ANNEXURE F

DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(Ekurhuleni East TVET College)
(Northlink TVET College)
(Northern Cape Rural TVET College)
(Western TVET College)

OTHER POSTS

POST 40/28	:	**ASSISTANT DIRECTOR: REGISTRATION SERVICES REF NO: CORP/ASD/REG/02** (Re-advert) Permanent (PERSAL Appointment)
SALARY	:	R605 742 per annum, plus benefits
CENTRE	:	Corporate Office
REQUIREMENTS	:	Matric / Grade12 Certificate plus a recognised 3-year National Diploma or Degree in Public Management / Public Administration / Business Administration or a relevant qualification. Must have minimum of 3 to 5 years relevant work experience in registration services preferably in the Public Sector or Institutions of Higher Learning of which 2-3 years should be on supervisory level. Must be computer literate. Must have a valid driver's license. Competencies, Knowledge, And Skills: Knowledge and understanding of the registration processes and procedures. Knowledge of the TVET sector regulations and legislative framework. Knowledge of the Business Management Systems. Knowledge of practice notes, provincial and national policy frameworks relevant to Education, Training and Development. Knowledge of Skills Development Act, PSET Act, Labour Relations Act, Public Service Regulations and Public Service Act. Should have strong administrative, planning, organising, report writing, problem solving, project management and people management skills.
DUTIES	:	Manage the administration of the overall student registration: Develop, review and monitor the implementation of policies and procedure in relation to student registration, admission, scheduling and records. Provide workshops on the implementation of policies and procedure in relation to student registration, admission, scheduling and records. Develop and implement student enrolment and registration standard operating procedures which are aligned to those of the Department. Establish and oversee the work of the College Enrolment Committee as well as the Student Selection Committee. Champion online application and registration processes. Advise on marketing strategies to attract new potential students. Manage and update the Management Information System to ensure data validity and integrity. Ensure data verification processes are carried out according to relevant data policies. Manage student registration and ensure proper procedures are followed. Develop and review registration documents for accuracy. Manage the database for new graduates and alumni into the job market. Ensure provisioning of pre-entry support services to student during the registration process in relation to (financial aid, bursaries, student accommodation). Coordinate the provision of guidance and testing of students, regarding choice of and placement within programmes. Develop and implement a filing/recordkeeping system for student records. Conduct monitoring and verification of student records across the delivery system/sites. Implement the Central Application System from DHET. Ensure overall supervision and maintenance of MIS licenses. Maintain and update database of students enrolled within programmes. Ensure that student orientations are conducted in all campuses. Oversee the provision of student financial aid and bursary services support: Ensure that the TVET Bursary Scheme is administered strictly according to the bursary rules and guidelines. Coordinate and chair the financial aid committee meeting and facilitate the awarding of approved college financial assistance programme. Verify compiled data on bursary statistics. Monitoring the tracking of student bursary requirements compliance and implement remedial initiative as required. Identify potential sponsors in recognising academic achievement. Manage the administration of student learning materials: Oversee issuing and collection of textbooks and learning materials.
ENQUIRIES	:	Ms M Hlatshwayo/Mr P Motai Tel No: (011) 692 4004 Ext. 1010/1061/1062

APPLICATIONS	:	Please hand deliver your application or email it to asdregistration@westcol.co.za in a pdf format and as one attachment, quoting the relevant reference number to the Principal, Western TVET College, Corporate Office, 42 Johnstone Street, Randfontein, 1760.
NOTE	:	All applications must be accompanied by a signed and fully completed NEW Z83 form obtainable from any public service Department or DPSA website, a comprehensive CV including at least three contactable references. Only shortlisted candidates will be required to submit certified copies of original documents with academic records/transcripts and other relevant supporting documents on or before the day of the interview following communication from HR Office. Foreign qualifications must be accompanied by a SAQA evaluation report. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. If you have not been contacted within six months after the closing date, please consider your application as unsuccessful. Successful candidates will be subjected to a vetting and financial disclosure process (criminal record, citizenship, qualification verification and employment verification). People living with disability are encouraged to apply. If you have not been contacted within six months after closing date, please consider your application as unsuccessful. Western TVET College is an equal opportunities employer and reserves the right not to fill the posts. People with disability are encouraged to apply. Please ensure that the Z83 form is completed in full. Incomplete Z83 will be disqualified.
CLOSING DATE	:	20 November 2026 at 12:00
POST 40/29	:	**ASSISTANT DIRECTOR: PARTNERSHIP AND LINKAGES REF NO: CORP/ASD/PART-LINK/03** (Re-advert) Permanent (PERSAL Appointment)
SALARY	:	R605 742 per annum (Level 10), plus benefits
CENTRE	:	Corporate Office
REQUIREMENTS	:	Matric/Grade12 Certificate plus a recognised 3-year National Diploma or Degree in Project Management/Marketing or a relevant qualification. Must have minimum of 3 to 5 years relevant work experience in Project Management or Business Development environment of which 2-3 years should be on supervisory level. Must be computer literate. Must have a valid driver's license. Competencies, Knowledge, And Skills: Knowledge and understanding of Building partnerships. Must be innovative. Knowledge of Public Service Act, PFMA, Treasury regulations and other frameworks. Knowledge and understanding of administration reporting process and procedures. Should have strong marketing and entrepreneur insight, financial Management, mobilising resources, interpretation of statutes, business planning and visibility analysis. Should have strong administrative, planning, organising, report writing, negotiation, problem solving, project management and people management skills.
DUTIES	:	Partnerships Management: Provide inputs in developing growth partnership strategies and plans. Establish a database of local business and other linkages. Participate in business forums and identify project opportunities. Develop project proposals and plans for joint initiatives. Facilitate handover with the College managers. Establish, maintain and retain partnership with industry and relevant stakeholders. Business opportunities scanning: Identify opportunities for college income generation. Establish work environment simulation potential. Provide market needs business case rationale for all opportunities. Identify appropriate partner or service provider. Coordinate the submission of tenders and funding proposals. Provide information and reports on programmes, funding and partnership to DHET and other stakeholders. Local and Provincial government relations: Develop and update schedule of local government projects and opportunities. Identify College synergies potential contribution to provincial departments. Build relationships with relevant stakeholders, establish a database of key contacts and participate in meetings as appropriate. Develop proposals for partnering on specific practical opportunities aligned with College core business. Research Management: Conduct feasibility studies for all new and proposed projects. Develop the

project and budget. Partner with relevant research organisations. Negotiate and initiate signing of Memorandum of Understandings, service level agreements and or contracts with clients. Provide training and support on SETA and contractual compliance matters. Handover the project to the relevant campus or occupational manger. Oversee and maintain student work placement and Work Integrated Learning (WIL): Ensure that the TVET college student placement and WIL policy is in place and adhered to. Analyse the job market, identify scarce skills and match available opportunities with college programme mix. Ensure that an effective system is in place to assist learners to find job placement. Identify potential partners and networks to benefit and support existing graduates. Negotiate the employment opportunities with the employers. Oversee SETA discretionary and special grant applications. Ensure that they attend the strategic meeting with SETA to negotiate graduate's placement and facilitate the signatory of Memorandum of Understandings (MoU's) and Memorandum of Agreement (MoAs).

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

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

NOTE : All applications must be accompanied by a signed and fully completed NEW Z83 form obtainable from any public service Department or DPSA website, a comprehensive CV including at least three contactable references. Only shortlisted candidates will be required to submit certified copies of original documents with academic records/transcripts and other relevant supporting documents on or before the day of the interview following communication from HR Office. Foreign qualifications must be accompanied by a SAQA evaluation report. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. If you have not been contacted within six months after the closing date, please consider your application as unsuccessful. Successful candidates will be subjected to a vetting and financial disclosure process (criminal record, citizenship, qualification verification and employment verification). People living with disability are encouraged to apply. If you have not been contacted within six months after closing date, please consider your application as unsuccessful. Western TVET College is an equal opportunities employer and reserves the right not to fill the posts. People with disability are encouraged to apply. Please ensure that the Z83 form is completed in full. Incomplete Z83 will be disqualified.

CLOSING DATE : 20 November 2026 at 12:00

POST 40/30 : **ASSISTANT DIRECTOR: CURRICULUM DEVELOPMENT AND IMPLEMENTATION (OCCUPATIONAL PROGRAMMES) REF NO: CORP/ASD/CURR/04**
(Re-advert)
Permanent (PERSAL Appointment)

SALARY : R605 742 per annum (Level 10), plus benefits

CENTRE : Corporate Office

REQUIREMENTS : Matric / Grade12 Certificate plus a recognised 3-year National Diploma or Degree in Education or a relevant qualification. Must have a minimum of 5 years work experience in the TVET sector delivering academic programmes. Must have a minimum of 3 years relevant work experience as a Senior Lecturer (PL2) or Head of Division (PL3). Must be computer literate. Must have a valid driver's license. Competencies, Knowledge, And Skills: Knowledge and understanding of the registration processes and procedures. Knowledge of the TVET sector regulations and legislative framework. Knowledge and understanding of the of the PSET White paper and CET Act. Knowledge and understanding of the NDP 2030, Skills Development Act, Employment of Educators Act, Public Service Act, and Labour Relations Act. Knowledge of the Ethical regulatory and legislative framework. Knowledge of practice notes, provincial and national policy frameworks relevant to Education, Training and Development. Knowledge of Skills Development Act, PSET Act, Labour Relations Act, Public Service Regulations and Public Service Act. Should have

strong administrative, planning, organising, report writing, problem solving, project management and people management skills.

DUTIES : Provide curriculum improvement and implementation support for ministerial programmes in line with the strategic objectives. Oversee and report on the implementation of IQMS and provide lecturer development support. Conduct impact assessment on training interventions and initiatives to improve student and lecturer performance. Develop, implement, and monitor academic and curriculum policies. Support the implementation of new programmes, qualifications, and curriculum. Conduct research on labour market needs to identify and recommend new demand driven, relevant and responsive programmes. Coordinate the implementation of ICASS guidelines for Occupational programmes, Report 191 and NC(V). Manage the phase out of R191 and NC(V). Develop policy/guidelines for the management of curriculum. Provide required support to the college executive and oversight bodies. Oversee coordinated curriculum delivery at college delivery sites. Plan for the delivery of quality teaching and learning. Provide support and assistance with admission processes. Ensure the provision of guidance for the improvement of curriculum content and delivery based on engagement with public and private industry stakeholders. Plan, implement and monitor the blended curriculum delivery mode and online learning across campuses. Analyse results and implement intervention plans for critical subjects. Oversee accreditation of Occupational Programmes to establish partnerships for work integrated learning Plan class visits for classroom teaching and learning, ICASS and ISAT support. Identify learner material, equipment, and other resource requirements. Coordinate the provision of learning materials. Manage the Human, Financial and other resources of the unit.

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

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

NOTE : All applications must be accompanied by a signed and fully completed NEW Z83 form obtainable from any public service Department or DPSA website, a comprehensive CV including at least three contactable references. Only shortlisted candidates will be required to submit certified copies of original documents with academic records/transcripts and other relevant supporting documents on or before the day of the interview following communication from HR Office. Foreign qualifications must be accompanied by a SAQA evaluation report. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. If you have not been contacted within six months after the closing date, please consider your application as unsuccessful. Successful candidates will be subjected to a vetting and financial disclosure process (criminal record, citizenship, qualification verification and employment verification). People living with disability are encouraged to apply. If you have not been contacted within six months after closing date, please consider your application as unsuccessful. Western TVET College is an equal opportunities employer and reserves the right not to fill the posts. People with disability are encouraged to apply. Please ensure that the Z83 form is completed in full. Incomplete Z83 will be disqualified.

CLOSING DATE : 20 November 2026 at 12:00

POST 40/31 : **ASD: PARTNERSHIP AND LINKAGES REF NO: NCRTVET/685/10/2026/SUP/RS/PL/CTO/03**

SALARY : R605 742 per annum (Level 10)

CENTRE : Northern Cape Rural TVET College, Central Office Upington

REQUIREMENTS : Appropriate recognized Bachelor's Degree / National Diploma (NQF Level 6) or equivalent qualification in Marketing, Business Management, or related field. A minimum of seven years (7) working experience in Business Development, Stakeholder Management, or Partnerships Environment of which at least three (3) years should be at Supervisory level. Registration with a professional body (e.g., SACE or HPCSA) etc. Digital literate and competent in Word / Excel / PowerPoint / Outlook / Teams. A valid driver's license and willingness to travel.

Competencies: In-depth understanding of the TVET College sector and the Department of Higher Education and Training (DHET) strategic goals. Knowledge of the CET Act, PFMA, and National Skills Development Plan (NSDP). Understanding of SETA landscapes, apprenticeship models, and work-integrated learning (WIL) policies. Familiarity with the BBBEE Act and its implications for corporate social investment and partnerships. Strategic Networking: Ability to build and maintain high-level relationships with industry, government, and NGOs. Negotiation & Persuasion: Proven ability to secure Memoranda of Understanding (MoU's) and funding. Project Management: Overseeing multiple partnership projects from inception to evaluation. Communication: Excellent verbal and written reporting skills for executive-level presentations. Financial Acumen: Ability to manage budgets and monitor the ROI of various linkages. Proven track record in facilitating placements for students in Work-Integrated Learning (WIL). Experience in resource mobilization and proposal writing for donor funding or grants. Experience in conducting market research to align college programs with local industry needs. Managing formal agreements and ensuring compliance with MoU / MoA terms. A Postgraduate qualification in Business Administration or Management. Experience working specifically within a TVET environment or Higher Education sector. Project Management Certification (e.g., PRINCE2 or PMBOK).

DUTIES : Strategic Partnership Development and Management: Identify, establish, and maintain strategic alliances with industry partners, government departments, SETAs, and NGOs. This includes the formalization of these relationships through the drafting and management of Memoranda of Understanding (MoU's) and Service Level Agreements (SLAs). Student Placement and Work-Integrated Learning (WIL): Facilitate and coordinate the placement of students and lecturers in industry for Work-Integrated Learning and Workplace-Based Experience (WBE). Monitor the quality of placements to ensure they meet the specific requirements of the curriculum and trade test regulations. Resource Mobilization and Fundraising: Lead the identification of external funding opportunities, including SETA grants and private sector sponsorships. Draft and present high-quality funding proposals to secure resources for college projects, infrastructure, and student support services. Industry Liaison and Market Research: Conduct regular market scans and industry research to identify emerging skill demands. Use these insights to advise the College Academic Board on program diversification, ensuring that the college's offerings remain responsive to the local and national economy. Stakeholder Engagement and Reporting: Represent the College in provincial and national stakeholder forums. Manage the reporting process by compiling comprehensive monthly and quarterly reports on partnership activities, placement statistics, and grant utilization for the College Management Team and DHET. Management of the Partnership Unit: Provide leadership and manage the administrative duties of the Partnerships and Linkages Section. This involves managing the Section's budget, supervising staff performance, and ensuring all activities align with the College's Strategic Plan and Annual Operational Plan (APP).

ENQUIRIES : PJ Reyneke at 087 188 2060

APPLICATIONS : Apply online at https://ncrz83.ngnscan.co.za/

NOTE : Applicants are required to submit copies of qualifications and other relevant documents on application and must submit a fully signed Z83 form and detailed Curriculum Vitae. Certified copies of qualifications and other relevant documents will be submitted by shortlisted candidates. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other will be integrity

(ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process.

CLOSING DATE : 20 November 2026. Applications received after the closing date will not be considered.

POST 40/32 : **ASSISTANT DIRECTOR: STUDENT SUPPORT SERVICES REF NO: NCRTVET/685/10/2026/SUP/RS/PL/CTO/03**

SALARY : R605 742 per annum (Level 10)
CENTRE : Northern Cape Rural TVET College, Central Office Upington
REQUIREMENTS : Appropriate recognized Bachelor's Degree / National Diploma (NQF Level 6) or equivalent qualification in Psychology or Social Work. A minimum of five years (5) working experience in the TVET sector education institution of which at least three (3) years should be at managerial level. Registration with a professional body (e.g., SACE or HPCSA) etc. Digital literate and competent in Word / Excel / PowerPoint / Outlook / Teams. A valid driver's license and willingness to travel. Competencies: In-depth understanding of the CET Act (Continuing Education and Training Act) and the National Strategy for Learner Support. Knowledge of the NSFAS eligibility criteria and administration processes. Familiarity with the TVET College sector and Department of Higher Education and Training (DHET) policies. Understanding of Student Governance (SRC) constitutions and electoral processes. Knowledge of monitoring and evaluation frameworks for student success. Strategic Leadership: Ability to manage diverse teams and implement departmental mandates. Financial Management: Skills in budgeting and expenditure control. Conflict Resolution: Proficiency in mediating student grievances and campus unrest. Communication: Strong verbal and written reporting skills for internal and external stakeholders as well as the College Council. Data Analysis: Ability to interpret student performance and wellness data to inform relevant interventions. Proven track record in managing Student Financial Aid portfolios. Experience in facilitating Student Representative Council (SRC) elections and leadership training. Management of student health and wellness programs (HIV/AIDS, counselling, and disability support). Experience in coordinating extra-curricular activities (Sports, Arts, and Culture). Experience in managing disciplinary procedures and student conduct. A Postgraduate qualification in Educational Management or Higher Education. Certification in Project Management. Specialized training in Student Counselling or Career Guidance. Experience working with the COLTECH system.

DUTIES : Oversee administration of the Student Support Services Section. Manage student counselling across the college. Provide student with career guidance, counselling and academic support. Oversee and maintain the sport, recreation, arts and culture activities for students. 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 Section.

ENQUIRIES : PJ Reyneke at 087 188 2060
APPLICATIONS : Apply online at https://ncrz83.ngnscan.co.za/
NOTE : Applicants are required to submit copies of qualifications and other relevant documents on application and must submit a fully signed Z83 form and detailed Curriculum Vitae. Certified copies of qualifications and other relevant documents will be submitted by shortlisted candidates. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualifications Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other will be integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process.

CLOSING DATE : 20 November 2026. Applications received after the closing date will not be considered.

POST 40/33 : **ASSISTANT DIRECTOR: CURRICULUM IMPLEMENTATION (OCCUPATIONAL PROGRAMMES) REF NO: EEC-OCCPP-01-01/2026**
Permanent
Branch: Technical And Vocational Education and Training

SALARY : R605 742 per annum (Level 10)
CENTRE : Ekurhuleni East TVET College
REQUIREMENTS : A Grade 12 / Matric / Level 4 Certificate. An appropriate National Diploma / bachelor's degree in engineering or equivalent qualification. An Artisan Trade qualification and experience as an artisan facilitator, assessor and moderator is a prerequisite. A qualification in Business Management including project management an added advantage. 7 years' work experience in the skills development sector, with a minimum of three years' experience at management level. Demonstration of an understanding of and experience in the implementation of all learning programmes, particularly to trades and artisan development in a SETA environment is required. Knowledge and understanding of SETAs, NSDS and legislation governing the implementation of artisan development programmes. Knowledge of the Skills Development Act, 1998. Knowledge of Skills Development Levies Act (SDLA), Knowledge of the South African Qualifications Authority (SAQA) Act, 1995. Knowledge of Occupational Health and Safety Act (OHS). Computer literacy. A valid driver's licence. An understanding of transformation issues and capacity building processes in the TVET sector. Knowledge of CET Act. Leadership and management skills, project management skills and communication inclusive of presentation skills. Human Resource Development inclusive of Supervisory Management. Policy development inclusive of relevant Legislation. Interpersonal skills. Good problem solving and analytical skills. Ability to work under pressure and meet deadlines. Ability to work independently as well as in a team. Planning, organising, leading and control skills. Research, report writing and presentation and innovation skills.

DUTIES : Planning for Students Access: Plan and manage enrolments in line with the approved APP targets. Ensure a smooth process of applications and admissions of students. Engage in quality checks for the submission of enrolment data. Ensure that the targeted number of NSFAS allocations are fully utilised. Submit enrolment data. Management Teaching and Learning: Plan and implement teaching and learning plan as per the national directives. Plan and implement students support services framework in line with the national guidelines. Ensure internal systems and controls to support students towards an improved curriculum delivery. Ensure students and lecturers attend classes as planned. Compile and submit teaching and learning data. Ensure effectiveness and efficiency of Campus Academic Committee. Ensure that staff and students are placed for Work Integrated Learning (WIL) and WBE. Engage with Campus Representative Council. Management Of Occupational-Directed Programmes: Implement artisan training as part of the PQM. Equip workshops with up-to-date, industry relevant equipment and technology. Obtain accreditation for all artisan related programmes. Register workshops as trade test centres. Management Of Centre: Manage all the operational activities at the Centre. Conduct performance management reviews, identify service gaps and implement personal and/or capacity development plans of all staff members. Manage and monitor contract for security service providers at Campus level. Effectively manage and maintain all physical resources in the Campus and implement Occupational Health and safety policies. Implement systems for proper assets & stock management in the Campus. Ensure conduct of regular stock and asset inspections and verifications. Approve all asset transfers and exchange amongst Campuses according to prescribed policy and procedures. Develop and implement Risk Management Plan to mitigate identified risks. Initiate, maintain and manage financial sustainability at the Centre. Develop a draft Centre budget in line with central office guidelines. Monitor actual financial performance of the Centre against budget. Implement and manage the approved budget and oversee the daily petty cash usage at the Centre. Endorse all Campus procurement submissions in compliance with the SCM policy. Ensure full compliance to national policies, standard operating procedures, guidelines and management plans by ensuring compliance of all assessment activities across the Centre and also delivery

points within the Campus. Ensure effectiveness and efficiency of Centre Assessments Committee. Ensure implementation of ICT Policies. Audit number of Centre Infrastructure and facilities. Report on % utilization of infrastructure and facilities. Comply with DHET and College policies and procedures.

ENQUIRIES : Ms. LK Boikhutso Tel No: (011) 730 6600 / Mr. T Matsaba Tel No: (011) 730 6600

APPLICATIONS : must be submitted to recruitment@eec.edu.za OR hand delivered at Ekurhuleni East TVET College: Central Office, Sam Ngema Road, Kwa – Thema. Applications received after the closing date will not be considered. Please forward your application, quoting the reference number to: The Assistant Director: Human Resource Management & Development, Ekurhuleni East TVET College, Sam Ngema Road, Kwa - Thema or Posted to Private Bag X52, Springs, 1560.

NOTE : Applications Must be submitted on z83 form obtainable from any public service department or on the internet at www.gov.za/documents and must be accompanied by a recently updated comprehensive cv (with three contactable references). a fully completed and signed z83 form and a detailed curriculum vitae will be considered. A user guide and 'how to' videos will assist in how to complete for the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in term s of race, gender, and disability will receive preference. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action. The appointment will be done in line with the approved Employment Equity Plan. Persons with disability are encouraged to apply. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. 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.

CLOSING DATE : 20 November 2026 at 08H00.

POST 40/34 : **CURRICULUM IMPLEMENTATION (MINISTERIAL PROGRAMMES) REF NO: EEC-CURRP-02-01/2026**
Permanent
Branch: Technical And Vocational Education and Training

SALARY : R605 742 per annum (Level 10)
CENTRE : Ekurhuleni East TVET College
REQUIREMENTS : A Grade 12 / Matric / Level 4 Certificate. A National Diploma / Degree in Education. 3-5 years in Education/Teaching and Learning environment or related field. A valid driver's licence. Computer Literacy. Extensive knowledge of Teaching and learning Plan Framework will be an added advantage. Knowledge of Public Service legislations and policies. Knowledge of PSET. Knowledge and understanding of the TVET/ CET Administration. Understanding of the Higher Education sector. An understanding of DHET's strategic vision and priorities. A thorough knowledge of all policies and legislation governing TVET Colleges in South Africa. In respect to vocational education and training thorough knowledge of the student/information management system. Planning and Organising. Problem solving. Research skills. Analytical skills. Report writing skills. Interpersonal relations. Verbal and written communication. Good Communication skills (written and verbal). Presentation Skills and Leadership skills.

DUTIES : Monitor and evaluate the teaching and learning support: To lead and manage Curriculum towards the achievement of improved student's performance: Consolidate, manage, monitor and evaluate the implementation of the DHET Teaching and Learning Plan. Ensure standardisation of curriculum services across campuses, e.g., timetables, workshops. Report on the Monitoring the availability of lecturer workloads and class timetables. Ensure consolidation and coordination of functions between all college curriculum structures, sub-structures and campuses to facilitate proper operational and management reporting. Liaise with all curriculum staff on curriculum related issues. Develop, monitor and evaluate the college intervention strategies for effective curriculum delivery. Review curriculum policies and standard operating procedures. Lead, coordinate, and facilitate the implementation of new curriculum and PQM. Ensure the provision of guidance for the improvement curriculum content and delivery based on with public and private industry stakeholders. Monitor the procurement of textbooks and teaching and learning resources. Monitoring and evaluating of the curriculum coverage. Plan class visit as part of support for the ICASS. Build a strong network of contacts with other institutions and industries. Management of Teaching and Learning Support: To lead and manage classroom, part-time classes and Blended learning: Ensure the implementation of policy on classroom, part time, and blended learning. Reporting on classroom, part time and blended learning. Take lead on the planning of workshop, meetings, academic visits in Teaching and Learning. Ensuring that Part-time classes are treated no less favourably than full-time classes as they contribute towards the college certification and pass rate. Report on Teaching and learning infrastructure per programme at every site of learning in place and functional (e.g. internet connectivity, broadband, software, network connections, workshops, kitchens, simulation rooms, computer rooms etc.) - Observations in venues/Physical inspection of teaching and learning venues (All programmes). LMS and LSS Coordinator at the college: Plan and report on the LMS and LSS training. Ensure lecturers are registered and use the LMS and LSS across the Programmes. Report on the implementation of LMS and LSS activities by campuses to the College Academic Board Members. Accountable and responsible for LMS and LSS at the College. Manage the college operations including the administration of lecturers for imparting quality programme delivery to students. Ensure that day to day operations of all programmes at campuses are effectively and efficiently coordinated. Implement, monitor digitalisation of teaching and learning across all the Programmes. Coordinate the lecturers' Training and Development on the content: Implement the lecturers' Training Development program as stipulated on the College Training Plan. Develop the subject content training intervention plan in consultation with the Training Providers. Identify the facilitators for both internal and external content trainings. Coordinate the compilation of the training materials. Compile and submit report on the conducted subject content training across the Programmes. Improving student performance and development: Manage the achievement of the requisite pass rates through monitoring of attendance and student retention. Monitoring the adherence to curriculum policies. Ensuring the formation of subjects' committee meeting at campuses. Coordinate and chair the College Curriculum meetings. Monitor and report on the provision of classroom teaching and support. Ensuring that programmes providing skills for the digital economy are offered in the college. Ensuring that the college participation in activities related to promoting skills for the 4IR. Comply with Department of Higher Education & Training (DHET) and College Policies and Procedures.

ENQUIRIES : Ms. LK Boikhutso Tel No: (011) 730 6600 / Mr. T Matsaba Tel No: (011) 730 6600

APPLICATIONS : must be submitted to recruitment@eec.edu.za OR hand delivered at Ekurhuleni East TVET College: Central Office, Sam Ngema Road, Kwa – Thema. Applications received after the closing date will not be considered. Please forward your application, quoting the reference number to: The Assistant Director: Human Resource Management & Development. Ekurhuleni East TVET College, Sam Ngema Road, Kwa - Thema or Posted to Private Bag X52, Springs, 1560.

NOTE : Applications must be submitted on Z83 Form obtainable from any Public Service Department or on the internet at www.gov.za/Documents and must be accompanied by a recently updated comprehensive CV (with three contactable references). A Fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A user guide and 'how to' videos will assist in how to

complete for the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in term s of race, gender, and disability will receive preference. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action. The appointment will be done in line with the approved Employment Equity Plan. Persons with disability are encouraged to apply. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. 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.

CLOSING DATE : 20 November 2026 at 08H00.

POST 40/35 : **ASSISTANT DIRECTOR: PARTNERSHIP AND LINKAGES REF NO: EEC-PARP-03-01/2026**
Permanent
Branch: Technical And Vocational Education and Training

SALARY : R605 742 per annum (Level 10)
CENTRE : Ekurhuleni East TVET College
REQUIREMENTS : A Grade 12 / Matric / Level 4 Certificate, 3-year Diploma / Degree in Project Management or Marketing. 3-5 Years' experience working in Project Management or Business development environment. Valid driver's licence. Computer Literacy. Knowledge of Public Service Act, PFMA, Building partnerships. Innovation. Marketing and entrepreneur insight. Financial Management. Mobilising resources. Interpretation of statutes, Treasury regulations and other frameworks. Business planning. Visibility analysis. Knowledge and understanding of administration reporting process and procedures. Negotiation skills. Communication. Presentation skill. Academic Process and moderation procedures. Administrative skill. Planning and organising skills. Financial management. Skills. Report writing skills. Communication and interpersonal skill. Problem solving skill. Analytical skill. Client oriented skill. Project management skill. Team leadership skill. Planning and organizing skill.

DUTIES : Form and manage partnership with industry and relevant stakeholders. Build a database of local business and other linkages. Participate in business forums and identify project opportunities. Develop project proposals and plans for joint initiatives. Facilitate handover with the College managers. Business opportunities scanning. Identify opportunities for College income generation. Establish work environment simulation potential. Provide market needs business case rationale for all opportunities. Identify appropriate partner or service provider. Coordinate the submission of tenders and funding proposals. Provide information and reports on programmes, funding and partnership to DHET and other stakeholders. Local and Provincial government relations. Develop and update schedule of local government projects and opportunities. Identify College synergies potential contribution to provincial departments. Build relationships with relevant officials, establish a database of key contacts and participate in meetings as appropriate. Develop proposals for partnering on specific practical opportunities aligned with College core business. Research Management. Conduct visibility studies for all new and proposed projects. Develop the project and budget. Partner with relevant research organisations. Negotiate and sign service level agreements and or contracts with clients. Provide training and support to LPU and campus staff members on SETA and contractual compliance matters. Coordinate accreditation and

application for new programme approvals. Handover the project to the relevant campus or occupational manger. Oversee and maintain student work placement and Work Integrated Learning (WIL). Ensure that the TVET college student placement and WIL policy is in place and adhered to. Analyse the job market, identify scarce skills and match available opportunities with college programme mix. Ensure that an effective system is in place to assist learners to find job placement. Identify potential partners and networks to benefit and support existing graduates. Negotiate the employment opportunities with the employers and promote ex-graduate for vacancies. Ensure that they attend the strategic meeting with SETA to negotiate graduate‘s placement and facilitate the signatory of Memorandum of Understandings (MoU’s). Comply with Department of Higher Education & Training (DHET) and College Policies and Procedures.

ENQUIRIES : Ms. LK Boikhutso Tel No: (011) 730 6600 / Mr. T Matsaba Tel No: (011) 730 6600

APPLICATIONS : must be submitted to recruitment@eec.edu.za OR hand delivered at Ekurhuleni East TVET College: Central Office, Sam Ngema Road, Kwa – Thema. Applications received after the closing date will not be considered. Please forward your application, quoting the reference number to: The Assistant Director: Human Resource Management & Development. Ekurhuleni East TVET College, Sam Ngema Road, Kwa - Thema or Posted to Private Bag X52, Springs, 1560.

NOTE : Applications must be submitted on Z83 Form obtainable from any Public Service Department or on the internet at www.gov.za/documents and must be accompanied by a recently updated comprehensive CV (with three contactable references). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A user guide and ‘how to’ videos will assist in how to complete for the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. “DHET is committed to providing equal opportunities and practising affirmative action. The appointment will be done in line with the approved Employment Equity Plan. Persons with disability are encouraged to apply. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. 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.

CLOSING DATE : 20 November 2026 at 08H00

POST 40/36 : **ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: EEC-LABP-04-01/2026**
Permanent
Branch: Technical And Vocational Education and Training

SALARY : R487 197 per annum (Level 09)
CENTRE : Ekurhuleni East TVET College
REQUIREMENTS : A Grade 12 / Matric / Level 4 Certificate. An appropriate National Diploma / Degree in Human Resource Management. 3 – 5 years’ experience in Labour practice environment. 2 years Supervisory experience. Computer literacy. A valid driver’s licence. Knowledge of Labour Relation Act. Employment Equity Act. Public Service Regulations. Public Service Act. Skills Development. Basic Conditions of Employment. Collective Agreements (Resolutions) at GPSSBC, ELRC and the PSCBC including any other related legislation. Good Written

and verbal communication skills. Good problem-solving skills, research skills, Planning & Organising, analytical skills, report writing skills, Leadership skills, Presentation and Facilitation skills.

DUTIES : Facilitate the implementation of labour relations related to the conditions of services. Ensure that all employment related legislation; policies and collective agreements are implemented and adhered to by both management and staff. Investigate discipline, grievance and dispute cases. Compile discipline, disputes and grievance reports. Participate in disciplinary hearing sittings and provide case management services. Represent the College in all disputes referred to the CCMA/Bargaining Council. Facilitate the implementation of Code of Conduct in the College. Provide statistical information relating to the Code of Conduct and update database. Provide advice workshops to management and staff on labour relations issues. Counsel and/or directs supervisory and management responses on potential problems/issues to reflect fair and reasonable resolutions before such issues become grievances and /or disputes. Administer the management of strikes and any other form of industrial action. Take minutes during meetings with employer and employee/employee representatives. Comply with Department of Higher Education & Training (DHET) and College Policies and Procedures.

ENQUIRIES : Ms. LK Boikhutso Tel No: (011) 730 6600 / Mr. T Matsaba Tel No: (011) 730 6600

APPLICATIONS : must be submitted to recruitment@eec.edu.za OR hand delivered at Ekurhuleni East TVET College: Central Office, Sam Ngema Road, Kwa – Thema. Applications received after the closing date will not be considered. Please forward your application, quoting the reference number to: The Assistant Director: Human Resource Management & Development. Ekurhuleni East TVET College, Sam Ngema Road, Kwa - Thema or Posted to Private Bag X52, Springs, 1560.

NOTE : Applications must be submitted on Z83 Form obtainable from any Public Service Department or on the internet at www.gov.za/documents and must be accompanied by a recently updated comprehensive CV (With Three Contactable References). A Fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A user guide and 'how to' videos will assist in how to complete for the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Candidates whose appointments promote representativity in term s of race, gender, and disability will receive preference. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action. The appointment will be done in line with the approved Employment Equity Plan. Persons with disability are encouraged to apply. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. 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.

CLOSING DATE : 20 November 2026 at 08H00.

POST 40/37 : **ASSISTANT DIRECTOR: OFFICE OF THE PRINCIPAL REF NO: EEC-OTTP-05-01/2026**
Permanent
Branch: Technical And Vocational Education and Training

SALARY : R487 197 per annum (Level 09)
CENTRE : Ekurhuleni East TVET College

REQUIREMENTS : A Grade 12 / Matric / Level 4 Certificate. An appropriate National Diploma / Degree in Public Management/ Business Management / Office Management and Technology or related qualification. 3-5 years relevant experience in strategic planning and administration environment. At least 2 years' supervisory experience. A valid driver's license. Knowledge of Public Service legislations and policies. Knowledge of PSET. Knowledge and understanding of the TVET/ CET Administration. Understanding of the Higher Education sector. Understanding of corporate governance. Understanding Cost 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. Planning and organizing skills. Financial management skill. Report writing skill. Communication and interpersonal skills. Problem solving skill. Computer literacy skill. Analytical skill. Client oriented skill. Project management skill. Team leadership skill. Planning and organizing skills. And People management skill. Client service focus. Integrity. Committed. Proactive. Integrity.

DUTIES : Render administrative/executive support services in the office of the Principal: Ensure effective and efficient management of the college including the management of the workflow in the office of the Principal. Conduct research and provide expert administrative advice to the Principal and other officials in the college. Quality check letters, memoranda and submissions. Oversee and monitor the budget in the office of the Principal. Co-ordinate of college inputs for annual, quarterly, monthly reports, and cash flow statements. Establish and implement effective records and document management systems in the office of the Principal. Follow up and collate progress reports on the implementation of the resolutions. Coordinate reports/presentations to all forums attended by the Office of the college. Provide secretariat support to College Council, Council Committees, Academic Board, Senior Management and other external stakeholders: Maintain the calendar plan for scheduling and fixing meetings and communicate with all members of the above structures. Co-ordinate and arrange all meetings, proceedings and activities of the above structures. Provide technical support during meetings, proceedings and activities of the above structures. Compile agenda, minutes, reports and other records of the above structures. Distribution of relevant documents for meetings of above structures. Keeping a register of resolutions and supporting all relevant Council Members/Managers/Officials through continuous correspondence to remind them of what needs to be done. Ensure that approved minutes are signed off and safely kept. Prepare all presentation, speeches, reports of the Principal and Council Committees related to meetings of above structures. Provide strategic management, monitoring and evaluation services: Facilitate and co-ordinate operational and strategic planning process. Coordinate and compile strategic and operational plans. Set research agenda. Facilitate the development and implementation of service delivery improvement plans and initiatives. Facilitate, coordinate and support the implementation of priority programmes/projects. Coordinate and compile institutional performance and strategic reports. Conduct an assessment on college effectiveness and efficiency in supporting the attainment of service delivery objectives. Facilitate the implementation of productivity measurement framework (measure of how efficiently and effectively inputs labour, financial resource and infrastructure) are translated into outputs (good and services). Comply with Department of Higher Education & Training (DHET) and College Policies and Procedures

ENQUIRIES : Ms. LK Boikhutso Tel No: (011) 730 6600 / Mr. T Matsaba Tel No: (011) 730 6600

APPLICATIONS : must be submitted to recruitment@eec.edu.za OR hand delivered at Ekurhuleni East TVET College: Central Office, Sam Ngema Road, Kwa – Thema. Applications received after the closing date will not be considered. Please forward your application, quoting the reference number to: The Assistant Director: Human Resource Management & Development. Ekurhuleni East TVET College, Sam Ngema Road, Kwa - Thema or Posted to Private Bag X52, Springs, 1560.

NOTE : Applications must be submitted on Z83 form obtainable from any Public Service Department or on the internet at www.gov.za/documents and must be accompanied by a recently updated comprehensive cv (with three contactable references). a fully completed and signed z83 form and a detailed curriculum vitae will be considered. a user guide and 'how to' videos will assist in how to complete for the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other

relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in term s of race, gender, and disability will receive preference. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action. The appointment will be done in line with the approved Employment Equity Plan. Persons with disability are encouraged to apply. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. 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.

CLOSING DATE : 20 November 2026 at 08H00.

POST 40/38 : **ASSISTANT DIRECTOR: FINANCIAL REPORTING REF NO: EEC-FINP-07-01/2026**
Permanent
Branch: Technical And Vocational Education and Training

SALARY : R487 197 per annum (Level 09)
CENTRE : Ekurhuleni East TVET College
REQUIREMENTS : A Grade 12 / Matric / Level 4 Certificate. An appropriate National Diploma / Degree in Financial Management/Accounting. 3-5 years' experience in relevant field. At least 2 years management experience. Computer literacy. A valid driver's licence. Knowledge of the Public Finance and Management Act (PFMA). Treasury regulations. Policy analysis/development. Knowledge of GRAP and IAS-IFRS and including any other related legislation. Good Written and verbal communication skills. Good problem-solving skills, research skills, Planning & Organising, Research skills, Analytical skills, Report writing skills, Leadership skills, Presentation and Facilitation skills.

DUTIES : Prepare and manage the College budget. Monitor the budget on monthly basis. Compile a consolidated budget report for approval by the Deputy Principal (CFO). Assist in the preparation of financial statements for the College. Implement policies and procedures as well as internal control. Generate income statement, balance sheet and cash flow as per regulatory standards. Monitor payments made to SARS. Improve the working capital by managing the cash, debtors and creditors. Ensure all balance sheet control accounts are reconciled monthly. Manage turn-around times for payments and receipts. Prepare and submit working capital performance measurement reports. Review the payroll related payments. Ensure that all EMP201 (SARS related payments) are reconciled monthly. Prepare reports by compiling summaries of earning, taxes, deductions, leave, disability and non-taxable wages. Prepare a year-end audit for the College. Complete and distribute audit management plan to all relevant staff. Ensure that all reconciliation files are signed and updated. Minimize the previous year's audit findings. Ensure trial balance. Comply with Department of Higher Education & Training (DHET) and College Policies and Procedures.

ENQUIRIES : Ms. LK Boikhutso Tel No: (011) 730 6600 / Mr. T Matsaba Tel No: (011) 730 6600

APPLICATIONS : must be submitted to recruitment@eec.edu.za OR hand delivered at Ekurhuleni East TVET College: Central Office, Sam Ngema Road, Kwa – Thema. Applications received after the closing date will not be considered. Please forward your application, quoting the reference number to: The Assistant Director: Human Resource Management & Development. Ekurhuleni East TVET College, Sam Ngema Road, Kwa - Thema or Posted to Private Bag X52, Springs, 1560

NOTE : Applications must be submitted on Z83 Form Obtainable from any Public Service Department or on the internet at www.gov.za/documents and must be accompanied by a recently updated comprehensive CV (with three contactable references). A Fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A user guide and 'how to' videos will assist in how to complete for the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in term s of race, gender, and disability will receive preference. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action. The appointment will be done in line with the approved Employment Equity Plan. Persons with disability are encouraged to apply. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. 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.

CLOSING DATE : 20 November 2026 at 08H00.

POST 40/39 : **ASSISTANT DIRECTOR: ESTATE AND FACILITIES MANAGEMENT REF NO: EEC-EFMP-08-01/2026**
Permanent
Branch: Technical And Vocational Education and Training

SALARY : R487 197 per annum (Level 09)
CENTRE : Ekurhuleni East TVET College
REQUIREMENTS : A Grade 12 / Matric / Level 4 Certificate. An appropriate National Diploma / Degree in Building Management/Quantity Surveying, Civil. Property Management/Facilities Management or equivalent qualification. Minimum of 5 years' experience in managing construction projects. At least two years' supervisory experience. A post graduate qualification. Registration with the South African Council for the project and construction management professions (SACPCMP) Valid driver's license. Good written and verbal communication skills, Computer literacy, Good interpersonal relations, problem solving, policy development and analysis, research, analytical, report writing, teamwork, leadership and interpersonal skills. Planning, organising, supervisory, self-disciplined, client orientation and good customer skills. Network with all levels of management and external clients, work under pressure and take initiative. Knowledge of Public Service Act and Regulations, FECT Act, Labour Relations Act, Occupational Health and Safety Act, Public Finance Management Act (PFMA), Government immovable Asset Management Act (GIAMA) Good Financial and Budgeting Skills, Project Management and Leadership skills, Fire Control System and Facilities Management System.

DUTIES : Develop, review, implement and maintain facilities management system. Supervise different tasks in completing construction or repairs and maintenance project. Facilitate and ensure awareness workshops of policies and procedure manuals relating to facilities management. Make the arrangements for the projects documentation on the recommendation and specification of the department and ensure that specifications are set or meet higher standards. Update information the project management tools. Make arrangements on the project completion based on the specifications of the project owner. Plan, commence execute, supervise and roundup assigned projects. Ensure quality control of workmanship and material by means of inspections and corrective actions. Ensure that service contracts are in place.

Ensure that the services provided are value for money. Report on all issues relating to Estate and Facilities. Ensure supervision, performance management, training and development of staff. Ensure the payment of all technical office support services accounts. Comply with Department of Higher Education & Training (DHET) and College Policies and Procedures.

ENQUIRIES : Ms. LK Boikhutso Tel No: (011) 730 6600 / Mr. T Matsaba Tel No: (011) 730 6600

APPLICATIONS : must be submitted to recruitment@eec.edu.za OR hand delivered at Ekurhuleni East TVET College: Central Office, Sam Ngema Road, Kwa – Thema. Applications received after the closing date will not be considered. Please forward your application, quoting the reference number to: The Assistant Director: Human Resource Management & Development. Ekurhuleni East TVET College, Sam Ngema Road, Kwa - Thema or Posted to Private Bag X52, Springs, 1560

NOTE : Applications must be submitted on z83 form obtainable from any public service department or on the internet at www.gov.za/documents and must be accompanied by a recently updated comprehensive CV (with three contactable references). A Fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A user guide and 'how to' videos will assist in how to complete for the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in term s of race, gender, and disability will receive preference. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action. The appointment will be done in line with the approved Employment Equity Plan. Persons with disability are encouraged to apply. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. 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.

CLOSING DATE : 20 November 2026 at 08H00

POST 40/40 : **ASSISTANT DIRECTOR: ESTATE AND FACILITIES MANAGEMENT REF NO: EEC-EFMP-08-01/2026**
Permanent
Branch: Technical And Vocational Education and Training

SALARY : R487 197 per annum (Level 09)
CENTRE : Ekurhuleni East TVET College
REQUIREMENTS : An appropriate Grade 12 / Matric / Level 4 Certificate. An appropriate National Diploma / Degree in Risk Management / Internal Audit. 3-5 years' experience in Risk Management or Internal Audit or related field. Computer literacy. A valid driver's licence. Knowledge of the relevant prescripts, legislation and regulations. Knowledge and understanding of the Risk Management or Internal Audit environment. Planning and organizing. Financial management. Report writing. Communication and interpersonal. Problem solving. Analytical. Client oriented. Project management. Team leadership. Planning and organizing. People management.

DUTIES : Develop, review and monitor the implementation of risk, fraud, ethics and integrity management policy: Develop and review risk, fraud, ethics and integrity management policies. Monitor the implementation of risk, fraud, ethics and integrity management policies. Provide training, workshops and awareness on Provide training, workshops and awareness on fraud and risk to management and employees. Provide Risk Management services: Facilitate

the strategic risk assessment. Facilitate the operational risk assessment. Facilitate the process level risk assessment. Compile risk registers for strategic, operational and process level. The provision of Risk identification and mitigation. Provide Risk Management Report to College management and Risk Management Committee on quarterly basis. Follow up on the implementation of the mitigating action plans that were put in place to reduce the risk to an acceptable level. Ensure dissemination of the risk management strategy and the associated plan to employees. Ensure regular communication on outstanding items on the risk register. Manage fraud and anticorruption services: Develop and maintain internal anti-corruption system. Fraud/ Corruption risk assessments. Promotes ethics and integrity management: Ensure implementation of ethics and integrity Management. Coordinate ethics workshops. Coordinate ethics & integrity awareness campaign. Coordinate quarterly meetings for ethics and Integrity committee. Processing of applications to engage in remunerative work outside the Department (RWOPS). Implementation of the disclosure of financial interest on the disclosure. Ensure no employees conduct business with the organ of state. Conduct investigations on allegations of corruption. Provide reports in relation to trainings, workshops and awareness campaigns. Management of all Human, Financial and other resources of the unit. comply with Department of Higher Education & Training (DHET) College Policies and Procedures.

ENQUIRIES : Ms. LK Boikhutso Tel No: (011) 730 6600 / Mr. T Matsaba Tel No: (011) 730 6600

APPLICATIONS : must be submitted to recruitment@eec.edu.za OR hand delivered at Ekurhuleni East TVET College: Central Office, Sam Ngema Road, Kwa – Thema. Applications received after the closing date will not be considered. Please forward your application, quoting the reference number to: The Assistant Director: Human Resource Management & Development. Ekurhuleni East TVET College, Sam Ngema Road, Kwa - Thema or Posted to Private Bag X52, Springs, 1560

NOTE : Applications must be submitted on Z83 Form Obtainable from Any Public Service Department or on the internet at www.gov.za/documents and must be accompanied by a recently updated comprehensive CV (with three contactable references). A Fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A user guide and 'how to' videos will assist in how to complete for the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in term s of race, gender, and disability will receive preference. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action. The appointment will be done in line with the approved Employment Equity Plan. Persons with disability are encouraged to apply. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. 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.

CLOSING DATE : 20 November 2026 at 08H00.

POST 40/41 : **ASSISTANT DIRECTOR: RISK, FRAUD, ETHICS AND INTEGRITY MANAGEMENT REF NO: EEC-RIFP-09-01/2026**
Permanent
Branch: Technical And Vocational Education and Training

SALARY : R487 197 per annum (Level 09)

CENTRE	:	Ekurhuleni East TVET College
REQUIREMENTS	:	An appropriate Grade 12 / Matric / Level 4 Certificate. An appropriate National Diploma / Degree in Risk Management / Internal Audit. 3-5 years' experience in Risk Management or Internal Audit or related field. Computer literacy. A valid driver's licence. Knowledge of the relevant prescripts, legislation and regulations. Knowledge and understanding of the Risk Management or Internal Audit environment. Planning and organizing. Financial management. Report writing. Communication and interpersonal. Problem solving. Analytical. Client oriented. Project management. Team leadership. Planning and organizing. People management.
DUTIES	:	Develop, review and monitor the implementation of risk, fraud, ethics and integrity management policy: Develop and review risk, fraud, ethics and integrity management policies. Monitor the implementation of risk, fraud, ethics and integrity management policies. Provide training, workshops and awareness on Provide training, workshops and awareness on fraud and risk to management and employees. Provide Risk Management services: Facilitate the strategic risk assessment. Facilitate the operational risk assessment. Facilitate the process level risk assessment. Compile risk registers for strategic, operational and process level. The provision of Risk identification and mitigation. Provide Risk Management Report to College management and Risk Management Committee on quarterly basis. Follow up on the implementation of the mitigating action plans that were put in place to reduce the risk to an acceptable level. Ensure dissemination of the risk management strategy and the associated plan to employees. Ensure regular communication on outstanding items on the risk register. Manage fraud and anticorruption services: Develop and maintain internal anti-corruption system. Fraud/ Corruption risk assessments. Promotes ethics and integrity management: Ensure implementation of ethics and integrity Management. Coordinate ethics workshops. Coordinate ethics & integrity awareness campaign. Coordinate quarterly meetings for ethics and Integrity committee. Processing of applications to engage in remunerative work outside the Department (RWOPS). Implementation of the disclosure of financial interest on the disclosure. Ensure no employees conduct business with the organ of state. Conduct investigations on allegations of corruption. Provide reports in relation to trainings, workshops and awareness campaigns. Management of all Human, Financial and other resources of the unit. comply with Department of Higher Education & Training (DHET) College Policies and Procedures.
ENQUIRIES	:	Ms. LK Boikhutso Tel No: (011) 730 6600 / Mr. T Matsaba Tel No: (011) 730 6600
APPLICATIONS	:	must be submitted to recruitment@eec.edu.za OR hand delivered at Ekurhuleni East TVET College: Central Office, Sam Ngema Road, Kwa – Thema. Applications received after the closing date will not be considered. Please forward your application, quoting the reference number to: The Assistant Director: Human Resource Management & Development. Ekurhuleni East TVET College, Sam Ngema Road, Kwa - Thema or Posted to Private Bag X52, Springs, 1560.
NOTE	:	Applications must be submitted on z83 form obtainable from any Public Service Department or on the internet at www.gov.za/documents and must be accompanied by a recently updated comprehensive CV (with three contactable references). A Fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A user guide and 'how to' videos will assist in how to complete for the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in term s of race, gender, and disability will receive preference. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action. The appointment will be done in line with the approved Employment Equity

Plan. Persons with disability are encouraged to apply. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. 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.

CLOSING DATE : 20 November 2026 at 08H00.

POST 40/42 : **ASSISTANT DIRECTOR: INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) REF NO: EEC-ICTP-10-01/2026**
Permanent
Branch: Technical And Vocational Education and Training

SALARY : R487 197 per annum (Level 09)
CENTRE : Ekurhuleni East TVET College
REQUIREMENTS : An appropriate Grade 12 / Matric Certificate, an appropriate 3-year Diploma / Bachelor's degree (NQF 6) in Information Technology or related qualification, 3-5 years working experience in IT environment. A valid driver's license. Knowledge of computer hardware, software and programmes. Knowledge of policies and governance environment of TVET Colleges including knowledge of the annual reporting requirements by the Higher Education Institutions, Knowledge and understanding of Corporate ICT principles, Knowledge and understanding of the monitoring of performance management system, Knowledge and understanding of the ICT policies and relevant legislation. Administer computer hardware, software and network, Administrative, Planning and organizing, financial management, Report writing, Communication and interpersonal, Problem solving, Computer literacy, Analytical, Client oriented, Project management, Team leadership, Planning and organizing, People management. Client service focus, Integrity, Committed, Proactive, loyal.

DUTIES : Development, review and monitor the implementation of Information Communication Technology (ICT) policies; Conduct research regarding national and provincial policy framework, legislation, collective agreements, internet, relevant readings etc. Ensure consultation process of draft policies with all relevant stakeholders, ensure that all new ICT policies are communicated to all staff. Ensure the development, establishment of appropriate E-governance and ICT policies, frameworks and standards. Implement, enforce, and ensure adherence of IT policies and procedures to all campuses. Ensure that appropriate policies and processes are put in place for risk management. Information System Management; Administer and monitor IT Security and Electronic access, establish systems to safeguard hardware and data, Perform system backups. Network Management and Maintenance; Research and develop specifications for LAN and WAN technologies according to the college's requirements, Procure LAN and WAN technologies, Distribute LAN and WAN access to students and staff according to college policy and needs, Set-up, manage and maintain WAN, LAN, E-mail and internet connections to all the colleges. Troubleshooting, resolving and documenting all ICT related issues. ICT software and hardware Maintenance; Research and develop plans for software and hardware products required for technologies and systems which will enable the college's 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 the college's policy and needs, Maintain and monitor the software and hardware system, reports on redundant hardware and software and advises on updating. Keep up to date with the latest developments of hardware and software in education. Manage all licensing of software that the college is using and ensure that they are valid and appropriate. Provision of intranet and network services; Assist with the procurement of intranet and internet products and services according to the college's needs. Ensure access of intranet and internet in the colleges. Ensure that the college website is continuously updated with current information. Management of all Human, Financial and other resources of the unit. Comply with Department of Higher Education & Training (DHET) and College Policies and Procedures.

ENQUIRIES	:	Ms. LK Boikhutso Tel No: (011) 730 6600 / Mr. T Matsaba Tel No: (011) 730 6600
APPLICATIONS	:	must be submitted to recruitment@eec.edu.za OR hand delivered at Ekurhuleni East TVET College: Central Office, Sam Ngema Road, Kwa – Thema. Applications received after the closing date will not be considered. Please forward your application, quoting the reference number to: The Assistant Director: Human Resource Management & Development. Ekurhuleni East TVET College, Sam Ngema Road, Kwa - Thema or Posted to Private Bag X52, Springs, 1560
NOTE	:	Applications must be submitted on Z83 Form Obtainable from any Public Service department or on the internet at www.gov.za/documents and must be accompanied by a recently updated comprehensive cv (with three contactable references). a Fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A user guide and 'how to' videos will assist in how to complete for the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in term s of race, gender, and disability will receive preference. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action. The appointment will be done in line with the approved Employment Equity Plan. Persons with disability are encouraged to apply. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. 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.
CLOSING DATE	:	20 November 2026 at 08H00.
POST 40/43	:	**ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING REF NO: EEC-ASMA-01-01/2026** Permanent Branch: Technical And Vocational Education and Training
SALARY	:	R487 197 per annum (Level 09)
CENTRE	:	Ekurhuleni East TVET College
REQUIREMENTS	:	An appropriate National Diploma / Degree in Financial Management / Accounting. 3-5 years' experience in finance. Three years SAICA articles will be added advantage. At least 2 years supervisory experience. Computer literacy. A valid driver's licence. Knowledge of the Public Finance and Management Act (PFMA). Treasury regulations. Policy analysis/development. Knowledge of GRAP and IAS-IFRS and including any other related legislation. Understanding of audit and risk management. Good Written and verbal communication skills. Good problem-solving skills, research skills, Planning & Organising, Analytical skills, Report writing skills, Leadership skills, Presentation and Facilitation skills.
DUTIES	:	Assist Management with the identification and management of risks within the finance department. Management of both internal and external audit findings. Participate in the development of the annual audit plan. Develop and monitor the Implementation of all audit recommendations by staff. Responsible for the budget implementation across all campuses. Ensure all relevant reconciliations are performed and comply with the reporting guidelines. Responsible for the inventory and asset management within the College. Strictly monitor the funds received from NSFAS, SETAs, NSF and other sponsors for students. Manage ad hoc projects as required by Management. Collect data, analyse and interpret financial information for decision making. Responsible for the

preparation of annual financial statements in line with GRAP and requirements of CET Act. Supervision of staff. Comply with Department of Higher Education & Training (DHET) and College Policies and Procedures.

ENQUIRIES : Ms. LK Boikhutso Tel No: (011) 730 6600 / Mr. T Matsaba Tel No: (011) 730 6600

APPLICATIONS : must be submitted to recruitment@eec.edu.za OR hand delivered at Ekurhuleni East TVET College: Central Office, Sam Ngema Road, Kwa – Thema. Applications received after the closing date will not be considered. Please forward your application, quoting the reference number to: The Assistant Director: Human Resource Management & Development. Ekurhuleni East TVET College, Sam Ngema Road, Kwa - Thema or Posted to Private Bag X52, Springs, 1560

NOTE : Applications must be submitted on Z83 Form Obtainable from any Public Service department or on the internet at www.gov.za/documents and must be accompanied by a recently updated comprehensive cv (with three contactable references). a Fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A user guide and 'how to' videos will assist in how to complete for the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in term s of race, gender, and disability will receive preference. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action. The appointment will be done in line with the approved Employment Equity Plan. Persons with disability are encouraged to apply. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. 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.

CLOSING DATE : 20 November 2026 at 08H00.

POST 40/44 : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGER REF NO: NCRTVET/687/10/2026/SUP/FS/SCAM/CTO/02**

SALARY : R487 197 per annum (Level 09)

CENTRE : Northern Cape Rural TVET College, Central Office Upington

REQUIREMENTS : Appropriate recognised Bachelor's degree/National Diploma (NQF Level 6) or equivalent qualification in Supply Chain Management or related field. A minimum of five years (5) working experience in a Supply Chain Management environment. At least 3 years relevant Supervisory experience. Digital literate and competent in Word / Excel / PowerPoint / Outlook / Teams. A valid driver's license and willingness to travel. Competencies: Legislative Frameworks: Public Finance Management Act (PFMA), Treasury Regulations, and the PPPFA. Sourcing Strategies: Demand management, acquisition management, and contract management. Public Sector Procurement: Working knowledge of the Central Supplier Database (CSD) and e-Tender portals. Asset Management: Knowledge of GRAP standards regarding asset registers and disposal. Analytical Thinking: Ability to interpret complex financial data and procurement trends. Negotiation: Proven ability to manage Service Level Agreements (SLAs) and vendor relations. Communication: High-level verbal and written reporting skills for council and internal Section and Unit presentations. Computer Literacy: Proficiency in MS Office (Advanced Excel) and relevant ERP systems (e.g., COLTECH). Leadership: Strong team management and conflict resolution capabilities. Extensive experience in bid committee administration (specification, evaluation, and adjudication). Proven

track record in inventory control management. Experience in internal audit coordination, specifically addressing SCM findings. Experience in the development and implementation of SCM policies and standard operating procedures (SOPs). A Postgraduate qualification (Honours or BCom Hons) in Supply Chain or Finance. Completion of the National Treasury Public SCM Municipal Minimum Competency levels. Experience specifically within the TVET or Higher Education sector. In-depth knowledge of the CET Act (Continuing Education and Training Act). Registration with a relevant professional body (e.g., CIPS).

DUTIES : Demand and Acquisition Management: The manager must ensure that the procurement of all goods and services aligns with the College's Annual Procurement Plan. Key Tasks: Overseeing the specifications process, managing the quotation system for lower-threshold purchases, and ensuring all acquisitions are competitive and cost-effective. Performance Indicator: 100% execution of the approved procurement plan within budget. Logistics and Inventory Management: This area focuses on the physical movement and storage of goods across various campuses. Key Tasks: Managing the central stores, overseeing the distribution of textbooks and consumables to satellite campuses, and maintaining optimal stock levels to prevent over-purchasing or stock-outs. Performance Indicator: Accuracy of inventory records and reduction in stock loss/wastage. Bid Committee Secretariat and Administration: The SCM Manager acts as the custodian of the formal bidding process. Key Tasks: Facilitating the Bid Specification, Evaluation, and Adjudication Committees. Ensuring that all bids are advertised, opened, and awarded in strict accordance with the PPPFA (Preferential Procurement Policy Framework Act). Performance Indicator: Zero successful appeals or legal challenges against awarded tenders due to procedural non-compliance. Contract and Supplier Performance Management: Once a service provider is appointed, the SCM Manager must ensure value for money is realised. Key Tasks: Monitoring the performance of service providers against Service Level Agreements (SLAs), managing contract renewals/terminations, and maintaining an updated and compliant database on the Central Supplier Database (CSD). Performance Indicator: Timely delivery of services and documented quarterly supplier performance reviews. Asset and Disposal Management: Responsible for the lifecycle of the College's movable assets, from acquisition to retirement. Key Tasks: Maintaining a GRAP-compliant asset register, ensuring all assets are barcoded and tracked across campuses, and managing the disposal of redundant or obsolete assets through auctions or transfers. Performance Indicator: Successful reconciliation between the asset register and the general ledger during annual audits. Compliance, Risk Management, and Audit Support: Ensuring the SCM unit always remains "audit-ready". Key Tasks: Developing and implementing internal SCM controls to prevent irregular, fruitless, and wasteful expenditure. Preparing all necessary documentation and "audit trails" for the Auditor-General (AG) or internal auditors. Performance Indicator: Achievement of a "clean audit" outcome for the Supply Chain Management unit.

ENQUIRIES : PJ Reyneke at 087 188 2060

APPLICATIONS : Apply online at https://ncrz83.ngnscan.co.za/

NOTE : Applicants are required to submit copies of qualifications and other relevant documents on application and must submit a fully signed Z83 form and detailed Curriculum Vitae. Certified copies of qualifications and other relevant documents will be submitted by shortlisted candidates. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualifications Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other will be integrity

(ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process.

CLOSING DATE : 20 November 2026. Applications received after the closing date will not be considered.

POST 40/45 : **ASSISTANT DIRECTOR: INTERNAL AUDIT AND QUALITY MANAGEMENT REF NO: CORP/ASD/INT-AUD/05**
Permanent (PERSAL Appointment)

SALARY : R487 197 per annum (Level 09), plus benefits
CENTRE : Randfontein Campus
REQUIREMENTS : Matric/Grade12 Certificate plus a recognised 3-year National Diploma or Degree in Internal Audit or a relevant qualification. Must have a minimum of 3-5 years relevant experience in the Internal Audit environment of which 2-3 years should be on supervisory level. Must be computer literate. Must have a valid driver's license. Must have experience in the development of policies and implementation strategies. Competencies, knowledge, And Skills: Knowledge of the relevant prescripts, legislation and regulations governing the TVET and Public Service sector. Knowledge and understanding of the Internal Audit environment. Must have good verbal and written communication, inter-personal, people management, planning and organising, presentation, report writing, problem solving, analytical, client oriented, project management and financial management skills.

DUTIES : Preparation and execution of the internal audit plan: Conduct pre-engagement meetings with college management prior to commencement of the audits. Obtain College management's approval of the audit scope prior to commencements of the internal audits. Planning and drafting of detailed audit procedures for audits per the approved annual audit plan. Executing and performing of audit testing per the annual audit plan. Establish a quality audit risk management function and monitor assessments to ensure compliance with formal systems. Conduct schedules and reactive audits and inspections and produce reports on all audits, inspections and incidents. Provision of secretarial support services to the audit committee: Conduct research on best practices and application of standards. Distribution and collection of audits client's surveys for services rendered. Ensure that legislation and acts are implemented correctly in the college. Ensure that all audit findings are supported by the required audit evidence. Ensure that processes needed for quality management systems are established, implemented and maintained: Develop quality management system policies and procedures for the college. Report to college management on the performance of the QMS and the need for improvement. Ensure the promotion of awareness of customer requirements throughout the college. Provide information and reports to the executive and committees to make final decisions. Liaise with external assessment body on all matters related to the external accreditation process. Ensure that all suppliers used by the college are selected, reevaluated and that records of this assessment are maintained. Oversee the development, implementation and monitoring of policies: Establish office procedures and operating systems. Provide police support, development process and maintain repository. Conduct institutional performance assessment and evaluation of the implementation of policies, programs and systems. Ensure that all role players and managers are aware and understand regulatory compliance requirements.

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

NOTE : All applications must be accompanied by a signed and fully completed NEW Z83 form obtainable from any public service Department or DPSA website, a comprehensive CV including at least three contactable references. Only shortlisted candidates will be required to submit certified copies of original documents with academic records/transcripts and other relevant supporting documents on or before the day of the interview following communication from HR Office. Foreign qualifications must be accompanied by a SAQA evaluation report. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score

both technical exercises as an additional criterion in the interview process. If you have not been contacted within six months after the closing date, please consider your application as unsuccessful. Successful candidates will be subjected to a vetting and financial disclosure process (criminal record, citizenship, qualification verification and employment verification). People living with disability are encouraged to apply. If you have not been contacted within six months after closing date, please consider your application as unsuccessful. Western TVET College is an equal opportunities employer and reserves the right not to fill the posts. People with disability are encouraged to apply. Please ensure that the Z83 form is completed in full. Incomplete Z83 will be disqualified.

CLOSING DATE : 20 November 2026 at 12:00

POST 40/46 : **ASSISTANT DIRECTOR: FACILITIES AND RECORDS MANAGEMENT REF NO: CORP/ASD/FAC/06**
(Re-advert)
Permanent (PERSAL Appointment)

SALARY : R487 197 per annum (Level 09), plus benefits
CENTRE : Corporate Office
REQUIREMENTS : Matric/Grade12 Certificate plus a recognised 3-year National Diploma or Degree in Building Management/Safety Management/ Construction Management or a relevant qualification. Must have a minimum of 3-5 years relevant work experience in Facilities Management, SHERQ and OHS environment of which 2-3 years should be on supervisory level. Must be computer literate. Must have a valid driver's license. Competencies, Knowledge, And Skills: Knowledge of Public Service Act and Regulations, Occupational Health and Safety Act, immovable Asset Management Act, Telephone Management system, fire control system and facilities management system. Must have good verbal and written communication, inter-personal, people management, planning and organising, presentation, report writing, problem solving, analytical, client oriented, project management and financial management skills, integrity, proactive and committed.

DUTIES : Oversee maintenance of buildings 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. Optimize the utilization 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 hazards in the building. Ensure the provision of cleaning services. Ensure proper signage (Warning information signs) in and around the buildings of the institution to minimize safety risk. Ensure compliance to SHERQ and OHS Act: 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 audits 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 complaints. Ensure that all workshops at the College comply to statutory requirements. Ensure formation/ appointments and training of safety representatives and first aiders at all College sites. Reporting and coordination all the IODs. Oversee fleet management: Develop and implement fleet management policies. Ensure and monitor the cleanliness and maintenance of vehicles. Ensure control, supervision and authorization 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 procedures to be followed in the case an accident. Ensure the monitoring of parking of the vehicles. Maintain the physical security functions including key control, personnel, document and surveillance security: Development, review and monitor the implementation of security policy. Ensure the 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 as security training capacity for the college. Ensure proper control procedures and monitoring of the electronic security system. Ensure

adherence to contractors SLA on site such as security, garden service etc. Records management.

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

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

NOTE : All applications must be accompanied by a signed and fully completed New Z83 form obtainable from any public service Department or DPSA website, a comprehensive CV including at least three contactable references. Only shortlisted candidates will be required to submit certified copies of original documents with academic records/transcripts and other relevant supporting documents on or before the day of the interview following communication from HR Office. Foreign qualifications must be accompanied by a SAQA evaluation report. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. If you have not been contacted within six months after the closing date, please consider your application as unsuccessful. Successful candidates will be subjected to a vetting and financial disclosure process (criminal record, citizenship, qualification verification and employment verification). People living with disability are encouraged to apply. If you have not been contacted within six months after closing date, please consider your application as unsuccessful. Western TVET College is an equal opportunities employer and reserves the right not to fill the posts. People with disability are encouraged to apply. Please ensure that the Z83 form is completed in full. Incomplete Z83 will be disqualified.

CLOSING DATE : 20 November 2026 at 12:00

POST 40/47 : **HEAD OF ADMINISTRATION REF NO: KC/ASD/HOA/07**
(Re-advert)
Permanent (PERSAL Appointment)

SALARY : R487 197 per annum, plus benefits

CENTRE : Krugersdorp Central Campus

REQUIREMENTS : Matric/Grade12 Certificate plus a recognised 3-year National Diploma or Degree in Public Management / Administration or a relevant qualification. Must have a minimum of 3-5 years relevant work experience in Administration at an Institution of Higher Learning of which 2-3 years should be on supervisory level. Must be computer literate. Must have a valid driver's license. competencies, knowledge, and skills: Knowledge of Public Service Act and Regulations. Knowledge of office administration. Knowledge of Public Service legislations and policies. Knowledge of PSET. Knowledge and understanding of the TVET Administration. Understanding cost centre budgetary, expenditure and cash flow management. Must have good verbal and written communication, inter-personal, people management, planning and organising, presentation, report writing, problem solving, analytical, client oriented, project management and financial management skills, integrity, proactive and committed.

DUTIES : Oversee the academic and student administration support services: Administer the provision of student support services. Administer the provision of student academic support services. Administer the provision of resource centre. Manage residence services. Administer student attendance. Administer student financial support. Support the implementation of college sport, arts and cultural programme at campus level. Oversee student registration and examination administration process: Draw up a campus enrolment plan. Coordinate the student registration process. Ensure that student portfolios of evidence and student records are safely filed. Ensure that student information is correctly captured and reconciled. Ensure data exceptions and corrections. Process the details of applications for programmes and credits. Coordinate the examination process. Coordinate certification process. Oversee and coordinate human resource administration services: Coordinate Leave forms and submit to central office. Coordinate PMDS documents and submit to central office. Coordinate all conditions of services matters and submit to central office for processing. Coordinate all training and development request submit to central office. Coordinate request to advertise forms and submit to

central office. Coordinate all relevant documentation pertaining to disciplinary cases and grievances and submit to central office. Follow up and resolve all human resource administration queries and issues emanating from campus staff. Maintain human resource records administration. Monitor the attendance register for staff. Support the implementation of college staff wellness programme at campus level. Oversee and coordinate financial, asset and supply chain management services: Coordinate procurement memo and requisition forms to central office for processing. Manage receive goods and services. Verify the correctness of goods and services supplied against the appropriate documentation. Coordinate and submit invoices to central office for processing. Follow-up on campus requisitions made. Coordinate asset movement forms to central office for processing. Oversee campus infrastructure, maintenance and fleet management services: Ensure the implementation of occupational health, safety and environmental management strategies and programmes at campus level. Ensure the provision of infrastructure maintenance services. Ensure the provision of fleet management services. Ensure the provision of security services. Ensure the provision of gardening and cleaning services. Provide general administration support services and maintain a proper filing system. Coordinate and gather campus information as and when requested by corporate office and department. Prepare submissions, memo, reports, presentations, and other correspondence. Arrange meetings, conferences, workshops and other gatherings as required. Provide other secretarial support services to campus management. Maintain files for all campus staff. Filing of all relevant documentation according to QMS requirements and national achieve Act. Keep record of postage received from central office and ensure that the distribution is done accordingly and the register is kept by the relevant official.

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

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

NOTE : All applications must be accompanied by a signed and fully completed NEW Z83 form obtainable from any public service Department or DPSA website, a comprehensive CV including at least three contactable references. Only shortlisted candidates will be required to submit certified copies of original documents with academic records/transcripts and other relevant supporting documents on or before the day of the interview following communication from HR Office. Foreign qualifications must be accompanied by a SAQA evaluation report. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. If you have not been contacted within six months after the closing date, please consider your application as unsuccessful. Successful candidates will be subjected to a vetting and financial disclosure process (criminal record, citizenship, qualification verification and employment verification). People living with disability are encouraged to apply. If you have not been contacted within six months after closing date, please consider your application as unsuccessful. Western TVET College is an equal opportunities employer and reserves the right not to fill the posts. People with disability are encouraged to apply. Please ensure that the Z83 form is completed in full. Incomplete Z83 will be disqualified.

CLOSING DATE : 20 November 2026 at 12:00

POST 40/48 : **ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: CORP/ASD/LR/08**
Permanent (PERSAL Appointment)

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

CENTRE : Corporate Office

REQUIREMENTS : Matric / Grade12 Certificate plus a recognised 3-year National Diploma or Degree in Labour Relations, Employment Relations / Human Resource Management or a relevant qualification. Must a minimum of have 3-5 years relevant work experience in the Labour Relations or Human Resource Management of which 2-3 years should be on supervisory level. Must be

computer literate. Must have a valid driver's license. Competencies, knowledge, And Skills: Knowledge of Labour Relations Act, Public Services legislations and policies related to Human Resource Management. Sound knowledge of Labour Relation statutes. Sound knowledge of International Labour Organization (ILO). Knowledge and understanding of the TVET/ CET Administration. Knowledge and understanding of the Higher Education sector. Knowledge of PERSAL. Must have good verbal and written communication, inter-personal, people management, planning and organising, presentation, report writing, problem solving, analytical, client oriented, conducting investigations and presentation skills. Advanced experience in interpretation, development and implementation of policies.

DUTIES : Maintain sound Labour Relations: Render advice on labour related matters. Develop and implement Human Resource policies and manuals. Ensure proper implementation of disciplinary procedures, grievance procedures and code of conduct. Conduct investigations and disciplinary hearings. Management of strike action. Minimize Labour disputes. Facilitate and conduct labour relations training and workshops. Ensure proper implementation of the collective bargaining council resolutions.

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

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

NOTE : All applications must be accompanied by a signed and fully completed NEW Z83 form obtainable from any public service Department or DPSA website, a comprehensive CV including at least three contactable references. Only shortlisted candidates will be required to submit certified copies of original documents with academic records/transcripts and other relevant supporting documents on or before the day of the interview following communication from HR Office. Foreign qualifications must be accompanied by a SAQA evaluation report. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. If you have not been contacted within six months after the closing date, please consider your application as unsuccessful. Successful candidates will be subjected to a vetting and financial disclosure process (criminal record, citizenship, qualification verification and employment verification). People living with disability are encouraged to apply. If you have not been contacted within six months after closing date, please consider your application as unsuccessful. Western TVET College is an equal opportunities employer and reserves the right not to fill the posts. People with disability are encouraged to apply. Please ensure that the Z83 form is completed in full. Incomplete Z83 will be disqualified.

CLOSING DATE : 20 November 2026 at 12:00

POST 40/49 : **SENIOR OFFICER: STUDENT REGISTRATION REF NO: NLC/173/2026**
Nature of Appointment: Permanent: PERSAL

SALARY : R413 001 – R486 501 per annum (Level 08)

CENTRE : Northlink TVET College (Central Office)

REQUIREMENTS : National Diploma/ Degree (NQF Level 6/7) in Public Administration, Business Administration, Office Management, Administration or a relevant qualification. Minimum of 3-5 years relevant experience in student administration, admissions, registration or a related higher education environment. Supervisory experience. Computer Literacy. Valid Driver's Licence. Knowledge and understanding of the TVET College sector and post-school education environment. Knowledge of DHET policies, guidelines and Standard Operating Procedures relating to student enrolment. Knowledge of student admission, registration and records management processes. Understanding of student information management systems. Understanding of public sector policies, including DHET/ TVET regulatory and compliance requirements. Planning and organisational skills. Problem-solving and decision-making skills. Good verbal and written communication skills. Strong analytical, investigative skills. Ability to interpret legislation, policies and procedures and apply them.

Professionalism, accountability and ethical conduct. Sound judgement and objectivity. Ability to maintain confidence and exercise discretion.

DUTIES : Coordinate the implementation of student application and registration activities. Monitor application and registration processes to ensure efficiency and compliance with approved procedures. Provide support during annual, semester and trimester registration cycles. Monitor registration progress and assist in achieving institutional enrolment targets. Ensure compliance with approved admission requirements and selection processes. Coordinate the capturing, verification, maintenance and updating of student information on the Student Management System. Conduct quality assurance checks on registration information and student files. Allocate and monitor daily activities of registration administrative staff. Provide guidance and support to staff regarding registration processes and system requirements. Identify training needs and assist with capacity-building initiatives. Monitor service delivery standards and ensure continuous improvement. Coordinate responses to student registration-related enquiries. Provide accurate information regarding applications, admissions, registration processes and institutional requirements. Liaise with campuses, academic departments, student support services and external stakeholders to resolve registration matters. Implement approved policies, procedures and process improvements within the registration environment. Assist with internal and external audits by providing required student registration information and evidence. Identify operational risks and recommend improvements to enhance efficiency and service delivery. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

ENQUIRIES : Ms. L Mmesi / Mr. T Zangqa Tel No: (021) 970 9082/ 9069

APPLICATIONS : Northlink TVET College invites applicants to apply online via email: Careers7@northlink.co.za or alternatively, applications can be hand-delivered to the Central Office, 80 Voortrekker Road, Bellville, 7530.

NOTE : Northlink Technical and Vocational Education and Training (TVET) College is inviting applications from suitably qualified candidates to fill the following vacancies. Applications can be submitted via email to: Careers7@northlink.co.za by quoting the post applying for and the relevant reference number provided on the subject line. All documents submitted must be in a PDF Format. Applicants are advised to submit one PDF Document per application. A complete set of application documents should be submitted separately for every post you wish to apply for. Applications must be submitted on the new Z83 form which has since been in effect from 1 January 2021, obtainable from any Public Service Department and must be accompanied by a comprehensive Curriculum Vitae (CV). Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources and such qualification(s) and other related document(s) must be in line with the requirements of the advert. Please indicate the reference number and the post description of the position you are applying for on your application form, the Z83 Form must be dated, signed and the candidate must initialise both pages of the Form. Applications submitted using the old Z83 Form will not be accepted. Non-RSA Citizens/Permanent Resident, Permit Holders will be required to submit their permit on the day of the interview. It is the applicant`s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). A separate application must be submitted for each post that you are applying for. Late Applications received after closing date and time, incomplete, and faxed applications will not be considered. The employment decision shall be informed by the Employment Equity Plan of the College. It is the intention of the College to promote representativity (race, gender, and disability) in the College through the filling of these post(s). Applicants from the designated groups especially in respect of people with disabilities will receive preference. The College as the employer reserves the right not to make any appointment. Where applicable, candidates will be subjected to a skills test. Correspondence will only be limited to short-listed candidates. All short-listed candidates will be subjected to a qualification, citizen verification, criminal record and financial/asset record checks. Applicants who have not been invited for an interview within 60 days of the closing date should consider their applications unsuccessful. 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.

CLOSING DATE : 30 November 2026 (at 12h00 sharp), all applications received after the closing date and time will not be entertained. Apply as early as possible to avoid disappointments.

POST 40/50 : **SENIOR STATE ACCOUNTANT: ACCOUNTS RECEIVABLES REF NO: NLC/162/2026**
Nature of Appointment: Permanent: College Council

SALARY : R413 001 – R486 501 per annum (Level 08)

CENTRE : Northlink TVET College (Central Office)

REQUIREMENTS : National Diploma/ Degree (NQF Level 6/7) in Accounting/Financial Management or Management Accounting or a relevant qualification. Minimum of (three) 3 years' experience in a financial environment or related field. Experience in using Management Information System (MIS) will be highly advantageous. Knowledge and understanding of the Public Service financial legislations, processes, procedures, Treasury Regulations, Public Financial Management Act (PFMA), Income Tax laws, SARS Regulations, Financial Manual, PSA, PSR etc. Numerical aptitude with a focus on accuracy and detail in analysis and calculations. Knowledge of financial accounting procedures, methods and principles established for the processing of financial transactions. Experience in the TVET College sector will be an added advantage. Computer Literacy. Valid Driver's Licence. Ability to supervise staff, resolve financial discrepancies, meet deadlines, maintain confidentiality and work effectively under pressure. Good understanding of debtors' management, invoicing, receipts, allocations, reconciliations and outstanding accounts. Knowledge of financial management principles, accounting procedures, internal controls and applicable government financial requirements. Ability to monitor outstanding debts, follow up on overdue accounts, manage collections and maintain accurate debtor records. Ability to prepare, review and analyse accounts receivable reports, reconciliation and financial information. Good written and verbal communication skills.

DUTIES : Supervise staff. Manage and monitor all accounts receivable transactions and ensure that outstanding amounts are collected on time. Maintain accurate student and other debtor accounts and ensure that balances are correctly recorded and updated. Perform monthly reconciliations of accounts receivable and prepare accurate financial reports for management. Follow up on outstanding debts, issue statements and reminders and implement approved debt recovery procedures. Ensure that all receipts and payments are correctly recorded, allocated and processed in accordance with Student debtor's policy and procedures. Ensure compliance with applicable legislation, Treasury Regulations, college policies and procedures and maintain effective internal controls over receivables. Approve all Student Refunds for payment. Provide input in the preparation and compilation of Annual Financial Statements. Ensure effective management and utilisation of allocated resources. Implement internal controls and contribute to the development of processes, procedures and policies within the management accounting portfolio. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

ENQUIRIES : Ms. L Mmesi/ Mr. T Zangqa Tel No: (021) 970 9082/ 9069

APPLICATIONS : Northlink TVET College invites applicants to apply online via email: Careers7@northlink.co.za or alternatively, applications can be hand-delivered to the Central Office, 80 Voortrekker Road, Bellville, 7530.

NOTE : Northlink Technical and Vocational Education and Training (TVET) College is inviting applications from suitably qualified candidates to fill the following vacancies. Applications can be submitted via email to: Careers7@northlink.co.za by quoting the post applying for and the relevant reference number provided on the subject line. All documents submitted must be in a PDF Format. Applicants are advised to submit one PDF Document per application. A complete set of application documents should be submitted separately for every post you wish to apply for. Applications must be submitted on the new Z83 form which has since been in effect from 1 January 2021, obtainable from any Public Service Department and must be accompanied by a comprehensive Curriculum Vitae (CV). Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources and such qualification(s) and other related

document(s) must be in line with the requirements of the advert. Please indicate the reference number and the post description of the position you are applying for on your application form, the Z83 Form must be dated, signed and the candidate must initialise both pages of the Form. Applications submitted using the old Z83 Form will not be accepted. Non-RSA Citizens/Permanent Resident, Permit Holders will be required to submit their permit on the day of the interview. It is the applicant`s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). A separate application must be submitted for each post that you are applying for. Late Applications received after closing date and time, incomplete, and faxed applications will not be considered. The employment decision shall be informed by the Employment Equity Plan of the College. It is the intention of the College to promote representativity (race, gender, and disability) in the College through the filling of these post(s). Applicants from the designated groups especially in respect of people with disabilities will receive preference. The College as the employer reserves the right not to make any appointment. Where applicable, candidates will be subjected to a skills test. Correspondence will only be limited to short-listed candidates. All short-listed candidates will be subjected to a qualification, citizen verification, criminal record and financial/asset record checks. Applicants who have not been invited for an interview within 60 days of the closing date should consider their applications unsuccessful. 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.

CLOSING DATE : 30 November 2026 (at 12h00 sharp), all applications received after the closing date and time will not be entertained. Apply as early as possible to avoid disappointment.

POST 40/51 : **CAMPUS ADMINISTRATOR REF NO: NCRTVET/773/10/2026/SUP/GASS/DAR/04**

SALARY : R338 106 per annum (Level 07)
CENTRE : Northern Cape Rural TVET College, De Aar Campus
REQUIREMENTS : Appropriate recognized Bachelor's degree/National Diploma (NQF Level 6) or equivalent qualification in Public Administration, Office Administration, Management Assistant or related field. Minimum 2/two years related experience. Digital literate and competent in Word / Excel / PowerPoint / Outlook / Teams. Excellent communication and interpersonal skills, with the ability to collaborate effectively with internal and external stakeholders. A valid driver's license and willingness to travel. Competencies: Sound knowledge of general office administration procedures, secretarial support functions, and campus operational systems. Understanding of Public Service legislations, policies, regulations, and frameworks, including the Public Service Act, Public Service Regulations, Employment Equity Act, and Labour Relations Act. Broad familiarity with the Post-School Education and Training (PSET) sector, Higher Education sector, and TVET college administration environments. Basic understanding of corporate governance, cost centre budgetary principles, expenditure tracking, and cash flow management. Working knowledge of archiving standards, record-keeping requirements, and QMS (Quality Management Systems) compliance. Strong planning, organising, and time-management skills to coordinate campus enrolment plans, meetings, workshops, and administrative schedules. Excellent communication and interpersonal skills for client-oriented service delivery, staff support, and resolving administrative queries. Proficiency in report writing, compiling management presentations, and drafting departmental correspondence and procurement memos. Problem-solving and analytical skills to verify documentation, reconcile data exceptions, and monitor all staff attendance registers. Financial and administrative skills to handle purchase requisitions, invoice coordination, and basic cost-centre expenditure tracking. 2 Years of practical experience working within a busy administrative, corporate, or public sector office environment. Practical experience in coordinating human resource administrative functions, such as leave management, Performance Management and Development System (PMDS) documents, and disciplinary or grievance record-keeping. Hands-on experience in handling procurement processes, drafting requisitions, receiving goods, and maintaining structured filing and archiving systems in line with compliance regulations. Experience in

supporting student administration processes, including student registration, data capturing, document scanning, and examination coordination. Advanced qualifications (such as an Advanced Diploma or Bachelor's Degree) in Public Management, Administration, or Office Management and Technology will be an added advantage. Prior working experience within a public TVET college environment will be an added advantage. Formal training or experience in financial record-keeping, asset management, or supply chain management within the public sector will be an added advantage. Experience with electronic student management information systems (IFSS / Coltech or similar TVET MIS platforms) will be an added advantage.

DUTIES : Render administrative support services. Administer and coordinate Human Resource Services. Provide procurement services. Maintain a proper filing system. Administer student registration and examination process.

ENQUIRIES : PJ Reyneke at 087 188 2060

APPLICATIONS : Apply online at https://ncrz83.ngnscan.co.za/

NOTE : Applicants are required to submit copies of qualifications and other relevant documents on application and must submit a fully signed Z83 form and detailed Curriculum Vitae. Certified copies of qualifications and other relevant documents will be submitted by shortlisted candidates. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other will be integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process.

CLOSING DATE : 20 November 2026. Applications received after the closing date will not be considered.

POST 40/52 : **ADMINISTRATIVE CLERK: FINANCE REF NO: NCRTVET/797/10/2026/SUP/GASS/KAT/02**

SALARY : R237 453 per annum (Level 05)

CENTRE : Northern Cape Rural TVET College, Kathu Campus

REQUIREMENTS : A recognised National Senior Certificate (Grade 12) or equivalent qualification. Strong numerical aptitude and attention to detail for handling data capturing, record-keeping, and reconciliation tasks. Excellent communication skills, both written and verbal. Digital literate and competent in Word / Excel / PowerPoint / Outlook / Teams. Reliability: Be punctual and dependable. Competencies: Understanding of public sector financial administration. Familiarity with basic accounting principles. Knowledge of financial policies and procedures. Basic understanding of the Public Finance Management Act (PFMA) and related financial management prescripts. Familiarity with record management and filing procedures, as well as computerised financial systems. Competence in financial administration and transactional processing. Strong numerical skills and accuracy in data capturing. Ability to perform financial and receipting reconciliations. Effective record-keeping and filing skills. Good communication and interpersonal skills for attending to financial enquiries with a client service focus. No prior formal experience is strictly required for entry-level appointment on Salary Level 5, though practical exposure to a financial or administrative environment will serve as a strong foundation. Practical experience in general office administration, data capturing, or handling financial documents (such as invoices, claims, and payment requests) will be an advantage. Experience in assisting with revenue tracking, receipting, or routine record maintenance. A relevant certificate, diploma, or higher qualification in Financial Management, Accounting, Public Management, or Business Administration will be an added advantage. Prior working experience in a finance or administrative division within a public TVET college, higher education institution, or public sector

environment will be an added advantage. Practical experience working with computerized financial management systems (such as BAS, Pastel, or institutional ERP systems) will be an added advantage.

DUTIES : Provide financial transaction processing and administration. Provide expenditure administration support. Provide revenue and receipting administration support. Perform financial reconciliations and record maintenance. Provide financial administration support for budgeting and reporting. Provide general financial and administrative support.

ENQUIRIES : PJ Reyneke at 087 188 2060

APPLICATIONS : Apply online at https://ncrz83.ngnscan.co.za/

NOTE : Applicants are required to submit copies of qualifications and other relevant documents on application and must submit a fully signed Z83 form and detailed Curriculum Vitae. Certified copies of qualifications and other relevant documents will be submitted by shortlisted candidates. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other will be integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process.

CLOSING DATE : 20 November 2026. Applications received after the closing date will not be considered.

POST 40/53 : **CLEANER REF NO: NCRTVET/758/10/2026/SUP/GASS/DAR/01**

SALARY : R144 024 per annum (Level 02)

CENTRE : Northern Cape Rural TVET College, De Aar Campus

REQUIREMENTS : South African Citizenship: Must be a South African citizen. Literacy: Ability to read and write. Communication: Good communication and interpersonal skills. Physical Fitness: Physically fit and able to perform demanding cleaning tasks. Reliability: Be punctual and dependable. competencies: Cleaning Agents: The proper use and handling of various cleaning chemicals and detergents. Cleaning Equipment: The operation and maintenance of standard cleaning equipment, such as vacuum cleaners, mops, and floor polishers. Safety Procedures: Health and safety regulations related to cleaning, including the use of protective gear and the safe disposal of waste. Hygiene Standards: General hygiene principles and standards. Organisational Skills: The ability to manage tasks efficiently and prioritise duties. Attention to Detail: Meticulous attention to detail to ensure thorough cleaning. Time Management: The ability to complete assigned tasks within specified timeframes. Problem-Solving: The ability to handle unexpected cleaning challenges effectively. Teamwork: The capacity to work effectively both independently and as part of a team. Cleaning Experience: A minimum of one year of experience in a cleaning role, preferably in an Educational or Classroom environment. References: Proven track record of reliability and good performance. Education: A Grade 10 (Standard 8) or equivalent qualification is required. Formal Training: Any formal training or certification in professional cleaning or hygiene will be an added advantage.

DUTIES : Cleaning Offices, corridors, halls and classrooms. Cleaning of general Kitchens. Cleaning of Restrooms. Keep and maintain cleaning materials and equipment.

ENQUIRIES : PJ Reyneke at 087 188 2060

APPLICATIONS : Apply online at https://ncrz83.ngnscan.co.za/

NOTE : Applicants are required to submit copies of qualifications and other relevant documents on application and must submit a fully signed Z83 form and detailed Curriculum Vitae. Certified copies of qualifications and other relevant documents will be submitted by shortlisted candidates. Applications received after the closing date and those that do not comply with the requirements will

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

CLOSING DATE : 20 November 2026. Applications received after the closing date will not be considered.

POST 40/54 : **CLEANER REF NO: NCRTVET/729/10/2026/SUP/GASS/KUR/01**

SALARY : R144 024 per annum (Level 02)
CENTRE : Northern Cape Rural TVET College, Kuruman Campus
REQUIREMENTS : South African Citizenship: Must be a South African citizen. Literacy: Ability to read and write. Communication: Good communication and interpersonal skills. Physical Fitness: Physically fit and able to perform demanding cleaning tasks. Reliability: Be punctual and dependable. Competencies: Cleaning Agents: The proper use and handling of various cleaning chemicals and detergents. Cleaning Equipment: The operation and maintenance of standard cleaning equipment, such as vacuum cleaners, mops, and floor polishers. Safety Procedures: Health and safety regulations related to cleaning, including the use of protective gear and the safe disposal of waste. Hygiene Standards: General hygiene principles and standards. Organizational Skills: The ability to manage tasks efficiently and prioritize duties. Attention to Detail: Meticulous attention to detail to ensure thorough cleaning. Time Management: The ability to complete assigned tasks within specified timeframes. Problem-Solving: The ability to handle unexpected cleaning challenges effectively. Teamwork: The capacity to work effectively both independently and as part of a team. Cleaning Experience: A minimum of one year of experience in a cleaning role, preferably in an Educational or Classroom environment. References: Proven track record of reliability and good performance. Education: A Grade 10 (Standard 8) or equivalent qualification is required. Formal Training: Any formal training or certification in professional cleaning or hygiene will be an added advantage.
DUTIES : Cleaning Offices, corridors, halls and classrooms. Cleaning of general Kitchens. Cleaning of Restrooms. Keep and maintain cleaning materials and equipment.
ENQUIRIES : PJ Reyneke at 087 188 2060
APPLICATIONS : Apply online at https://ncrz83.ngnscan.co.za/
NOTE : Applicants are required to submit copies of qualifications and other relevant documents on application and must submit a fully signed Z83 form and detailed Curriculum Vitae. Certified copies of qualifications and other relevant documents will be submitted by shortlisted candidates. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other will be integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process.

CLOSING DATE	:	20 November 2026. Applications received after the closing date will not be considered.
POST 40/55	:	**CLEANER REF NO: NCRTVET/786/10/2026/SUP/GASS/NAM/07**
SALARY	:	R144 024 per annum (Level 02)
CENTRE	:	Northern Cape Rural TVET College, De Aar Campus
REQUIREMENTS	:	South African Citizenship: Must be a South African citizen. Literacy: Ability to read and write. Communication: Good communication and interpersonal skills. Physical Fitness: Physically fit and able to perform demanding cleaning tasks. Reliability: Be punctual and dependable. Competencies: Cleaning Agents: The proper use and handling of various cleaning chemicals and detergents. Cleaning Equipment: The operation and maintenance of standard cleaning equipment, such as vacuum cleaners, mops, and floor polishers. Safety Procedures: Health and safety regulations related to cleaning, including the use of protective gear and the safe disposal of waste. Hygiene Standards: General hygiene principles and standards. Organizational Skills: The ability to manage tasks efficiently and prioritize duties. Attention to Detail: Meticulous attention to detail to ensure thorough cleaning. Time Management: The ability to complete assigned tasks within specified timeframes. Problem-Solving: The ability to handle unexpected cleaning challenges effectively. Teamwork: The capacity to work effectively both independently and as part of a team. Cleaning Experience: A minimum of one year of experience in a cleaning role, preferably in an Educational or Classroom environment. References: Proven track record of reliability and good performance. Education: A Grade 10 (Standard 8) or equivalent qualification is required. Formal Training: Any formal training or certification in professional cleaning or hygiene will be an added advantage.
DUTIES	:	Cleaning Offices, corridors, halls and classrooms. Cleaning of general Kitchens. Cleaning of Restrooms. Keep and maintain cleaning materials and equipment.
ENQUIRIES	:	PJ Reyneke at 087 188 2060
APPLICATIONS	:	Apply online at https://ncrz83.ngnscan.co.za/
NOTE	:	Applicants are required to submit copies of qualifications and other relevant documents on application and must submit a fully signed Z83 form and detailed Curriculum Vitae. Certified copies of qualifications and other relevant documents will be submitted by shortlisted candidates. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other will be integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process.
CLOSING DATE	:	20 November 2026. Applications received after the closing date will not be considered.