

DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(Tshwane NORTH TVET College)
(Goldfields TVET College)
(Vhembe TVET College)
(Central Johannesburg TVET College)

OTHER POSTS

<u>POST 39/57</u>	:	<u>ASSISTANT DIRECTOR: STUDENT SUPPORT SERVICES REF NO: SSS/18/2026</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>	:	R605 742 per annum (Level 10), plus benefits as applicable in the Public Sector
<u>CENTRE</u>	:	Central Johannesburg TVET College, Central Office
<u>REQUIREMENTS</u>	:	Appropriate Bachelor's Degree (NQF7) in Psychology or BA in Social Work (Major in Psychology) or equivalent qualification. 3–5 years' relevant experience in an educational institution. A valid driver's license. Computer Literacy (MS Word, MS Excel, MS PowerPoint) Knowledge of PSET and CET Act; Teaching and Learning, Skills Development Act, National Student Financial Aid Scheme and related legislation, Public Service Regulations and Public Service Act, Labour Relation Act. Knowledge of the Ethical regulatory and legislative framework; The following skills are required: Administrative; planning and organizing; financial management; report writing; communication and interpersonal; problem solving; client oriented; analytical; project management; team leadership; and people management. Sound financial planning and management competencies. Excellent report writing skills and processing skills. Advantageous.
<u>DUTIES</u>	:	Oversee administration of the students support services unit; Manage students counselling across the college; Provide student with career guidance, counselling and academic support; Oversee and maintain the sport, recreation, 25 arts and culture activities for student; Facilitate student governance and student leadership development; Manage mainstreaming of gender and disability within students; Management of all Human, Financial and other resources of the unit.
<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 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. Selection panels shall score both technical exercises as an additional criterion in the interview process. 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>	:	16 November 2026
<u>POST 39/58</u>	:	<u>ASSISTANT DIRECTOR: PARTNERSHIPS AND LINKAGES REF NO: PL/19/2026</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>	:	R605 742 per annum (Level 10), plus benefits as applicable in the Public Sector
<u>CENTRE REQUIREMENTS</u>	:	Central Johannesburg TVET College, Central Office National Senior Certificate/Grade 12/STD 10 or NCV level 4, together with a recognised National Diploma (NQF level 7)/Degree in Project Management or equivalent Qualifications with Entrepreneurs, Communications and Technology, Honours will be an added advantage. A minimum of 3-5 years' experience in a Project Management or Education 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. Assist student to establish businesses, Have skills and knowledge in entrepreneurship initiatives. Participate in business forums and identify project and collaboration opportunities. Develop project proposals, business cases and implementation plans for joint initiatives. Facilitate the establishment and strengthening of partnerships with industry, government and relevant organisations. Identify opportunities for income generation and work-integrated learning. Coordinate the submission of tenders, funding proposals and reports to DHET and other stakeholders. Manage local provincial government relations and maintain a schedule of related projects. Conduct feasibility studies, develop project budgets and negotiate service level agreements. Support SETA and accreditation processes, including new programme approvals. Oversee student work placement and Work-Integrated Learning (WIL) initiatives Ensure effective management of human, financial and other resources within the unit.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr 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.

Selection panels shall score both technical exercises as an additional criterion in the interview process. 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>	:	16 November 2026
<u>POST 39/59</u>	:	<u>ASSISTANT DIRECTOR: STUDENT REGISTRATION AND MANAGEMENT INFORMATION SYSTEM REF NO: SRMI/20/2026</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>	:	R605 742 per annum (Level 10), plus benefits as applicable in the Public Sector
<u>CENTRE</u>	:	Central Johannesburg TVET College, Central Office
<u>REQUIREMENTS</u>	:	Incumbent should have a relevant Senior Certificate / Grade 12/ NCV Certificate (Level 4). National Diploma (NQF level7)/ Degree in Information Management, Computing or relevant qualification in Information Technology and communication (IT/ICT) an Honours degree/Post graduate diploma in Information Communication Technology will be an added advantage The candidate must have a minimum of three (3) to five (5) years' experience at supervisory level on salary level 8 in Information Technology or any relevant knowledge. 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, ADAPTIT, COLTECH, data warehouse and IT prescripts. Administrative, planning and organizing, report writing, communication and interpersonal, problem solving, computer literacy, analytical, client oriented, project management, team leadership, planning and organizing and people management. Have the following attributes, Client service focus, integrity, 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 TVETMIS system. Manage the student data. Use various tools, extract data to facilitate statistical reporting. Interact with service provider regarding upgrades and request for assistance. Maintain data on student registration. Compile reports on to management, Submit monthly report on skills & learnership on monthly basis. Compile, monitor academic examination and staff statistics of the college and submit reports on quarterly basis to management and DHET. Compile monthly, quarterly and annual reports as requested. Maintain, 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 ADAPTIT, student system and other related system. Monitor capturing, quality control, validation, run procedure, create file and ensure that entries are sent to DHET head office. Management of human, physical and financial resources. Render management service to the staff. 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
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CLOSING DATE

: 16 November 2026

POST 39/60

: **ASSISTANT DIRECTOR: FACILITIES AND RECORD MANAGEMENT REF NO: FRM/21/2026**

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

SALARY

: R487 197 per annum (Level 09), plus benefits as applicable in the Public Sector

CENTRE

: Central Johannesburg TVET College, Central Office

REQUIREMENTS

: Recognised National Diploma (NQF 6)/Degree in Building Management/Safety Management/ Construction Management or related qualification. Three (3) - five (5) years' experience in Facilities Management, SHERQ and OHS environment. Knowledge of Public Service Act and Regulations, Occupational Health and Safety Act, Immovable Asset Management Act. Telephone Management systems, fire control system and facilities management system. Knowledge of Occupational Health Safety Act 85 of 1993 and related regulations.

DUTIES

: Oversee maintenance of buildings and premises. Monitor and report on infrastructure development and maintenance as well as performance in accordance with the relevant Laws and Regulations. Manage the contractors and service providers' functions by ensuring that all deliverables are met within the reasonable and agreed timelines. Compile, implement and monitor maintenance plans regarding machinery, tools and equipment; Ensure compliance to SHERQ and OHS Act. Develop and implement policies related to SHERQ and occupational health and safety. Oversee fleet management. Develop and implement fleet management policies. Maintain physical security functions including key control, personnel, documents and surveillance security. Development, review and monitor the implementation of security policy. Responsible for security and access control at facilities. Ensure adherence to contractors Service Level Agreements. Records Management. Prepare monthly, quarterly and annual reports for Management and Council. Manage human, financial and other resources of the unit.

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<u>CLOSING DATE</u>	:	16 November 2026
<u>POST 39/61</u>	:	<u>ASSISTANT DIRECTOR: OFFICE MANAGER (OFFICE OF PRINCIPAL)</u> <u>REF NO: OFM/22/2026</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>	:	R487 197 per annum (Level 09) plus benefits as applicable in the Public Sector
<u>CENTRE</u>	:	Central Johannesburg TVET College, Central Office
<u>REQUIREMENTS</u>	:	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.

**ENQUIRIES
APPLICATIONS**

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:
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CLOSING DATE

: 16 November 2026

POST 39/62

: **ASSISTANT DIRECTOR: MARKETING AND COMMUNICATION REF NO: MC/23/2026**
(This is a re-advertisement, applicants who applied previously are encouraged to re-apply if they are still interested in the post)

SALARY

: R487 197 per annum (Level 09), plus benefits as applicable in the Public Sector

**CENTRE
REQUIREMENTS**

: Central Johannesburg TVET College, Central Office
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: Matric/NC(V) Level 4 plus an accredited 3-years Degree / Diploma Marketing / Corporate Communication / Public Relations / Journalism or a related field qualification. A minimum of five (5) years of functional experience in Marketing with at least 3 – 5 years supervisory experience in relevant field. A Valid code 08 driver's License. Graphic Design knowledge will be an added advantage. Willingness to work irregular hours and travel extensively. Competencies: Strategic execution. Understanding of the importance of brand guidelines &

applying them across a range of channels. Knowledge and understanding of stakeholder management. Knowledge and understanding of digital marketing. Knowledge of events management. Excellent written and verbal communication skills with a keen eye for detail. A good understanding and knowledge of college administrative policies, procedures, and planning. Website and Social Media experience. Ability to effectively communicate in at least two of the three official languages of the Western Cape. Demonstrated experience in managing marketing budgets and ability to implement cost saving measures and strict adherence to Government Procurement Policies and Procedures. Skills: Administrative. Good interpersonal relations. Project Management. Planning and organizing. Report Writing. Excellent verbal and written communication skills at all levels of an organisation. Self-Management. Campaign management. Negotiation. People management. Client orientation and customer focus. Research Skills. Problem solving.

DUTIES

: Compile, develop marketing strategies. Coordinate and planning all marketing and communication strategies, budget, projects and events in line with government and college administrative policies, procedures and planning. Develop and implement comprehensive communication plans to promote the college's programs and events. Engage and create informative content for press releases, articles, social media, website updates and other communication platforms. Manage media relations, responding to social media inquiries. Monitor media coverage & provide regular reports and analysis to senior management. Manage social media pages and generate reports for senior management. Coordinate public awareness campaigns and outreach activities to increase public understanding of TVET programs and initiatives. Support internal communication efforts to ensure consistent messaging and alignment with organisational goals. Manage all events including exhibition participation, official functions and special marketing events. Ensure the provision of photographic services at events and drafting articles. Manage the marketing of the college through branding at these events. Stay up to date with industry trends, best practices and emerging marketing technologies to continually enhance the college's marketing strategies. Conduct Customer Satisfaction Surveys internally and externally and compile individual reports for follow-up. Responsible for College website.

ENQUIRIES APPLICATIONS

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<u>POST 39/63</u>	:	<u>ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING REF NO: FA/24/2026</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>	:	R487 197 per annum (Level 09), plus benefits as applicable in the Public Sector
<u>CENTRE</u>	:	Central Johannesburg TVET College, Central Office
<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 MB Khakhu Tel No: (011) 351 6000
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<u>CLOSING DATE</u>	:	16 November 2026
<u>POST 39/64</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT REF NO: TNC/CO/26-10/1</u> Nature of Appointment: Permanent
<u>SALARY</u>	:	R487 197 per annum (Level 09)
<u>CENTRE</u>	:	Central Office
<u>REQUIREMENTS</u>	:	An undergraduate qualification of three (3) years (National Diploma NQF Level 6) in Human Resource Management / Development / Public Administration/Public Management as recognised by SAQA. PERSAL certificates will be an added advantage. 3-5 years supervisory experience in Human Resource Management environment/ related field. Public Services legislations and policies related to Human Resource Management. Knowledge and understanding of the TVET/ CET Administration. Knowledge and understanding of the Higher Education sector. PERSAL and Job Evaluation. Computer literacy. Valid driver's license.
<u>DUTIES</u>	:	Provide Human Resource Management and Administration services: Render conditions of services (Leave, Housing, Medical, Injury on duty, Long service recognition, overtime, relocation, pensions, transfers, allowances etc). Manage and plan the recruitment and selection processes as per departmental delegation (advert, shortlisting, interviews, security vetting, competency test, reference check, verification of qualifications) are coordinated within the stipulated timelines. Management of HR Personnel records. Provide secretariat functions at the college implementation committee (CIC). Chair college PILIR committee to ensure that incapacity matters are dealt with timeously. Provide Human Resource Development services: Manage Bursaries administration process. Render Internship and Work Integrated Learning (WIL). Conduct Induction and orientation programmes. Coordinate and facilitate the Training interventions. Develop and implement Workplace Skills Plan (WSP). Administration of Performance Management and Development Systems (PMDS) and Integrated Quality Management System (IQMS). Coordinate and facilitate Organisational Development services: Coordinate the design, review and implementation of the college organisational structure. Facilitate the development of Job Descriptions. Coordinate the Job Evaluation of posts/jobs and submit to Head Office. Conduct work-study and business process re-engineering. Facilitate change management and organisational transformation services. Coordinate and facilitate Human Resource Planning (HRP) and Employment Equity (EE) services: Assess EE profile of the college and ensure that targets are met. Represent the college in the DHET and Regional EE forums. Ensure that EE targets and milestones are tracked and reported. Represent the college at the regional corporate forum and deal with fundamental HR matters. HRRC: Plan, prepare and present key HR metrics and developments at the HRRC. Uphold HR governance and ensure HR risks are mitigated. Provide Employee Health and Wellness (EHW) services: Implement wellness programmes and service for the college. Coordinate and manage HIV, AIDS, STI and TB services. Coordinate and manage health productivity programmes. Implement health and safety working environment programmes. Promotion of sport activities to encourage physical fitness and healthy lifestyle. Management of all resources of the unit: Allocate duties and do quality control of the work delivered by supervisees. Advice and lead supervisees about all aspects of the work. Manage leave of staff. Manage performance, conduct and discipline of supervisees. Ensure that all

supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively. Develop, implement, and monitor work systems and processes to ensure efficient and effective functioning. Address enquiries and provide advice and guidance on asset allocation and control.

<u>ENQUIRIES</u>	:	Should you have enquiries or experience any problem submitting your application contact Ms RN Selepe Tel No: (012) 401 1955 / Ms JM Nyalunga Tel No: (012) 401 1940.
<u>APPLICATIONS</u>	:	Email to asdhrmd@tnc.edu.za
<u>NOTE</u>	:	Tshwane North TVET College would like to invite suitably qualified, innovative, result-orientated and self-driven candidates to apply for their vacant positions. Applications must be submitted on the New Z83 which must be fully completed, obtainable from any Public Service Department and must be accompanied by a comprehensive Curriculum Vitae. Only shortlisted candidates will be required to submit certified copies of qualifications including academic records, driver's license, and identity document. Please take note that communication in relation to the process will be limited to the short-listed candidates. If you have not received any correspondence within three (3) months after the closing date, please consider your application unsuccessful. Please quote the relevant reference number of the post you are applying for. Applications received after the closing date will Not be accepted. Shortlisted candidates will be subjected to a vetting process: criminal record, citizenship, credit record checks, and qualifications. 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. The College/DHET reserves the right not to make appointments. People with disability are encouraged to apply. All costs incurred due to your application and interviews will be at your own expense. Note: EE Target African male, African female, White male, White female, Coloured Male, Coloured female and Indian female.
<u>CLOSING DATE</u>	:	16 November 2026
<u>POST 39/65</u>	:	<u>ASSISTANT DIRECTOR: INFORMATION TECHNOLOGY REF NO: GTC2026/09</u> Duration: Permanent
<u>SALARY</u>	:	R487 197 per annum (Level 09), plus benefits
<u>CENTRE</u>	:	Central Office
<u>REQUIREMENTS</u>	:	Incumbent should have senior Certificate/Grade12 or NCV Certificate (level 4) plus a recognised 3-year National Diploma or Bachelor's degree (NQF Level 7) in Information Technology/computer science or a relevant qualification. A minimum of 3 to 5 years relevant work experience in the Information Technology environment of which 3 years should be on a supervisory level. Must have a valid driver's license. Must be computer literate. Competencies, Knowledge, and Skills: Knowledge of the TVET sector regulations and legislative framework. Knowledge of computer hardware, software, and programmes. Knowledge and understanding of Corporate ICT principles, ICT policies and relevant legislation, prescripts and regulations governing the TVET and Public Service sector. Should have strong administrative, planning, organising, report writing, project management, problem solving and people management skills, financial management, communication and interpersonal, planning and organising and team leadership.
<u>DUTIES</u>	:	Development, review and monitor the implementation of information communication technology (ICT) policies: Conduct research regarding provincial and national policy framework and legislation. Conduct workshops and awareness of all new ICT policies. 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 backup. Network Management and Maintenance: Research and develop specifications for Local Area Network (LAN) and Wide Area Network (WAN) technologies, Procure LAN and WAN technologies, Distribute LAN and WAN access to staff and students according to the college policy and needs, Set-up, manage and maintain LAN, WAN, email, and internet connections in the college, Troubleshooting, resolving, and documenting all ICT related issues. ICT

		software and hardware maintenance: Research and develop plans for software and hardware products required technologies and system which enables the colleges core business, support functions and programs, Advice on procurement of college software and hardware according to the college's needs, distribute software and hardware for use by students and staff according to college's needs, Maintain and monitor software and hardware systems, report on redundant hardware and software and advise on updating, Manage all licensing of software that the college is using and ensure that they are valid and appropriate. Provisions of intranet and networks services: assist with the procurement of intranet and internet product and services according to the college's needs, ensure access of intranet and internet in the college, ensure that the college website is continuously updated with current information. Management of human, Financial and other resources of the unit.
<u>ENQUIRIES</u>	:	Mr MPW Pinkoane Tel No: (057) 910 6000
<u>APPLICATIONS</u>	:	Applications must be forwarded to: recruit@goldfieldstvet.edu.za. Please quote the relevant reference number for each post in the email subject line to ensure easy identification and tracking.
<u>NOTE</u>	:	Goldfields TVET College invites suitable candidates to apply for the following external college vacancy: Free State province. A completed New Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details). Shortlisted candidates will be requested to bring certified copies of their qualifications and identity document on the day of the interviews. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date as well as faxed applications will Not be considered. shortlisted candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks, qualification, and employment verification). 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. The College reserves the right not to make appointments, and correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application was unsuccessful. Note: All costs incurred due to your application and interviews will be at your own expense. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. Goldfields College is an equal opportunity employer.
<u>CLOSING DATE</u>	:	20 November 2026
<u>POST 39/66</u>	:	<u>ASSISTANT DIRECTOR: FACILITIES MANAGEMENT AND RECORDS</u> <u>MANAGEMENT REF NO: GTC2026/10</u> Duration: Permanent
<u>SALARY</u>	:	R487 197 per annum (Level 09), plus benefits
<u>CENTRE</u>	:	Central Office
<u>REQUIREMENTS</u>	:	Incumbent should have senior Certificate/Grade12 or NCV Certificate (level 4) plus a recognised 3-years National Diploma (NQF Level 6) or Bachelor's degree (NQF Level 7) in Building Management, Safety Management / Construction Management / Property Management. 3-5 years of experience in Properties Management or Facilities Management, SHERQ and OHS environment of which three years must at supervisory level. Valid driver's license. Knowledge of Public Service Act and Regulations, Occupational Health and Safety Act, Immovable Asset Management System, Telephone Management System, Fire Control System and Facilities Management System. Knowledge of Occupational Health and Safety Act 85 of 1993 and related regulations. Financial management skill, report writing skills, problem solving, Project management and leadership skills. Ability to work well under pressure. Computer literacy. Sound analytical with good communication skills verbal and written.
<u>DUTIES</u>	:	Oversee maintenance of building and premises: Compile maintenance plan regarding machinery, tools, and equipment, monitor the implementation of the maintenance plan. Ensure provision of office accommodation and parking services, optimise the utilisation of space in building and land, responsible for optimal space planning and full building maintenance, facilitate and ensure

awareness workshops of policies and procedure manuals relating to facilities management, identify potential risk hazard in the building, ensure the provision of cleaning services, ensure proper signage in and around the buildings of the institution to minimise safety risk. Ensure compliance to SHERQ AND OHS AC: develop and implement policies related to SHERQ and OHS, Conduct OHS awareness programmes, assist with information regarding health and safety matters, develop the college emergency evacuation plan, conduct safety audit in all the premises, identify potential health and safety hazards, ensure that the OHS committee is established and active, develop quality assurance and SHERQ policies, investigate health and safety related complains, ensure that all workshops at the college comply to statutory requirements, ensure formation/appointment and training of safety representatives and first aiders at all college sites, reporting and coordination OF all IOD'S. Oversee Fleet management: develop and implement fleet management policies, ensure and monitor the cleanliness and maintenance of vehicles, ensure control, supervision and authorisation of all official usage of all college vehicles, ensure warranty management, maintenance, insurance, and licensing of vehicles, ensure the monitoring of appropriate license of drivers of vehicles, ensure monitoring of logs books, ensure the monitoring of compliance with the procedure to be followed in the case of an accident, ensure the monitoring of parking of the vehicles. Maintain the physical security functions including key control, personnel, document and surveillance security: develop. Review and monitor the implementation of security policy, ensure provision of technical security services, responsible for security and access control at facilities, monitor and upgrade the access control system of the college, conduct preliminary theft investigation, develop and maintain security training capacity for the college, ensure proper control procedure and monitoring of the electronic security system, ensure adherence to contractors SLA on site such as security, garden services etc. record management, management of all human, financial and other resources of the unit.

ENQUIRIES
APPLICATIONS

: Mr MPW Pinkoane, Tel No: (057) 910 6000
: Applications must be forwarded to: recruit@goldfieldstvet.edu.za . Please quote the relevant reference number for each post in the email subject line to ensure easy identification and tracking.

NOTE

: Goldfields TVET College invites suitable candidates to apply for the following external college vacancy: Free State province. A completed New Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details). Shortlisted candidates will be requested to bring certified copies of their qualifications and identity document on the day of the interviews. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date as well as faxed applications will not be considered. Shortlisted candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks, qualification, and employment verification). 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. The College reserves the right not to make appointments, and correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application was unsuccessful. Note: All costs incurred due to your application and interviews will be at your own expense. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. Goldfields College is an equal opportunity employer

CLOSING DATE

: 20 November 2026

POST 39/67

: **ASSISTANT DIRECTOR: MARKETING AND COMMUNICATION SERVICES**
REF NO: GTC2026/11
Duration: Permanent

SALARY
CENTRE
REQUIREMENTS

: R 487 197 per annum (Level 09), plus benefits
: Central Office
: Incumbent should have senior Certificate/Grade12 or NCV Certificate (level 4) plus 3-years National Diploma (NQF Level 6) or Bachelor's degree (NQF Level

7) in Marketing / Communication / Public Relations / Journalism or relevant field qualification. A minimum of 3 – 5 years supervisory experience in communication environment related field. A Valid driver's License. Knowledge of policies and governance environment of TVET colleges including knowledge of annual reporting requirements by the Higher Education institutions. Knowledge and understanding of the monitoring of performance management development system. Knowledge and understanding of the TVET administration. Knowledge and understanding of the Higher Education sector, especially the policies and legislation. Communication and interpersonal, Problem-Solving Skills. Team leadership skill, people management financial, Project Management., Planning and organizing. Report Writing. Excellent verbal and written communication skills at all levels of an organisation, People management. Client orientation and customer focus. Research Skills. Problem solving.

DUTIES

: Manage and coordinate marketing, promotion and branding: develop and manage college brand identity, manage all college signage and document branding (letterhead, certificate etc.). formulate and ensure implementation of the college branding strategy. Develop and produce college publication, i.e banners, information brochures, annual reports, pamphlet and programme information. Manage public relation and media liaison services: Manage all media and general community liaison and communications, manage all college events including exhibitions participation, prize giving, official functions and special marketing events, coordinate of media queries and responses as when required. Tracking all the positive and negative stories on the college including forwarding these to the relevant managers. Regularly communication college camping on social media and online communication. Regularly maintain the content, design and layout of the college website. Coordinate college event and provide communication administrative support. Provide photographic services and write stories for the colleges: draft articles for the department/college's electronic newsletter, take pictures at the event that will make part of the article, marketing the department through branding at these events, Sub-editor to the monthly electronic newsletter, gather all articles from colleagues and colleges activities, submit articles for compilation, verify and forward for approval. Management of human, financial and other resources of the unit: render management service to the staff, manage the development and performance of the staff, manage the performance agreement of the staff.

ENQUIRIES APPLICATIONS

: Mr MPW Pinkoane Tel No: (057) 910 6000
: Applications must be forwarded to: recruit@goldfieldstvet.edu.za. Please quote the relevant reference number for each post in the email subject line to ensure easy identification and tracking.

NOTE

: Goldfields TVET College invites suitable candidates to apply for the following external college vacancy: Free State province. A completed New Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details). Shortlisted candidates will be requested to bring certified copies of their qualifications and identity document on the day of the interviews. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date as well as faxed applications will not be considered. shortlisted candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks, qualification, and employment verification). 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. The College reserves the right not to make appointments, and correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application was unsuccessful. Note: All costs incurred due to your application and interviews will be at your own expense. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. Goldfields College is an equal opportunity employer

CLOSING DATE

: 20 November 2026

<u>POST 39/68</u>	:	<u>ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING REF NO: GTC2026/12</u> Duration: Permanent
<u>SALARY</u>	:	R487 197 per annum (Level 09), plus benefits
<u>CENTRE</u>	:	Central Office
<u>REQUIREMENTS</u>	:	Incumbent should have senior Certificate/Grade12 or NCV Certificate (level 4) plus a recognised 3-years National Diploma (NQF Level 6) or Bachelor's degree (NQF Level 7) in Financial Management or related qualification, minimum of 3-5 years' experience at supervisory level in financial accounting environment, Valid driver's license, Proficient in Microsoft Office, Knowledge of PSET and CET Act, Knowledge and understanding PFMA, Knowledge and understanding Treasury Regulations. Knowledge of Public Service Regulations and Public Service Act, Knowledge of Financial Management Systems (SAGE, Coltech and BAS), Valid driver's license. Competencies: Knowledge of PSET and CET Act., Knowledge and understanding Treasury Regulations Skills Development Act, knowledge of the National Student Financial Aid Scheme and related legislation. Report writing skills, financial management skill, problem solving and leadership, ability to work under pressure with strict deadline.
<u>DUTIES</u>	:	Coordinate and oversee budget preparation, implementation, monitoring and expenditure control. preparation of Annual Financial Statements and the month-end and year-end financial closure processes. Review and analyse expenditure reports, distribute to budget holders and obtain inputs on expenditure status. Oversee and monitor monthly bank, creditors reconciliations. Oversee the accurate allocation of monies received. Ensure that Asset Register is aligned with the General Ledger. Ensure stock (inventory) is accurately accounted for in line with accounting system. Ensure correct audit assertions of all transactions. Liaise with internal and external auditors and ensure compliance with audit requirements. Supervise employee to ensure an effective financial accounting service. Manage the operational processes, resources and procedures associated with the financial accounting functions. Management of human, financial and other resources of the unit: render management service to the staff, manage the development and performance of the staff, manage the performance agreement of the staff.
<u>ENQUIRIES</u>	:	Mr ME Leteane Tel No: (057) 910 6000
<u>APPLICATIONS</u>	:	Applications must be forwarded to: recruit@goldfieldstvet.edu.za . Please quote the relevant reference number for each post in the email subject line to ensure easy identification and tracking.
<u>NOTE</u>	:	Goldfields TVET College invites suitable candidates to apply for the following external college vacancy: Free State province. A completed New Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details). Shortlisted candidates will be requested to bring certified copies of their qualifications and identity document on the day of the interviews. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date as well as faxed applications will not be considered. shortlisted candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks, qualification, and employment verification). 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. The College reserves the right not to make appointments, and correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application was unsuccessful. Note: All costs incurred due to your application and interviews will be at your own expense. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. Goldfields College is an equal opportunity employer.
<u>CLOSING DATE</u>	:	20 November 2026
<u>POST 39/69</u>	:	<u>SENIOR INTERNAL AUDITOR REF NO: VTNET 18/2026 (X1 POST)</u> (Permanent)
<u>SALARY</u>	:	R413 001 – R486 501 per annum (Level 08)
<u>CENTRE</u>	:	Central Office

<u>REQUIREMENTS</u>	:	A National Senior Certificate (Grade 12) or National Certificate: Vocational (NCV) Level 4. An appropriate three (3) years Diploma / Degree in Internal Audit / Accounting / Commerce. A minimum of three (03) years' experience within the Internal Audit environment. IIASA Membership will be added as an advantage. Essential skills will include the following: Knowledge of International Standard for the Professional Practice of Internal Audit Approaches/Departmental policies/circulars/instructions/frameworks. National guidelines/Acts/ Regulations/Internal Audit methodology/Internal Audit Charter. Computer literacy (MS Word, Excel, PowerPoint and Outlook).
<u>DUTIES</u>	:	Perform planning of internal audit assignments. Perform execution of internal audit assignments. Report audit results. Perform all administrative related functions.
<u>ENQUIRIES</u>	:	All enquiries should be directed to Ms Makondo AT /Ms Ramuzwila HN /Ms Mukhoro M/ Mr Muthige M Tel No: (015) 963 7091/ 7070 /7066/7095 respectively.
<u>APPLICATIONS</u>	:	Your application must clearly quote the correct job reference number and can either be posted to Human Resources Management, Vhembe TVET College, Private Bag X2136, Sibasa, 0970, Alternatively, applications may be send to Hr.applications@vhembecollege.edu.za or hand-delivered to the Central Office, Site 203, Unit A, Sibasa.
<u>NOTE</u>	:	To apply, please submit a detailed Curriculum Vitae highlighting your relevant qualifications, experience, and at least two contactable references along with a completed, signed Z83 application form (2021 version), which is available from any public service department. While certified copies of your qualifications and supporting documents are only required on or before the interview date, please note that late submissions will not be considered, and the college reserves the right to withdraw any post at any stage. Vhembe TVET College is an equal opportunity employer operating across four local municipalities that actively encourages applications from persons with disabilities. Due to high volumes, communication is limited to shortlisted candidates; therefore, if you do not receive feedback within three months of the closing date, please consider your application unsuccessful, keeping in mind that final selection is subject to background vetting, credentials verification, and financial disclosure checks. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be 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. Vhembe TVET College is an equal opportunity, affirmative action employer. applications are invited from suitably qualified and knowledgeable candidates for appointment for the following positions.
<u>CLOSING DATE</u>	:	13 November 2026 at 14:30
<u>POST 39/70</u>	:	<u>SENIOR ADMINISTRATION OFFICER: OFFICE OF THE PRINCIPAL REF NO: TNC/CO/26-10/2</u> Nature of Appointment: Permanent
<u>SALARY</u>	:	R413 001 per annum (Level 08)
<u>CENTRE</u>	:	Central Office
<u>REQUIREMENTS</u>	:	Matric certificate/NCV L4 plus a National Diploma (NQF level 6) in Public Management/Public Administration/Management Assistant as recognized by SAQA with a minimum of three to five (3-5) years' appropriate experience in a PSET Administration Environment. The incumbent must also be computer literate and have a valid driver's license. Extensive knowledge of various filing systems. Knowledge of Office Administration methodologies. Knowledge and understanding of departmental legislation and Prescripts. Knowledge of the Continuing Education and Training Act. Required skills and competencies: Analytical thinking, Planning and organising, Problem Solving, Financial Administration, Interpersonal Skill, Customer Focus, Office Administration, MS Office (MS Word, Excel, PowerPoint), Multi-Tasking, Teamwork, Time Management, Good verbal and written skills, Communication skills, Honesty, integrity, and Accountability.
<u>DUTIES</u>	:	The successful candidates will be responsible for, among other things, the following specific tasks: implementing the administrative operations of the office. Perform general administrative activities in support of the Office. Draft submissions, reports, memorandums, and minutes for the Office. Conduct records and document management both manually and electronically. Provide support in completing and processing subsistence claims. Keep track of all

		incoming work and ensure that all deadlines are met. Liaise with all stakeholders relevant to the office. Administer leave arrangements. Assist in the provision of monitoring and evaluation services; assist in coordinating demand planning within the Office. Monitor expenditure and coordinate the capacitation of the Office in line with the College-approved training plan. Type correspondence as and when required. Coordinate audit requirements within the Office and serve as the first point of contact between the Office of the Principal and other stakeholders.
<u>ENQUIRIES</u>	:	Should you have enquiries or experience any problem submitting your application contact Ms RN Selepe Tel No: (012) 401 1955 / Ms JM Nyalunga Tel No: (012) 401 1940.
<u>APPLICATIONS NOTE</u>	:	Email to senioradminofficer@tnc.edu.za
	:	Tshwane North TVET College would like to invite suitably qualified, innovative, result-orientated and self-driven candidates to apply for their vacant positions. Applications must be submitted on the New Z83 which must be fully completed, obtainable from any Public Service Department and must be accompanied by a comprehensive Curriculum Vitae. Only shortlisted candidates will be required to submit certified copies of qualifications including academic records, driver's license, and identity document. Please take note that communication in relation to the process will be limited to the short-listed candidates. If you have not received any correspondence within three (3) months after the closing date, please consider your application unsuccessful. Please quote the relevant reference number of the post you are applying for. Applications received after the closing date will not be accepted. Shortlisted candidates will be subjected to a vetting process: criminal record, citizenship, credit record checks, and qualifications. 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. The College/DHET reserves the right not to make appointments. People with disability are encouraged to apply. All costs incurred due to your application and interviews will be at your own expense. Note: EE Target African male, African female, White male, White female, Coloured Male, Coloured female and Indian female.
<u>CLOSING DATE</u>	:	16 November 2026
<u>POST 39/71</u>	:	<u>STUDENT LIAISON OFFICER REF NO: GTC2026/13</u> Duration: Permanent
<u>SALARY CENTRE REQUIREMENTS</u>	:	R338 106 per annum (Level 07), (plus benefits) Tosa campus A National Senior Certificate (Grade 12) or NCV Level 4. A recognised National Diploma/ Degree in social science / psychology/ education or equivalent relevant qualification, 2-3 years' experience in student support services education/ teaching and learning environment or related field, Proven knowledge of Public Sector, Knowledge of TVET environment, Proven Knowledge of Psychology practice, Teaching background, Public Service legislative framework such Public Service Act, Public Service Regulations, PFMA, Treasury Regulation, Batho Pele principles. Excellent verbal and communication skills, Interpersonal relations, problem solving and analyst, planning, organising and execution, listening skills, report writing and administrative skills, Good written and verbal communication skills. Ability to work under pressure, ability to work in a team and independently. Good computer literacy (MS Word and Excel). Willingness to travel and work extra hours. A valid driver's licence is essential as traveling and extended working hours may be required.
<u>DUTIES</u>	:	Provide welfare support to students by liaising between stakeholders/persons. Prepare weekly and monthly reports. Assist students as and when required. Assist with academic support plan for identified students. Attend to any student accommodation needs. Ensure that there is continuous awareness of health and wellness.: Promote physical wellness and mental health. Guide students to make the right decision and improve their performance, ensure that there is continuous awareness and level of knowledge in HIV/AIDS to students. Address socio-economic student matters appropriately including substance and others. Promote regular attendance of students and monitor attendance register: Conduct home visits when necessary and interview/counsel students,

		staff families and other relevant stakeholders in order to identify contributing factors associated with low attendance concerns. Support students and families by establishing and delivering absence reduction programmes.
<u>ENQUIRIES</u>	:	Mr RD Maleke Tel No: (057) 910 6700
<u>APPLICATIONS</u>	:	Applications must be forwarded to: recruit@goldfieldstvet.edu.za Please quote the relevant reference number for each post in the email subject line to ensure easy identification and tracking.
<u>NOTE</u>	:	Goldfields TVET College invites suitable candidates to apply for the following external college vacancy: Free State province. A completed New Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details). Shortlisted candidates will be requested to bring certified copies of their qualifications and identity document on the day of the interviews. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date as well as faxed applications will not be considered. shortlisted candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks, qualification, and employment verification). 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. The College reserves the right not to make appointments, and correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application was unsuccessful. Note: All costs incurred due to your application and interviews will be at your own expense. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. Goldfields College is an equal opportunity employer.
<u>CLOSING DATE</u>	:	20 November 2026
<u>POST 39/72</u>	:	<u>HR PRACTITIONER REF NO: TNC/CO/26-10/3 (X2 POSTS)</u> Nature of Appointment: Permanent
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Central Office
<u>REQUIREMENTS</u>	:	Appropriate National Diploma (NQF 6) in Human Resource Management, Public Management, Labour Relations, or equivalent qualification. At least 2-3 years in Human Resource Management / Labour Relations environment or related field, valid driver's licence, introduction to PERSAL Certificate. Experience in the TVET sector will be an added advantage. Knowledge and understating of the application of Public Service legislative framework (PSA, PFMA, LRA, PSR etc.). Extensive knowledge and understand of human resource prescripts and practice. Knowledge and understanding of the TVET/ CET Administration. Knowledge and understanding of the Higher Education sector.
<u>DUTIES</u>	:	Render conditions of services and remuneration of employees (leave, housing, medical, injury on duty, long service recognition, overtime, relocation, pension, allowances, PILIR etc.). Implement termination of services. Render Recruitment and Selection services in line with the Departmental policy and delegation (Advertisements, appointments, transfers, verification of qualifications, secretariat functions at interviews, absorptions, probation periods etc.). Supervisor human resources / staff.
<u>ENQUIRIES</u>	:	Should you have enquiries or experience any problem submitting your application contact Ms RN Selepe Tel No: (012) 401 1955 / Ms JM Nyalunga Tel No: (012) 401 1940.
<u>APPLICATIONS</u>	:	Email to hrpractitioner@tnc.edu.za
<u>NOTE</u>	:	Tshwane North TVET College would like to invite suitably qualified, innovative, result-orientated and self-driven candidates to apply for their vacant positions. Applications must be submitted on the New Z83 which must be fully completed, obtainable from any Public Service Department and must be accompanied by a comprehensive Curriculum Vitae. Only shortlisted candidates will be required to submit certified copies of qualifications including academic records, driver's license, and identity document. Please take note that communication in relation to the process will be limited to the short-listed candidates. If you have not received any correspondence within three (3) months after the closing date,

please consider your application unsuccessful.: Please quote the relevant reference number of the post you are applying for. Applications received after the closing date will not be accepted. Shortlisted candidates will be subjected to a vetting process: criminal record, citizenship, credit record checks, and qualifications. 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. The College/DHET reserves the right not to make appointments. People with disability are encouraged to apply. All costs incurred due to your application and interviews will be at your own expense. Note: EE Target African male, African female, White male, White female, Coloured Male, Coloured female and Indian female.

<u>CLOSING DATE</u>	:	16 November 2026
<u>POST 39/73</u>	:	<u>HR CLERK REF NO: TNC/CO/26-10/4 (X3 POSTS)</u> Nature of Appointment: Permanent
<u>SALARY CENTRE</u>	:	R237 453 per annum (Level 05) Rosslyn Campus Soshanguve South Campus Temba Campus
<u>REQUIREMENTS</u>	:	Senior Certificate or equivalent plus a Recognized National Diploma in Human Resource Management/Development (NQF level 6). At least minimum of 2-years' experience in work experience in HR, A valid driver's license. PERSAL knowledge will be an added advantage.
<u>DUTIES</u>	:	Recruitment and selection (Advertisements, appointments, transfers, verification of qualifications, secretariat functions at interviews, absorptions, probationary periods etc). Implement conditions of services (leave, housing, medical, injury on duty, long service recognition, overtime, relocation, pension, allowances, PILIR etc.). Performance management. Termination of services.
<u>ENQUIRIES</u>	:	Should you have enquiries or experience any problem submitting your application contact Ms RN Selepe Tel No: (012) 401 1955 / Ms JM Nyalunga Tel No: (012) 401 1940.
<u>APPLICATIONS NOTE</u>	:	Email to hrclerk@tnc.edu.za Tshwane North TVET College would like to invite suitably qualified, innovative, result-orientated and self-driven candidates to apply for their vacant positions. Applications must be submitted on the New Z83 which must be fully completed, obtainable from any Public Service Department and must be accompanied by a comprehensive Curriculum Vitae. Only shortlisted candidates will be required to submit certified copies of qualifications including academic records, driver's license, and identity document. Please take note that communication in relation to the process will be limited to the short-listed candidates. If you have not received any correspondence within three (3) months after the closing date, please consider your application unsuccessful. Please quote the relevant reference number of the post you are applying for. Applications received after the closing date will not be accepted. Shortlisted candidates will be subjected to a vetting process: criminal record, citizenship, credit record checks, and qualifications. 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. The College/DHET reserves the right not to make appointments. People with disability are encouraged to apply. All costs incurred due to your application and interviews will be at your own expense. Note: EE Target African male, African female, Coloured male, Coloured female, White male, Indian male and White female.
<u>CLOSING DATE</u>	:	16 November 2026
<u>POST 39/74</u>	:	<u>HUMAN RESOURCE CLERK REF NO: VTVET 19/2026 (X1 POST)</u> (Permanent)
<u>SALARY CENTRE</u>	:	R237 453 – R279 708 per annum (Level 05) Central Office

<u>REQUIREMENTS</u>	:	Grade 12 / Senior Certificate/ NCV Level 4 Certificate. An appropriate three (3) years Diploma/ Degree in Human Resource Management. A minimum of one (1) to two (2) years of working experience in a Human Resource Management environment. Knowledge of Human resources or Public Administration processes. Computer Literacy. Knowledge of Human Resource Management functions. Basic computer skills and be able to capture data, operate a computer and collate administration statistics. Flexibility and teamwork. Good interpersonal and communication skills, listening skills, and analytical skills. Be customer orientated and Client-focused. Be able to Conduct themselves ethically and be accountable. Able to work under pressure and be able to deal with confidential information and apply good judgement. To work independently and to meet deadlines.
<u>DUTIES</u>	:	Implementation of Human Resource practices i.e., Recruitment and Selection, Conditions of service, attend employee benefits. Serve as secretariat during selection and interview periods. Probationary periods adhered to and assist on Pillar processes. Assist in leave management. Adhere to Government Prescripts. Perform other related functions as requested by the supervisor.
<u>ENQUIRIES</u>	:	All enquiries should be directed to Ms Makondo AT /Ms Ramuzwila HN /Ms Mukhoro M/ Mr Muthige M Tel No: (015) 963 7091/ 7070 /7066/7095 respectively.
<u>APPLICATIONS</u>	:	Your application must clearly quote the correct job reference number and can either be posted to Human Resources Management, Vhembe TVET College, Private Bag X2136, Sibasa, 0970, Alternatively, applications may be send to Hr.applications@vhembecollege.edu.za or hand-delivered to the Central Office, Site 203, Unit A, Sibasa.
<u>NOTE</u>	:	To apply, please submit a detailed Curriculum Vitae highlighting your relevant qualifications, experience, and at least two contactable references along with a completed, signed Z83 application form (2021 version), which is available from any public service department. While certified copies of your qualifications and supporting documents are only required on or before the interview date, please note that late submissions will not be considered, and the college reserves the right to withdraw any post at any stage. Vhembe TVET College is an equal opportunity employer operating across four local municipalities that actively encourages applications from persons with disabilities. Due to high volumes, communication is limited to shortlisted candidates; therefore, if you do not receive feedback within three months of the closing date, please consider your application unsuccessful, keeping in mind that final selection is subject to background vetting, credentials verification, and financial disclosure checks. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be 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. Vhembe TVET College is an equal opportunity, affirmative action employer. applications are invited from suitably qualified and knowledgeable candidates for appointment for the following positions.
<u>CLOSING DATE</u>	:	13 November 2026 at 14:30
<u>POST 39/75</u>	:	<u>BURSARY CLERK REF NO: VTVET 20/2026 (X1 POST)</u> (12 Months contract)
<u>SALARY</u>	:	R237 453 – R279 708 per annum (Level 05), plus 37% in lieu of benefits
<u>CENTRE</u>	:	Central Office
<u>REQUIREMENTS</u>	:	Grade 12 / Senior Certificate/ NCV Level 4 Certificate. An appropriate three (3) years Diploma / Degree in Financial Management / Public Management / Business Management; or a related field. At least a minimum of one to two years relevant experience in bursary, student financial aid. Knowledge of NSFAS bursary processes and requirements. TVET College bursary rules and guidelines. Student financial aid administration. Basic financial administration. Data capturing and record keeping. Computer literacy, particularly MS Word and Excel. Good communication and interpersonal skills. Good organizational and administrative skills. Ability to work under pressure and meet deadlines. Accuracy and attention to detail. Good customer-service skills when dealing with students and parents. High level of integrity and confidentiality because the clerk handles students' personal and financial information. Knowledge of relevant college systems, such as the student administration/financial system and NSFAS online systems, would be advantageous. Driver's license will be added as an advantage.

<u>DUTIES</u>	:	Assist new and returning students with bursary/financial-aid applications. Receive, check and capture bursary applications. Verify supporting documents submitted by students. Identify missing or incorrect documentation and advise students accordingly. Assist students with NSFAS application queries. Capture and update student information on the relevant system. Follow up on outstanding applications and supporting documents. Assist with the administration of NSFAS applications. Capture and verify NSFAS applicant information. Monitor the status of applications. Assist students with NSFAS queries and appeals. Ensure that college records correspond with NSFAS information. Assist with the submission and reconciliation of required information to NSFAS. Assist with the administration of approved student allowances. Verify information required for accommodation and travel allowances. Assist with accommodation-related documentation and verification. Check student attendance information where attendance is a requirement for allowances. Assist with processing or allocating approved bursary funds. Follow up on outstanding allowance payments. Maintain accurate bursary files and student financial-aid records. Capture and update bursary information on the college system. Prepare statistics and reports on applications, approvals, rejections and allowances. Reconcile bursary information and student accounts where required. Ensure documents are properly filed and available for audits. Assist internal and external auditors with bursary-related information. Respond to enquiries from students, parents and other stakeholders. Explain bursary requirements and procedures to students. Provide assistance during registration and orientation. Conduct bursary/financial-aid awareness sessions. Refer complex financial-aid matters to the appropriate supervisor or NSFAS.
<u>ENQUIRIES</u>	:	All enquiries should be directed to Ms Makondo AT /Ms Ramuzwila HN /Ms Mukhoro M/ Mr Muthige M Tel No: (015) 963 7091/ 7070 /7066/7095 respectively.
<u>APPLICATIONS</u>	:	Your application must clearly quote the correct job reference number and can either be posted to Human Resources Management, Vhembe TVET College, Private Bag X2136, Sibasa, 0970, Alternatively, applications may be send to Hr.applications@vhembecollege.edu.za or hand-delivered to the Central Office, Site 203, Unit A, Sibasa.
<u>NOTE</u>	:	To apply, please submit a detailed Curriculum Vitae highlighting your relevant qualifications, experience, and at least two contactable references along with a completed, signed Z83 application form (2021 version), which is available from any public service department. While certified copies of your qualifications and supporting documents are only required on or before the interview date, please note that late submissions will not be considered, and the college reserves the right to withdraw any post at any stage. Vhembe TVET College is an equal opportunity employer operating across four local municipalities that actively encourages applications from persons with disabilities. Due to high volumes, communication is limited to shortlisted candidates; therefore, if you do not receive feedback within three months of the closing date, please consider your application unsuccessful, keeping in mind that final selection is subject to background vetting, credentials verification, and financial disclosure checks. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be 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. Vhembe TVET College is an equal opportunity, affirmative action employer. applications are invited from suitably qualified and knowledgeable candidates for appointment for the following positions.
<u>CLOSING DATE</u>	:	13 November 2026 at 14:30
<u>POST 39/76</u>	:	<u>PROJECT ADMINISTRATOR: NATIONAL SKILLS FUND (NSF) REF NO: VTVET 21/2026 (X2 POSTS)</u> (12 Months contract).
<u>SALARY CENTRE REQUIREMENTS</u>	:	R237 453 – R279 708 per annum (Level 05), plus 37% in lieu of benefits Central Office Grade 12 / Senior Certificate/ NCV Level 4 Certificate, an appropriate three (3) years Diploma/ Degree Business Management / Office Management / Public Administration / Public Management. Minimum of 2 years' experience in a relevant NSF or skills development field experience in training environment (artisan development, apprenticeship, leadership and skills development).

	Computer literate, project management certificate will be an added advantage. Valid driver's license and must be willing to travel.
<u>DUTIES</u>	: Rendering administrative support services during the NSF project design, implementation and close out phases. Collate and compile reports, e.g. progress, monthly and quarterly NSF reports. Office Management, including meeting scheduling, drafting agendas, minutes taking, filing and maintaining students contractual and attendance records. Processing of stipend claim for learners, service providers, facilitators assessors and moderators. Prepare logistics and travel arrangements and claims. Register/uploading Learners on the College and NSF Learner system, etc. ensure that the project documentation specification is compiled with site monitoring tools. Take part in project site visits and ensure spot checks on all NSF related projects. Liaise with sector stakeholders and finance section on project matters. Liaises with internal and external auditors and coordinate activities leading to audits management as per audit plan. Record and update register of incoming and outgoing correspondence in the NSF Unit. Provide personnel administrative support to the project manager including leave, planning and reporting. Perform an ad hoc administration duty provided by NSF Manager.
<u>ENQUIRIES</u>	: All enquiries should be directed to Ms Makondo AT /Ms Ramuzwila HN /Ms Mukhoro M/ Mr Muthige M Tel No: (015) 963 7091/ 7070 /7066/7095 respectively.
<u>APPLICATIONS</u>	: Your application must clearly quote the correct job reference number and can either be posted to Human Resources Management, Vhembe TVET College, Private Bag X2136, Sibasa, 0970, Alternatively, applications may be send to Hr.applications@vhembecollege.edu.za or hand-delivered to the Central Office, Site 203, Unit A, Sibasa.
<u>NOTE</u>	: To apply, please submit a detailed Curriculum Vitae highlighting your relevant qualifications, experience, and at least two contactable references along with a completed, signed Z83 application form (2021 version), which is available from any public service department. While certified copies of your qualifications and supporting documents are only required on or before the interview date, please note that late submissions will not be considered, and the college reserves the right to withdraw any post at any stage. Vhembe TVET College is an equal opportunity employer operating across four local municipalities that actively encourages applications from persons with disabilities. Due to high volumes, communication is limited to shortlisted candidates; therefore, if you do not receive feedback within three months of the closing date, please consider your application unsuccessful, keeping in mind that final selection is subject to background vetting, credentials verification, and financial disclosure checks. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be 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. Vhembe TVET College is an equal opportunity, affirmative action employer. applications are invited from suitably qualified and knowledgeable candidates for appointment for the following positions.
<u>CLOSING DATE</u>	: 13 November 2026 at 14:30
<u>POST 39/77</u>	: <u>RECEPTIONIST REF NO: TNC/CO/26-10/5 (X2 POSTS)</u> Nature of Appointment: Permanent
<u>SALARY CENTRE</u>	: R201 093 per annum (Level 04) : Rosslyn Campus : Temba Campus
<u>REQUIREMENTS</u>	: Matric certificate or NC(V) Level 4 certificate in Office Administration, N6 Certificate or Diploma/Degree in Office Administration. At least two (2) years' work experience/exposure as a switchboard operator or as a receptionist. Excellent communication skills, interpersonal relations, client focus and innovative thinking. Ability to work under pressure with little or no supervision. Adherence to Batho Pele principles, telephone etiquette, good interpersonal relations. Computer Literacy (knowledge of MS packages).
<u>DUTIES</u>	: Responsible for the campus reception. Control switchboard operations by making / receiving and forwarding calls. Provide clerical support. Manage / control the photocopy machines. Distribute correspondence to the relevant officials. Manage and administer requests for stationery and keep proper record thereof. Render general administrative support services to the campus including typing of documents. Electronic and manual filing. Data capturing

		and binding. Participation in overall college record management. Stock taking where required. Relief services in the offices of managers. Circulation and updating of emergency procedures and numbers.
<u>ENQUIRIES</u>	:	Should you have enquiries or experience any problem submitting your application contact Ms RN Selepe Tel No: (012) 401 1955 / Ms JM Nyalunga Tel No: (012) 401 1940.
<u>APPLICATIONS</u>	:	Email to receptionist@tnc.edu.za
<u>NOTE</u>	:	Tshwane North TVET College would like to invite suitably qualified, innovative, result-orientated and self-driven candidates to apply for their vacant positions. Applications must be submitted on the New Z83 which must be fully completed, obtainable from any Public Service Department and must be accompanied by a comprehensive Curriculum Vitae. Only shortlisted candidates will be required to submit certified copies of qualifications including academic records, driver's license, and identity document. Please take note that communication in relation to the process will be limited to the short-listed candidates. If you have not received any correspondence within three (3) months after the closing date, please consider your application unsuccessful. Please quote the relevant reference number of the post you are applying for. Applications received after the closing date will not be accepted. Shortlisted candidates will be subjected to a vetting process: criminal record, citizenship, credit record checks, and qualifications. 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. The College/DHET reserves the right not to make appointments. People with disability are encouraged to apply. All costs incurred due to your application and interviews will be at your own expense. Note: EE Target African male, African female, White male, White female, Coloured Male, Coloured female and Indian female.
<u>CLOSING DATE</u>	:	16 November 2026
<u>POST 39/78</u>	:	<u>DATA CAPTURERS (X14 POSTS)</u> Nature of Appointments: Permanent
<u>SALARY</u>	:	R201 093 per annum (Level 04)
<u>CENTRE</u>	:	Pretoria Campus Ref No: TNC/PC/26-10/6 Mamelodi Campus Ref No: TNC/MC/26-10/7 Rosslyn Campus Ref No: TNC/RC/26-10/8 Soshanguve South Campus Ref No: TNC/SSC/26-10/9 Soshanguve North Campus Ref No: TNC/SNC/26-10/10 Temba Campus Ref No: TNC /TC/26-10/11
<u>REQUIREMENTS</u>	:	Senior Certificate or equivalent plus an appropriate National Diploma in Management Assistant/Office Administration or any relevant field. 18 months experience in student administration. Knowledge of computer hardware, software and programs. Practical knowledge of the Adapt IT [ITS] system.
<u>DUTIES</u>	:	Capture students' registration data into the ITS system from available records. Provide administrative support to the Head of Department by capturing student marks, weekly attendance etc. into the ITS system. Verify query missing data errors observed during data entry. Review and validate all data from records. Submit data, Make regular backups of data. Update registers and statistics. Keep and maintain records and files. Ensure records are properly sorted and secured. Provide information to faculties/divisions as and when required.
<u>ENQUIRIES</u>	:	Should you have enquiries or experience any problem submitting your application contact Ms RN Selepe Tel No: (012) 401 1955 / Ms JM Nyalunga Tel No: (012) 401 1940.
<u>APPLICATIONS</u>	:	Email to datacapturerpc@tnc.edu.za for Pretoria campus datacapturemmc@tnc.edu.za for Mamelodi campus datacapturerrc@tnc.edu.za for Rosslyn campus datacapturerrsc@tnc.edu.za for Soshanguve South Campus datacaptureersnc@tnc.edu.za for Soshanguve North Campus datacaptureertc@tnc.edu.za for Temba Campus
<u>NOTE</u>	:	Tshwane North TVET College would like to invite suitably qualified, innovative, result-orientated and self-driven candidates to apply for their vacant positions. Applications must be submitted on the New Z83 which must be fully completed, obtainable from any Public Service Department and must be accompanied by a comprehensive Curriculum Vitae. Only shortlisted candidates will be required

to submit certified copies of qualifications including academic records, driver's license, and identity document. Please take note that communication in relation to the process will be limited to the short-listed candidates. If you have not received any correspondence within three (3) months after the closing date, please consider your application unsuccessful. Please quote the relevant reference number of the post you are applying for. Applications received after the closing date will not be accepted. Shortlisted candidates will be subjected to a vetting process: criminal record, citizenship, credit record checks, and qualifications. 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. The College/DHET reserves the right not to make appointments. People with disability are encouraged to apply. All costs incurred due to your application and interviews will be at your own expense. Note: EE Target African male, African female, White male, White female, Coloured Male, Coloured female and Indian female.

<u>CLOSING DATE</u>	:	16 November 2026
<u>POST 39/79</u>	:	<u>DRIVER REF NO: TNC/SNC/26-10/12</u> Nature of Appointment: Permanent
<u>SALARY</u>	:	R201 093 per annum (Level 04)
<u>CENTRE</u>	:	Soshanguve North
<u>REQUIREMENTS</u>	:	A Grade 10 qualification/ standard 8 and valid code 10 drivers' licence with PDP. At least minimum of 1-2 years relevant experience in driving environment, Drive light and medium motor vehicles to transport passengers and deliver other items (mail and documents) the vehicle knowledge and goods handle
<u>DUTIES</u>	:	Drive light and medium 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 logs books with regard to the vehicle and the goods handle. Render a clerical support/messenger service in the relevant office. This would, inter alia, entail the following: Assist in the registry. Copy and fax document. Collect and deliver documentation and related items in the department.
<u>ENQUIRIES</u>	:	Should you have enquiries or experience any problem submitting your application contact Ms RN Selepe Tel No: (012) 401 1955 / Ms JM Nyalunga Tel No: (012) 401 1940.
<u>APPLICATIONS</u>	:	Email to driver@tnc.edu.za
<u>NOTE</u>	:	Tshwane North TVET College would like to invite suitably qualified, innovative, result-orientated and self-driven candidates to apply for their vacant positions. Applications must be submitted on the New Z83 which must be fully completed, obtainable from any Public Service Department and must be accompanied by a comprehensive Curriculum Vitae. Only shortlisted candidates will be required to submit certified copies of qualifications including academic records, driver's license, and identity document. Please take note that communication in relation to the process will be limited to the short-listed candidates. If you have not received any correspondence within three (3) months after the closing date, please consider your application unsuccessful. Please quote the relevant reference number of the post you are applying for. Applications received after the closing date will not be accepted. Shortlisted candidates will be subjected to a vetting process: criminal record, citizenship, credit record checks, and qualifications. 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. The College/DHET reserves the right not to make appointments. People with disability are encouraged to apply. All costs incurred due to your application and interviews will be at your own expense. Note: EE Target African male, African female, Coloured male, Coloured female, White male, Indian male and White female.
<u>CLOSING DATE</u>	:	16 November 2026

<u>POST 39/80</u>	:	<u>HANDYMAN REF NO: TNC /TC/26-10/13</u> Nature of Appointment: Permanent
<u>SALARY</u>	:	R170 226 per annum (Level 03)
<u>CENTRE</u>	:	Temba Campus
<u>REQUIREMENTS</u>	:	Basic knowledge and hands-on experience in maintenance tasks such as electrical, plumbing, carpentry, and air conditioning. Ability to perform routine repair and upkeep tasks independently. Experience in managing and securing access through effective key control. Ability to supervise and coordinate with on-site security personnel. 24/7 On-Site Presence: Must be consistently available and present on the college premises. Capable of identifying, assessing, and responding to on-site risks and threats. Knowledge of conducting regular inspections of campus facilities to ensure safety and functionality. Willingness to work extra hours, including weekends and during special college events, when required. Good verbal and written communication skills; ability to interact professionally with staff and students. Strong troubleshooting abilities with a focus on offering practical, timely solutions. Experience in gardening, landscaping, or cleaning is an advantage. Ability to remain calm and effective in urgent or high-stress situations. Valid Driver's License: A current and valid driver's license is mandatory.
<u>DUTIES</u>	:	Conduct regular inspections of buildings, fencing, doors, and other structural elements. Identify and report maintenance needs promptly. Perform general maintenance, including plumbing, electrical, carpentry, and minor repairs. Ensure all facilities remain in safe and functional condition. Unlock and open all offices, classrooms, workshops, and laboratories at designated times. Secure all windows, doors, air conditioners, gas heaters, and gates after use. Responsible for the safekeeping, distribution, and allocation of all campus keys. Perform basic repairs such as fixing broken windows, doors, leaks, ceilings, and ablution facilities. Assist with cleaning of facilities when necessary. Perform gardening, landscaping, and sweeping tasks to maintain the campus's appearance. Review and analyses the Security Occurrence Book daily. Identify and report any risks or threats to management without delay. Complete daily, weekly, and monthly reports on campus conditions for management. Provide timely feedback on all maintenance and security matters. Carry out any additional duties as delegated by the Supervisor. Maintain flexibility in performing a wide range of tasks as required. Ensure all responsibilities are executed efficiently and within set timelines. Be willing to undergo continuous training and development. Attend and run meetings
<u>ENQUIRIES</u>	:	Should you have enquiries or experience any problem submitting your application contact Ms RN Selepe Tel No: (012) 401 1955 / Ms JM Nyalunga Tel No: (012) 401 1940.
<u>APPLICATIONS</u>	:	Email to handymantc@tnc.edu.za
<u>NOTE</u>	:	Tshwane North TVET College would like to invite suitably qualified, innovative, result-orientated and self-driven candidates to apply for their vacant positions. Applications must be submitted on the New Z83 which must be fully completed, obtainable from any Public Service Department and must be accompanied by a comprehensive Curriculum Vitae. Only shortlisted candidates will be required to submit certified copies of qualifications including academic records, driver's license, and identity document. Please take note that communication in relation to the process will be limited to the short-listed candidates. If you have not received any correspondence within three (3) months after the closing date, please consider your application unsuccessful. Please quote the relevant reference number of the post you are applying for. Applications received after the closing date will not be accepted. Shortlisted candidates will be subjected to a vetting process: criminal record, citizenship, credit record checks, and qualifications. 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. The College/DHET reserves the right not to make appointments. People with disability are encouraged to apply. All costs incurred due to your application and interviews will be at your own expense. Note: EE Target African male, African female, Coloured male, Coloured female, White male, Indian male and White female.
<u>CLOSING DATE</u>	:	16 November 2026

<u>POST 39/81</u>	:	<u>PHOTOCOPIER REF NO: TNC/TC/26-10/14 (X2 POSTS)</u> Nature of Appointment: Permanent
<u>SALARY</u>	:	R144 024 per annum (Level 02)
<u>CENTRE</u>	:	Temba Campus and Pretoria Campus
<u>REQUIREMENTS</u>	:	Grade 10/ Basic Education, No experience required, Knowledge of facilities policies, Good interpersonal skills, Basic communication written and verbal skills, Computer literacy and ability to work independently and under pressure.
<u>DUTIES</u>	:	Operate the photocopier machines: Make photocopies for staff. Report any malfunctioning of photocopier machines. Keep records of photocopier machine activities. Scanning of documents. Binding and laminating of documents. Provide counter services: Receive the request form and documents. Contact clients when documents are ready. Update the index. Attend to counter queries. Perform minor maintenance on the photocopier machine: Arrange for the servicing of and repair to the machines. Undertake the general maintenance and cleaning of the machines. Make requisition for photocopying materials: Ensure that photocopying materials and equipment's are stored away securely. Arrange for the re-ordering of copy papers, staples and toners.
<u>ENQUIRIES</u>	:	Should you have enquiries or experience any problem submitting your application contact Ms RN Selepe Tel No: (012) 401 1955 / Ms JM Nyalunga Tel No: (012) 401 1940.
<u>APPLICATIONS</u>	:	Email to photocopier@tnc.edu.za
<u>NOTE</u>	:	Tshwane North TVET College would like to invite suitably qualified, innovative, result-orientated and self-driven candidates to apply for their vacant positions. Applications must be submitted on the New Z83 which must be fully completed, obtainable from any Public Service Department and must be accompanied by a comprehensive Curriculum Vitae. Only shortlisted candidates will be required to submit certified copies of qualifications including academic records, driver's license, and identity document. Please take note that communication in relation to the process will be limited to the short-listed candidates. If you have not received any correspondence within three (3) months after the closing date, please consider your application unsuccessful. Please quote the relevant reference number of the post you are applying for. Applications received after the closing date will not be accepted. Shortlisted candidates will be subjected to a vetting process: criminal record, citizenship, credit record checks, and qualifications. 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. The College/DHET reserves the right not to make appointments. People with disability are encouraged to apply. All costs incurred due to your application and interviews will be at your own expense. Note: EE Target African male, African female, Coloured male, Coloured female, White male, Indian male and White female.
<u>CLOSING DATE</u>	:	16 November 2026
<u>POST 39/82</u>	:	<u>GENERAL WORKER REF NO: VTVET 22/2026 (X4 POSTS)</u> (12 Months contract).
<u>SALARY</u>	:	R144 024 – R169 656 per annum (Level 02), plus 37% in lieu of benefits
<u>CENTRE</u>	:	Makhado Satellite Shingwedzi Campus
<u>REQUIREMENTS</u>	:	Abet Level 4/Grade 10. Must be able to read and write. (Cleaning training certificate will serve as an advantage). Additional Requirements: 6 months experience working as a cleaner will be an added advantage.
<u>DUTIES</u>	:	Cut and maintain grass and lawns. Trim hedges, trees and shrubs. Remove weeds, leaves, branches and other garden debris. Maintain flower beds and landscaped areas. Sweep and clean pathways, and parking areas. Collect and dispose of litter and garden waste. Keep entrances and surrounding areas neat and presentable. Plant flowers, trees, grass and other plants. Water and fertilize plants and lawns. Prune trees and shrubs when necessary. Assist with maintaining irrigation systems. Operate and maintain basic gardening equipment such as lawnmowers, brush cutters, wheelbarrows and other hand tools. Clean and store equipment properly after use. Report damaged or faulty equipment to the supervisor. Report damaged infrastructure, blocked drains, leaking pipes and other faults. Identify and report hazards on the college

grounds. Ensure that pathways and entrances are free from obstructions. Assist in preparing outdoor areas for college events, meetings and functions. Arrange and move outdoor furniture and equipment where required. Clean the grounds after events. Assist maintenance staff and other Corporate Services personnel when required. Load, unload and move materials and equipment. Perform any other reasonable duties assigned by the supervisor.

- ENQUIRIES** : All enquiries should be directed to Ms Makondo AT /Ms Ramuzwila HN /Ms Mukhoro M/ Mr Muthige M Tel No: (015) 963 7091/ 7070 /7066/7095 respectively.
- APPLICATIONS** : Your application must clearly quote the correct job reference number and can either be posted to Human Resources Management, Vhembe TVET College, Private Bag X2136, Sibasa, 0970, Alternatively, applications may be send to Hr.applications@vhembecollege.edu.za or hand-delivered to the Central Office, Site 203, Unit A, Sibasa.
- NOTE** : To apply, please submit a detailed Curriculum Vitae highlighting your relevant qualifications, experience, and at least two contactable references along with a completed, signed Z83 application form (2021 version), which is available from any public service department. While certified copies of your qualifications and supporting documents are only required on or before the interview date, please note that late submissions will not be considered, and the college reserves the right to withdraw any post at any stage. Vhembe TVET College is an equal opportunity employer operating across four local municipalities that actively encourages applications from persons with disabilities. Due to high volumes, communication is limited to shortlisted candidates; therefore, if you do not receive feedback within three months of the closing date, please consider your application unsuccessful, keeping in mind that final selection is subject to background vetting, credentials verification, and financial disclosure checks. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be 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. Vhembe TVET College is an equal opportunity, affirmative action employer. applications are invited from suitably qualified and knowledgeable candidates for appointment for the following positions.
- CLOSING DATE** : 13 November 2026 at 14:30