experience at Supervisory level. A valid driver's licence. Knowledge of Public Services legislations and policies related to Human Resource Management, Knowledge and understanding of the TVET /CET Administration, Knowledge and understanding of Higher Education sector, Knowledge of PERSAL and Job Evaluation. Skills: Administrative, Planning and Organising, Financial Management, Report writing, Communication and Interpersonal, problem solving, Computer

		Literacy, Analytical, Client Oriented, Project Management, Client Oriented, Team Leadership, People Management.
<u>DUTIES</u>	:	Oversee Human Resource Management and Administration services, Oversee Human Resource Development services, Coordinate and Facilitate Organisational Development Services, Coordinate and Facilitate Human Resource Planning (HRP) and Employment Equity (EE) Service, Provide Employee Health and Wellness (EHW) services, Develop and Implement Human Resource Policies and Manuals, Management of all Human, Financial and other resources of the unit.
<u>ENQUIRIES</u>	:	Mr KW Mphuthi Tel No: (017) 712 9040
<u>APPLICATIONS</u>	:	The Acting Deputy Principal: Corporate Services; Gert Sibande TVET College; P. O. Box 3475; Standerton, 2430, email: applications@gscollege.edu.za or Hand delivered to: 18a Beyers Naude Street, Standerton, 2430.
<u>FOR ATTENTION</u>	:	Mr KW Mphuthi Tel No: (017) 712 9040
<u>NOTE</u>	:	Gert Sibande TVET College is an equal opportunity, affirmative action employer. It is our intention to promote representatively in respect of race, gender and disability through the filling of these positions. Candidates whose transfer/promotion/appointment will promote representative will receive preference. Applicants must submit a fully completed and officially signed Z83 form and a comprehensive CV when applying for a post, at least three contactable work-related references. Candidates will be contacted to submit originally certified copies of all qualification before an interview, including academic records, ID document and valid driver's licence not older than 6 months, if drivers licence is required in terms of the requirements of the post Application Z83 form is available on our website, www.gscollege.edu.za or DPSA website Failure to submit the requested documents will result in your application not being considered No fax applications will be accepted Applicants should submit separate Z83 and CV where more than one post is applied for Selected candidates will be subjected to vetting process and personnel suitability check in terms of minimum information security standard The College reserves the right to verify any information received in applications Late and incomplete applications will not be considered Submission of fraudulent documentation will immediately disqualify the candidate Should you not receive any response from us within 60 days after the closing date, please consider your application as unsuccessful Post reference number should be indicated on the application The College reserves the right to withdraw any position at any time all shortlisted candidate shall undertake two pre-entry assessment. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other will be integrity (ethical conduct) assessment.
<u>CLOSING DATE</u>	:	09 October 2026 (at 13h00 sharp), all applications received after the closing date and time will not be entertained. Apply as early as possible to avoid disappointments.
<u>POST 34/53</u>	:	<u>SENIOR ICT TECHNICIAN: REF NO: SICT/3/2026</u> (This is a re-advertisement, applicants who applied previously are encouraged to re-apply if they are still interested in the post)
<u>SALARY</u>	:	R413 001 per annum (Level 08), plus benefits as applicable in the Public Sector
<u>CENTRE</u>	:	Central Johannesburg TVET College, Central Office
<u>REQUIREMENTS</u>	:	A Grade 12 / Senior Certificate. A recognised three-year National Diploma / Degree in Information Technology, Computer Science or equivalent NQF Level 6 qualification, ITIL V3/V4 Foundation or COBIT and Server Administration Certification are required. Candidates must have at least three years' relevant experience in ICT support and hands on server experience, a valid driver's licence, and proven experience in hardware, software, networking and ICT infrastructure support. Knowledge of server administration, desktop support, Wi-Fi, Active Directory, DHCP, VoIP, ICT security, help desk operations and second line IT support is essential. Relevant ICT certifications such as CCNA, MCSE, HCIA, VMware, Microsoft Windows Server Hybrid Administrator Associate and CompTIA Security+ will be an added advantage. Strong communication, customer service, problem-solving, planning and time-management skills, as well as the ability to work under pressure and extended hours when required, are essential.
<u>DUTIES</u>	:	The successful candidate will be responsible for managing and providing service desk, desktop, second and third-line ICT support; installing,

maintaining and troubleshooting ICT hardware, software, network infrastructure, Wi-Fi, servers, Active Directory, DHCP and VoIP systems; supporting ICT security, backups and asset management; liaising with service providers on technical support, maintenance, upgrades and licences; user support and awareness initiatives; compiling ICT reports and technical information to the relevant manager; supporting ICT projects and infrastructure improvements; supervising and monitoring ICT Technicians; prioritising, resolving and escalating ICT incidents and requests; contributing to the continuous improvement of ICT services, systems, infrastructure and digitalization processes.

**ENQUIRIES
APPLICATIONS**

: Mr MB Khakhu Tel No: (011) 351 6000
: The Central Johannesburg TVET College (CJC) invites applicants to apply online on the New Z83 form by clicking on this link <https://cjc83.ngnscan.co.za/apply>

NOTE

: Apply and follow the easy prompts/instructions. If you apply for the first time, you will be required to register by clicking the register button to register. After registering, you will be allowed to log in and apply for your chosen post (s). Upload the supporting document namely, a comprehensive CV and any other document (where required). A fully completed and signed Z83 form, and a detailed Curriculum Vitae will be considered. 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. The shortlisted candidates will also be requested to submit confirmation or service letter from their previous employer, confirming their employment status/ history. It is the applicant's responsibility to have foreign qualification(s) evaluated by the South African Qualifications Authority (SAQA). Candidates whose appointment promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The successful 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. The college reserves the right not to make appointment. 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. CJC is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity 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. Due to the college financial constraints, candidates will be responsible for their traveling and accommodation.

CLOSING DATE

: 05 October 2026

POST 34/54

: **CHIEF PERSONNEL OFFICER (HR): REF NO: CPO/4/2026**

SALARY

: R413 001 per annum (Level 08), plus benefits as applicable in the Public Sector

**CENTRE
REQUIREMENTS**

: Central Johannesburg TVET College, Central Office
: Grade 12 / Senior Certificate. A recognised three-year National Diploma / Degree in Human Resource Management, Human Resource Development, Personnel Management, Public Management or equivalent qualification at NQF Level 6. 3–5 years' relevant experience in Human Resource Management / Administration. Practical knowledge and experience of PERSAL; relevant PERSAL certification will be an advantage. Sound knowledge of Public Service legislation, HR policies, regulations and collective agreements. Knowledge of conditions of service, remuneration, leave administration, employee benefits and personnel administration. Knowledge of personnel records management. Computer literacy, particularly MS Word, PowerPoint and Excel. Good communication, interpersonal, analytical, problem-solving, planning and report-writing skills. Ability to supervise staff, work under pressure and meet deadlines. Valid driver's licence.

<u>DUTIES</u>	:	Supervise and coordinate HR administration within the College. Administer conditions of service, remuneration, leave and employee benefits. Process and monitor appointments, transfers, promotions, terminations and other personnel transactions. Maintain accurate and confidential personnel records and employee files. Process and monitor PERSAL transactions and resolve personnel and salary-related queries. Provide HR administrative support to recruitment and selection, performance management and other HR functions. Advise employees and management on HR policies, conditions of service and applicable legislation. Compile HR statistics, reports and submissions. Ensure compliance with DHET HR policies, Public Service prescripts and applicable legislation. Assist with HR audits and compliance requirements. Supervise, allocate and monitor the work of HR staff. Promote effective, professional and customer-focused HR service delivery. Perform other related HR duties assigned by the supervisor.
<u>ENQUIRIES</u>	:	Mr MB Khakhu Tel No: (011) 351 6000
<u>APPLICATIONS</u>	:	The Central Johannesburg TVET College (CJC) invites applicants to apply online on the New Z83 form by clicking on this link https://cjc83.ngnscan.co.za/apply .
<u>NOTE</u>	:	Apply and follow the easy prompts/instructions. If you apply for the first time, you will be required to register by clicking the register button to register. After registering, you will be allowed to log in and apply for your chosen post (s). Upload the supporting document namely, a comprehensive CV and any other document (where required). A fully completed and signed Z83 form, and a detailed Curriculum Vitae will be considered. 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. The shortlisted candidates will also be requested to submit confirmation or service letter from their previous employer, confirming their employment status/ history. It is the applicant's responsibility to have foreign qualification(s) evaluated by the South African Qualifications Authority (SAQA). Candidates whose appointment promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The successful 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. The college reserves the right not to make appointment. 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. CJC is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity 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. Due to the college financial constraints, candidates will be responsible for their traveling and accommodation.
<u>CLOSING DATE</u>	:	05 October 2026
<u>POST 34/55</u>	:	<u>SENIOR STATE ACCOUNTING: MANAGEMENT ACCOUNTING: REF NO: SSA/MAN/5/2026</u> (This is a re-advertisement, applicants who applied previously are encouraged to re-apply if they are still interested in the post)
<u>SALARY</u>	:	R413 001 per annum (Level 08), plus benefits as applicable in the Public Sector
<u>CENTRE</u>	:	Central Johannesburg TVET College, Central Office
<u>REQUIREMENTS</u>	:	Grade 12 certificate or equivalent. An appropriate three (3) year Diploma/bachelor's degree in accounting / financial management or equivalent qualification. 3-5 years' experience in the financial and / or management accounting environment. Knowledge of the Public Service Financial legislations, NSFAS regulations, PERSAL, etc. Experience in preparations of annual financial statements and interaction with external auditors. Computer

literate and competent in Word / Excel / PowerPoint / Outlook / Teams. Good verbal and written communication skills, presentation and report writing skills. A valid driver's licence. Analytical and ability to pay attention to detail. Ability to work under pressure and willingness to work extended hours when required.

DUTIES

- : Coordinate, review, analyse and quality assure the financial supporting information for planning purposes. Coordinate and review the necessary financial supporting documents required for the strategic and annual performance planning process. Analyse and quality assure the relevant financial information required in the evaluation and development of business and project plans. Check and verify the supporting information for various financial planning processes. Coordinate, review, analyse and quality assure the budget preparation process. Develop templates for the collection of budget information from line functionaries. Align budget statements with the annual performance plan, strategic plan and national spending priorities. Analyse and interpret the requirements for the monthly cash flow and adjusted cash flow as prescribed and recommend corrective action where required. Undertake the planning and supervise the preparation and consultation process in the implementation of the estimates for adjustments. Assess where shifting of funds/virements is required and possible by reviewing expenditure against budget and make recommendations. Supervise the recording of adjustments and provide feedback to the relevant components. Provide information for the preparation of the annual financial statements. Ensure that all shifts/virements are included in the adjusted budget. Analyse requests for roll overs and make recommendations in compliance with prescripts (including funds committed but not spent). Administer college revenue and receivables for student accounts. Provide internal control over revenue, receivables and expenditure. Improve cash flow through accelerated debt collection strategies. Handle and resolve campuses' queries on student accounts. Assist with the implementation of debt management policies. Supervise the collection of revenue from debtors. Compile ad-hoc financial reports. Ensure that accurate and valid tuition fees are loaded on MIS system. Monitor student fees on student statement for accuracy. Provide accurate financial and management reports on all projects undertaken by the college. Supervise staff in the unit.

ENQUIRIES APPLICATIONS

- : Mr MB Khakhu Tel No: (011) 351 6000
- : The Central Johannesburg TVET College (CJC) invites applicants to apply online on the New Z83 form by clicking on this link <https://cjc83.ngnscan.co.za/apply>

NOTE

- : Apply and follow the easy prompts/instructions. If you apply for the first time, you will be required to register by clicking the register button to register. After registering, you will be allowed to log in and apply for your chosen post (s). Upload the supporting document namely, a comprehensive CV and any other document (where required). A fully completed and signed Z83 form, and a detailed Curriculum Vitae will be considered. 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. The shortlisted candidates will also be requested to submit confirmation or service letter from their previous employer, confirming their employment status/ history. It is the applicant's responsibility to have foreign qualification(s) evaluated by the South African Qualifications Authority (SAQA). Candidates whose appointment promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The successful 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. The college reserves the right not to make appointment. 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. CJC is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity 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. Due to the college financial constraints, candidates will be responsible for their traveling and accommodation.

<u>CLOSING DATE</u>	:	05 October 2026
<u>POST 34/56</u>	:	<u>SENIOR RISK AND FRAUD PREVENTION OFFICER: REF NO: SRF/6/2026</u>
<u>SALARY</u>	:	R413 001 per annum (Level 08), plus benefits as applicable in the Public Sector
<u>CENTRE</u>	:	Central Johannesburg TVET College, Central Office
<u>REQUIREMENTS</u>	:	Grade 12/Senior Certificate. A recognised three (3)-year National Diploma/Degree (NQF Level 6 or higher) in Risk Management, Internal Auditing or another relevant qualification. Three to five years' relevant experience in Risk Management, Fraud Prevention, Investigations, Ethics and Integrity Management or a related field. Knowledge and understanding of the Public Sector Risk Management Framework, relevant legislation, regulations and prescripts. Knowledge and understanding of risk, fraud, ethics and integrity management principles. Knowledge of risk identification, assessment, mitigation and monitoring. Knowledge of fraud and corruption prevention and investigation processes. Computer literacy. A valid driver's licence. Good communication, report-writing, analytical and problem-solving skills. Good planning, organising and coordination skills. Ability to work independently and as part of a team. Ability to work under pressure and meet deadlines.
<u>DUTIES</u>	:	Coordinate and implement the College's risk management framework and processes. Conduct and facilitate strategic, operational and process-level risk assessments. Maintain and update the College Risk Register and monitor risk-mitigation plans. Monitor and report on identified risks and outstanding corrective actions. Coordinate the implementation of the Fraud and Corruption Prevention Plan. Conduct fraud and corruption risk assessments and recommend preventative controls. Assist with the assessment and investigation of alleged fraud, corruption and irregularities, in accordance with approved procedures. Monitor implementation of recommendations arising from fraud and corruption investigations. Coordinate ethics and integrity management and promote ethical conduct within the College. Facilitate risk, fraud, ethics and integrity awareness and training programmes. Monitor compliance with relevant legislation, policies, regulations and internal controls. Liaise with Internal Audit, Audit and Risk Committee and other governance structures on risk and fraud matters. Compile risk, fraud, ethics and compliance reports and submissions for management and relevant committees. Maintain accurate records, registers and supporting evidence relating to risk and fraud management. Provide technical advice and support to management, campuses and staff on risk, fraud prevention and ethics matters. Perform other related duties assigned by the supervisor.
<u>ENQUIRIES</u>	:	Mr MB Khakhu Tel No: (011) 351 6000
<u>APPLICATIONS</u>	:	The Central Johannesburg TVET College (CJC) invites applicants to apply online on the New Z83 form by clicking on this link https://cjc83.ngnscan.co.za/apply
<u>NOTE</u>	:	Apply and follow the easy prompts/instructions. If you apply for the first time, you will be required to register by clicking the register button to register. After registering, you will be allowed to log in and apply for your chosen post (s). Upload the supporting document namely, a comprehensive CV and any other document (where required). A fully completed and signed Z83 form, and a detailed Curriculum Vitae will be considered. 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. The shortlisted candidates will also be requested to submit confirmation or service letter from their previous employer, confirming their employment status/ history. It is the applicant's responsibility to have foreign qualification(s) evaluated by the South African Qualifications Authority (SAQA). Candidates whose appointment promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The successful 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. The college reserves the right not to make appointment. 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. CJC is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity 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. Due to the college financial constraints, candidates will be responsible for their traveling and accommodation.

<u>CLOSING DATE</u>	:	05 October 2026
<u>POST 34/57</u>	:	<u>SENIOR QUALITY MANAGEMENT OFFICER REF NO: SQM/7/2026</u>
<u>SALARY</u>	:	R413 001 per annum (Level 08), plus benefits as applicable in the Public Sector
<u>CENTRE</u>	:	Central Johannesburg TVET College, Central Office
<u>REQUIREMENTS</u>	:	Grade 12/Senior Certificate. An appropriate National Diploma/Degree at NQF Level 6 or higher in Quality Management, Education, Monitoring and Evaluation, Public Management, Business Management or a relevant field. Three to five years' relevant experience in quality assurance, quality management, monitoring and evaluation, compliance monitoring or a related field. Relevant experience in the TVET, education and training or public-sector environment will be an advantage. Knowledge and understanding of the TVET College environment and DHET requirements. Knowledge of quality-assurance principles, quality-management systems and continuous quality improvement. Knowledge of monitoring, evaluation, compliance monitoring and institutional performance reporting. Good analytical, research and report-writing skills. Good verbal and written communication skills. Computer literacy, particularly MS Word, Excel and PowerPoint. Good planning, organising, coordination and problem-solving skills. Ability to work independently and as part of a team. Willingness to travel between college campuses when required. A valid driver's licence will be an advantage.
<u>DUTIES</u>	:	Coordinate and implement quality-assurance and quality-management activities across the College. Conduct quality monitoring, reviews and compliance assessments at campuses and College departments. Assist in developing, implementing and monitoring the College Quality Management Plan. Monitor compliance with approved College policies, procedures, standards and quality requirements. Collect, verify, analyse and maintain quality-assurance information and evidence. Identify quality gaps and assist in developing corrective and quality-improvement plans. Monitor the implementation of quality-improvement actions and recommendations. Assist the College in preparing for DHET, Umalusi, QCTO and other relevant quality-assurance reviews and monitoring processes, where applicable. Coordinate and maintain quality-assurance evidence and documentation. Conduct campus monitoring visits and quality reviews. Compile quality-assurance reports, findings and recommendations for management and relevant committees. Develop and maintain quality-assurance tools, templates, checklists, registers and databases. Assist with the development and review of quality-assurance policies, procedures and guidelines. Facilitate quality-awareness sessions and provide technical support to staff. Analyse quality and performance information and identify areas requiring improvement. Monitor stakeholder/student feedback and support appropriate quality-improvement interventions. Liaise with internal and external stakeholders on quality assurance matters. Promote a culture of continuous quality improvement throughout the College. Perform any other related duties assigned by the supervisor.
<u>ENQUIRIES</u>	:	Mr MB Khakhu Tel No: (011) 351 6000
<u>APPLICATIONS</u>	:	The Central Johannesburg TVET College (CJC) invites applicants to apply online on the New Z83 form by clicking on this link https://cjc283.ngnscan.co.za/apply
<u>NOTE</u>	:	Apply and follow the easy prompts/instructions. If you apply for the first time, you will be required to register by clicking the register button to register. After registering, you will be allowed to log in and apply for your chosen post (s).

Upload the supporting document namely, a comprehensive CV and any other document (where required). A fully completed and signed Z83 form, and a detailed Curriculum Vitae will be considered. 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. The shortlisted candidates will also be requested to submit confirmation or service letter from their previous employer, confirming their employment status/ history. It is the applicant's responsibility to have foreign qualification(s) evaluated by the South African Qualifications Authority (SAQA). Candidates whose appointment promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The successful 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. The college reserves the right not to make appointment. 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. CJC is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity 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. Due to the college financial constraints, candidates will be responsible for their traveling and accommodation.

<u>CLOSING DATE</u>	:	05 October 2026
<u>POST 34/58</u>	:	<u>SENIOR MANAGEMENT INFORMATION SYSTEM OFFICER REF NO: MIS/8/2026</u> (This is a re-advertisement, applicants who applied previously are encouraged to re-apply if they are still interested in the post)
<u>SALARY</u>	:	R413 001 per annum (Level 08), plus benefits as applicable in the Public Sector
<u>CENTRE</u>	:	Central Johannesburg TVET College, Central Office
<u>REQUIREMENTS</u>	:	Grade 12 certificate or equivalent. A recognised three (3) year National Diploma (NQF level 6) / Bachelor's Degree in Information Management / Data Management or equivalent qualification. 3-5 years working experience in Data Management / TVETMIS environment or any relevant knowledge. Computer literate and competent in Word/Excel/PowerPoint/Outlook/Teams. Good verbal and written communication skills. Presentation and report writing skills. A valid driver's licence. Knowledge of policies and governance environment of TVET Colleges including knowledge of the TVETMIS and annual reporting requirements by the Higher Education Institutions. Knowledge and understanding of Information Management. Knowledge, understanding, application and interpretation of office management, data warehouse and IT prescripts. Good administrative, planning, organising, problem-solving, project management, team leadership, analytical, client orientation and team leadership skills.
<u>DUTIES</u>	:	Ensure proper management of TVETMIS as well as the capturing and extraction of college data. Perform validation of data on a regular basis. Set up the system in readiness for enrolment and support other business processes. Control the quality of captured data and report if there are errors. Maintain the college TVETMIS. Manage student and staff data. Use various tools and extract data to facilitate statistical reporting. Interact with the service provider regarding upgrades and request for assistance. Capture all the approved enrolments / registrations and assessments on the system by the predetermined time. Ensure the compilation and submission of reports. Provide statistical information weekly, monthly, quarterly etc. Ensure the compilation, monitoring of 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. Ensure the maintenance and

capturing of inputs captured on COLTECH system and other related systems. Set up the student system for registration of students and ensure creditability and reliability. Monitor the capturing, quality control, validation, run procedure, create file and ensure that entries are submitted on time. Ensure efficient and effective administration of all academic related student system administration for programmes, course and qualification. Oversee the load general system, student programmes, lecturing timetables, assessment marks, class groups, census dates and academic qualifications curriculum. Maintain calculation criteria as per guidelines from Head Office. Ensure that MIS licenses are renewed before expiry dates. Ensure the effective and efficient maintenance of the TVETMIS. Management of human, physical and financial resources.

**ENQUIRIES
APPLICATIONS**

: Mr MB Khakhu Tel No: (011) 351 6000
: The Central Johannesburg TVET College (CJC) invites applicants to apply online on the New Z83 form by clicking on this link <https://cjc83.ngnscan.co.za/apply>

NOTE

: Apply and follow the easy prompts/instructions. If you apply for the first time, you will be required to register by clicking the register button to register. After registering, you will be allowed to log in and apply for your chosen post (s). Upload the supporting document namely, a comprehensive CV and any other document (where required). A fully completed and signed Z83 form, and a detailed Curriculum Vitae will be considered. 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. The shortlisted candidates will also be requested to submit confirmation or service letter from their previous employer, confirming their employment status/ history. It is the applicant's responsibility to have foreign qualification(s) evaluated by the South African Qualification Authority (SAQA). Candidates whose appointment promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The successful 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. The college reserves the right not to make appointment. 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. CJC is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity 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. Due to the college financial constraints, candidates will be responsible for their traveling and accommodation.

CLOSING DATE

: 05 October 2026

POST 34/59

: **SENIOR STATE ACCOUNTANT: FINANCIAL ACCOUNTING REF NO: SSA/FIN/9/2026**

(This is a re-advertisement, applicants who applied previously are encouraged to re-apply if they are still interested in the post)

SALARY

: R413 001 per annum (Level 08), plus benefits as applicable in the Public Sector

**CENTRE
REQUIREMENTS**

: Central Johannesburg TVET College, Central Office
: Grade 12 certificate or equivalent. An appropriate bachelor's degree/ national diploma (NQF Level 6) in Finance/Accounting/ and/or a related qualification. Preference will be given to candidates with five (5) years of financial experience, who have in-depth knowledge of expenditure, fixed assets, inventory, revenue functions, clearing of accounts and reconciliations. A minimum of three (3) years of supervisory experience. Knowledge of Basic Accounting Systems (BAS). In-depth knowledge of the requirements of the CET Act, PFMA and Treasury Regulations; good interpersonal, communication and managerial skills; experience in the management of accounts; ability to

DUTIES

work under pressure with strict deadlines and good computer literacy skills (MS Office, SAGE and ITS). A valid driver's license.

- : Assisting with the payment of authorized departmental expenses. Monthly reconciliations of creditors, inventory and fixed assets. Preparation of inventory, fixed assets and expenditure reports for management, on a monthly basis. Ensuring maintenance of accurate records of stock levels, transactions, and movements of inventory items. Ensuring stock is accurately accounted for in the accounting system. Conducting regular spot counts. Ensuring maintenance of detailed records of fixed assets. Ensuring accurate calculation and recording of depreciation for all college fixed assets. Ensuring accurate classification of assets and ensuring that purchases should be capitalized as fixed assets. Ensure proper data capturing of expenditure transactions. Prepare inputs to financial statements relevant to expenditure management. Ensure that expenditure transactions are brought to the book. Management of suspense accounts related to expenditure. Management of the clearing of ledger accounts. Management of the reconciliation of accounts to ensure that invoices are paid on time. Management and reconciliation of travel accounts of the department. Attend to queries related to payments. Management of the issuing of departmental claims and confirmation of balances and Management of staff. Requesting BAS reports when required. Communications with internal: Colleagues and managers within the Department. Communications with external: Suppliers, National Treasury and the Auditor-General.

ENQUIRIES APPLICATIONS

- : Mr MB Khakhu Tel No: (011) 351 6000
- : The Central Johannesburg TVET College (CJC) invites applicants to apply online on the New Z83 form by clicking on this link <https://cjc283.ngnscan.co.za/apply>

NOTE

- : Apply and follow the easy prompts/instructions. If you apply for the first time, you will be required to register by clicking the register button to register. After registering, you will be allowed to log in and apply for your chosen post (s). Upload the supporting document namely, a comprehensive CV and any other document (where required). A fully completed and signed Z83 form, and a detailed Curriculum Vitae will be considered. 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. The shortlisted candidates will also be requested to submit confirmation or service letter from their previous employer, confirming their employment status/ history. It is the applicant's responsibility to have foreign qualification(s) evaluated by the South African Qualification Authority (SAQA). Candidates whose appointment promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The successful 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. The college reserves the right not to make appointment. 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. CJC is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity 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. Due to the college financial constraints, candidates will be responsible for their traveling and accommodation.

CLOSING DATE

- : 05 October 2026

<u>POST 34/60</u>	:	<u>PERSONAL ASSISTANT- OFFICE OF THE PRINCIPAL REF NO: PPO/10/2026</u> (This is a re-advertisement, applicants who applied previously are encouraged to re-apply if they are still interested in the post)
<u>SALARY</u>	:	R338 106 per annum (Level 07), plus benefits as applicable in the Public Sector
<u>CENTRE</u>	:	Central Johannesburg TVET College, Central Office
<u>REQUIREMENTS</u>	:	Grade 12/ Matric or Equivalent. Recognized National Diploma (NQF6) in Office Management and Technology/Public Management, Law, Social Science or related qualifications. Experience in development of policies/implementations strategies. Practical experience in Office Management and Technology/ Public management. A post graduate qualification in the relevant field/s will be an advantage. 3-5 years relevant experience in administration environment. Knowledge of Public Service legislation and policies. Knowledge of PSET. Knowledge and understanding of the TVET/CET administration. Understanding of Higher Education sector will be an added advantage. Understanding Cost centre budgetary, expenditure and cash flow management, Employment Equity Act, Public Service Regulations and Public Service Act, Labour Relations Act and any other related legislation. Must have a valid driver's license.
<u>DUTIES</u>	:	Render administration / executive support services in the office of the principal. Provides secretariat support to College Council, Council Committees, Academic Board, Senior Management and other external stakeholders. Provides strategic management, monitoring and evaluation services. Oversee and maintain logistics within the office of the principal. Arrange all meetings (Sub-committee, Council, EXCO and other external stakeholders). Arrange all Academic Board and Academic Board committees. Arrange and support for training interventions. Coordinate the décor, layout, food service, invitation and media protocol requirements for college hosted functions. Maintain stock of standard forms and stationery. Develop agendas and write minutes for the college meeting and forum Records Management. Management of all human, financial and other resources of the unit. Ensure completion of performance agreements by all employees in the unit. Supervision of staff.
<u>ENQUIRIES</u>	:	Mr MB Khakhu Tel No: (011) 351 6000
<u>APPLICATIONS</u>	:	The Central Johannesburg TVET College (CJC) invites applicants to apply online on the New Z83 form by clicking on this link https://cjc83.ngnscan.co.za/apply
<u>NOTE</u>	:	Apply and follow the easy prompts/instructions. If you apply for the first time, you will be required to register by clicking the register button to register. After registering, you will be allowed to log in and apply for your chosen post (s). Upload the supporting document namely, a comprehensive CV and any other document (where required). A fully completed and signed Z83 form, and a detailed Curriculum Vitae will be considered. 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. The shortlisted candidates will also be requested to submit confirmation or service letter from their previous employer, confirming their employment status/ history. It is the applicant's responsibility to have foreign qualification(s) evaluated by the South African Qualification Authority (SAQA). Candidates whose appointment promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The successful 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. The college reserves the right not to make appointment. 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. CJC is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity 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. Due to the college financial constraints, candidates will be responsible for their traveling and accommodation.
<u>CLOSING DATE</u>	:	05 October 2026
<u>POST 34/61</u>	:	<u>CAMPUS ADMINISTRATOR OFFICERS REF NO: CAO/11/2026 (X2 POSTS)</u> (This is a re-advertisement, applicants who applied previously are encouraged to re-apply if they are still interested in the post)
<u>SALARY</u>	:	R338 106 per annum (Level 07), plus benefits as applicable in the Public Sector
<u>CENTRE</u>	:	Central Johannesburg TVET College, Central Office
<u>REQUIREMENTS</u>	:	Grade 12 / Senior Certificate. A Degree / Diploma (NQF Level 6) in Public Administration or Office Management and Technology or Public Management or equivalent qualification. A minimum of one (1) year work experience in an administrative environment. Knowledge: Knowledge of office administration, Knowledge of Public Service legislations and policies, Knowledge and understanding of the TVET/CET Administration, Understanding of the Higher Education sector, Understanding Cost centre budgetary, expenditure and cash flow management, Employment Equity Act, Public Service Regulations and Public Service Act, Public Financial Management Act, Batho Pele Principles and any other related legislation. Skills: Planning and organizing, Financial management, Report writing, Communication and interpersonal, Problem solving, Computer literacy, Analytical, Client oriented, Project management, Team leadership, Planning and organizing, People management.
<u>DUTIES</u>	:	Render administrative support services; Draw up a campus enrolment plan for both NCV, report 191and occupational programmes, gather departmental information and compile a report for A-TEAM and Campus Management; Prepare reports, presentations, and other correspondence. Arrange meetings, conferences, workshops and other gatherings as required. Provide other secretarial support services to campus management. Administer and coordinate human resource services, Coordinate Leave forms and submit to central office. Coordinate PMDS documents and submit to central office. Coordinate all relevant documentation pertaining to disciplinary cases and grievances. Follow up and resolve all human resource administration queries and issues emanating from campus staff, Maintain human resource records administration. Monitor the attendance register for staff. Coordinate the compilation of duty registers and payment for part-time lectures. Support the implementation of the college staff wellness programme at campus level. Provide procurement services; Recommend purchase requisitions to Campus Manager, Draft procurement memo. Complete requisition form, receive goods and services, Coordinate and submit invoices to Central Office for processing. Verify the correctness of goods and services supplied against the appropriate documentation, Follow-up on campus requisitions made, Maintain a proper filing system, Maintain files for all campus staff, Filing of all relevant documentation according to QMS requirements and national achieve Act, Keep record of postage received from central office and ensure that the distribution is done accordingly and register is kept by the relevant official, Administer student registration and examination process; Assist in the registration of students. Store student portfolios of evidence and student records, Scan documents of students, Capture and reconcile information for students, ensure data exceptions and corrections, Process the details of applications for programmes and credits, Coordinate the student registration process, Coordinate the examination process.
<u>ENQUIRIES</u>	:	Mr MB Khakhu Tel No: (011) 351 6000
<u>APPLICATIONS</u>	:	The Central Johannesburg TVET College (CJC) invites applicants to apply online on the New Z83 form by clicking on this link https://cjc83.ngnscan.co.za/apply
<u>NOTE</u>	:	Apply and follow the easy prompts/instructions. If you apply for the first time, you will be required to register by clicking the register button to register. After registering, you will be allowed to log in and apply for your chosen post (s). Upload the supporting document namely, a comprehensive CV and any other document (where required). A fully completed and signed Z83 form, and a detailed Curriculum Vitae will be considered. 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. The shortlisted candidates will also be requested to submit confirmation or service letter from their previous employer, confirming their employment status/ history. It is the applicant's responsibility to have foreign qualification(s) evaluated by the South African Qualification Authority (SAQA). Candidates whose appointment promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The successful 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. The college reserves the right not to make appointment. 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. CJC is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity 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. Due to the college financial constraints, candidates will be responsible for their traveling and accommodation.

<u>CLOSING DATE</u>	:	05 October 2026
<u>POST 34/62</u>	:	<u>EXAMINATION OFFICERS REF NO: EO/12/2026 (X4 POSTS)</u> (This is a re-advertisement, applicants who applied previously are encouraged to re-apply if they are still interested in the post)
<u>SALARY</u>	:	R338 106 per annum (Level 07), plus benefits as applicable in the Public Sector
<u>CENTRE</u>	:	Central Johannesburg TVET College, Central Office
<u>REQUIREMENTS</u>	:	Grade 12/ Matric certificate or NC (V) Level 4 certificate. A three (3) year National Diploma / Degree in Management Assistant / Office Administration or equivalent qualification. At least 1 - 2 years' experience at a TVET College or in an educational institution. Knowledge of White Paper on PSET. Knowledge of Public TVET sector and its regulatory and legislative framework. Knowledge and understanding of TVETMIS, and ITS, TVET National Examination Policies, Government Gazette: Conduct of Examination, DHET Punctuality Policy, Examination requirements for Exam Centres. Sound knowledge of legislation regulating examinations and assessments, Excellent computer skills/knowledge of Microsoft Office packages. Good leadership skills. Ability to write reports. Must be able to work under pressure, in a team, independently and for longer hours. Use problem-solving techniques to tactfully address queries / concerns. Ability to perform routine tasks and meet deadlines. Effective organisational, administration, time management, communication (verbal and written) and planning skills. Computer literate in MS Office (Word, Excel, Outlook and internet). A valid driver's license.
<u>DUTIES</u>	:	Updating and verification of final examination marks on the ITS System; verification of captured final examination marks. Capture examination enrolments on ITS System. Issuing of term mark sheets for completion and returning. Issuing of exam permits and preparing exam venues to be conducive enough to run exams. Compile the daily examination reports and submit to the Curriculum Implementation. Submit examination irregularities to the DHET National and Examination irregularity committee. Ensure that there is a smooth receiving, collating and dispatching of both full-time and part-time scripts to the National Examination marking centres. Be a Distribution Point manager during the examination period. Oversee the implementation of DHET/College Management plans regarding examinations. Be the liaising person between the college and DHET on all the examination related matters. Implement the College examination related policies. Verify and declare students qualifying for graduation to the graduation committee. Issuing of statement of results, examination permits, certificates and diploma applications. Timeous completion of preliminary schedule to make amendments and send to the department for corrections. Assist with the submission of outstanding

ICASS/POE's and keep electronic records. Execution of examination duties according to the national Examination Policy for National Certificate Vocational (NCV) and Report 191 (NATED). Application for examination concessions to the DHET. Ensure the provision of examination services; facilitate the process of invigilation training, pre-examination meeting for students, markers and data Capturers; Establish the function of Irregularity Committee; Ensure proper administration of the examination unit; Manage all human, financial and other resources in the unit. Ensure record management and reporting every examination cycle. Execution of any other duties assigned.

**ENQUIRIES
APPLICATIONS**

: Mr MB Khakhu Tel No: (011) 351 6000
:
: The Central Johannesburg TVET College (CJC) invites applicants to apply online on the New Z83 form by clicking on this link
<https://cjc83.ngnscan.co.za/apply>

NOTE

: Apply and follow the easy prompts/instructions. If you apply for the first time, you will be required to register by clicking the register button to register. After registering, you will be allowed to log in and apply for your chosen post (s). Upload the supporting document namely, a comprehensive CV and any other document (where required). A fully completed and signed Z83 form, and a detailed Curriculum Vitae will be considered. 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. The shortlisted candidates will also be requested to submit confirmation or service letter from their previous employer, confirming their employment status/ history. It is the applicant's responsibility to have foreign qualification(s) evaluated by the South African Qualification Authority (SAQA). Candidates whose appointment promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The successful 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. The college reserves the right not to make appointment. 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. CJC is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity 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. Due to the college financial constraints, candidates will be responsible for their traveling and accommodation.

CLOSING DATE

: 05 October 2026

POST 34/63

: **SUPPLY CHAIN CLERK: REF NO: SCM/13/2026 (X2 POSTS)**
(This is a re-advertisement, applicants who applied previously are encouraged to re-apply if they are still interested in the post)

SALARY

: R237 453 per annum (Level 05), plus benefits as applicable in the Public Sector

**CENTRE
REQUIREMENTS**

: Central Johannesburg TVET College, Central Office
:
: Grade 12/Senior Certificate or equivalent qualification. A recognised post-school qualification in Supply Chain Management, Logistics, Procurement, Public Management, Finance or a related field will be an added advantage. Basic knowledge of Supply Chain Management policies, procedures and practices. Basic knowledge and understanding of the PFMA, Treasury Regulations and applicable SCM prescripts. Knowledge of demand and acquisition, logistics, asset and inventory management processes will be an advantage. Computer literacy, particularly MS Word and MS Excel. Good communication, interpersonal and administrative skills. Good organisational and record-keeping skills. Ability to work independently and as part of a team. Ability to work under pressure and meet prescribed deadlines.

<u>DUTIES</u>	:	render general Supply Chain Management clerical and administrative support. Provide clerical support in demand and acquisition management processes. Assist with the preparation, processing and recording of quotations and procurement documentation. Receive, capture, verify and maintain procurement-related documents and records. Provide logistical support relating to the receipt, storage and issuing of goods. Receive requests for goods and services from end users and process documentation accordingly. Maintain and update SCM registers, databases and filing systems. Assist with asset management, including verification and maintenance of asset records. Assist with stocktaking, inventory control and reconciliation of stock records. Receive and verify goods delivered by suppliers and maintain relevant records. Assist with the maintenance of supplier and contract-related records. Capture and update information on relevant electronic SCM systems. Ensure that SCM documentation is properly filed, scanned and retrievable. Provide administrative support to the Supply Chain Management Unit as required. Perform any other related duties assigned by the supervisor or manager.
<u>ENQUIRIES</u>	:	Mr MB Khakhu Tel No: (011) 351 6000
<u>APPLICATIONS</u>	:	The Central Johannesburg TVET College (CJC) invites applicants to apply online on the New Z83 form by clicking on this link https://cjc83.ngnscan.co.za/apply
<u>NOTE</u>	:	Apply and follow the easy prompts/instructions. If you apply for the first time, you will be required to register by clicking the register button to register. After registering, you will be allowed to log in and apply for your chosen post (s). Upload the supporting document namely, a comprehensive CV and any other document (where required). A fully completed and signed Z83 form, and a detailed Curriculum Vitae will be considered. 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. The shortlisted candidates will also be requested to submit confirmation or service letter from their previous employer, confirming their employment status/ history. It is the applicant's responsibility to have foreign qualification(s) evaluated by the South African Qualification Authority (SAQA). Candidates whose appointment promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The successful 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. The college reserves the right not to make appointment. 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. CJC is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity 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. Due to the college financial constraints, candidates will be responsible for their traveling and accommodation.
<u>CLOSING DATE</u>	:	05 October 2026
<u>POST 34/64</u>	:	<u>FINANCE CLERK REF NO: FC/14/2026</u> (This is a re-advertisement, applicants who applied previously are encouraged to re-apply if they are still interested in the post)
<u>SALARY</u>	:	R237 453 per annum (Level 05), plus benefits as applicable in the Public Sector
<u>CENTRE</u>	:	Central Johannesburg TVET College, Central Office
<u>REQUIREMENTS</u>	:	Grade 12 /Senior Certificate or equivalent. A three (3) year National Diploma/bachelor's degree in financial management, Accounting, or related qualification. At least 1 year' experience in finance or accounting related field, Basic understanding of financial functions, practices as well as the ability to capture data, operate computer and collate financial information, Basic

	knowledge of the Public Service financial legislations, procedures and Treasury Regulations (PFMA, GRAP, CET ACT 16 OF 2006). Competencies, Abilities and Skills: Knowledge of basic financial principles and procedures, ability to perform adequately and methodically under pressure, verbal and written communication skills, proficiency in MS office suite, Knowledge of ITS will be an added advantage.
<u>DUTIES</u>	: maintain up-to-date records for both receivables and payables. Maintain a systematic and accurate filing system for all financial documentation, including invoices, receipts, and payment records. Work closely with the finance team, registrar's office, and procurement departments to ensure smooth operations and timely processing of financial transactions. Provide necessary documentation and support during internal and external audits related to accounts receivable and payable.
<u>ENQUIRIES</u>	: Mr MB Khakhu Tel No: (011) 351 6000
<u>APPLICATIONS</u>	: The Central Johannesburg TVET College (CJC) invites applicants to apply online on the New Z83 form by clicking on this link https://cjc83.ngnscan.co.za/apply
<u>NOTE</u>	: Apply and follow the easy prompts/instructions. If you apply for the first time, you will be required to register by clicking the register button to register. After registering, you will be allowed to log in and apply for your chosen post (s). Upload the supporting document namely, a comprehensive CV and any other document (where required). A fully completed and signed Z83 form, and a detailed Curriculum Vitae will be considered. 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. The shortlisted candidates will also be requested to submit confirmation or service letter from their previous employer, confirming their employment status/ history. It is the applicant's responsibility to have foreign qualification(s) evaluated by the South African Qualification Authority (SAQA). Candidates whose appointment promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The successful 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. The college reserves the right not to make appointment. 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. CJC is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity 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. Due to the college financial constraints, candidates will be responsible for their traveling and accommodation.
<u>CLOSING DATE</u>	: 05 October 2026
<u>POST 34/65</u>	: <u>DRIVERS: REF NO: DV/15/2026 (X4 POSTS)</u> (This is a re-advertisement, applicants who applied previously are encouraged to re-apply if they are still interested in the post)
<u>SALARY</u>	: R201 093 per annum (Level 04), plus benefits as applicable in the Public Sector
<u>CENTRE</u>	: Central Johannesburg TVET College, Central Office
<u>REQUIREMENTS</u>	: Grade 10 / Std 8 qualification. A valid code 10 / EC1 driver's licence. Valid Professional Driving Permit (PDP). 2-5years relevant experience. Knowledge: Knowledge of relevant legislation, prescripts, policies and procedures. Knowledge of procedure for motor maintenance of motor vehicle. Knowledge of storage requirement. Knowledge of messenger services. Knowledge of routing office support i.e. registry. Knowledge of secondary function of making copies. Knowledge of procedure to operate the motor. Knowledge of procedure to obtain trip authorization. Knowledge of completion of logbook of the motor

	vehicle. Knowledge of writing of fuel consumables. Knowledge of writing of kilometres services. Skills: Driving, reading, writing, fixing/ changing flat tyres, and cleaning of vehicles.
<u>DUTIES</u>	: Drive light and heavy motor vehicles to transport passengers 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 logbooks regarding the vehicle and the goods that you handle. Render a clerical support to the relevant office. Provide a massager service in the relevant office. This would, inter alia, entail assisting in the registry; assist with photocopying and faxing document as well as collecting and delivering documentation and related items in the college.
<u>ENQUIRIES APPLICATIONS</u>	: Mr MB Khakhu Tel No: (011) 351 6000
	: The Central Johannesburg TVET College (CJC) invites applicants to apply online on the New Z83 form by clicking on this link https://cjc83.ngnscan.co.za/apply
<u>NOTE</u>	: Apply and follow the easy prompts/instructions. If you apply for the first time, you will be required to register by clicking the register button to register. After registering, you will be allowed to log in and apply for your chosen post (s). Upload the supporting document namely, a comprehensive CV and any other document (where required). A fully completed and signed Z83 form, and a detailed Curriculum Vitae will be considered. 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. The shortlisted candidates will also be requested to submit confirmation or service letter from their previous employer, confirming their employment status/ history. It is the applicant's responsibility to have foreign qualification(s) evaluated by the South African Qualification Authority (SAQA). Candidates whose appointment promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The successful 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. The college reserves the right not to make appointment. 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. CJC is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity 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. Due to the college financial constraints, candidates will be responsible for their traveling and accommodation.
<u>CLOSING DATE</u>	: 05 October 2026
<u>POST 34/66</u>	: <u>HANDYMAN REF NO: HM/16/2026</u> (This is a re-advertisement, applicants who applied previously are encouraged to re-apply if they are still interested in the post)
<u>SALARY</u>	: R144 024 per annum (Level 03), plus benefits as applicable in the Public Sector
<u>CENTRE REQUIREMENTS</u>	: Central Johannesburg TVET College, Central Office
	: National Senior Certificate/ Grade 12/ Standard 10 or equivalent. A qualification in plumbing, electrical or carpentry certificate. A recognised Trade test certificate will be advantageous. 0-6 months' experience in similar working environment. Skills and competencies: Occupational Health and Safety Act, knowledge on how to operate hand and power tools, knowledge of building infrastructure layouts. Knowledge of infrastructure policies. Knowledge of building maintenance. Knowledge building laws; safe keeping of tools, storage, and equipment. Computer literacy and basic software (outlook, Excel, and word). Communication skills, team participation, reliability innovative. All shortlisted candidates shall undertake a pre-entry practical exercise as part of

the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. A valid driver's licence may be an advantage (Code 10 / EC1)

DUTIES

- : Execute minor general building and maintenance equipment, attend to minor plumbing, electrical capacity, and handyman. Conduct routine weekly and monthly inspections of the building. Report unauthorized movement of equipment. Report deliberate damage to property and assets. Perform minor maintenance i.e. unblock drains, urinary and toilets. Replace taps. Conduct inspection to determine defects. Repair broken furniture. Paint buildings as per request. Ensure tools are cleaned and stored in a safe environment. Maintain main kitchen fat drain. Clean gutters. Maintain storm water channels. Report the need for major maintenance to the supervisor. Perform any other ad hoc activities in relation to functions attached to this post. Repair furniture and paint buildings as per request. Ensure tools are cleaned and restored in a safe environment.

ENQUIRIES APPLICATIONS

- : Mr MB Khakhu Tel No: (011) 351 6000
- : The Central Johannesburg TVET College (CJC) invites applicants to apply online on the New Z83 form by clicking on this link <https://cjc283.ngnscan.co.za/apply>

NOTE

- : Apply and follow the easy prompts/instructions. If you apply for the first time, you will be required to register by clicking the register button to register. After registering, you will be allowed to log in and apply for your chosen post (s). Upload the supporting document namely, a comprehensive CV and any other document (where required). A fully completed and signed Z83 form, and a detailed Curriculum Vitae will be considered. 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. The shortlisted candidates will also be requested to submit confirmation or service letter from their previous employer, confirming their employment status/ history. It is the applicant's responsibility to have foreign qualification(s) evaluated by the South African Qualification Authority (SAQA). Candidates whose appointment promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The successful 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. The college reserves the right not to make appointment. 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. CJC is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity 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. Due to the college financial constraints, candidates will be responsible for their traveling and accommodation.

CLOSING DATE

- : 05 October 2026