ANNEXURE D

DEPARTMENT OF HIGHER EDUCATION AND TRAINING

OTHER POSTS

POST 41/27	:	**ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT REF NO: MTC/ CO/2/2026** (Permanent)
SALARY	:	R487 197 per annum (Level 09)
CENTRE	:	Central Office, Vryheid
REQUIREMENTS	:	Grade 12 or equivalent plus recognized Degree/National Diploma in Human Resource Management or equivalent qualification. Introduction to PERSAL Certificate will be an added advantage. 3-5 years' practical experience in Human Resource Management environment, and 2 years of supervisory experience within Human Resources. Knowledge of Public Service Legislations and policies related to Human Resource Management. Knowledge and understanding of the TVET administration. Knowledge and understanding of the Higher Education sector. Knowledge of PERSAL and Job Evaluation. Skills: Planning and organizing, Financial Management, Report writing, Problem solving, client oriented, project management, team leadership and Computer Literacy. A valid drivers' licence.
DUTIES	:	Provide conditions of service benefits including verifying leave applications before capturing on PERSAL, appointment dates, qualifications, incentives system and HR personnel records. Provide Human Resource Development Services including facilitating the implementation of human resource development strategy and plans. Oversee Human Resource Development services including bursary administration, training interventions, internships and Work Integrated Learning, induction, performance management and development systems and integrated quality management systems. Develop and implement Workplace Skills Pan. Provide Labour Relations services including facilitating the implementation of labour relations guideline processes, collective bargaining, dispute resolutions, resolution of disciplinary cases, grievance and dispute processes. Represent employer and monitor the implementation of litigation outcomes. Promote sound employment relations. Coordinate and facilitate Human Resource Planning and Employment Equity services. Implement employee health and wellness programmes and service. Develop and implement Human Resource policies and manuals. Manage human, financial and other resources of the unit and queries from internal and external clients.
ENQUIRIES	:	Mr S Zulu / Mr LK Mthethwa/ Ms GL Sikhosana Tel No: (034) 980 1010
APPLICATIONS	:	email address: Corporate.Applications@mthashana.edu.za
NOTE	:	All attachments must include an application form Z83 and CV only combined, in PDF and as one attachment. Zipped, IMG and JPEG documents will not be accepted. Indicate the correct job tittle and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. Failure to do so will result in your application being disqualified. Applications quoting the relevant reference number must be submitted on the new Z83 form, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using incorrect application for employment (old Z83) will not be considered. Each post(s) advert must be accompanied by its own application form for employment and must be fully completed, initialled and signed by the applicant as instructed below. Failure to fully complete, initial and sign the Z83 form will lead to disqualification of the application during the selection process. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83 it is acceptable for applicants to indicate refer to CV or see attached. However, the question related to conditions that prevent re-appointment under Part "F" must be answered and declaration signed. Only an updated comprehensive CV (with detailed previous experience if any) and a completed and signed new Z83 application form is required. Only shortlisted candidates will be required to submit 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 documents will be in line with the requirements of the advertisement. Non-RSA Citizens/ Permanent Resident Permit holders in possession of

foreign qualifications must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). The College does not accept hand delivered applications. Applications who do not comply with the abovementioned instructions/ requirements, as well as applications received late will not be considered. Failure to submit all the requested documents will result in the candidate not being considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. All shortlisted candidates, including the SMS, shall undertake two-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit records checks, qualification(s) verification and employment verification). Please note that by responding to this advertisement, you consent to the collection, processing, and storing of your Protection of Personal Information Act (POPIA). Your information will be used solely for the purpose of this promotion and will not be shared with third parties without prior written consent unless required by law. The college reserves the right not to make any appointment(s) to the below advertised post(s). The successful candidate will be expected to sign a performance agreement. The College is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the College's intention to promote equity in terms of race, gender and disability, through the filling of this post(s)

CLOSING DATE : 27 November 2026 @ 16:00

POST 41/28 : **SENIOR ICT TECHNICIAN REF NO: KHC/2026/11/ICT**
Nature of Post: Permanent

SALARY : R413 001 per annum (Level 08)
CENTRE : King Hintsa TVET College-Central Office
REQUIREMENTS : Grade 12 / Senior Certificate. A recognised three-year National Diploma / Degree in Information Technology, Computer Science or equivalent NQF Level 6 qualification as recognised by SAQA, relevant ICT certifications such as CCNA, MCSE, VMware, Microsoft Windows Server Hybrid Administrator Associate and CompTIA Security+ are required. ITIL V3/V4 Foundation or COBIT and Server Administration Certification will be an added advantage. Candidates must have at least three years' relevant experience in ICT support and hands on server experience, a valid driver's licence, and proven experience in hardware, software, networking and ICT infrastructure support. Knowledge of server administration, desktop support, Wi-Fi, Active Directory, DHCP, VoIP, ICT security, help desk operations and second line IT support is essential. Strong communication, customer service, problem-solving, planning and time management skills, as well as the ability to work under pressure and extended hours when required, are essential.

DUTIES : The successful candidate will be responsible for managing and providing service desk, desktop, second and third-line ICT support; installing, maintaining and troubleshooting ICT hardware, software, network infrastructure, Wi-Fi, servers, Active Directory, DHCP and VoIP systems; supporting ICT security, backups and asset management; liaising with service providers on technical support, maintenance, upgrades and licences; user support and awareness initiatives; compiling ICT reports and technical information to the relevant manager; supporting ICT projects and infrastructure improvements; supervising and monitoring ICT Technicians; prioritising, resolving and escalating ICT incidents and requests; contributing to the continuous improvement of ICT services, systems, infrastructure and digitalization processes.

ENQUIRIES : Mr. O Kalimashe and Ms. P Soyizwapi Tel No: (047) 401 6400
APPLICATIONS : email: snrtechnician@khc.edu.za
NOTE : Do not separate the Z83 and CV. Scan all these into single document. Scanned Applications must consist of fully completed and signed updated new Z83 Form, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate, and the highest required qualification as well as

a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. The successful candidate will be subjected to a security clearance and verification of qualifications. All interviewed candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview Correspondence or communication will only be entered into with short-listed applicants. The College /Department reserves the right to withdraw any of the advertised posts at any time depending on the need. The Department and the College is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity: (race, gender and disability) in the Department through the filling of posts and a candidate whose appointment, transfer or promotion will promote representivity will receive preference.

CLOSING DATE : 04 December 2026 @14:00, incomplete applications and applications received after the closing date will not be considered. Only emailed applications will be considered.

POST 41/29 : **STATE ACCOUNTANT: FINANCIAL ACCOUNTING REF NO: WCCETC/SS/2026/01**
Permanent

SALARY : R338 106 per annum (Level 07)
CENTRE : Western Cape CET College: Central Office: Bellville
REQUIREMENTS : National Senior Certificate (Grade 12). An undergraduate National Diploma / Degree NQF level 6 or 7 in Financial Accounting / Accounting/ Accounting Sciences as recognized by SAQA. Two (2) years' experience in financial accounting, general ledger administration, financial transaction processing, reconciliations or financial reporting. Knowledge: Financial accounting principal and practices, General ledger management and account reconciliations, financial transaction processing and cashbook accounting, Preparation of financial reports and supporting schedules, Applicable financial management legislation, regulations and institutional policies, Internal controls, audit requirements and financial records management Computerised accounting and financial management systems. Skills: Financial accounting principles and practices, General ledger management and account reconciliations, financial transaction processing and cashbook accounting, Preparation of financial reports and supporting schedules, Applicable financial management legislation, regulations and institutional policies, Internal controls, audit requirements and financial records management, Computerised accounting and financial management systems.

DUTIES : Financial Transactions and Accounting Records. General Ledger Management and Reconciliations. Financial Reporting and Period-End Procedures. Payments, Receipts and Cashbook Accounting. Financial Compliance, Internal Controls and Audit Support. Financial Records Management and Operational Support.

ENQUIRIES : Ms. N Gwayi Tel No: (021) 180 1025
APPLICATIONS : Applications can be electronically submitted via email to Recruit2@WC.CETC.edu.za

NOTE : The Western Cape Community Education and Training College (WCCETC) is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of WCCETC will be taken into consideration. People with Disabilities will be accommodated within reasonable limits. Therefore, preference will be given to candidates whose appointment will assist the WCCETC in achieving its Employment Equity targets in terms of the WCCETC's Employment Equity Plan. Applications received after the closing date or faxed applications will not be considered. Note: Applications must be submitted on a duly completed Z83 (effective from 01 January 2021) form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit any copies of qualifications and other relevant documents on application but must submit a fully completed 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 must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process.

CLOSING DATE : 27 November 2026 @16:00

POST 41/30 : **PROVISIONING ADMINISTRATION OFFICER: SUPPLY CHAIN AND ASSET MANAGEMENT REF NO: WCCETC/SS/2026/02 (X2 POSTS)**
Permanent

SALARY : R338 106 per annum (Level 07)
CENTRE : Western Cape CET College: Central Office: Bellville
REQUIREMENTS : National Senior Certificate (Grade 12). An undergraduate National Diploma/Degree NQF level 6 or 7 in Accounting/Supply Chain Management. One to two years' experience in Supply Chain Management environment. Knowledge: BAS/LOGIS system, Assets disposal procedure, Legislative framework governing the Public Service Knowledge of Assets Management, Supply Chain Policies, Department of Higher Education mandate Skills: Planning and organizing, Communication (Good verbal and written), Computer Literacy, Flexibility, Customer care services, Report writing, Flexibility, Teamwork.
DUTIES : Perform bidding administration function for the College Bid Committee. Perform procurement of goods and services function through effective and efficient demand management services. Assist in the provision of an effective Contract Management service to the College. Provide logistical and disposal services. Provide asset management service to the College.
ENQUIRIES : Ms. N Gwayi Tel No: (021) 180 1025
APPLICATIONS : Applications can be electronically submitted via email to Recruit2@WC.CETC.edu.za
NOTE : The Western Cape Community Education and Training College (WCCETC) is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of WCCETC will be taken into consideration. People with Disabilities will be accommodated within reasonable limits. Therefore, preference will be given to candidates whose appointment will assist the WCCETC in achieving its Employment Equity targets in terms of the WCCETC's Employment Equity Plan. Applications received after the closing date or faxed applications will not be considered. Note: Applications must be submitted on a duly completed Z83 (effective from 01 January 2021) form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit any copies of qualifications and other relevant documents on application but must submit a fully completed 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 must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process.

CLOSING DATE : 27 November 2026 @16:00

POST 41/31 : **STATE ACCOUNTANT: SCM AND ASSET MANAGEMENT REF NO: NCCETC 03/11/2026**

SALARY : R338 106 - R398 277 per annum (Level 07)
CENTRE : Northern Cape CET College
REQUIREMENTS : National Diploma (3 years) at NQF Level 6 in Supply Chain / Logistics / Purchasing or equivalent (SAQA). 2–3 years relevant experience in SCM and asset management. Driver's license (except persons with disabilities). Computer literate (MS Office). Bilingual (English, Afrikaans and/or Setswana).
DUTIES : Supervise and render Asset Management clerical support (record, issue equipment, disposals, verify and maintain registers). Supervise Demand and acquisition support (supplier database, LOGIS, quotations, orders, bid/contract support). Supervise Logistical support (Place orders, receive goods, issue goods, maintain asset register.
ENQUIRIES : Ms. A.M. Phakathe or Mr. P.S. Long Tel No: (053) 753 0009
APPLICATIONS : Dedicated email for this post: NCCETC03112026@nc.cetc.edu.za
NOTE : The Northern Cape Community Education and Training College invites suitably qualified and experienced individuals to apply for the following permanent positions at our Central Office, Kimberley. Applications must be submitted using the strictly updated Z83 form (effective 1 January 2021), obtainable from any Public Service department or online. The form must be accompanied by a comprehensive Curriculum Vitae (CV) containing full particulars of training, qualifications, competencies, knowledge and experience. Applicants must clearly indicate the reference number of the post. Failure to submit the correct Z83 form and comprehensive CV will result in disqualification. Communications will be restricted to shortlisted candidates only. If you have not heard from the College within 3 months of the closing date, please accept that your application was unsuccessful. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. Suitability Checks: Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, financial/asset records check, qualification verification, and vetting).
CLOSING DATE : 27 November 2026

POST 41/32 : **STATE ACCOUNTANT: FINANCIAL ACCOUNTING REF NO: NCCETC 04/11/2026**

SALARY : R338 106 - R398 277 per annum (Level 07)
CENTRE : Northern Cape CET College
REQUIREMENTS : National Diploma (3 years) at NQF Level 6 in Accounting / Financial Management or equivalent (SAQA). 2–3 years relevant experience. Driver's license (except persons with disabilities). Computer literate (MS Office). Bilingual (English, Afrikaans and/or Setswana).
DUTIES : Budget control and expenditure (annual/monthly, adjustments, MTEF, cash flow). Income and expenditure management (bank reconciliations, payments, debtors, petty cash). Financial reports and audit preparation. Payroll and salary control (policy, paymaster, ACB exports, compliance certificates). Supervise staff (work quality, development, performance, discipline).
ENQUIRIES : Ms. A.M. Phakathe or Mr. P.S. Long: Tel No: (053) 753 0009
APPLICATIONS : Dedicated email for this post: NCCETC04112026@nc.cetc.edu.za Note: Applicants must clearly indicate the reference number of the post.
NOTE : The Northern Cape Community Education and Training College invites suitably qualified and experienced individuals to apply for the following permanent positions at our Central Office, Kimberley. Applications must be submitted using the strictly updated Z83 form (effective 1 January 2021), obtainable from any Public Service department or online. The form must be accompanied by a

comprehensive Curriculum Vitae (CV) containing full particulars of training, qualifications, competencies, knowledge and experience. Failure to submit the correct Z83 form and comprehensive CV will result in disqualification. Communications will be restricted to shortlisted candidates only. If you have not heard from the College within 3 months of the closing date, please accept that your application was unsuccessful. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. Suitability Checks: Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, financial/asset records check, qualification verification, and vetting).

CLOSING DATE : 27 November 2026

POST 41/33 : **SUPPLY CHAIN MANAGEMENT CLERK REF NO: WCCETC/SS/2026/03 (X4 POSTS)**
Permanent

SALARY : R237 453 per annum (Level 05)
CENTRE : Western Cape CET College: Central Office: Bellville
REQUIREMENTS : National Senior Certificate (Grade 12). Knowledge: Supply chain duties, Practices as well as the ability to capture data, Assets disposal procedure, Legislative framework governing the public services, Assets management, LGIS, Supply Chain Policies, Department of Higher education mandate. Skills: Planning and Organizing, Good Communication (verbal and written), Computer literacy, Flexibility, Customer care services, Report writing.
DUTIES : Compile and maintain records (e.g asset records/ databases), Check and issue furniture, equipment and accessories to components and individuals, Identify redundant, non-serviceable and obsolete equipment for disposal, Update and maintain supplier (Including contractors) database, Register suppliers on LOGIS or similar system, Request and receive quotations, Capture specification on the electronic purchasing system, Place orders, Issue and receive quotations, Provide secretariat or logistical support during the bid consideration and contracts conclusion process, Compile draft documents as required, Place orders, Receive and verify goods from suppliers, Capture goods in registers databases, Receive request for goods from end users, Issue goods to end users, Maintain goods register, Update and maintain register of suppliers.
ENQUIRIES : Ms. N Gwayi Tel No: (021) 180 1025
APPLICATIONS : Applications can be electronically submitted via email to Recruit2@WC.CETC.edu.za
NOTE : The Western Cape Community Education and Training College (WCCETC) is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of WCCETC will be taken into consideration. People with Disabilities will be accommodated within reasonable limits. Therefore, preference will be given to candidates whose appointment will assist the WCCETC in achieving its Employment Equity targets in terms of the WCCETC's Employment Equity Plan. Applications received after the closing date or faxed applications will not be considered. Note: Applications must be submitted on a duly completed Z83 (effective from 01 January 2021) form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit any copies of qualifications and other relevant documents on application but must submit a fully completed 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 must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process.

CLOSING DATE : 27 November 2026 @16:00

POST 41/34 : **FINANCE CLERK REF NO: WCCETC/SS/2026/04**
Permanent

SALARY : R237 453 per annum (Level 05)
CENTRE : Western Cape CET College: Central Office: Bellville
REQUIREMENTS : National Senior Certificate (Grade 12). Knowledge: Public sector financial administration. Basic accounting policies. Financial policies and procedures. Basic understanding of PFMA and related financial management prescripts. Record management and filing procedures. Computerised financial systems. Skills: Financial administration. Numerical skills. Data capturing. Reconciliation. Record keeping. Communication and interpersonal skills. Computer literacy.
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 : Ms. N Gwayi Tel No: (021) 180 1025
APPLICATIONS : Applications can be electronically submitted via email to Recruit2@WC.CETC.edu.za
NOTE : The Western Cape Community Education and Training College (WCCETC) is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of WCCETC will be taken into consideration. People with Disabilities will be accommodated within reasonable limits. Therefore, preference will be given to candidates whose appointment will assist the WCCETC in achieving its Employment Equity targets in terms of the WCCETC's Employment Equity Plan. Applications received after the closing date or faxed applications will not be considered. Note: Applications must be submitted on a duly completed Z83 (effective from 01 January 2021) form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit any copies of qualifications and other relevant documents on application but must submit a fully completed 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 must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process.
CLOSING DATE : 27 November 2026 @16:00

POST 41/35	:	**FINANCE CLERK: FINANCIAL ACCOUNTING REF NO: NCCETC 01/11/2026 (X2 POSTS)**
SALARY	:	R237 453 - R279 708 per annum (Level 05)
CENTRE	:	Northern Cape CET College
REQUIREMENTS	:	Minimum Grade 12 certificate (NQF Level 4) or equivalent qualification. Bilingual (English, Afrikaans and/or Setswana).
DUTIES	:	Render financial accounting transactions (invoices, payments, filing, cash collection). Salary administration support. Bookkeeping support (transactions, debtors/creditors, journals). Budget support (variance analysis, virements, budget docs). Transaction processing and reconciliations. Maintain records, filing and month-/year-end processes. Prepare financial statements and verify documents for compliance. Assist with audit queries and document retrieval.
ENQUIRIES	:	Ms. A.M. Phakathe or Mr. P.S. Long Tel No: (053) 753 0009
APPLICATIONS	:	Dedicated email for this post: NCCETC01112026@nc.cetc.edu.za Note: Applicants must clearly indicate the reference number of the post.
NOTE	:	The Northern Cape Community Education and Training College invites suitably qualified and experienced individuals to apply for the following permanent positions at our Central Office, Kimberley. Applications must be submitted using the strictly updated Z83 form (effective 1 January 2021), obtainable from any Public Service department or online. The form must be accompanied by a comprehensive Curriculum Vitae (CV) containing full particulars of training, qualifications, competencies, knowledge and experience. Failure to submit the correct Z83 form and comprehensive CV will result in disqualification. Communications will be restricted to shortlisted candidates only. If you have not heard from the College within 3 months of the closing date, please accept that your application was unsuccessful. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. Suitability Checks: Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, financial/asset records check, qualification verification, and vetting).
CLOSING DATE	:	27 November 2026
POST 41/36	:	**SUPPLY CHAIN AND ASSET ADMINISTRATION CLERK REF NO: NCCETC 02/11/2026 (X3 POSTS)**
SALARY	:	R237 453 - R279 708 per annum (Level 05)
CENTRE	:	Northern Cape CET College
REQUIREMENTS	:	Minimum Grade 12 certificate (NQF Level 4) or equivalent qualification. Bilingual (English, Afrikaans and/or Setswana).
DUTIES	:	Asset management clerical support (records, issue equipment, disposals, verify registers). Demand and acquisition support (supplier database, LOGIS, quotations, orders, bid/contract support). Logistical support (place orders, receive goods, issue goods, maintain registers).
ENQUIRIES	:	Ms. A.M. Phakathe or Mr. P.S. Long Tel No: (053) 753 0009
APPLICATIONS	:	Dedicated email for this post: NCCETC02112026@nc.cetc.edu.za
NOTE	:	The Northern Cape Community Education and Training College invites suitably qualified and experienced individuals to apply for the following permanent positions at our Central Office, Kimberley Applications must be submitted using the strictly updated Z83 form (effective 1 January 2021), obtainable from any Public Service department or online. The form must be accompanied by a comprehensive Curriculum Vitae (CV) containing full particulars of training, qualifications, competencies, knowledge and experience. Applicants must clearly indicate the reference number of the post. Failure to submit the correct Z83 form and comprehensive CV will result in disqualification. Communications will be restricted to shortlisted candidates only. If you have not heard from the College within 3 months of the closing date, please accept that your application was unsuccessful. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. Suitability Checks: Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, financial/asset records check, qualification verification, and vetting).

CLOSING DATE	:	27 November 2026
POST 41/37	:	**REGISTRY CLERK REF NO: DHET01/11/2026** Component: Office of The Deputy Minister
SALARY	:	R237 453 per annum (Level 05)
CENTRE	:	Pretoria
REQUIREMENTS	:	An appropriate Grade 12/ National Senior Certificate. Knowledge of record management, record keeping and archive procedures. Knowledge and understanding of the National Archives Act and the MIS prescripts and procedures. Basic computer skills.
DUTIES	:	Ensure the smooth, efficient and effective flow of documents (receive and distribute) between the office of the executive authority, the department and other structures like cluster committees. Receive and distribute post and documents. Record documents in the required databases/ registers. File all documents in accordance with relevant prescripts like the National Archives Act and the MIS prescripts. Render general support function in the office of the executive authority. Render assistance with logical arrangements. Assist with the distribution of Cabinet/ Executive Council memorandum. Assist with document reproduction and facsimile services. Control stocks and stationery as chief user clerk for the executive authority's office. Study relevant Public Service and departmental prescripts/ policies and other documents and ensure that the application thereof is understood properly. Remain up to date with regard to the applicable prescripts/ policies and procedures that apply to his/ her work terrain. Remain abreast with the procedures and processes applicable to the office of the executive authority.
ENQUIRIES	:	Ms Sithole/ Mr R Kgare/ Ms XE Rikhotso/ Ms P Morota Tel No: (012) 312 5498/5442/5513/6389
APPLICATIONS	:	DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply and follow the easy prompts/instructions.
NOTE	:	Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. 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. All shortlisted candidates will be required to undertake assessment test. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all SMS DHET posts". All shortlisted candidates will be required to undertake assessment test.
CLOSING DATE	:	27 November 2026
POST 41/38	:	**DRIVER/ MESSAGER REF NO: DHET02/11/2026** Component: Office of The Deputy Minister
SALARY	:	R201 093 per annum (Level 04)
CENTRE	:	Pretoria
REQUIREMENTS	:	A Grade 10 Certificate/ Standard 8/ ABET level 4 certificate and a valid driver's licence. Knowledge of ministry. Knowledge of Batho Pele Principles.

Knowledge and understanding of log sheet. Good communication skills both verbal and written. Good interpersonal skills and time management. Ability to work under pressure and after hours. Willingness to travel.

DUTIES : Collect and deliver documents. Collect, deliver and distribute documents for the office of the executive authority. Collect, deliver and distribute parcels for the executive authority. er a driving and related support function in the office of the executive authority. Transport employees in the office of the executive authority and guests and special advisors of the executive authority. Render a general support function in the office of the executive authority. Assist the office with logistical arrangements. Assist with document reproduction and facsimile services. Record keeping of the utilization of the allocated motor vehicle e.g. log sheets and petrol receipts. Maintain knowledge on the policies and procedures that applies in the work environment.

ENQUIRIES : Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5498/5442/5513/6389

APPLICATIONS : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply and follow the easy prompts/instructions.

NOTE : Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. 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. All shortlisted candidates will be required to undertake assessment test. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all SMS DHET posts". All shortlisted candidates will be required to undertake assessment test.

CLOSING DATE : 27 November 2026

POST 41/39 : **CLEANER REF NO: KHC/2026/011/DUT01**
Nature of Post: Permanent

SALARY : R144 024 per annum (Level 02)
CENTRE : King Hintsa TVET College- Dutywa Campus
REQUIREMENTS : Grade 10/STD 8 or any relevant equivalent qualification with proven experience in cleaning services.

DUTIES : Undertake activities associate with maintaining cleanliness of designated areas and providing support during the relocation of office furniture/equipment with laid down instructions. Receive verbal instructions from the immediate supervisor on the work program and/or priorities related to specific departments. Communication on specific cleaning material requirements. Clean ablution facilities, mopping floors and wiping ceramic surfaces, replacing toilet rolls, hand towels, providing tea/coffee and water during meetings, checking and reporting defective items to the immediate supervisor for attention. Ensure that areas that are services are always kept neat and tidy.

ENQUIRIES : Mr O Kalimashe or Ms. P Soyizwapi Tel No: (047) 401 6400
APPLICATIONS : email: khcleaner@khc.edu.za
NOTE : Do not separate the Z83 and CV. Scan all these into single document. Scanned Applications must consist of fully completed and signed updated new Z83

Form, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate, and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. The successful candidate will be subjected to a security clearance and verification of qualifications. All interviewed candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview Correspondence or communication will only be entered into with short-listed applicants. The College /Department reserves the right to withdraw any of the advertised posts at any time depending on the need. The Department and the College is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity: (race, gender and disability) in the Department through the filling of posts and a candidate whose appointment, transfer or promotion will promote representivity will receive preference.

CLOSING DATE : 04 December 2026 @14:00, incomplete applications and applications received after the closing date will not be considered. Only emailed applications will be considered.

POST 41/40 : **FOOD AID SERVICES REF NO: DHET03/11/2026 (X2 POSTS)**
Component: Office of The Deputy Minister

SALARY : R144 024 per annum (Level 02)
CENTRE : Pretoria
REQUIREMENTS : Standard 8/ Grade 10/ ABET Level 4. Knowledge of Batho Pele Principles. Knowledge of cleaning methods, material and equipment. Basic communication skill and interpersonal skills. Basic computer literacy. Ability to perform routine tasks.
DUTIES : To effectively clean designated working environment in the Ministerial houses. Empty dustbins. Dust and polish furniture, equipment, ornaments and mirrors. Clean, vacuum carpets and remove stains. Clean windows and walls. Wash floors and vacuum carpets. Deep cleaning of toilets. Refill toilets with toilet papers, soap dispensers and hand towels. Wash toilet floors. Wax and shine floors. Clean oven and fridge. Making bed. Wash dishes. Making tea. Doing laundry. Ironing. The rendering of assistance regarding the general safety of building. Reporting any fault. Escorting contractors and visitors in the absence of the client. Sign off the work that is done by contract workers. Maintain quality control measures of all food/tea provided.
ENQUIRIES : Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5498/5442/5513/6389
APPLICATIONS : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply and follow the easy prompts/instructions.
NOTE : Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. 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. All shortlisted candidates will be required to undertake

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CLOSING DATE : 27 November 2026