

DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(Maluti TVET College)
(Free State CET College)
(King Sabata Dalindyebo TVET College)

OTHER POSTS

<u>POST 35/83</u>	:	<u>ASSISTANT DIRECTOR: STUDENT SUPPORT SERVICES (SSS) REF NO: KSD ASDSS 09/2026</u> Nature of post: Permanent (PERSAL)
<u>SALARY</u>	:	R605 742 per annum (Level 10)
<u>CENTRE</u>	:	King Sabata Dalindyebo TVET College, Administration Centre, Mthatha
<u>REQUIREMENTS</u>	:	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. A minimum of three to five years supervisory experience. 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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Mr L. Mabula Tel No: (047) 505 1031
<u>APPLICATIONS</u>	:	Email address: asdsss0926@ksdtvet.edu.za
<u>NOTE</u>	:	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. Applicants 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. Applications are hereby invited from suitably qualified and experienced people for the following Department of Higher Education & Training (King Sabata Dalindyebo TVET College), for appointment in the following permanent positions

<u>CLOSING DATE</u>	:	16 October 2026
<u>POST 35/84</u>	:	<u>ASSISTANT DIRECTOR: CURRICULUM DEVELOPMENT AND IMPLEMENTATION (OCCUPATIONAL PROGRAMMES) REF NO: ASD/CUR 09/2026</u> Nature of post: Permanent (PERSAL) Re advertisement
<u>SALARY CENTRE REQUIREMENTS</u>	:	R605 742 per annum (Level 10) King Sabata Dalindyebo TVET Centre, Administration Centre, Mthatha National Senior Certificate/Grade 12/ STD 10 or NCV level 4 together with 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 APPLICATIONS</u>	:	Mr L. Mabula Tel No: (047) 505 1031 Please forward applications to email address below each post. Email address: asdcidi0926@ksdtvet.edu.za
<u>FOR ATTENTION NOTE</u>	:	Mr Z. Galada, HR Manager 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. Applicants 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. Applications are hereby invited from suitably qualified and experienced people for the following Department of Higher Education & Training (King Sabata Dalindyebo TVET College), for appointment in the following permanent positions.

<u>CLOSING DATE</u>	:	16 October 2026
<u>POST 35/85</u>	:	<u>ASSISTANT DIRECTOR: PARTNERSHIPS AND LINKAGES REF ASDP&LINK09/2026</u> Nature of post: Permanent (PERSAL) Re-advertisement
<u>SALARY</u>	:	R605 742 per annum (Level 10)
<u>CENTRE</u>	:	King Sabata Dalindyebo TVET College Administration Centre, Mthatha
<u>REQUIREMENTS</u>	:	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 minimum of three to five years supervisory experience. 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</u>	:	Mr L. Mabula Tel No: (047) 505 1031
<u>APPLICATIONS</u>	:	Email address: asdpl0926@ksdtvet.edu.za
<u>NOTE</u>	:	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. Applicants 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

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<u>CLOSING DATE</u>	:	16 October 2026
<u>POST 35/86</u>	:	<u>ASSISTANT DIRECTOR LABOUR RELATIONS</u> <u>REF NO:</u> <u>KSDASDLR/09/2026</u> Nature of appointment: Permanent (PERSAL)
<u>SALARY</u>	:	R487 197 per annum (Level 09)
<u>CENTRE</u>	:	King Sabata Dalindyebo TVET College Administration Centre, Mthatha
<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. A minimum of three to five years supervisory experience. Knowledge of Labour Relations Act, Public Service Legislations and Policies related to Human Resource Management. Sound Knowledge of Labour Relations status. Sound 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>	:	Email address: asdlr0926@ksdtvet.edu.za
<u>NOTE</u>	:	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

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<u>CLOSING DATE</u>	:	16 October 2026
<u>POST 35/87</u>	:	<u>ASSISTANT DIRECTOR: INFORMATION TECHNOLOGY REF NO: KSD ASDIT 09/2026</u> Nature of post: Permanent (PERSAL) Re-advertisement
<u>SALARY</u>	:	R487 197 per annum (Level 09)
<u>CENTRE</u>	:	King Sabata Dalindyebo TVET College, Administration Centre, Mthatha
<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>	:	Email address: asdit0926@ksdvet.edu.za
<u>NOTE</u>	:	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

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<u>CLOSING DATE</u>	:	16 October 2026
<u>POST 35/88</u>	:	<u>ASSISTANT DIRECTOR FINANCIAL ACCOUNTING REF NO: KSD/FIN-AD/09/2026</u> Re advertisement
<u>SALARY</u>	:	R487 197 per annum (Level 09)
<u>CENTRE</u>	:	King Sabata Dalindyebo TVET College, Administration Centre, Mthatha
<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. A minimum of three to five years supervisory experience. 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 Organising. 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>	:	Email address: asdfa0926@ksdtvet.edu.za
<u>NOTE</u>	:	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. Applicants are respectfully informed that correspondence will be limited to

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<u>CLOSING DATE</u>	:	16 October 2026
<u>POST 35/89</u>	:	<u>SENIOR PRACTITIONER: HUMAN RESOURCE DEVELOPMENT REF NO: MALUTITVET/CORP-002/2026</u> Nature of Appointment: (Council Paid) 03 Years Contract
<u>SALARY</u>	:	R413 001 per annum (Level 08)
<u>CENTRE</u>	:	Maluti TVET College: Corporate Office
<u>REQUIREMENTS</u>	:	National Senior Certificate/ Grade 12/ Standard 10 or NCV Level 4. National Diploma/Degree in Human Resource or related qualification. Minimum of three years relevant experience. Minimum of two years' experience at supervisory level. Computer literacy (MS Word, MS Excel, and MS Power point). PERSAL introduction certificate. Competencies and Attributes: Knowledge of HRD Processes and Procedures. Good communication skills (written and orally). Knowledge of Skills Development Levies Act. Knowledge and understating of the application of Public Service legislative framework (PSA, PFMA, PSR etc.) Knowledge and understanding of coordination and facilitation of trainings. Knowledge and understanding of application of Employment Equity Act. Knowledge and understanding of PMDS and IQMS. Unendorsed Valid Driver's Licence. Ability to work under pressure. Be customer-oriented. Attention to detail and excellent organizational skills.
<u>DUTIES</u>	:	Ensure overall supervision and that training and development programmes plan is developed and implemented. Ensure overall supervision and that the Work Skills Plan is developed, approved, submitted To ETDP SETA and Implemented. Ensure overall supervision and proper implementation of awarding bursaries in line with the departmental policy. Ensure overall supervision and proper implementation of Internship and Learnership programmes in line with the departmental policy. Ensure overall supervision and monitor the implementation of Performance Management Development System, Integrated Quality Management System and conduct training to college officials. Ensure overall supervision and provide technical guidance on the development of Job Descriptions and ensure that all officials have signed job descriptions. Ensure overall supervision and that the College Employment Equity Plan and HR Plan are developed, reviewed, submitted to Head Office and implemented. Supervise human, physical, financial and other resources.
<u>ENQUIRIES</u>	:	NJ Ntsela Tel No: (058) 303 1732
<u>APPLICATIONS</u>	:	All applications should be posted or hand delivered to Human Resource Management: Maluti TVET College, Corporate Office, Private Bag X33, Bethlehem, 9700 or hand delivered at Maluti TVET College: Corporate Office, Corner High & Broster Street, Bethlehem 9700. Email applications can be forwarded to hrrecruitment@malutitvet.co.za in pdf format and as one attachment. Indicate the relevant reference number and job title on the subject line.
<u>NOTE</u>	:	Applications quoting the relevant reference number must be submitted on a Z83 form (effective from 01 January 2021) obtainable from any Public Service department as well as Maluti TVET College Corporate Office or from Maluti TVET College Official website www.malutitvet.co.za . The Z83 form must be signed, initialed and dated. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83 it is acceptable for applicants to indicate refer to CV or see attached. However, the

question related to conditions that prevent re-appointment under Part "F" must be answered. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed Z83 form and a detailed curriculum vitae. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from HR. Foreign qualifications must be accompanied by a SAQA evaluation report. Immigrants should apply for work permits before assumption of duty. Applicants who do not comply with the abovementioned instructions/ requirements, as well as applications received late will not be considered. Failure to submit all the requested documents will result in the application not being considered. Maluti TVET College is an equal opportunity affirmative action employer. Candidates whose appointments promote representativity in terms of race, gender and disability will receive preference. People with disability are encouraged to apply. NB: Please consider your application as unsuccessful should you not be contacted within 60 days from the closing date of this advertisement. Correspondence will be limited to shortlisted candidates only. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Successful candidates may be required to work at other places as may reasonably be required by the Department and the College. Maluti TVET College reserves the right to withdraw any of the mentioned advert.

<u>CLOSING DATE</u>	:	23 October 2026 @13:00
<u>POST 35/90</u>	:	<u>FACILITATOR REF NO: MALUTITVET/KWE-004/2026</u> Nature Of Appointment: (Council Paid) 03 Months Contract
<u>SALARY</u>	:	R280 278 per annum (Level 06)
<u>CENTRE</u>	:	Maluti TVET College: Kwetlisong Campus
<u>REQUIREMENTS</u>	:	National Senior Certificate/Grade 12/ Standard 10 or NCV Level 4. National Diploma in Electronic Engineering/ Robotic Engineering. Competencies and Attributes: Qualified Assessor, Qualified Moderator, SACE Registration, Computer Literacy (MS Word, MS Excel, MS PowerPoint), Unendorsed Valid Driver's Licence, Experience in facilitating skills programmes.
<u>DUTIES</u>	:	Planning and organisation of lessons in the above Subject area(s). Conducting lessons and providing clarity to students. Conducting practical assessment task. Examination invigilation. Handle all student-related administrative duties. Setting and Marking of assessment tasks, processing of marks and other related duties. Carry out all other duties related to the post.
<u>ENQUIRIES</u>	:	NJ Ntsela Tel No: (058) 303 1732
<u>APPLICATIONS</u>	:	All applications should be posted or hand delivered to Human Resource Management: Maluti TVET College, Corporate Office, Private Bag X33, Bethlehem, 9700 or hand delivered at Maluti TVET College: Corporate Office, Corner High & Broster Street, Bethlehem, 9700. Email applications can be forwarded to hrrecruitment@malutitvet.co.za in pdf format and as one attachment. Indicate the relevant reference number and job title on the subject line.
<u>NOTE</u>	:	Applications quoting the relevant reference number must be submitted on a Z83 form (effective from 01 January 2021) obtainable from any Public Service department as well as Maluti TVET College Corporate Office or from Maluti TVET College Official website www.malutitvet.co.za . The Z83 form must be signed, initialed and dated. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83 it is acceptable for applicants to indicate refer to CV or see attached. However, the question related to conditions that prevent re-appointment under Part "F" must be answered. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed Z83 form and a detailed curriculum vitae. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from HR. Foreign qualifications must be accompanied by a SAQA evaluation report. Immigrants should apply for work permits before assumption of duty. Applicants who do not comply with the abovementioned instructions/ requirements, as well as applications received

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<u>CLOSING DATE</u>	:	23 October 2026 @13:00
<u>POST 35/91</u>	:	<u>HUMAN RESOURCE CLERK REF NO: FSCET 03/09/2026</u>
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Free State CET College (Bloemfontein)
<u>REQUIREMENTS</u>	:	An appropriate National Diploma/Diploma/National N Diploma (NQF Level 6), Degree in Human Resource Management, or an equivalent relevant qualification. At least one (1) or more years of experience, Knowledge of the PERSAL System (Human Resource Administration processes) will serve as an added advantage. A valid driver's license. Knowledge: Knowledge of the Continuing Education and Training Act, 2006 (Act 16 of 2006), Public Service Act, 1994 (as amended), Labour Relations Act, Basic Conditions of Employment Act, POPIA, relevant. Skills and Competencies: Good written and verbal communication, analytical, report-writing, planning and organisational skills. Good interpersonal and problem-solving skills. Computer literacy in Microsoft packages. Ability to work under pressure, maintain confidentiality, meet deadlines and pay attention to detail. High level of integrity and professionalism.
<u>DUTIES</u>	:	Provide administrative support in the implementation of Human Resource policies and procedures. Maintain employee personnel records and capture HR transactions on the PERSAL System. Assist with recruitment, selection, appointments and related administrative processes. Administer and maintain employee leave and service benefit records. Assist with performance management, qualification verification and other HR processes. Respond to HR enquiries and prepare routine reports and correspondence. Maintain proper HR filing and records management systems and ensure confidentiality of employee information. Assist with HR audits, verification exercises and other duties as delegated.
<u>ENQUIRIES</u>	:	Mr GT Mothate, Queries@FS.CETC.edu.za Tel No: (051) 250 4021
<u>APPLICATIONS</u>	:	Application to be submitted via email Recruitment@FS.CETC.edu.za or hand delivery to: Free State CET College, 86 Kellner Street, Westdene, Bloemfontein, 9300. NB: Applications submitted via email should be in 1 PDF document.
<u>FOR ATTENTION</u>	:	Mr GT Mothate
<u>NOTE</u>	:	The Application must include only completed and signed new form Z83, obtainable from any Public Service Department on the internet at www.dpsa.gov.za and a detailed Curriculum Vitae. Certified copies of Identity Documents, Senior Certificate and the highest qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. The old Z83 form may result in disqualification. Applicants who do not comply with the requirements outlined above will not be considered. Applications received after the closing date will not be considered. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, 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.
<u>CLOSING DATE</u>	:	16 October 2026 at 16:00

POST 35/92**DATA CAPTURE (MIS) REF NO: MALUTITVET/MAIN001/2026**

Nature of Appointment: (Council Paid) 12 Months Contract

**SALARY
CENTRE
REQUIREMENTS**

- : R201 093 per annum (Level 04)
- : Maluti TVET College: Main Campus
- : NQF level 4 or 5 (A grade 12 certificate or equivalent) or NCV Level 4. Competencies and Attributes: Knowledge of data capturing Knowledge of computer literacy. Knowledge and understanding of Information Management Knowledge, understanding, application and interpretation of office management, COLTECH, data warehouse and IT prescripts Knowledge of Skills Development Act, Public Service Regulations and Public Service Act, Labour Relations Act. Administrative. Planning and organizing. Financial management. Report writing Communication and interpersonal Problem solving. Computer literacy. Analytical. Client oriented. Project management. Team leadership People management.

DUTIES

- : Capture data from available records into the required formats e.g. system(s), databases, table and spreadsheet. Capture student registration, receipt of payment and issue student numbers. Capture ICES, ISAT and final marks. Capture enrolment forms during the registration period. Capture marks on the system and submit to EMIS Officer. Capture student's absentees on the system. Verify query missing data and errors observed during data entry. Ensure the integrity of data capture. Courier external papers to DHET. Review and validate all data from the records. Complete mark sheets hard copies and make copies to be used as attendance register in the exam venue. Receive marks from HODs. Receive mark sheets and timetable from DHET. Update registers and statistics. Submit data. Submit mark sheets to lectures in the marking venue (internal marking) Issue proof of registration, student card, statement of results and certificates. Make regular backups of data. Maintain and update system records. Keep and maintain records and files. Ensure records and files are properly sorted and secured. File student records alphabetically for each registration period. Provide information to components. Email schedule of results to campus heads, HODs and senior lecturers. Retrieve the results and disseminate information accordingly.

**ENQUIRIES
APPLICATIONS**

- : NJ Ntsela Tel No: (058) 303 1732
- : All applications should be posted or hand delivered to Human Resource Management: Maluti TVET College, Corporate Office, Private Bag X33, Bethlehem, 9700 or hand delivered at Maluti TVET College: Corporate Office, Corner High & Broster Street, Bethlehem, 9700. Email applications can be forwarded to hrrecruitment@malutitvet.co.za in pdf format and as one attachment. Indicate the relevant reference number and job title on the subject line.

NOTE

- : Applications quoting the relevant reference number must be submitted on a Z83 form (effective from 01 January 2021) obtainable from any Public Service department as well as Maluti TVET College Corporate Office or from Maluti TVET College Official website www.malutitvet.co.za. The Z83 form must be signed, initialed and dated. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83 it is acceptable for applicants to indicate refer to CV or see attached. However, the question related to conditions that prevent re-appointment under Part "F" must be answered. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed Z83 form and a detailed curriculum vitae. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from HR. Foreign qualifications must be accompanied by a SAQA evaluation report. Immigrants should apply for work permits before assumption of duty. Applicants who do not comply with the abovementioned instructions/ requirements, as well as applications received late will not be considered. Failure to submit all the requested documents will result in the application not being considered. Maluti TVET College is an equal opportunity affirmative action employer. Candidates whose appointments promote representativity in terms of race, gender and disability will receive preference. People with disability are encouraged to apply. NB: Please consider your application as unsuccessful should you not be contacted within 60 days from the closing date of this advertisement. Correspondence will be limited to shortlisted candidates only. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical

and generic requirements and the other must be an integrity (ethical conduct) assessment. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Successful candidates may be required to work at other places as may reasonably be required by the Department and the College. Maluti TVET College reserves the right to withdraw any of the mentioned advert.

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: 23 October 2026 @13:00