

DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(Lovedale TVET College)
(College of Cape Town TVET College)

OTHER POSTS

<u>POST 37/33</u>	:	<u>ASSISTANT DIRECTOR: TVET MANAGEMENT INFORMATION SYSTEM</u> <u>REF NO: ASD/MIS/CCT/10/2026</u>
<u>SALARY</u>	:	R487 197 per annum (Level 09)
<u>CENTRE</u>	:	College Of Cape Town TVET College, Central Office
<u>REQUIREMENTS</u>	:	Grade 12/ Matric, with a bachelor's degree in information management, computing, or relevant equivalent qualification. Three (3) to five (5) years' working experience in Information Management, of which three (3) years must be at supervisory level. Computer literacy (MS Word, MS PowerPoint, MS Excel, MS Access, and MS Outlook). Excellent communication skills (written and verbal). Fully bilingual in at least two official languages (Preferably: English plus Afrikaans or Xhosa). A valid driver's license. The ideal candidate must have knowledge of policies and governance environment of TVET Colleges including knowledge of the TVETMIS system, annual reporting requirements by the Higher Education Institutions. Knowledge and understanding of Information Management. Knowledge, understanding, application and interpretation of office management, Coltech, data warehouse and ITS prescripts. Knowledge of South African education and the TVET College sector (Recommended). Accurate administrative, as well as planning and organising skills. Financial management, including Report writing skills. Communication and interpersonal skills. Problem solving and Analytical skills. Be client service oriented. Project management skills. Team leadership skills. Planning and organising, as well as People management skills. Must have integrity, be committed, proactive and loyal.
<u>DUTIES</u>	:	TVET MIS management, capturing and data extraction for the College. Set up the system in readiness for enrolment and support other processes. Control the quality of captured data and report if there are errors. Maintain the College TVET MIS system. Manage the student data. Use various tools, extract data to facilitate statistical reporting. Interact with service providers regarding upgrades and request assistance. Maintain data on student registration. Compile monthly reports to management and the DHET (Example: Submit reports on student registration regarding Ministerially approved programmes as well as on apprenticeships, skills and learnerships, and short skills learning programmes.) Compile and monitor academic examination and staff statistics of the college and submit reports on quarterly basis to management and DHET. Compile monthly, quarterly and annual reports as requested. Maintain, capture and validate inputs captured on ITS student and other related systems. Set up the student system for registration of students and ensure creditability and reliability. Maintain the ITS student system and other related systems. Monitor capturing, quality control, validation, run procedure, create files and ensure that entries are sent to DHET head office. Management of human, physical and financial services. Render management service to the staff. Ensure completion of performance agreements by all employees in the unit. Supervision of staff.
<u>ENQUIRIES</u>	:	Mr B. Klaas Tel No: (021) 404 6700
<u>APPLICATIONS</u>	:	Mr B. Klaas Tel No: (021) 404 6700, The Recruitment Officer, College of Cape Town for TVET, P.O Box 1054, Cape Town 8000, or Hand deliver to the Central Office, 334 Albert Road, Salt River, Cape Town, 7925 or email HRapplications@cct.edu.za
<u>NOTE</u>	:	The College is an affirmative action employer. Applicants are not required to submit any copies of qualifications and other relevant documents on application but must submit a fully signed Z83 form and detailed Curriculum Vitae. Applications must be submitted on a new form Z83 obtainable from any Public Sector Department/TVET College website. The reference number and the post title must be quoted on the Z83 which must be originally signed and dated by the applicant. Certified copies of qualifications and other relevant documents will be submitted by shortlisted candidates. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the

South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other will be integrity (ethical conduct) assessment. Applications received after the closing date and those that do not comply with the requirements will not be considered.

<u>CLOSING DATE</u>	:	30 October 2026 at 16:00
<u>POST 37/34</u>	:	<u>BURSARY OFFICER: REGISTRATION REF NO: BUR/01/09/2026</u> (Permanent, PERSAL appointment)
<u>SALARY</u>	:	R413 001 – R486 501 per annum (Level 08), plus actual benefits
<u>CENTRE</u>	:	Central Office, King William's Town
<u>REQUIREMENTS</u>	:	A Grade 12 (Matric) certificate plus a recognized three-year (3) National Diploma or Degree (NQF Level 6) in Financial Management/Accounting, or an equivalent qualification. Minimum of 3-5 years of working experience in a financial aid, bursary administration, or general financial management environment in TVET Sector. Knowledge and Understanding of TVET college bursary guidelines, NSFAS regulations, and public service financial legislation, procedures and Treasury Regulations (such as the PFMA). Strong computer literacy (especially MS Excel and student management systems like ITS or Coltech). Must have knowledge and understanding of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Knowledge of basic financial operating systems. Must have good verbal and written communication, basic numeracy skills, ability to perform routine tasks, ability to operate office equipment, flexibility, interpersonal relations, accuracy and aptitudes of figures. Valid driver's license will be an added advantage.
<u>DUTIES</u>	:	Ensure overall supervision and coordination of student bursary schemes and financial aid administrative support services for the entire college. Ensure the overall supervision and administration of bursary and financial aid schemes application processes for the entire college in line with NSFAS guidelines, funder MOU/SLA and policies. Ensure overall supervision and authorisation of disbursement of funds. Ensure overall supervision and facilitation of other financial aid schemes. Ensure overall supervision, monitoring, evaluation and maintenance of database of all student applications in terms of Department of Higher Education and Training and NSFAS requirements. Ensure overall supervision and consolidate reports on all bursary and financial aid allocations for the entire college. Uploading and posting of all NSFAS student tuition remittances on the Coltech systems including reconciliation and balancing thereof. Prepare and conclude annual NSFAS reconciliation report in terms of advances and tuition fee receipts/remittances. Identify all NSFAS overpayments and credits with interest that should be repaid and refunded to NSFAS annually. Follow up on outstanding close reports. Facilitate online applications, capture student data on registration templates, and process funding lists. Provide financial aid awareness during registration and orientation periods for new and returning students. Assist with private accommodation, travel allowances, and student attendance report requisitions. Handle verbal and written financial queries from students, parents, and college management.
<u>ENQUIRIES</u>	:	Ms P Xamesi / Ms N Mjonono / Ms U Ncethelo / Ms S Jali at 087 238 2223
<u>APPLICATIONS</u>	:	Please hand deliver or courier your applications to the reception area quoting the relevant reference number addressed to the Acting Principal, Lovedale TVET College, Corporate Office, 1 Amatola Row, Headquarters, Qonce, 5600. Please see the email address below for electronic applications. Email Address: recruitment@lovedale.org.za
<u>NOTE</u>	:	All applications must be accompanied by a signed and fully completed NEW Z83 form obtainable from any public service Department or DPSA website, a comprehensive CV including at least three contactable references. Foreign qualifications must be accompanied by a SAQA evaluation report. Successful

candidates will be subjected to a vetting and financial disclosure process (criminal record, citizenship, qualification verification and employment verification). Lovedale TVET College is an equal opportunities employer and reserves the right not to fill the posts. People living with disability are encouraged to apply. If you have not been contacted within six months after closing date, please consider your application as unsuccessful. NB Please ensure that the Z83 form is completed in full. Incomplete Z83 will be disqualified. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to personnel suitability checks (criminal records, citizenship, and qualification verification). The suitable candidates will be required to annually disclose their financial interests and declare any conflict or perceived conflict of interest. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical generic requirements, and the other must be an integrity (ethical conduct) assessment.

<u>CLOSING DATE</u>	:	30 October 2026
<u>POST 37/35</u>	:	<u>OCCUPATIONAL HEALTH & SAFETY OFFICER REF NO: OHS/02/09/2026</u> (Permanent, PERSAL Appointment)
<u>SALARY</u>	:	R413 001 – R486 501 per annum (Level 08), plus actual benefits
<u>CENTRE</u>	:	Central Office, King William's Town
<u>REQUIREMENTS</u>	:	Matric or NCV Level 4 together recognized three-year (3) National Diploma (NQF 6)/Degree in Building Management/Safety Management/ Construction Management or related qualification. Driver's License. 3-5 years in Facilities Management, SHERQ and OHS environment in a TVET environment. Knowledge and skills: Knowledge of Public Service Act and Regulations, Occupational Health and Safety Act, immovable Asset Management Act, Telephone Management system, fire control system and facilities management system. Knowledge of Occupational Health and Safety Act 85 of 1993 and related Regulations. Skills: Marketing research skills, Planning and organising. Financial management, Project management, Communication and interpersonal, Problem solving, Computer literacy, Analytical, leadership, Planning and organizing and People management.
<u>DUTIES</u>	:	Ensure overall supervision, coordination, implementation and monitor compliance on SHERQ programmes. Ensure overall supervision and coordinate the establishment of an OHS committee Ensure overall supervision and conduct OHS related training and continuous educational programmes. Ensure overall supervision and identify hazards and risks at the workplace and initiate appropriate actions. Ensure overall supervision, develop, implement and monitor SHERQ management system. Supervise human, physical, financial and other resources.
<u>ENQUIRIES</u>	:	Ms P Xamesi / Ms N Mjonono / Ms U Ncethelo / Ms S Jali at 087 238 2223
<u>APPLICATIONS</u>	:	Please hand deliver or courier your applications to the reception area quoting the relevant reference number addressed to the Acting Principal, Lovedale TVET College, Corporate Office, 1 Amatola Row, Headquarters, Qonce, 5600. Please see the email address below for electronic applications. Email Address: rectruitment@lovedale.org.za
<u>NOTE</u>	:	All applications must be accompanied by a signed and fully completed NEW Z83 form obtainable from any public service Department or DPSA website, a comprehensive CV including at least three contactable references. Foreign qualifications must be accompanied by a SAQA evaluation report. Successful candidates will be subjected to a vetting and financial disclosure process (criminal record, citizenship, qualification verification and employment verification). Lovedale TVET College is an equal opportunities employer and reserves the right not to fill the posts. People living with disability are encouraged to apply. If you have not been contacted within six months after closing date, please consider your application as unsuccessful. NB Please ensure that the Z83 form is completed in full. Incomplete Z83 will be disqualified. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to personnel suitability checks (criminal records, citizenship, and qualification verification). The suitable candidates will be required to annually disclose their financial interests and declare any conflict or perceived conflict of interest. All shortlisted

candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical generic requirements, and the other must be an integrity (ethical conduct) assessment.

<u>CLOSING DATE</u>	:	30 October 2026
<u>POST 37/36</u>	:	<u>ASSET OFFICER/SUPPLYCHAIN: FINANCE SECTION REF NO: ASSET/03/09/2026</u> (Permanent, PERSAL Appointment)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R413 001 – R486 501 per annum (Level 08), plus actual benefits Central Office, King William's Town Matric or NCV Level 4 and with a recognised three-year (3) degree/diploma in Finance Management, Asset management, Accounting or Auditing or related qualification; 3-5 years' experience in a Financial Management environment and implementation of relevant legislation, prescripts, policies and procedures. Knowledge of BAS/LOGIS & COLTECH system. Knowledge of assets disposal procedure; Knowledge and understating of legislative framework governing the Public Services; Knowledge of Assets Management; Knowledge of Supply Chain Policies; Knowledge of Department of Higher Education mandate. Knowledge and skills: Administrative; Planning and organising; Financial management; Report writing; Communication and interpersonal; Problem solving; Computer literacy; Analytical; Client oriented; Project management; Team leadership; People management.
<u>DUTIES</u>	:	Implement and monitor Asset management policies and procedures in line with GRAP standards and relevant legislation. Coordination of physical verification of assets. Manage the Fixed Asset register (FAR) and ensure reconciliation to General ledger (GL). Develop, implement and monitor acquisition, maintenance, and disposal plans for assets, and effectively implement the Asset Management Strategy within the College. Manage asset write offs and disposal and ensure accurate Asset disclosure on Annual Financial Statements AFS as stipulated on GRAP. Ensure the implementation and monitoring of Supply Chain policy. Introduce a system for provisioning, procurement, stock control and reporting. Identify preference point system and appropriate goals per commodity in terms of preferential procurement policy objectives. Conduct awareness on approved SCM policies.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms P Xamesi / Ms N Mjonono / Ms U Ncethelo / Ms S Jali at 087 238 2223 Please hand deliver or courier your applications to the reception area quoting the relevant reference number addressed to the Acting Principal, Lovedale TVET College, Corporate Office, 1 Amatola Row, Headquarters, Qonce, 5600 Please see the email address below for electronic applications. Email Address: recruitment@lovedale.org.za
<u>NOTE</u>	:	All applications must be accompanied by a signed and fully completed NEW Z83 form obtainable from any public service Department or DPSA website, a comprehensive CV including at least three contactable references. Foreign qualifications must be accompanied by a SAQA evaluation report. Successful candidates will be subjected to a vetting and financial disclosure process (criminal record, citizenship, qualification verification and employment verification). Lovedale TVET College is an equal opportunities employer and reserves the right not to fill the posts. People living with disability are encouraged to apply. If you have not been contacted within six months after closing date, please consider your application as unsuccessful. NB Please ensure that the Z83 form is completed in full. Incomplete Z83 will be disqualified. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to personnel suitability checks (criminal records, citizenship, and qualification verification). The suitable candidates will be required to annually disclose their financial interests and declare any conflict or perceived conflict of interest. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical generic requirements, and the other must be an integrity (ethical conduct) assessment.
<u>CLOSING DATE</u>	:	30 October 2026

<u>POST 37/37</u>	:	<u>HUMAN RESOURCES OFFICER REF NO: HR/04/09/2026</u> (Permanent, PERSAL Appointment)
<u>SALARY</u>	:	R338 106 – R398 277 per annum (Level 07), plus actual benefits
<u>CENTRE</u>	:	Central Office, King William's Town
<u>REQUIREMENTS</u>	:	Matric or NCV Level 4 with a recognized M+3 years Degree or National Diploma in Human Resource Management / Development; Relevant PERSAL Certificate; 3-5 years' relevant experience in Human Resource environment; Understanding and utilisation of the PERSAL & COLTECH system; A valid driver's license Understating of legislative framework governing the Public Services; Storage and retrieval procedures in terms of the working environment. Knowledge and skills: Knowledge of Human Resources functions and policies coupled with excellent computer literacy, particularly in the MS Office Suite. The incumbent must demonstrate strong analytical, planning, and organizational skills with the ability to perform under pressure, maintain accuracy, and meet tight deadlines. Good interpersonal relations, along with effective verbal and written communication skills, are essential. The position requires a candidate who is client focused, committed, proactive, and able to work independently and within a team. Integrity, attention to detail, and the ability to supervise staff and manage Human resources effectively are critical for success in this role.
<u>DUTIES</u>	:	Administer conditions of service and remuneration of employees Process Pension, Housing Allowance and Long Service benefits etc. Keep all signed contract of employment forms on salary levels 2 to 8. Process employee leave. Maintain staff files (employment contracts, details, leave forms etc.). Receive all termination paperwork and terminate employees as and when required. Process payroll for all employees and deal with all administration and queries relating to the Pension Fund and Medical Aid. Submit reports to management as required so that they are informed of HR related matters and can take informed decisions. Keep signed and completed Declaration of Interest and a Confidentiality Agreement for all employees. Keep staff records up to date and record changes to employee's details (change of address / bank details etc.), Administer recruitment and selection, Manage records for the college. Provide Recruitment and Selection services to the College. Process applications, handle responses and shortlisting processes. Screen CV's; prepare preliminary shortlists, final shortlists with responsible managers for submission to the shortlisting committee. Prepare for interviews (i.e. arrangements of interviews such as dates, venues, and invitations to candidates). Coordinate the verification of all applicants' qualifications. Develop and update recruitment database. Provide an effective and efficient Records Management services. Open, archive and close save files for new and existing employees. Update personnel files. Safe keep all Human Resource Records. Provide records as and when required for auditing purposes. Dispose files in terms of the applicable legislations and approved College policy. Handle incoming and outgoing correspondence. Maintain a database of all incoming and outgoing mail. Maintain register of file index on (filing system).
<u>ENQUIRIES</u>	:	Ms P Xamesi / Ms N Mjonono / Ms U Ncethelo / Ms S Jali at 087 238 2223
<u>APPLICATIONS</u>	:	Please hand deliver or courier your applications to the reception area quoting the relevant reference number addressed to the Acting Principal, Lovedale TVET College, Corporate Office, 1 Amatola Row, Headquarters, Qonce, 5600 Please see the email address below for electronic applications. Email Address: recruitment@lovedale.org.za
<u>NOTE</u>	:	All applications must be accompanied by a signed and fully completed NEW Z83 form obtainable from any public service Department or DPSA website, a comprehensive CV including at least three contactable references. Foreign qualifications must be accompanied by a SAQA evaluation report. Successful candidates will be subjected to a vetting and financial disclosure process (criminal record, citizenship, qualification verification and employment verification). Lovedale TVET College is an equal opportunities employer and reserves the right not to fill the posts. People living with disability are encouraged to apply. If you have not been contacted within six months after closing date, please consider your application as unsuccessful. NB Please ensure that the Z83 form is completed in full. Incomplete Z83 will be disqualified. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to personnel suitability checks (criminal records, citizenship, and qualification verification). The

suitable candidates will be required to annually disclose their financial interests and declare any conflict or perceived conflict of interest. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical generic requirements, and the other must be an integrity (ethical conduct) assessment.

<u>CLOSING DATE</u>	:	30 October 2026
<u>POST 37/38</u>	:	<u>ADMIN OFFICER PLU REF NO: PLU/05/09/2026</u> (Permanent, PERSAL Appointment)
<u>SALARY</u>	:	R338 106 – R398 227 per annum (Level 07), plus actual benefits
<u>CENTRE</u>	:	Central Office, King William's Town
<u>REQUIREMENTS</u>	:	Matric or NCV Level 4 together with a recognised three-year (3) National Diploma (NQF 6) / in Project Management / Public Management or related qualification plus at least 2 to 3 years' relevant experience in a Project Management/ Business Development and/or related environment, computer literacy and a valid driver's license. Knowledge and experience in building partnerships, Innovation, Marketing and Entrepreneur insight, Financial Management, Mobilising resources, Interpretation of statutes, knowledge of Public Service Act, PFMA, Treasury regulations and other frameworks, Business planning, Visibility analysis, Knowledge and understanding of the administration reporting process and procedures. Skills: Negotiation, Communication, Presentation, Academic Process and moderation procedures, Administrative Planning and organizing, Financial Management, Report Writing, Communication and interpersonal Problem solving, Computer Literacy, Analytical, Client oriented, Project management, Team Leadership, Planning and organizing, People management.
<u>DUTIES</u>	:	Assist with identifying and facilitating income generating opportunities through the implementation of partnership agreements. Assistance with Partnership Management: Build a database of local businesses and other linkages. Participate in business forums and identify project opportunities. Develop project proposals and plans for joint initiatives. Facilitate handover with the College managers. Form partnerships with industry and relevant stakeholders. Business opportunities scanning: Identify opportunities for College income generation, establish work environment simulation potential, provide market needs business case rationale for all opportunities, identify appropriate partner or service provider, coordinate the submission of tenders and funding proposals, provide information and reports on programmes, funding and partnership to DHET and other stakeholders, Local and Provincial government relations. Develop and update the schedule of local government projects and opportunities. Identify College synergies' potential contribution to provincial departments, build relationships with relevant officials, establish a database of key contacts and participate in meetings as appropriate. Develop proposals for partnering on specific practical opportunities aligned with the college's core business. Conduct visibility studies for all new and proposed projects. Develop the project and budget. Partner with relevant research organisations. Negotiate and sign service level agreements and or contracts, when required.
<u>ENQUIRIES</u>	:	Ms P Xamesi / Ms N Mjonono / Ms U Ncethelo / Ms S Jali at 087 238 2223
<u>APPLICATIONS</u>	:	Please hand deliver or courier your applications to the reception area quoting the relevant reference number addressed to the Acting Principal, Lovedale TVET College, Corporate Office, 1 Amatola Row, Headquarters, Qonce, 5600 Please see the email address below for electronic applications. Email Address: recruitment@lovedale.org.za
<u>NOTE</u>	:	All applications must be accompanied by a signed and fully completed NEW Z83 form obtainable from any public service Department or DPSA website, a comprehensive CV including at least three contactable references. Foreign qualifications must be accompanied by a SAQA evaluation report. Successful candidates will be subjected to a vetting and financial disclosure process (criminal record, citizenship, qualification verification and employment verification). Lovedale TVET College is an equal opportunities employer and reserves the right not to fill the posts. People living with disability are encouraged to apply. If you have not been contacted within six months after closing date, please consider your application as unsuccessful. NB Please ensure that the Z83 form is completed in full. Incomplete Z83 will be disqualified. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful

candidates. All shortlisted candidates may be subjected to personnel suitability checks (criminal records, citizenship, and qualification verification). The suitable candidates will be required to annually disclose their financial interests and declare any conflict or perceived conflict of interest. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical generic requirements, and the other must be an integrity (ethical conduct) assessment.

<u>CLOSING DATE</u>	:	30 October 2026
<u>POST 37/39</u>	:	<u>TRANSPORT OFFICER REF NO: TRA/06/09/2026</u> (Permanent, PERSAL Appointment)
<u>SALARY</u>	:	R338 106 – R398 227 per annum (Level 07), plus actual benefits
<u>CENTRE</u>	:	Office, King William's Town
<u>REQUIREMENTS</u>	:	Matric or NCV Level 4 together with a recognised three-year (3) National Diploma (NQF 6) / in Transport Management, Business Management, Public Management or related qualification plus at least 2-3 years' relevant experience in a TVET Fleet environment, computer literacy and a valid driver's license. Knowledge and skills: Knowledge and experience in fleet or transport management, knowledge of Public Service Act, PFMA, Treasury regulations and other frameworks, Business planning, Visibility analysis, Knowledge and understanding of the administration reporting process and procedures. Skills: Negotiation, Communication, Presentation, Administrative Planning and organising, Financial Management, Report Writing, Communication and interpersonal Problem solving, Computer Literacy, Analytical, Client-oriented, Team Leadership, Planning and organising, People management.
<u>DUTIES</u>	:	Ensuring day to day management and maintenance of fleet vehicles. Monitor daily kilometres before and after trips and ensure monthly closing of kilometres on the logbooks. Authorise trip itineraries/ trip authorization. Receive and certify invoices for processing of monthly payments. Maintain records of driver's licenses, trip authorisation, and fines. Etc. Ensure service maintenance of vehicles. Redirect traffic fines. Pre and post inspections of vehicles. Quarterly inspections of subsidised vehicles and processing of new applications. Ensure compliance with the transport policies, processes and procedures.
<u>ENQUIRIES</u>	:	Ms P Xamesi / Ms N Mjonono / Ms U Ncethelo / Ms S Jali at 087 238 2223
<u>APPLICATIONS</u>	:	Please hand deliver or courier your applications to the reception area quoting the relevant reference number addressed to the Acting Principal, Lovedale TVET College, Corporate Office, 1 Amatola Row, Headquarters, Qonce, 5600 Please see the email address below for electronic applications. Email Address: recruitment@lovedale.org.za
<u>NOTE</u>	:	All applications must be accompanied by a signed and fully completed NEW Z83 form obtainable from any public service Department or DPSA website, a comprehensive CV including at least three contactable references. Foreign qualifications must be accompanied by a SAQA evaluation report. Successful candidates will be subjected to a vetting and financial disclosure process (criminal record, citizenship, qualification verification and employment verification). Lovedale TVET College is an equal opportunities employer and reserves the right not to fill the posts. People living with disability are encouraged to apply. If you have not been contacted within six months after closing date, please consider your application as unsuccessful. NB Please ensure that the Z83 form is completed in full. Incomplete Z83 will be disqualified. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to personnel suitability checks (criminal records, citizenship, and qualification verification). The suitable candidates will be required to annually disclose their financial interests and declare any conflict or perceived conflict of interest. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical generic requirements, and the other must be an integrity (ethical conduct) assessment.
<u>CLOSING DATE</u>	:	30 October 2026
<u>POST 37/40</u>	:	<u>FINANCIAL AID OFFICERS (X3 POSTS)</u>
<u>SALARY</u>	:	R338 106 – R398 277 per annum (Level 07), plus actual benefits

<u>CENTRE</u>	:	Central Office, King William's Town: Ref No: KING/01/09/2026 Ref No: ZWE/02/09/2026 Ref No: AL/03/09/2026
<u>REQUIREMENTS</u>	:	Matric or NCV Level 4 together with a recognised three-year (3) National Diploma in Financial Management (NQF 6) or related qualification plus at least 2-3 years' relevant experience in a TVET Financial environment and a valid driver's license. Knowledge and skills: Knowledge of CET and PSET; Knowledge of PSA and PSR 2016; Knowledge of PFMA and departmental policies. Knowledge of COLTECH system; Basic knowledge of practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge of the Public Service Financial Legislations, procedures (PFMA, Financial Manual); Knowledge of basic financial operating systems (ITS etc.). Excellent Communication (Oral and Written); Networking, Negotiation, Research. Interpersonal Skills Planning and Organizing Skills, Computer Skills, Basic Numeracy Skills.
<u>DUTIES</u>	:	Coordinate student bursary schemes and financial aid administrative support services in the Campus. Administer the bursary and financial aid schemes application processes for the campus in line with NSFAS guidelines, funder MOU/SLA and policies. Review application for financial Aid. Analyze NSFAS provisionally funded students. Coordinate the authorisation of disbursement funds. Facilitate of other financial aid schemes i.e. WRSETA, HWSETA, etc. Report on all bursary and financial aid allocations to financial aid committee and other stakeholders. Supervise staff.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms P Xamesi / Ms N Mjonono / Ms U Ncethelo / Ms S Jali at 087 238 2223 Please hand deliver or courier your applications to the reception area quoting the relevant reference number addressed to the Acting Principal, Lovedale TVET College, Corporate Office, 1 Amatola Row, Headquarters, Qonce, 5600 Please see the email address below for electronic applications. Email Address: recruitment@lovedale.org.za
<u>NOTE</u>	:	All applications must be accompanied by a signed and fully completed NEW Z83 form obtainable from any public service Department or DPSA website, a comprehensive CV including at least three contactable references. Foreign qualifications must be accompanied by a SAQA evaluation report. Successful candidates will be subjected to a vetting and financial disclosure process (criminal record, citizenship, qualification verification and employment verification). Lovedale TVET College is an equal opportunities employer and reserves the right not to fill the posts. People living with disability are encouraged to apply. If you have not been contacted within six months after closing date, please consider your application as unsuccessful. NB Please ensure that the Z83 form is completed in full. Incomplete Z83 will be disqualified. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to personnel suitability checks (criminal records, citizenship, and qualification verification). The suitable candidates will be required to annually disclose their financial interests and declare any conflict or perceived conflict of interest. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical generic requirements, and the other must be an integrity (ethical conduct) assessment.
<u>CLOSING DATE</u>	:	30 October 2026
<u>POST 37/41</u>	:	<u>RESIDENCE HOUSEKEEPING SUPERVISOR MALE REF NO:</u> <u>ZWEM/07/2026</u> (Contract) Re advertisement
<u>SALARY</u>	:	R280 278- R330 162 per annum (Level 06), plus 37% in lieu of benefits.
<u>CENTRE</u>	:	Zwelitsha Campus
<u>REQUIREMENTS</u>	:	Grade 12 certificate (NQF Level 4) and/ or Certificate (NQF Level 5) in administration or equivalent qualification. 1-2 years' relevant experience in supervising students in the College residence. Knowledge of policies and governance environment of TVET College including knowledge of the annual reporting requirements by the Higher Education Institutions. Knowledge and understanding of Knowledge and understanding of the Higher Education sector, especially the policies and relevant legislation. Administrative skills,

	Planning and organizing. Financial management Report writing. Problem solving. Computer literacy. Team leadership. Planning and organizing. People management skills.
<u>DUTIES</u>	: Ensure and monitor the wellbeing of students Conduct residence induction. Facilitate the election of block leaders, Ensure the effective flow of information and documents to and from the campus manager and bursary office. Ensure the effective flow of information and documents to and from the campus manager and bursary office. Provide conflict management to students and at the dining hall Draft residence code of conduct Maintain household records, admission and allocate rooms for students Distribute residence application forms. Collect application forms with relevant supporting documents. Conduct verification of information on COLTECH system. Record, file copies of student deposit slips and indemnity forms. Maintain written record of the movement of students out of the residence afterhours. Prepare and submit monthly reports on hostel activities and incidents. Allocate rooms for students based on admission criteria, pass rate, seniority demarcation and first come demarcation and first come first serve bases. Setup and administer duty roster. Monitor and ensure safety of students and their belongings in the hostel. Make regular rounds to ensure that students and residence are secured. Provide basic emergency first aid and summon medical assistance when necessary Ensure that students are aware of means of escape, fire regulation and equipment. Ensure maintenance and management of property and infrastructure at the residence. Identify damages in the residence and report to relevant officials for repairs. Ensure that all residence buildings and premises are in good condition.
<u>ENQUIRIES</u>	: Ms P Xamesi / Ms N Mjonono / Ms U Ncethelo / Ms S Jali at 087 238 2223
<u>APPLICATIONS</u>	: Please hand deliver or courier your applications to the reception area quoting the relevant reference number addressed to the Acting Principal, Lovedale TVET College, Corporate Office, 1 Amatola Row, Headquarters, Qonce, 5600 Please see the email address below for electronic applications. Email Address: recruitment@lovedale.org.za
<u>NOTE</u>	: All applications must be accompanied by a signed and fully completed NEW Z83 form obtainable from any public service Department or DPSA website, a comprehensive CV including at least three contactable references. Foreign qualifications must be accompanied by a SAQA evaluation report. Successful candidates will be subjected to a vetting and financial disclosure process (criminal record, citizenship, qualification verification and employment verification). Lovedale TVET College is an equal opportunities employer and reserves the right not to fill the posts. People living with disability are encouraged to apply. If you have not been contacted within six months after closing date, please consider your application as unsuccessful. NB Please ensure that the Z83 form is completed in full. Incomplete Z83 will be disqualified. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to personnel suitability checks (criminal records, citizenship, and qualification verification). The suitable candidates will be required to annually disclose their financial interests and declare any conflict or perceived conflict of interest. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical generic requirements, and the other must be an integrity (ethical conduct) assessment.
<u>CLOSING DATE</u>	: 30 October 2026
<u>POST 37/42</u>	: <u>FINANCE CLERK REF NO: ZC/02/09/2026</u> (Permanent, PERSAL appointment)
<u>SALARY</u>	: R237 453 – R279 708 per annum (Level 05), plus actual benefits
<u>CENTRE</u>	: Zwelitsha Campus
<u>REQUIREMENTS</u>	: Matric / NCV Level 4 and National Diploma in Financial Management and a recognised relevant qualification. 1-2 years' experience in a Financial Management TVET environment. Knowledge and skills: Basic knowledge of financial function, practices as well as the ability to capture and collate financial statistics. Computer literacy. Basic knowledge of the Public Service financial legislations, procedures and treasury regulations (PFMA, DORA, PSA, PSR and Financial Manual). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS, COLTECH etc.). Computer skills. Planning and organising. Good verbal and written communication. Basic numeracy skills.

		Ability to perform routine tasks. Flexibility. Interpersonal Relations Accuracy. Aptitudes of figures.
<u>DUTIES</u>	:	Receive and check invoices for correctness, verification and approval (internal control). Process invoices (e.g. capture payments). Collection of cash. Capture all financial transactions. Clear suspense account. Record debtors and creditors. Process electronic banking transactions. Compile journals. Compare expenditure against budget. Identify variances. Capture, allocate variances on budget. Distribute documents with regard to the budget. File all documents. Receive and capture cash payments. Receive and process salary advices (e.g. check advices for all correctness, capture salaries, bonuses, salary adjustments and capture all deductions, etc.).
<u>ENQUIRIES APPLICATIONS</u>	:	Ms P Xamesi / Ms N Mjonono / Ms U Ncethelo / Ms S Jali at 087 238 2223
	:	Please hand deliver or courier your applications to the reception area quoting the relevant reference number addressed to the Acting Principal, Lovedale TVET College, Corporate Office, 1 Amatola Row, Headquarters, Qonce, 5600
		Please see the email address below for electronic applications. Email Address: recruitment@lovedale.org.za
<u>NOTE</u>	:	All applications must be accompanied by a signed and fully completed NEW Z83 form obtainable from any public service Department or DPSA website, a comprehensive CV including at least three contactable references. Foreign qualifications must be accompanied by a SAQA evaluation report. Successful candidates will be subjected to a vetting and financial disclosure process (criminal record, citizenship, qualification verification and employment verification). Lovedale TVET College is an equal opportunities employer and reserves the right not to fill the posts. People living with disability are encouraged to apply. If you have not been contacted within six months after closing date, please consider your application as unsuccessful. NB Please ensure that the Z83 form is completed in full. Incomplete Z83 will be disqualified. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to personnel suitability checks (criminal records, citizenship, and qualification verification). The suitable candidates will be required to annually disclose their financial interests and declare any conflict or perceived conflict of interest. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical generic requirements, and the other must be an integrity (ethical conduct) assessment.
<u>CLOSING DATE</u>	:	30 October 2026
<u>POST 37/43</u>	:	<u>ADMINISTRATION CLERK: REGISTRATION REF NO: ZW/02/09/2026</u> Permanent, PERSAL Appointment)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R237 453 – R279 708 per annum (Level 05), plus actual benefits
	:	Zwelitsha Campus
	:	Matric or NCV Level 4, a recognised three (3) year National Diploma (NQF level 6) in Business Administration, Public Management/ administration or equivalent qualification. 1-2 years' relevant experience in TVET environment. Knowledge and skills: Basic financial operating systems (COLTECH). Basic knowledge of financial function, practices as well as the ability to capture and collate financial statistics. Computer literacy Basic knowledge of the Public Service financial legislations, procedures, and Treasury Regulations (PFMA, DORA, PSA, PSR, and Financial Manual).
<u>DUTIES</u>	:	Provide support in ensure that the TVET College student placement and WIL policy is in place and adhered to. Analyse the job market, identify scarce skills and match available opportunities with College programme mix. Compile learner progress reports, statements, results and students' enquiries. Provide support to the development and review relevant SSS policies, process, procedures and job profiles. Provide administrative support and assistance throughout the student registration process.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms P Xamesi / Ms N Mjonono / Ms U Ncethelo / Ms S Jali at 087 238 2223
	:	Please hand deliver or courier your applications to the reception area quoting the relevant reference number addressed to the Acting Principal, Lovedale TVET College, Corporate Office, 1 Amatola Row, Headquarters, Qonce, 5600
		Please see the email address below for electronic applications. Email Address: recruitment@lovedale.org.za

<u>NOTE</u>	:	All applications must be accompanied by a signed and fully completed NEW Z83 form obtainable from any public service Department or DPSA website, a comprehensive CV including at least three contactable references. Foreign qualifications must be accompanied by a SAQA evaluation report. Successful candidates will be subjected to a vetting and financial disclosure process (criminal record, citizenship, qualification verification and employment verification). Lovedale TVET College is an equal opportunities employer and reserves the right not to fill the posts. People living with disability are encouraged to apply. If you have not been contacted within six months after closing date, please consider your application as unsuccessful. NB: Please ensure that the Z83 form is completed in full. Incomplete Z83 will be disqualified. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to personnel suitability checks (criminal records, citizenship, and qualification verification). The suitable candidates will be required to annually disclose their financial interests and declare any conflict or perceived conflict of interest. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical generic requirements, and the other must be an integrity (ethical conduct) assessment.
<u>CLOSING DATE</u>	:	30 October 2026
<u>POST 37/44</u>	:	<u>DATA CAPTURER REF NO: KC/DATA/01/06</u> (Permanent, PERSAL appointment) Re advertisement
<u>SALARY</u>	:	R201 093 - R236 877 per annum (Level 04), plus actual benefits
<u>CENTRE</u>	:	King Campus
<u>REQUIREMENTS</u>	:	Grade 12 / Matric Certificate / NQF Level 4 Certificate, National Diploma / Degree in Business Studies Qualification, 1-2 years' relevant working experience in a TVET / Public Service Data Capturing System, Certificate or proven knowledge of MS Office will serve as an added advantage. Knowledge of computer literacy and Information Management. Knowledge/ understanding, application and interpretation of office management prescripts, COLTECH, data warehouse and IT systems. Knowledge of the Skills Development Act, Public Service Act, Public Service Regulations and Labour Relations Act. Planning and organising, financial management, report writing, communication and interpersonal relations, problem solving, analytical thinking, client orientation, project management, team leadership, people management and computer literacy.
<u>DUTIES</u>	:	Capture data from available records into the required formats e.g. system(s), databases, tables and spreadsheets, Capture student registration, receipt of payment and issue student numbers, Capture enrolment forms during the registration period, Capture ICAS, ISAT and final examination marks, Capture marks on the system and submit to EMIS Officer, Capture students' absenteeism on the system, Review and validate all data from records and ensure the integrity of data captured, Identify missing data and errors observed during data entry, Complete mark sheets (hard copies) and make copies to be used as attendance registers in the examination venue, Submit data and mark sheets to lecturers in the marking venue (internal marking), 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, Provide information to relevant components, Email schedule of results to Campus Heads, HODs and Senior Lecturers.
<u>ENQUIRIES</u>	:	Ms P Xamesi / Ms N Mjonono / Ms U Ncethelo / Ms S Jali at 087 238 2223
<u>APPLICATIONS</u>	:	Please hand deliver or courier your applications to the reception area quoting the relevant reference number addressed to the Acting Principal, Lovedale TVET College, Corporate Office, 1 Amatola Row, Qonce, 5600. Please see the email address below for electronic applications. Email Address: recruitment@lovedale.org.za
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