ANNEXURE I

DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(Sekhukhune TVET College)
(Free State Community Education and Training College)
(Taletso TVET College)
(KwaZulu Natal CET College)
(Mpumalanga Community Education and Training College)

OTHER POSTS

POST 43/86	:	**ASSISTANT DIRECTOR: PARTNERSHIP AND LINKAGES REF NO: SEKTVET13/2026 (X1 POST)**
SALARY	:	R605 742 – R713 535 per annum (Level 10)
CENTRE	:	Central Office
REQUIREMENTS	:	Grade 12/ Matric plus a three (3) year National Diploma / Degree in Project Management / Business Management / Marketing / Public Administration / relevant qualification as recognised by SAQA. A minimum of 3 years' working experience in stakeholder engagement, partnerships, business development, or education related environment at supervisory level. Proficient in Microsoft Office. Valid Driver's Licence. Knowledge of building and sustaining partnerships in a TVET environment, maintaining placement, innovation, marketing and entrepreneurial insight, financial management, resource mobilisation, interpretation of statutes, Public Service Act, PFMA, Treasury Regulations and related frameworks. Should have excellent communication, negotiation, project coordination, analytical thinking, problem-solving, relationship management, and decision-making skills, ability to interpret and apply public sector legislation and institutional policies.
DUTIES	:	Develop and maintain a database of local businesses; participate in business forums and identify project opportunities; develop project proposals and plans for joint initiatives; facilitate engagement and handover processes with college management; and establish partnerships with industry and relevant stakeholders. Conduct business opportunity scanning, identify opportunities for college income generation, and establish work environment simulation opportunities. Provide market needs and business case rationales for all opportunities and identify appropriate partners or service providers. Coordinate the submission of tenders and funding proposals locally and internationally. Provide information and reports on programmes, funding, and partnerships to DHET and other stakeholders. Manage and strengthen local, provincial, national, and international government relations. Develop and update schedules of local, national, and international government projects and opportunities. Identify College synergies and potential contributions to provincial departments. Build relationships with relevant officials, establish a database of key contacts, and participate in practical opportunities aligned with the College's core business. Conduct research management; oversee and maintain student work placements and Work Integrated Learning (WIL); and manage all human, financial, and other resources of the unit.
ENQUIRIES	:	All enquiries should be directed to Ms Motimele LJ /Ms Mphahlele TD Tel No: (013) 269 0278 respectively.
APPLICATIONS	:	Your application must clearly quote the correct job reference number and can either be hand delivered to Human Resources Management, Sekhukhune TVET College – Central Office, Stand No 676, Motetema, 0473, Alternatively, applications may be send to hrmapplications@sektvetcol.co.za
NOTE	:	Application submission Guidelines To apply, please submit a detailed Curriculum Vitae highlighting your relevant qualifications, experience, and at least two contactable references along with a completed, signed Z83 application form (2021 version), which is available from any public service department. While certified copies of your qualifications and supporting documents are only required on or before the interview date, please note that late submissions will not be considered, and the college reserves the right to withdraw any post at any stage. Sekhukhune TVET College is an equal opportunity employer who encourages applications from persons with disabilities. Due to high volumes, communication is limited to shortlisted candidates; therefore, if you do not receive feedback within three months of the closing date, please consider your application unsuccessful, keeping in mind that final selection is subject to background vetting, credentials verification, and

financial disclosure checks. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be practical exercise, and the other must be an integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process.

CLOSING DATE : 11 December 2026 at 12h00

POST 43/87 : **ASSISTANT DIRECTOR: VOCATIONAL PROGRAMMES (MINISTERIAL PROGRAMMES) REF NO: TLT/17/11/2026**
Directorate: Academic Services

SALARY : R605 742 - R713 535 per annum (Level 10)
CENTRE : Central Office
REQUIREMENTS : Grade 12 or NC(V) Level 4; an appropriate recognised three-year National Diploma or Bachelor's degree (NQF Level 6) qualification at REQV 13 or relevant qualification, including a professional teaching qualification. A minimum of five (5) years' relevant teaching and curriculum delivery experience in a TVET college, of which at least three (3) years must have been at campus management or equivalent academic management level. Valid SACE registration and a valid Code B driver's license. Knowledge of the Continuing Education and Training Act, 2006, as amended; TVET college policies; NC(V), Report 191 and other ministerial programmes; ICASS, ISAT and school-based assessment; the Skills Development Act, Public Service Act, Public Service Regulations and Labour Relations Act. Sound knowledge of academic planning, quality assurance, learner admissions, curriculum implementation and assessment. Excellent leadership, staff development, analytical, financial management, report-writing, project management, communication and computer skills.

DUTIES : Develop, implement and monitor academic and curriculum policies and quality management documents for ministerial programmes. Oversee coordinated curriculum delivery across campuses, including NC(V), Report 191, Pre-Vocational Learning Programmes and other approved ministerial offerings. Implement DHET instructions and revised qualifications. Coordinate ICASS, ISAT, examinations, school-based assessment and academic interventions; analyse results and monitor Facilitator / Lecturer performance and classroom support visits. Develop and monitor the College Academic Year Planner, Teaching and Learning Plan and programme delivery targets. Guide admissions and enrolment planning in relation to campus capacity. Coordinate teaching and learning materials, facilities, equipment, PPE requirements and blended learning/LMS support. Oversee relevant student administration systems, staff allocations and academic timetables. Support Facilitator / Lecturer development, chair academic management meetings, provide Academic Board and executive reports, and coordinate applications for approval of new programmes and subjects. Manage the human, financial and other resources assigned to the unit.

ENQUIRIES : Mr. M. Ramalapa Tel No: (018) 384 2346/50 Ext 1021
APPLICATIONS : Applications must be emailed to the centraloffice.recruitment@taletso.edu.za, with the post title and reference number clearly stated in the subject line, or hand-delivered to the HR Office, Taletso TVET College, Kgora Building (next to the SABC), Mafikeng Campus, Mahikeng. Faxed applications will not be accepted.

NOTE : Applicants must submit a completed and signed prescribed Z83 application form (2021 version) and a comprehensive, updated CV only, quoting the title and correct reference number of the post. A separate application must be submitted for each post. The Z83 is available from any Public Service department or www.gov.za/documents. Only shortlisted applicants will be requested to provide certified copies of qualifications, identity documents and other relevant supporting records within the period specified by Human Resources. Applicants with foreign qualifications must furnish a SAQA evaluation when requested. Late or faxed applications will not be considered. Correspondence will be limited to shortlisted candidates. Applicants not contacted within eight (8) weeks after the closing date may regard their applications as unsuccessful. Shortlisted candidates may undergo job-related competency or practical assessments, reference and employment verification, qualification verification, citizenship and criminal-record checks, financial or credit checks where relevant to the position, and lawful social-media checks conducted in accordance with applicable privacy requirements. Appointments

may be subject to security vetting. Successful candidates will be required to sign an employment contract and a performance agreement, where applicable, and to disclose financial interests as required by applicable legislation and policies. The College is an equal opportunity employer and will apply its approved Employment Equity Plan. The College reserves the right not to fill any post.

CLOSING DATE : 15 January 2027 at 16h00

POST 43/88 : **ASSISTANT DIRECTOR: STUDENT SUPPORT SERVICES REF NO: TLT/19/11/2026**
Directorate: Academic Services

SALARY : R605 742 - R713 535 per annum (Level 10)
CENTRE : Central Office
REQUIREMENTS : Grade 12 or NC(V) Level 4; an appropriate recognised three-year National Diploma or Bachelor's Degree (NQF Level 6) qualification in Psychology, Social Work or a relevant qualification. A minimum of five (5) years' relevant experience in student support, counselling, student development or education support, of which at least three (3) years must have been at supervisory level. A valid driver's license and proficiency in Computer skills. Knowledge of career guidance, academic support, disability inclusion, student governance, student wellness, NSFAS-related processes, the Continuing Education and Training Act, 2006, as amended, and relevant public-service legislation. Proven skills in leadership, counselling coordination, stakeholder management, financial management, planning, reporting, interpersonal communication and problem-solving; ability to work with diverse student communities and outside standard hours when necessary.
DUTIES : Plan, coordinate and manage the College's Student Support Services unit. Oversee student counselling and referral arrangements, career guidance, academic support interventions and student wellness programmes. Support student governance, representative structures and student leadership development. Coordinate disability inclusion, gender mainstreaming, student retention interventions and student support reporting. Manage the College's sports, recreation, arts and culture activities. Build effective internal and external stakeholder relationships. Maintain student support records, management information and internal controls, and report regularly to senior management. Manage the unit's human, financial and other resources.
ENQUIRIES : Mr. M. Ramalapa Tel No: (018) 384 2346/50 Ext 1021
APPLICATIONS : Applications must be emailed to the centraloffice.recruitment@taletso.edu.za, with the post title and reference number clearly stated in the subject line, or hand-delivered to the HR Office, Taletso TVET College, Kgora Building (next to the SABC), Mafikeng Campus, Mahikeng. Faxed applications will not be accepted.
NOTE : Applicants must submit a completed and signed prescribed Z83 application form (2021 version) and a comprehensive, updated CV only, quoting the title and correct reference number of the post. A separate application must be submitted for each post. The Z83 is available from any Public Service department or www.gov.za/documents. Only shortlisted applicants will be requested to provide certified copies of qualifications, identity documents and other relevant supporting records within the period specified by Human Resources. Applicants with foreign qualifications must furnish a SAQA evaluation when requested. Late or faxed applications will not be considered. Correspondence will be limited to shortlisted candidates. Applicants not contacted within eight (8) weeks after the closing date may regard their applications as unsuccessful. Shortlisted candidates may undergo job-related competency or practical assessments, reference and employment verification, qualification verification, citizenship and criminal-record checks, financial or credit checks where relevant to the position, and lawful social-media checks conducted in accordance with applicable privacy requirements. Appointments may be subject to security vetting. Successful candidates will be required to sign an employment contract and a performance agreement, where applicable, and to disclose financial interests as required by applicable legislation and policies. The College is an equal opportunity employer and will apply its approved Employment Equity Plan. The College reserves the right not to fill any post.
CLOSING DATE : 15 January 2027 at 16h00

POST 43/89	:	**ASSISTANT DIRECTOR: HEAD OF ADMINISTRATION (MAFIKENG CAMPUS) REF NO: TLT/20/11/2026** Directorate: Academic Services
SALARY	:	R487 197 - R573 897 per annum (Level 09)
CENTRE	:	Mafikeng Campus
REQUIREMENTS	:	Grade 12 or NC(V) Level 4; a recognised three-year National Diploma or Bachelor's degree (NQF Level 6) in Public Management, Public Administration, Office Management or relevant qualification. A minimum of five (5) years' relevant campus, education or public-sector administration experience, of which at least three (3) years must have been at supervisory level. A valid driver's license and computer skills. Knowledge of TVET student registration and examination administration, HR administration, public-sector financial management, asset and supply chain management, facilities and fleet administration, the Public Service Act, Public Service Regulations, Labour Relations Act and relevant governance and employment equity prescripts. Strong planning, records management, budgeting, reporting, leadership and problem-solving skills.
DUTIES	:	Manage academic and student administration support at Mafikeng Campus, including admissions, registration and examination administration. Coordinate campus human resources administration, staff performance agreements and the provision of accurate institutional information to Central Office and DHET. Oversee delegated finance, asset, procurement and supply chain administration and monitor campus budgets and expenditure. Coordinate campus facilities, infrastructure maintenance, fleet and general administrative support. Maintain proper records and filing controls. Supervise, develop and manage the human, physical and financial resources of the administration unit.
ENQUIRIES	:	Mr. M. Ramalapa, Tel No: (018) 384 2346/50 Ext 1021
APPLICATIONS	:	Applications must be emailed to the centraloffice.recruitment@taletso.edu.za, with the post title and reference number clearly stated in the subject line, or hand-delivered to the HR Office, Taletso TVET College, Kgora Building (next to the SABC), Mafikeng Campus, Mahikeng. Faxed applications will not be accepted.
NOTE	:	Applicants must submit a completed and signed prescribed Z83 application form (2021 version) and a comprehensive, updated CV only, quoting the title and correct reference number of the post. A separate application must be submitted for each post. The Z83 is available from any Public Service department or www.gov.za/documents. Only shortlisted applicants will be requested to provide certified copies of qualifications, identity documents and other relevant supporting records within the period specified by Human Resources. Applicants with foreign qualifications must furnish a SAQA evaluation when requested. Late or faxed applications will not be considered. Correspondence will be limited to shortlisted candidates. Applicants not contacted within eight (8) weeks after the closing date may regard their applications as unsuccessful. Shortlisted candidates may undergo job-related competency or practical assessments, reference and employment verification, qualification verification, citizenship and criminal-record checks, financial or credit checks where relevant to the position, and lawful social-media checks conducted in accordance with applicable privacy requirements. Appointments may be subject to security vetting. Successful candidates will be required to sign an employment contract and a performance agreement, where applicable, and to disclose financial interests as required by applicable legislation and policies. The College is an equal opportunity employer and will apply its approved Employment Equity Plan. The College reserves the right not to fill any post.
CLOSING DATE	:	15 January 2027 at 16h00
POST 43/90	:	**ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: TLT/21/11/2026** Directorate: Finance and Administration
SALARY	:	R487 197 - R573 897 per annum (Level 09)
CENTRE	:	Central Office
REQUIREMENTS	:	Grade 12 or NC(V) Level 4; a recognised three-year National Diploma or Bachelor's degree (NQF Level 6) in Supply Chain Management, Logistics, Finance or another relevant qualification. A minimum of five (5) years' relevant supply chain management experience, of which at least three (3) years must

have been at supervisory level. A valid driver's license and computer skills. Knowledge of the Public Finance Management Act, Treasury Regulations, Preferential Procurement Policy Framework Act and applicable procurement prescripts, B-BBEE requirements, asset management, demand, acquisition, logistics, contract and disposal management. Strong ethical judgement, procurement planning, stakeholder coordination, report writing, financial control and people management skills.

DUTIES : Develop, implement, monitor and review the College's supply chain management policies, procedures and internal controls. Manage demand planning, acquisition and logistics processes and support the annual procurement plan. Oversee procurement of goods and services, quotations, bids, supplier records, contract administration and procurement reporting in accordance with applicable legislation and delegations. Oversee asset management, inventory and disposal processes, and ensure reliable audit trails and records. Monitor procurement risks, compliance and audit findings. Manage staff, budgets and resources within the unit.

ENQUIRIES : Mr. M. Ramalapa, Tel No: (018) 384 2346/50 Ext 1021

APPLICATIONS : Applications must be emailed to the centraloffice.recruitment@taletso.edu.za, with the post title and reference number clearly stated in the subject line, or hand-delivered to the HR Office, Taletso TVET College, Kgora Building (next to the SABC), Mafikeng Campus, Mahikeng. Faxed applications will not be accepted.

NOTE : Applicants must submit a completed and signed prescribed Z83 application form (2021 version) and a comprehensive, updated CV only, quoting the title and correct reference number of the post. A separate application must be submitted for each post. The Z83 is available from any Public Service department or www.gov.za/documents. Only shortlisted applicants will be requested to provide certified copies of qualifications, identity documents and other relevant supporting records within the period specified by Human Resources. Applicants with foreign qualifications must furnish a SAQA evaluation when requested. Late or faxed applications will not be considered. Correspondence will be limited to shortlisted candidates. Applicants not contacted within eight (8) weeks after the closing date may regard their applications as unsuccessful. Shortlisted candidates may undergo job-related competency or practical assessments, reference and employment verification, qualification verification, citizenship and criminal-record checks, financial or credit checks where relevant to the position, and lawful social-media checks conducted in accordance with applicable privacy requirements. Appointments may be subject to security vetting. Successful candidates will be required to sign an employment contract and a performance agreement, where applicable, and to disclose financial interests as required by applicable legislation and policies. The College is an equal opportunity employer and will apply its approved Employment Equity Plan. The College reserves the right not to fill any post.

CLOSING DATE : 15 January 2027 at 16h00

POST 43/91 : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: TLT/23/11/2026**
Directorate: Corporate Services

SALARY : R487 197 - R573 897 per annum (Level 09)

CENTRE : Central Office

REQUIREMENTS : Grade 12 or NC(V) Level 4; a recognised three-year National Diploma or Bachelor's degree (NQF Level 6) in Human Resource Management, Personnel Management, Public Administration, Public Management or a relevant qualification. A minimum of five (5) years' relevant human resource management experience, of which at least three (3) years must have been at supervisory level. A valid driver's license. Knowledge of PERSAL, conditions of service, leave and personnel administration, recruitment and selection, performance management, labour relations, employee health and wellness and HR records. Knowledge of the Public Service Act, Public Service Regulations, Labour Relations Act, Employment Equity Act, Basic Conditions of Employment Act and Batho Pele principles. Computer skills and strong report-writing, supervisory and problem-solving skills. An introductory PERSAL certificate and extensive experience in leave or personnel administration will be added advantages.

DUTIES	:	Manage the College's human resource management services, including recruitment and selection, appointments, conditions of service, personnel and leave administration and employee benefits. Implement performance management and development systems and coordinate HR development and training activities. Manage employee relations processes and coordinate employee health and wellness programmes within the approved institutional arrangements. Maintain reliable and confidential HR records and ensure appropriate use of PERSAL. Monitor HR legislation and policy compliance, respond to audit and management information requests and supervise and develop staff.
ENQUIRIES	:	Mr. M. Ramalapa Tel No: (018) 384 2346/50, Ext 1021
APPLICATIONS	:	Applications must be emailed to the centraloffice.recruitment@taletso.edu.za, with the post title and reference number clearly stated in the subject line, or hand-delivered to the HR Office, Taletso TVET College, Kgora Building (next to the SABC), Mafikeng Campus, Mahikeng. Faxed applications will not be accepted.
NOTE	:	Applicants must submit a completed and signed prescribed Z83 application form (2021 version) and a comprehensive, updated CV only, quoting the title and correct reference number of the post. A separate application must be submitted for each post. The Z83 is available from any Public Service department or www.gov.za/documents. Only shortlisted applicants will be requested to provide certified copies of qualifications, identity documents and other relevant supporting records within the period specified by Human Resources. Applicants with foreign qualifications must furnish a SAQA evaluation when requested. Late or faxed applications will not be considered. Correspondence will be limited to shortlisted candidates. Applicants not contacted within eight (8) weeks after the closing date may regard their applications as unsuccessful. Shortlisted candidates may undergo job-related competency or practical assessments, reference and employment verification, qualification verification, citizenship and criminal-record checks, financial or credit checks where relevant to the position, and lawful social-media checks conducted in accordance with applicable privacy requirements. Appointments may be subject to security vetting. Successful candidates will be required to sign an employment contract and a performance agreement, where applicable, and to disclose financial interests as required by applicable legislation and policies. The College is an equal opportunity employer and will apply its approved Employment Equity Plan. The College reserves the right not to fill any post.
CLOSING DATE	:	15 January 2027 at 16h00
POST 43/92	:	**ASSISTANT DIRECTOR: FINANCE MANAGEMENT REF NO: TLT/24/11/2026** Directorate: Finance and Administration
SALARY	:	R487 197 - R573 897 per annum (Level 09)
CENTRE	:	Central Office
REQUIREMENTS	:	Grade 12 or NC(V) Level 4; a recognised three-year National Diploma or Bachelor's degree (NQF Level 6) in Financial Management, Accounting, Public Finance, Cost and Management Accounting or a relevant qualification. A minimum of five (5) years' relevant financial management experience, of which at least three (3) years must have been at supervisory level. A valid driver's license and advanced working knowledge of Excel and other relevant office and financial systems. Knowledge of the Public Finance Management Act, Treasury Regulations, applicable accounting standards, budget administration, cash-flow management, financial reporting, internal controls, audit processes, public procurement and asset management. Strong financial analysis, report writing, organisational and people management skills.
DUTIES	:	Oversee College financial administration and accounting records in accordance with approved systems and delegated authority. Support preparation, implementation and monitoring of institutional budgets, cash-flow forecasts and funds requisitions. Supervise account reconciliations, financial controls and periodic management reports. Coordinate information and evidence for internal and external audits and ensure timely follow-up on audit findings. Monitor and report unauthorised expenditure, irregular expenditure, and fruitless and wasteful expenditure as required by applicable prescripts. Coordinate relevant financial risk and compliance activities and support the

implementation of asset management controls. Manage the human and financial resources of the unit.

ENQUIRIES : Mr. M. Ramalapa, Tel No: (018) 384 2346/50, Ext 1021

APPLICATIONS : Applications must be emailed to the centraloffice.recruitment@taletso.edu.za, with the post title and reference number clearly stated in the subject line, or hand-delivered to the HR Office, Taletso TVET College, Kgora Building (next to the SABC), Mafikeng Campus, Mahikeng. Faxed applications will not be accepted.

NOTE : Applicants must submit a completed and signed prescribed Z83 application form (2021 version) and a comprehensive, updated CV only, quoting the title and correct reference number of the post. A separate application must be submitted for each post. The Z83 is available from any Public Service department or www.gov.za/documents. Only shortlisted applicants will be requested to provide certified copies of qualifications, identity documents and other relevant supporting records within the period specified by Human Resources. Applicants with foreign qualifications must furnish a SAQA evaluation when requested. Late or faxed applications will not be considered. Correspondence will be limited to shortlisted candidates. Applicants not contacted within eight (8) weeks after the closing date may regard their applications as unsuccessful. Shortlisted candidates may undergo job-related competency or practical assessments, reference and employment verification, qualification verification, citizenship and criminal-record checks, financial or credit checks where relevant to the position, and lawful social-media checks conducted in accordance with applicable privacy requirements. Appointments may be subject to security vetting. Successful candidates will be required to sign an employment contract and a performance agreement, where applicable, and to disclose financial interests as required by applicable legislation and policies. The College is an equal opportunity employer and will apply its approved Employment Equity Plan. The College reserves the right not to fill any post.

CLOSING DATE : 15 January 2027 at 16h00

POST 43/93 : **ASSISTANT DIRECTOR: MARKETING AND COMMUNICATION REF NO: TLT/25/11/2026**
Directorate: Marketing and Communication

SALARY : R487 197 - R573 897 per annum (Level 09)

CENTRE : Central Office

REQUIREMENTS : Grade 12 or NC(V) Level 4; a recognised three-year National Diploma or Bachelor's degree (NQF Level 6) in Marketing, Corporate Communication, Public Relations, Journalism or a relevant qualification. A minimum of five (5) years' relevant experience in marketing, corporate communication or public relations, of which at least three (3) years must have been at supervisory level. A valid Code B driver's license. Demonstrable experience in stakeholder and media relations, digital marketing, brand management, campaign planning, events management, website management and social media. Knowledge of public-sector communication, College governance, marketing budgeting and government procurement requirements. Strong writing, editing, research, photography coordination, project management, interpersonal and leadership skills. Graphic design knowledge will be an added advantage. Willingness to travel and work irregular hours when required.

DUTIES : Develop, implement and monitor the College's marketing, communication and public relations strategies and annual plans. Manage institutional branding, media liaison, internal communication and consistent messaging across College platforms. Prepare and coordinate press releases, feature articles, website content, social media content, public notices and other communication products. Manage media enquiries and monitor media coverage, online engagement and campaign performance; submit analytical reports to senior management. Coordinate outreach, exhibitions, campaigns, official events, photographic coverage and event-related publicity. Manage communications and marketing budgets within applicable policies and delegated authority. Conduct internal and external customer satisfaction surveys, analyse findings and report on improvement actions. Oversee content management for the College website, social media and web applications.

ENQUIRIES : Mr. M. Ramalapa Tel No: (018) 384 2346/50, Ext 1021

APPLICATIONS : Applications must be emailed to the centraloffice.recruitment@taletso.edu.za, with the post title and reference number clearly stated in the subject line, or

hand-delivered to the HR Office, Taletso TVET College, Kgora Building (next to the SABC), Mafikeng Campus, Mahikeng. Faxed applications will not be accepted.

NOTE : Applicants must submit a completed and signed prescribed Z83 application form (2021 version) and a comprehensive, updated CV only, quoting the title and correct reference number of the post. A separate application must be submitted for each post. The Z83 is available from any Public Service department or www.gov.za/documents. Only shortlisted applicants will be requested to provide certified copies of qualifications, identity documents and other relevant supporting records within the period specified by Human Resources. Applicants with foreign qualifications must furnish a SAQA evaluation when requested. Late or faxed applications will not be considered. Correspondence will be limited to shortlisted candidates. Applicants not contacted within eight (8) weeks after the closing date may regard their applications as unsuccessful. Shortlisted candidates may undergo job-related competency or practical assessments, reference and employment verification, qualification verification, citizenship and criminal-record checks, financial or credit checks where relevant to the position, and lawful social-media checks conducted in accordance with applicable privacy requirements. Appointments may be subject to security vetting. Successful candidates will be required to sign an employment contract and a performance agreement, where applicable, and to disclose financial interests as required by applicable legislation and policies. The College is an equal opportunity employer and will apply its approved Employment Equity Plan. The College reserves the right not to fill any post.

CLOSING DATE : 15 January 2027 at 16h00

POST 43/94 : **ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING REF NO: SEKTVET14/2026 (X1 POST)**

SALARY : R487 197 – R573 897 per annum (Level 09)
CENTRE : Central Office
REQUIREMENTS : A recognized undergraduate qualification / Bachelor's Degree / National Diploma in Financial Accounting, Cost and Management Accounting and/ or Financial Management or equivalent qualification. Minimum of three years supervisory experience gained in a financial environment. Minimum of three to five years' experience in budgeting, financial accounting and financial management reporting. Recommendation: Computer Literacy. Valid Driver's Licence. Sound understanding of GRAP and other relevant finance reporting standards. Strategic capability and leadership. Problem solving and analysis. Technical proficiency, quality management, reconciliation and financial management, communication management and people management and empowerment. A dynamic individual, who is service delivery orientated, customer focused, maintains high integrity and is able to perform in a team environment. Good knowledge of the legislation and prescripts applicable to the public sector. Candidate must be willing to work irregular hours and be committed to meet deadlines within tight timeframes. Must be computer literate in Office packages (Ms Word, Excel, PowerPoint, Outlook and internet.

DUTIES : Develop financial management policies and procedure. Conduct financial planning. Budgeting – Coordinate, review, analyse and quality assure the budget preparation process. Coordinate the preparation and consultation for the MTEF budget process. Analyse, interpret and implement the treasury guidelines for the estimates of national expenditure (ENE). Develop templates for the collection of budget information from line functionaries. Align budget statements with the annual performance plan, strategic plan for spending priorities. Analyse and interpret the requirements for the monthly cash flow and adjusted cash flow. Undertake the planning and supervise the preparation and consultation process in the implementation of the adjustments estimates process. Assess where shifting of funds is required and possible by reviewing expenditure against budget and make recommendations. Supervise the recording of adjustments and provide feedback to the relevant components Advice managers about allocation, approval and budget. Monitor that all shifts are included in the adjusted budget. Provide assets, liability and debt management services. Ensure that expenditure is in line with the budget item. Provide inputs on creation of new ledger accounts; Facilitate processing of journals; clear all suspense accounts before closure of the reporting period; Review of reconciliations of General Ledger accounts. Preparation of annual

		financial statements for audit purpose; Preparation of interim financial statements required by management. Contributes to the preparation of the Annual Report and condition grant. Liaise with external and internal auditors; Resolution of internal and external audit queries; Implementation of internal and external audit recommendations. Management of students Debts: Oversee the identification and accurate recording of debts owed to the college. Liaise with debtors and determine payback conditions and timeframes. Oversee the process of obtaining the accounting officer's approval for debt collection conditions. Monitoring and reporting on revenue: Oversee and monitor income against budget and review reconciliations. Oversee and review disclosure notes on revenue collection. Oversee and collate financial supporting information for planning purposes. Ensure accurate set up of the college fee structure for student billing and accurate billing of other debtors. Managing the preparation of monthly reconciliation i.e. NSFAS Recon, Revenue Recon and Allowance Refund Reconciliations. Managing the reconciliation of all SETA projects. Ensure the safeguarding of all source documents. Monitor performance of employees and determine training needs. Control leave and related personnel matters applying laid down Human Resources procedures.
ENQUIRIES	:	All enquiries should be directed to Ms Motimele LJ /Ms Mphahlele TD Tel No: (013) 269 0278 respectively.
APPLICATIONS	:	Your application must clearly quote the correct job reference number and can either be hand delivered to Human Resources Management, Sekhukhune TVET College – Central Office, Stand No 676, Motetema, 0473, Alternatively, applications may be send to hrmapplications@sektvetcol.co.za
NOTE	:	Application submission Guidelines To apply, please submit a detailed Curriculum Vitae highlighting your relevant qualifications, experience, and at least two contactable references along with a completed, signed Z83 application form (2021 version), which is available from any public service department. While certified copies of your qualifications and supporting documents are only required on or before the interview date, please note that late submissions will not be considered, and the college reserves the right to withdraw any post at any stage. Sekhukhune TVET College is an equal opportunity employer who encourages applications from persons with disabilities. Due to high volumes, communication is limited to shortlisted candidates; therefore, if you do not receive feedback within three months of the closing date, please consider your application unsuccessful, keeping in mind that final selection is subject to background vetting, credentials verification, and financial disclosure checks. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be practical exercise, and the other must be an integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process.
CLOSING DATE	:	11 December 2026 at 12h00
POST 43/95	:	**SENIOR PROVISIONING OFFICER: SUPPLY CHAIN MANAGEMENT/ ASSET MANAGEMENT REF NO: DHET02/11/2026 (X2 POSTS)** Division: Financial Services Section: Supply Chain Management and Asset Management
SALARY	:	R413 001 per annum (Level 08)
CENTRE	:	Siyabuswa
REQUIREMENTS	:	An appropriate National Diploma (NQF level 6) in Supply Chain Management, Logistics, Public Management, Purchasing Management or related qualification. BAS, LOGIS and MIS will be added advantage. A minimum of two (2) years' experience in Supply Chain Management and Assets Management environment. Knowledge and understanding of the Assets disposal procedure, Supply Chain Management legislation and policies, Public Finance Management Act (PFMA), Treasury Regulations, and Preferential Procurement Policy Framework Act (PPPFA) and the BBBEE requirements. Report writing and administrative skills, Communication and interpersonal skills, Planning, Organising and problem-solving skills, Customer care services and Computer Literacy (MS Office and SCM Systems).
DUTIES	:	Render bidding administration functions for the College bid committees. Compile bid documents and ensure submission of specifications to the bid committee and submission to Finance for budget purposes. Advertise tenders and publish tender invitations. Ensure sourced quotations from the database

		are in line with the threshold values determined by the National Treasury. Administer the procurement of goods and services through effective and efficient demand management services. Conduct supplier evaluation and implement procurement policies in line with relevant prescripts and legislations. Facilitate the generation of purchase orders, submissions for approval and submissions of purchase orders to the relevant parties. Provide effective contract management service to the College. Develop contracts/ Service level agreements (SLA's) in accordance with the stipulated conditions. Ensure prompt processing of renewals, amendments and termination of contracts. Coordinate, review and monitor contract compliance. Administer logistical and disposal services. Ensure the safekeeping and distribution of goods. Receive and check goods on the relevant register. Administer the College assts register. Ensure movement of assets is properly recoded and authorised. Management of Human and financial resources in the unit. Supervise and guide staff. Manage the development and performance of staff. Allocate and ensure quality of work.
ENQUIRIES	:	Mr LD Mohlamonyane Tel No: (013) 120 4065/ Mr KM Mokone Tel No: (013) 120 4072
APPLICATIONS	:	Application can be submitted by hand delivery during office hours at building 11/1 industrial site, Groen street, Siyabuswa or by email LMohlamonyane@mp.cetc.edu.za
NOTE	:	Applications must be submitted on the NEW Z83 form (effective 01 January 2021) obtainable from any Public Service Department of DPSA website www.dpsa.gov.za/vacancies. Applicants must submit a fully completed and signed Z83 and detailed Curriculum Vitae (CV) with 3 contactable references. Only shortlisted candidates will be required to submit certified copies of qualifications, ID and driver's license not older than 6 months. Foreign qualifications must be accompanied by SAQA evaluation report. Failure to comply will result in disqualification. All appointments are subject to Personnel Suitability Checks: qualification verification, citizenship, criminal record, financial record, previous employment verification and security clearance. People living with disability are encouraged to apply. 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 unsuccessful. The Department will not be liable where applicants use incorrect / no reference number (s) on their applications. 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. If you have not been contacted within 3 months of closing date, consider your application unsuccessful. The Department reserves the right to withdraw/ amend and not fill the posts. Applications received after the closing date will not be considered.
CLOSING DATE	:	11 December 2026 at 16h00.
POST 43/96	:	**SENIOR PROVISIONING OFFICER REF NO: KZNCET/SPO/2026/01 (X1 POST)** Branch: Community Education and Training
SALARY	:	R413 001 per annum (Level 08)
CENTRE	:	Central Office, Springfield, Durban
REQUIREMENTS	:	Grade 12 / Matric / NCV Level 4 Certificate. An appropriate National Diploma / Degree in Supply Chain Management/ Finance or relevant NQF6 qualification; at least 2 to 4 years' relevant work experience in PSET environment, compilation of asset register, asset management. Advanced MS packages skills, PERSAL and BAS. Demonstrate in-depth knowledge of SCM legislative environment applicable to government procurement and the development, implementation and monitoring of related policies and procedures; excellent operational management skills; good interpersonal relations and written and verbal communication skills; ability to maintain high levels of confidentiality and to prioritise work in high-pressure environments; a valid driver's licence; advanced technical understanding of GRAAP standards, PFMA, Treasury Regulations on Asset Management and Central Supplier Database.
DUTIES	:	Develop, review, implement and monitor SCM policies in line with relevant legislation; oversee the procurement of goods and services for the College; oversee the administration of demand and acquisition; ensure and up-to-date

database of service providers; analysis and planning of procurement requirements, the collating of information for the annual procurement report; SCM record keeping and reporting; oversee the management of assets of the College; Management of all Human, Financial and other resources of the unit.

ENQUIRIES : Mr N Dlamini Tel No: (031) 350 4367/77

APPLICATIONS : Applications can be electronically submitted via email to Recruitment@KZN.CETC.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. 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 : 11 December 2026

POST 43/97 : **SENIOR PROVISIONING OFFICER (AUDITING & RISK) REF NO: KZNCET/SPO/2026/02 (X1 POST)**
Branch: Community Education and Training

SALARY : R413 001 per annum (Level 08)

CENTRE : Central Office, Springfield, Durban

REQUIREMENTS : Grade 12 / Matric /NCV Level 4 Certificate. An appropriate National Diploma / Degree in Risk Management / Auditing or relevant NQF 6 qualification; at least

2 to 4 years' relevant work experience in PSET environment, compilation of asset register, asset management. Advanced MS packages skills, PERSAL and BAS. Demonstrate in-depth knowledge of SCM legislative environment applicable to government procurement and the development, implementation and monitoring of related policies and procedures; excellent operational management skills; good interpersonal relations and written and verbal communication skills; ability to maintain high levels of confidentiality and to prioritise work in high-pressure environments; a valid driver's licence; advanced technical understanding of GRAAP standards, PFMA, Treasury Regulations on Asset Management, Central Supplier Database.

DUTIES : Provide administrative support to the directorate. Maintain filling system for the risk management directorate. Facilitate communication and correspondence with internal and external stakeholders on risk related matters. Update the risk database and register. Provide secretariat support for Risk management Committee meetings. Prepare material for the Risk Committee meetings. Render risk management support. Collect data from various units. Facilitate and coordinate the completion and maintenance of the risk register and ensure regular updates from various units. Consolidate risk information for submission of reports. Assist with the facilitation of risk assessments, workshops, and awareness sessions. Facilitate the implementation of the identified risk response activities. Follow up on outstanding action items from audits and risk assessment. Act as the key point of contact for risk related queries from business units. Maintain record for of internal audits, inspections, and risk assessments. Monitor compliance and reporting. Aid in tracking risk compliance with internal risk policies. Gather risk related information to ensure adherence with risk policies. Maintain documentation and evidence to support compliance with governance requirements. Track and monitor audit findings and ensure timeous implementation of corrective measures.

ENQUIRIES : Mr N Dlamini Tel No: (031) 350 4367/77

APPLICATIONS : Applications can be electronically submitted via email to Recruitment@KZN.CETC.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. 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 : 11 December 2026

POST 43/98 : **SENIOR PROVISIONING OFFICER: SCM REF NO: FSCET 01/11/2026 (X2 POSTS)**

SALARY : R413 001 per annum (Level 08)
CENTRE : Free State CET College (Bloemfontein)
REQUIREMENTS : Recognised Diploma / Degree in Supply Chain Management / Logistics or equivalent qualification. Three (3) or more relevant experience in Supply Chain and Assets Management. A valid driver's license. Knowledge: Knowledge of the relevant prescripts, legislation and regulations, Knowledge and understanding of the Supply Chain Management and Asset Management: Assets disposal procedure, PFMA, Treasury Regulations, Skills and Competencies: Computer skills, Planning and organizing, Good verbal and written communication, Basic numeracy skills, Ability to work under pressure and meet deadlines. Customer care services, Ability to operate office equipment, Flexibility, Interpersonal Relations, Planning and organizing, Financial management and Report writing. Computer literacy (MS Office).
DUTIES : Provide secretariat services to the Bid Evaluation Committee and Bid Adjudication Committee (includes obtaining approval). Compile bid documents and ensure submission of specification to the Bid Committee and submission to finance department for budget purposes. Advertise tenders and publish tender invitations. Ensure sourcing of quotations from accredited suppliers through College database. Ensure arrangement and coordination of briefing sessions where necessary. Conduct supplier evaluation and implement procurement policies in line with relevant prescripts and legislations. Facilitate the generation of purchase orders, submissions for approval and submission of purchase orders to the relevant parties. Provide an effective Contract Management service to the College. Administer all leased asset term of contract and facilitate the disposal of assets.
ENQUIRIES : Mr GT Mothate, Queries@FS.CETC.edu.za Tel No: (051) 250 4021
APPLICATIONS : Application to be submitted via email Recruitment@FS.CETC.edu.za or hand delivery to: Free State CET College, 86 Kellner Street, Westdene, Bloemfontein, 9300.
FOR ATTENTION : Mr GT Mothate
NOTE : The Application must include only completed and signed new form Z83, obtainable from any Public Service Department on the internet at www.dpsa.gov.za and a detailed Curriculum Vitae and academic record of the highest qualification. Certified copies of Identity Documents, Senior Certificate and the highest qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. The old Z83 form may result in disqualification. Applicants who do not comply with the requirements outlined above will not be considered. Applications received after the closing date will not be considered. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. NB: Applications submitted via email should be in 1 PDF document.
CLOSING DATE : 11 December 2026 at 16:00

POST 43/99	:	**SENIOR ICT TECHNICIAN REF NO: TLT/28/11/2026** Directorate: Corporate Services
SALARY	:	R413 001 - R486 501 per annum (Level 08)
CENTRE	:	Central Office
REQUIREMENTS	:	Grade 12 or NC(V) Level 4; a recognised National Diploma or Bachelor's degree (NQF Level 6) in Information Technology, Computer Science or a relevant qualification. A minimum of three (3) years' relevant hands-on ICT support experience, including hardware, software, desktop support, network infrastructure and server administration. A valid driver's license. Knowledge of helpdesk operations, second- and third-line escalation, network and voice communications, ICT security, software installation and licensing, ICT asset management and troubleshooting. Industry certifications such as A+, Network+, Security+, MCSE/MCITP or ITIL Foundation will be advantageous. Willingness to travel and work outside normal hours when necessary. Good communication, documentation and problem-solving skills.
DUTIES	:	Provide and coordinate technical support for the installation, configuration, maintenance, repair and replacement of computers, printers, communication equipment and related peripherals. Maintain network configurations, ICT security controls, servers and relevant institutional information systems. Respond to ICT service requests, maintain equipment and software inventories, and support backups and security updates. Liaise with ICT service providers on licensing, maintenance, upgrades and related procurement. Support College ICT projects and staff training; advise the ICT Manager on technical risks, equipment needs and service levels. Guide assigned technical staff and help maintain sound ICT asset records.
ENQUIRIES	:	Mr. M. Ramalapa, Tel No: (018) 384 2346/50, Ext 1021
APPLICATIONS	:	Applications must be emailed to the centraloffice.recruitment@taletso.edu.za, with the post title and reference number clearly stated in the subject line, or hand-delivered to the HR Office, Taletso TVET College, Kgora Building (next to the SABC), Mafikeng Campus, Mahikeng. Faxed applications will not be accepted.
NOTE	:	Applicants must submit a completed and signed prescribed Z83 application form (2021 version) and a comprehensive, updated CV only, quoting the title and correct reference number of the post. A separate application must be submitted for each post. The Z83 is available from any Public Service department or www.gov.za/documents. Only shortlisted applicants will be requested to provide certified copies of qualifications, identity documents and other relevant supporting records within the period specified by Human Resources. Applicants with foreign qualifications must furnish a SAQA evaluation when requested. Late or faxed applications will not be considered. Correspondence will be limited to shortlisted candidates. Applicants not contacted within eight (8) weeks after the closing date may regard their applications as unsuccessful. Shortlisted candidates may undergo job-related competency or practical assessments, reference and employment verification, qualification verification, citizenship and criminal-record checks, financial or credit checks where relevant to the position, and lawful social-media checks conducted in accordance with applicable privacy requirements. Appointments may be subject to security vetting. Successful candidates will be required to sign an employment contract and a performance agreement, where applicable, and to disclose financial interests as required by applicable legislation and policies. The College is an equal opportunity employer and will apply its approved Employment Equity Plan. The College reserves the right not to fill any post.
CLOSING DATE	:	15 January 2027 at 16h00
POST 43/100	:	**STATE ACCOUNTANT REF NO: DHET03/11/2026 (X4 POSTS)** Division: Financial Services Section: Financial Accounting
SALARY	:	R338 106 per annum (Level 07)
CENTRE	:	Siyabuswa
REQUIREMENTS	:	An appropriate National Diploma (NQF level 6) in Financial Accounting, Accounting, Accounting Sciences or related qualification. A minimum of two (2) years' experience in financial accounting, general ledger administration, financial transaction processing. Knowledge and understanding of the financial accounting principles and practices, general ledger management and account

reconciliations, financial transaction processing and cashbook accounting, preparation of financial report and supporting schedules, applicable financial management legislation, regulations and institutional policies, Internal controls, audit requirements and financial records management, computerized accounting and financial management systems. Skills required are financial accounting principles and practices, general ledger management and account reconciliations, financial transaction processing and cashbook accounting, preparation of financial report and supporting schedules, applicable financial management legislation regulations and institutional policies, internal controls, audit requirements and financial records management, computerized accounting and financial management systems.

DUTIES : To provide operational financial accounting services through recording, processing, reconciliation and reporting of financial transactions, maintenance of accounting records and preparation of financial information. Financial transaction and accounting records. Process and verify financial transaction in accordance with approved financial procedures and delegated authority. Ensure that transaction is supported by appropriate documentation and correctly classified in the accounting records. Maintain accounting registers, journal, ledgers and supporting schedules relevant to the assigned responsibilities. General ledger management and reconciliations. Assist in maintaining and updating general ledger accounts in accordance with approved accounting procedures. Prepare monthly reconciliations of assigned accounts and investigate reconciling items. Verify the accuracy of ledger balances against supporting schedules and source documentation. Monitor outstanding reconciling items and follow up with relevant officials to facilitate. Financial reporting and period-end procedures. Prepare financial schedules and supporting information for monthly, quarterly and annual financial reporting. Assist in compiling annual financial statement working papers and supporting schedules. Payments, receipts and cashbook accounting. Process and account for authorised payments and receipts in accordance with approved financial procedures. Assist in maintaining cashbook records and reconciling cashbook balances with bank statement. Monitor the allocation and recording of receipts and other cashbook discrepancies. Financial compliance, internal controls and audit support. Apply applicable financial management legislation, regulations, polices and approved accounting procedures. Identify weaknesses, discrepancies and potential non-compliance and report them to the supervisor. Monitor outstanding audit queries relating to assigned financial accounting activities. Liaise with relevant College units to obtain supporting documentation and resolve accounting queries.

ENQUIRIES : Mr LD Mohlamonyane Tel No: (013) 120 4065/ Mr KM Mokone Tel No: (013) 120 4072

APPLICATIONS : Application can be submitted by hand delivery during office hours at building 11/1 industrial site, Groen street, Siyabuswa or by email LMohlamonyane@mp.cetc.edu.za

NOTE : Applications must be submitted on the New Z83 form (effective 01 January 2021) obtainable from any Public Service Department of DPSA website www.dpsa.gov.za/vacancies. Applicants must submit a fully completed and signed Z83 and detailed Curriculum Vitae (CV) with 3 contactable references. Only shortlisted candidates will be required to submit certified copies of qualifications, ID and driver's license not older than 6 months. Foreign qualifications must be accompanied by SAQA evaluation report. Failure to comply will result in disqualification. All appointments are subject to Personnel Suitability Checks: qualification verification, citizenship, criminal record, financial record, previous employment verification and security clearance. People living with disability are encouraged to apply. 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 unsuccessful. The Department will not be liable where applicants use incorrect / no reference number (s) on their applications. 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. If you have not been contacted within 3 months of closing date, consider your application unsuccessful. The Department reserves the right to withdraw/ amend and not fill the posts. Applications received after the closing date will not be considered.

CLOSING DATE	:	11 December 2026 at 16h00.
POST 43/101	:	**EMPLOYEE HEALTH AND WELLNESS PRACTITIONER REF NO: TLT/29/11/2026** Directorate: Corporate Services
SALARY	:	R338 106 - R398 277 per annum (Level 07)
CENTRE	:	Central Office
REQUIREMENTS	:	Grade 12 or NC(V) Level 4; an appropriate recognised National Diploma or Bachelor's degree (NQF Level 6) in Psychology, Social Work or a relevant qualification. A minimum of three (3) years' relevant experience in employee health and wellness. A valid driver's license and willingness to travel. Knowledge of the Employee Health and Wellness Strategic Framework for the Public Service, its four pillars, counselling and trauma-support referral procedures, employee wellness education, disability and sick leave processes, the Compensation for Occupational Injuries and Diseases Act and applicable public-service policies. Professional registration with an appropriate regulatory body will be an added advantage, where applicable. Sound ethical judgement, confidentiality, communication, case management, planning, report-writing and computer skills.
DUTIES	:	Coordinate and administer employee health and wellness programmes for college personnel. Plan and facilitate wellness awareness campaigns, health education and related events. Provide appropriate initial support, psycho-education, referral and case coordination within the incumbent's professional scope of practice, including trauma-related matters. Monitor EHW indicators, sick-leave trends, injury-on-duty administration and incapacity-related processes in accordance with applicable procedures. Coordinate the implementation of recommendations made by qualified external service providers and maintain confidential case and programme records. Provide guidance and reports to management, evaluate programme impact and support improvements to employee wellness services.
ENQUIRIES	:	Mr. M. Ramalapa Tel No: (018) 384 2346/50, Ext 1021
APPLICATIONS	:	Applications must be emailed to the centraloffice.recruitment@taletso.edu.za, with the post title and reference number clearly stated in the subject line, or hand-delivered to the HR Office, Taletso TVET College, Kgora Building (next to the SABC), Mafikeng Campus, Mahikeng. Faxed applications will not be accepted.
NOTE	:	Applicants must submit a completed and signed prescribed Z83 application form (2021 version) and a comprehensive, updated CV only, quoting the title and correct reference number of the post. A separate application must be submitted for each post. The Z83 is available from any Public Service department or www.gov.za/documents. Only shortlisted applicants will be requested to provide certified copies of qualifications, identity documents and other relevant supporting records within the period specified by Human Resources. Applicants with foreign qualifications must furnish a SAQA evaluation when requested. Late or faxed applications will not be considered. Correspondence will be limited to shortlisted candidates. Applicants not contacted within eight (8) weeks after the closing date may regard their applications as unsuccessful. Shortlisted candidates may undergo job-related competency or practical assessments, reference and employment verification, qualification verification, citizenship and criminal-record checks, financial or credit checks where relevant to the position, and lawful social-media checks conducted in accordance with applicable privacy requirements. Appointments may be subject to security vetting. Successful candidates will be required to sign an employment contract and a performance agreement, where applicable, and to disclose financial interests as required by applicable legislation and policies. The College is an equal opportunity employer and will apply its approved Employment Equity Plan. The College reserves the right not to fill any post.
CLOSING DATE	:	15 January 2027 at 16h00
POST 43/102	:	**HUMAN RESOURCE PRACTITIONER REF NO: HRP/01/11/2026** Directorate: Corporate Services (12-Month College-Funded Contract)
SALARY	:	R338 106 - R398 277 per annum (Level 07)
CENTRE	:	Central Office

REQUIREMENTS	:	Grade 12 or NC(V) Level 4; a recognised three-year National Diploma or Bachelor's degree (NQF Level 6) in human resource management, Human Resource Development or a relevant qualification. A minimum of three (3) years' relevant HR administration experience. A relevant PERSAL certificate, working knowledge of PERSAL and COLTECH, and a valid driver's license. Knowledge of employee conditions of service, payroll and benefits, leave, recruitment and selection, personnel records, confidentiality and applicable public-service HR legislation. Strong computer skills, accuracy, organizational, interpersonal, analytical and report-writing skills; ability to meet deadlines and work independently or within a team.
DUTIES	:	Administer conditions of service, employee remuneration, housing, pension and other approved benefits. Process leave, personnel changes, terminations and relevant payroll transactions and respond to HR queries. Maintain signed employment contracts, declarations of interest, confidentiality agreements and current personnel records. Provide recruitment and selection administration, including application handling, screening support, preliminary and final shortlisting administration, interview arrangements and qualifications verification. Maintain recruitment databases and an effective records-management system, including archiving and audit retrieval. Compile HR reports and correspondence and support the HR unit in carrying out approved duties.
ENQUIRIES	:	Mr. M. Ramalapa Tel No: (018) 384 2346/50, Ext 1021
APPLICATIONS	:	Applications must be emailed to the centraloffice.recruitment@taletso.edu.za, with the post title and reference number clearly stated in the subject line, or hand-delivered to the HR Office, Taletso TVET College, Kgora Building (next to the SABC), Mafikeng Campus, Mahikeng. Faxed applications will not be accepted.
NOTE	:	Applicants must submit a completed and signed prescribed Z83 application form (2021 version) and a comprehensive, updated CV only, quoting the title and correct reference number of the post. A separate application must be submitted for each post. The Z83 is available from any Public Service department or www.gov.za/documents. Only shortlisted applicants will be requested to provide certified copies of qualifications, identity documents and other relevant supporting records within the period specified by Human Resources. Applicants with foreign qualifications must furnish a SAQA evaluation when requested. Late or faxed applications will not be considered. Correspondence will be limited to shortlisted candidates. Applicants not contacted within eight (8) weeks after the closing date may regard their applications as unsuccessful. Shortlisted candidates may undergo job-related competency or practical assessments, reference and employment verification, qualification verification, citizenship and criminal-record checks, financial or credit checks where relevant to the position, and lawful social-media checks conducted in accordance with applicable privacy requirements. Appointments may be subject to security vetting. Successful candidates will be required to sign an employment contract and a performance agreement, where applicable, and to disclose financial interests as required by applicable legislation and policies. The College is an equal opportunity employer and will apply its approved Employment Equity Plan. The College reserves the right not to fill any post.
CLOSING DATE	:	15 January 2027 at 16h00
POST 43/103	:	**SOUTH AFRICAN SIGN LANGUAGE (SASL) PRACTITIONER REF NO: SASL/03/11/2026** (12-Month College-Funded Contract) Directorate: Academic Services
SALARY	:	R338 106 - R398 277 per annum (Level 07)
CENTRE	:	Mafikeng Campus
REQUIREMENTS	:	Grade 12 or equivalent; a recognised South African Sign Language interpreting qualification or a National Diploma or degree in Language Practice, Linguistics, Inclusive Education or a relevant qualification, together with a minimum of one (1) year's relevant practical SASL interpreting experience. Demonstrable fluency in SASL and an understanding of Deaf culture and ethical interpreting practice. Experience interpreting lessons, practical classes or assessments in an educational setting will be an advantage. Computer skills and knowledge of inclusive student support. Registration with SACE and/or a recognised professional interpreting body will be an added advantage where applicable.

DUTIES	:	Provide accurate and accessible SASL interpretation for Deaf students during classroom teaching, practical sessions, campus academic activities, assessments and examinations. Work with Facilitator / Lecturers to prepare accessible learning materials and communicate subject-specific concepts, including relevant NC(V) Office Administration Levels 2 to 4 content. Facilitate students' academic participation and access to study support and College services while respecting professional interpreting boundaries. Maintain appropriate records, communicate barriers to teaching and learning, and support disability inclusion and awareness activities.
ENQUIRIES	:	Mr. M. Ramalapa Tel No: (018) 384 2346/50, Ext 1021
APPLICATIONS	:	Applications must be emailed to the centraloffice.recruitment@taletso.edu.za, with the post title and reference number clearly stated in the subject line, or hand-delivered to the HR Office, Taletso TVET College, Kgora Building (next to the SABC), Mafikeng Campus, Mahikeng. Faxed applications will not be accepted.
NOTE	:	Applicants must submit a completed and signed prescribed Z83 application form (2021 version) and a comprehensive, updated CV only, quoting the title and correct reference number of the post. A separate application must be submitted for each post. The Z83 is available from any Public Service department or www.gov.za/documents. Only shortlisted applicants will be requested to provide certified copies of qualifications, identity documents and other relevant supporting records within the period specified by Human Resources. Applicants with foreign qualifications must furnish a SAQA evaluation when requested. Late or faxed applications will not be considered. Correspondence will be limited to shortlisted candidates. Applicants not contacted within eight (8) weeks after the closing date may regard their applications as unsuccessful. Shortlisted candidates may undergo job-related competency or practical assessments, reference and employment verification, qualification verification, citizenship and criminal-record checks, financial or credit checks where relevant to the position, and lawful social-media checks conducted in accordance with applicable privacy requirements. Appointments may be subject to security vetting. Successful candidates will be required to sign an employment contract and a performance agreement, where applicable, and to disclose financial interests as required by applicable legislation and policies. The College is an equal opportunity employer and will apply its approved Employment Equity Plan. The College reserves the right not to fill any post.
CLOSING DATE	:	15 January 2027 at 16h00
POST 43/104	:	**CHIEF REGISTRY CLERK REF NO: TLT/30/11/2026** Directorate: Corporate Services
SALARY	:	R338 106 - R398 277 per annum (Level 07)
CENTRE	:	Central Office
REQUIREMENTS	:	Grade 12 or NC(V) Level 4; National Diploma or Bachelor’s degree (NQF level 6) in Business Administration, Public Management/ administration or equivalent qualification. A certificate in records management from the National Archives or an equivalent recognised records-management programme will serve as advantage. A minimum of three (3) years' relevant registry and records management experience. Knowledge of the National Archives and Records Service of South Africa Act, Public Service Act, approved records classification systems, filing, mail and courier administration, records retention and disposal and electronic scanning. Computer skills and the ability to supervise staff, maintain registers, provide customer service and prepare accurate administrative records.
DUTIES	:	Supervise the opening, indexing, filing, tracing, retrieval, movement, closure and archiving of records in line with the approved file plan. Manage incoming and outgoing mail, courier services, post-office procedures, franking controls, remittances and related registers. Maintain accurate tracking records for valuable articles, correspondence and electronic records; coordinate scanning and safe storage of institutional files. Prepare approved records for archiving or disposal in terms of applicable legislation and policy. Attend to registry enquiries, supervise registry staff, assess their performance, coordinate training and ensure adherence to registry controls.
ENQUIRIES	:	Mr. M. Ramalapa Tel No: (018) 384 2346/50 Ext 1021
APPLICATIONS	:	Applications must be emailed to the centraloffice.recruitment@taletso.edu.za, with the post title and reference number clearly stated in the subject line, or

hand-delivered to the HR Office, Taletso TVET College, Kgora Building (next to the SABC), Mafikeng Campus, Mahikeng. Faxed applications will not be accepted.

NOTE : Applicants must submit a completed and signed prescribed Z83 application form (2021 version) and a comprehensive, updated CV only, quoting the title and correct reference number of the post. A separate application must be submitted for each post. The Z83 is available from any Public Service department or www.gov.za/documents. Only shortlisted applicants will be requested to provide certified copies of qualifications, identity documents and other relevant supporting records within the period specified by Human Resources. Applicants with foreign qualifications must furnish a SAQA evaluation when requested. Late or faxed applications will not be considered. Correspondence will be limited to shortlisted candidates. Applicants not contacted within eight (8) weeks after the closing date may regard their applications as unsuccessful. Shortlisted candidates may undergo job-related competency or practical assessments, reference and employment verification, qualification verification, citizenship and criminal-record checks, financial or credit checks where relevant to the position, and lawful social-media checks conducted in accordance with applicable privacy requirements. Appointments may be subject to security vetting. Successful candidates will be required to sign an employment contract and a performance agreement, where applicable, and to disclose financial interests as required by applicable legislation and policies. The College is an equal opportunity employer and will apply its approved Employment Equity Plan. The College reserves the right not to fill any post.

CLOSING DATE : 15 January 2027 at 16h00

POST 43/105 : **STATE ACCOUNTANT: FINANCIAL ACCOUNTING REF NO: KZNCET/SA/2026/03 (X3 POSTS)**
Branch: Community Education and Training

SALARY : R338 106 per annum (Level 07)
CENTRE : Central Office, Springfield, Durban
REQUIREMENTS : Grade 12 / Matric / NCV Level 4 Certificate. An undergraduate National Diploma/ Degree NQF level 6 or 7 in Financial Management / Accounting / Cost Management Accounting as recognized by SAQA and any relevant qualification. at least 2 to 3 years' relevant work experience in CET environment of which Two (2) years' experience must be in financial accounting, general ledger administration, financial transaction processing, reconciliations or financial reporting, accompanied by the letter from the employer. Knowledge: 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. 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. Application for SETA discretion grants, implementation of projects, and any other related activities. Assist area offices to compile budget forecast. Assist with compiling the MTEF budget. Analyse, interpret and implement the treasury guidelines. Assist with the development of templates for the collection of budget information from line functionaries. Assess where shifting of funds/ virements is required and possible by reviewing expenditure against budget and make recommendations. Assist to manage budget planning for raw setting water price, assist to ensure adequate utilisation of budget and Monitor compliance with financial prescripts. Process budget shifts in accordance with applicable financial procedures and confirms budget availability before

transactions are processed. Coordinate and consolidate variance explanations from relevant Managers and ensure timely submission of supporting information. Monitor and report on programme expenditure, identifying variances and expenditure trends.

ENQUIRIES : Mr N Dlamini Tel No: (031) 350 4367/77

APPLICATIONS : Applications can be electronically submitted via email to Recruitment@KZN.CETC.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. 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. 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 : 11 December 2026

POST 43/106 : **STATE ACCOUNTANT: SUPPLY CHAIN MANAGEMENT AND ASSET MANAGEMENT REF NO: KZNCET/SCM/2026/04 (X2 POSTS)**
Branch: Community Education and Training

SALARY : R338 106 per annum (Level 07)

CENTRE : Central Office, Springfield, Durban

REQUIREMENTS : Grade 12 / Matric / NCV Level 4 Certificate. An undergraduate National Diploma / Degree NQF level 6 or 7 in Accounting / Supply Chain Management or a relevant qualification. at least 2 to 3 years’ relevant work experience in PSET environment of which Two (2) years’ experience must be in in Supply Chain & Asset Management. Knowledge: BAS/LOGIS/Business Dynamics 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 : Capture new acquisitions, movements, transfers and disposals on the Asset Register accurately and timeously. Prepare and file source documents and supporting records for journal entries. Assist with monthly reconciliations of the Asset Register against the Trial Balance. Assist in investigating and clearing unreconciled items as directed by the supervisor. File and maintain supporting records used to reconcile the Asset Register. Capture data for assets earmarked for disposal. Assist with the verification of assets earmarked for disposal and report discrepancies to the supervisor. Update the loss register and open files for all reported losses. Assist in drafting reports of reported losses to Security. Assist in compiling monthly loss reports. Perform physical verification of assets recorded on the Asset Register. Barcode all assets and capture inventory lists. Update asset information on the register after verification. Report any missing, misplaced or unverified assets to the supervisor. Promote awareness of asset management policies, procedures and guidelines among users. Report instances of non-compliance with asset management policies and procedures to the supervisor. Handle asset information with integrity, confidentiality and accuracy at all times. Update the Finance Lease Register daily. Track and report on the expiry of leased assets monthly. Assist with the bi-annual verification of leased assets. Collection of revenue due to the department and proper management thereof. Ensure timeous and compilation of monthly reports. Assist in the Preparation of Annual Financial Statements and interim Financial Statements for the department.

ENQUIRIES : Mr N Dlamini Tel No: (031) 350 4367/77

APPLICATIONS : Applications can be electronically submitted via email to Recruitment@KZN.CETC.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. 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. 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 : 11 December 2026

POST 43/107 : **STATE ACCOUNTANT: MANAGEMENT ACCOUNTING REF NO: FSCET 02/11/2026**

SALARY : R338 106 per annum (Level 07)
CENTRE : Free State CET College (Bloemfontein)
REQUIREMENTS : An appropriate Diploma / Degree NQF Level 6/7 qualification in Accounting, Financial Management, Management Accounting or equivalent as recognized by SAQA. At least two (2) or more years of experience and a valid driver's license. Knowledge: Management accounting and budgeting principles. Budget preparation, expenditure monitoring and variance analysis. Financial reporting and forecasting. Financial management policies and procedures. Applicable public sector financial management requirements. Internal controls and audit documentation. Computerised financial management and reporting systems. Skills And Competencies: Numerical and analytical skills, Budget analysis and financial data interpretation, Report writing and preparation of financial schedules, Computer literacy, particularly spreadsheets and financial systems, Communication and interpersonal skills, Planning, organising and time management, Problem-solving and attention to detail.
DUTIES : Assist in coordinating the preparation of annual and medium-term budget and assist in preparing budget schedules, cost estimates and supporting documentation. Monitor actual expenditure against approved budget allocations. Identify budget variances, potential overspending and under utilisation of allocated funds. Investigate expenditure deviations and prepare explanations for review by the Assistant Director. Maintain records of expenditure, commitments and available budget balances using approved systems. Compile monthly, quarterly and other periodic budget performance reports. Maintain supporting documentation for budget transactions, adjustments and management reports. Maintain accurate, complete and up-to-date budget records, expenditure schedules and supporting documentation. Capture and update budget information on approved financial management systems.
ENQUIRIES : Mr GT Mothate, Queries@FS.CETC.edu.za Tel No: (051) 250 4021
APPLICATIONS : Application to be submitted via email Recruitment@FS.CETC.edu.za or hand delivery to: Free State CET College, 86 Kellner Street, Westdene, Bloemfontein, 9300.
FOR ATTENTION : Mr GT Mothate
NOTE : The Application must include only completed and signed new form Z83, obtainable from any Public Service Department on the internet at www.dpsa.gov.za and a detailed Curriculum Vitae and academic record of the highest qualification. Certified copies of Identity Documents, Senior Certificate and the highest qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. The old Z83 form may result in disqualification. Applicants who do not comply with the requirements outlined above will not be considered. Applications received after the closing date will not be considered. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. NB: Applications submitted via email should be in 1 PDF document.
CLOSING DATE : 11 December 2026 at 16:00

POST 43/108 : **STATE ACCOUNTANT: FINANCIAL ACCOUNTING REF NO: FSCET 03/11/2026**

SALARY : R338 106 per annum (Level 07)
CENTRE : Free State CET College (Bloemfontein)
REQUIREMENTS : An appropriate Diploma / Degree NQF Level 6/7 qualification in Accounting / Financial Accounting / Accounting Sciences, equivalent as recognized by

SAQA. At least two (2) or more years of experience in financial accounting, general ledger administration, financial transaction processing, reconciliations or financial reporting and a valid driver's license. Knowledge: 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. Skills And Competencies: Numerical and analytical skills, Budget analysis and financial data interpretation, Report writing and preparation of financial schedules, Computer literacy, particularly spreadsheets and financial systems, Communication and interpersonal skills, Planning, organising and time management, Problem-solving and attention to detail.

DUTIES : Process and verify financial transactions in accordance with approved financial procedures and delegated authority. Prepare financial schedules and supporting information for monthly, quarterly and annual financial reporting. Assist in maintaining and updating general ledger accounts in accordance with approved accounting procedures. Process and account for authorised payments and receipts in accordance with approved financial procedures. Assist in maintaining cashbook records and reconciling cashbook balances with bank statements. Monitor the allocation and recording of receipts to the appropriate accounts and funding sources. Apply applicable financial management legislation, regulations, policies and approved accounting procedures. Provide financial records, reconciliations, schedules and supporting documentation for internal and external audits. Maintain organised, accurate and accessible financial accounting records in accordance with approved record management procedures. Safeguard financial documents and confidential information against unauthorised access or disclosure.

ENQUIRIES : Mr GT Mothate, Queries@FS.CETC.edu.za Tel No: (051) 250 4021

APPLICATIONS : Application to be submitted via email Recruitment@FS.CETC.edu.za or hand delivery to: Free State CET College, 86 Kellner Street, Westdene, Bloemfontein, 9300.

FOR ATTENTION : Mr GT Mothate

NOTE : The Application must include only completed and signed new form Z83, obtainable from any Public Service Department on the internet at www.dpsa.gov.za and a detailed Curriculum Vitae and academic record of the highest qualification. Certified copies of Identity Documents, Senior Certificate and the highest qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. The old Z83 form may result in disqualification. Applicants who do not comply with the requirements outlined above will not be considered. Applications received after the closing date will not be considered. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. NB: Applications submitted via email should be in 1 PDF document.

CLOSING DATE : 11 December 2026 at 16:00

POST 43/109 : **STATE ACCOUNTANT: PAYROLL ADMINISTRATION REF NO: FSCET 04/11/2026**

SALARY : R338 106 per annum (Level 07)

CENTRE : Free State CET College (Bloemfontein)

REQUIREMENTS : An appropriate Diploma or Degree (NQF level 6/7) in Accounting / Financial Management or equivalent qualification recognised by SAQA. Experience in the financial management 2 or more years of experience in Payroll environment will be an added advantage. A valid driver's license. Knowledge: Knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Knowledge of financial accounting procedure, methods and principles established for the processing of specific salary/ financial transactions. Knowledge of the Public Service financial legislations, procedures and Treasury Regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of financial operating systems. Skills And Competencies: Computer skills, Planning and organizing, Good verbal and written communication, Basic numeracy skills, Ability to

perform routine tasks, Ability to operate office equipment, Flexibility, Interpersonal Relations, Accuracy.

DUTIES : Ensure the Implementation of Budget Control and expenditure, Manage income and expenditure, Compile financial reports, Administer payroll control and salary administration: Provide inputs and implement salary administration and payroll control policies. Reconcile salary payments against the salary ledgers for all cost centres on the system. Manage the written appointment of paymaster. Maintain and update pay points and their associated staff. Print, distribute and collect payrolls. Sign a monthly salary administration and payroll control compliance certificate. and Supervise human resources/staff.

ENQUIRIES : Mr GT Mothate, Queries@FS.CETC.edu.za Tel No: (051) 250 4021

APPLICATIONS : Application to be submitted via email Recruitment@FS.CETC.edu.za or hand delivery to: Free State CET College, 86 Kellner Street, Westdene, Bloemfontein, 9300.

FOR ATTENTION : Mr GT Mothate

NOTE : The Application must include only completed and signed new form Z83, obtainable from any Public Service Department on the internet at www.dpsa.gov.za and a detailed Curriculum Vitae and academic record of the highest qualification. Certified copies of Identity Documents, Senior Certificate and the highest qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. The old Z83 form may result in disqualification. Applicants who do not comply with the requirements outlined above will not be considered. Applications received after the closing date will not be considered. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. NB: Applications submitted via email should be in 1 PDF document.

CLOSING DATE : 11 December 2026 at 16:00

POST 43/110 : **STATE ACCOUNTANT: PROJECTS REF NO: FSCET 05/11/2026**

SALARY : R338 106 per annum (Level 07)

CENTRE : Free State CET College (Bloemfontein)

REQUIREMENTS : An recognized three (3)/four (4) year qualification in Project Management or three (3)/four (4) year qualification plus a certificate in Project Management (NQF Level 5) as recognised by SAQA. Two (2) or more relevant experience in project management environment. A valid driver's license. Knowledge: Knowledge and understanding of project management, budgeting, Coordination of meetings, Public Service prescripts, industrial operations, Identification of opportunities in the market, opportunity linkages with industries. Skills and Competencies: Computer skills, Planning and organising, Good verbal and written communication, Basic numeracy skills, Ability to perform routine tasks, Ability to operate office equipment, Flexibility, Interpersonal Relations, Accuracy, Networking, Research and Placement.

DUTIES : Ensure Facilitate the development of Project Plans: Conduct project related costing investigations: Analyse project expenditure against project budget and project milestones. Monitor the in-time availability of funds as per MOU/SLA. Human resource planning and management of project team: Coordinate and execute the identification, recruitment, evaluation and selection of suitable students and former students for participation in workplace opportunities. Identifying potential partners and networks to benefit and support exiting students.

ENQUIRIES : Mr GT Mothate, Queries@FS.CETC.edu.za Tel No: (051) 250 4021

APPLICATIONS : Application to be submitted via email Recruitment@FS.CETC.edu.za or hand delivery to: Free State CET College, 86 Kellner Street, Westdene, Bloemfontein, 9300.

FOR ATTENTION : Mr GT Mothate

NOTE : The Application must include only completed and signed new form Z83, obtainable from any Public Service Department on the internet at www.dpsa.gov.za and a detailed Curriculum Vitae and academic record of the highest qualification. Certified copies of Identity Documents, Senior Certificate and the highest qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. The old Z83 form may result in disqualification. Applicants who do not comply with the requirements outlined above will not be considered.

		Applications received after the closing date will not be considered. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. NB: Applications submitted via email should be in 1 PDF document.
CLOSING DATE	:	11 December 2026 at 16:00
POST 43/111	:	**STATE ACCOUNTANT: INTERNAL AUDIT REF NO: FSCET 06/11/2026**
SALARY	:	R338 106 per annum (Level 07)
CENTRE	:	Free State CET College (Bloemfontein)
REQUIREMENTS	:	Recognised Diploma/Degree in Internal Audit/ Accounting or equivalent qualification. Two (2) or more years of relevant experience in an auditing environment. A valid driver's license. Knowledge: Knowledge of the relevant prescripts, legislation and regulations; knowledge and understanding of the Internal Audit environment. Skills and Competencies: Computer skills, Planning and organising, Good verbal and written communication, Basic numeracy skills, Ability to perform routine tasks, Ability to operate office equipment, Flexibility, Interpersonal Relations, Planning and organizing, Financial management and Report writing.
DUTIES	:	Ensure overall supervision, develop, review and monitor the implementation of internal audit policies: Develop and review risk and fraud policies. Conduct awareness workshop. Participate in the compilation of draft three-year strategic risk based on internal audit and one-year operational plan. Conduct audits as outlined in the internal audit plan. Monitor progress in the implementation of audit action plan. Develop annual risk register. Monitor all identified risk quarterly. Conduct risk assessments on an ongoing basis involving relevant stakeholders. Conduct regular risk management training. Coordinate and arrange all audit and risk committee meetings quarterly and through special requests. Serve as a secretariat in audit and risk committee meetings. Prepare all logistical arrangements for audit and risk committee meetings. Implement the recommendations of the Audit and Risk Committee. File all internal audit and risk documents.
ENQUIRIES	:	Mr GT Mothate, Queries@FS.CETC.edu.za Tel No: (051) 250 4021
APPLICATIONS	:	Application to be submitted via email Recruitment@FS.CETC.edu.za or hand delivery to: Free State CET College, 86 Kellner Street, Westdene, Bloemfontein, 9300.
FOR ATTENTION	:	Mr GT Mothate
NOTE	:	The Application must include only completed and signed new form Z83, obtainable from any Public Service Department on the internet at www.dpsa.gov.za and a detailed Curriculum Vitae and academic record of the highest qualification. Certified copies of Identity Documents, Senior Certificate and the highest qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. The old Z83 form may result in disqualification. Applicants who do not comply with the requirements outlined above will not be considered. Applications received after the closing date will not be considered. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. NB: Applications submitted via email should be in 1 PDF document.
CLOSING DATE	:	11 December 2026 at 16:00
POST 43/112	:	**SUPPLY CHAIN AND ASSET MANAGEMENT CLERK REF NO: DHET04/11/2026 (X8 POSTS)** Section: Supply Chain Management and Asset Management
SALARY	:	R237 453 per annum (Level 05)
CENTRE	:	Siyabuswa
REQUIREMENTS	:	An appropriate national senior certificate/ Grade 12. An undergraduate national diploma in Supply Chain Management, Logistics, Public Management and Purchasing Management will be an added advantage. Knowledge of SCM policies and procedures and Treasury regulations. Administrative and organisational skills. Communication and coordination skills. Attention to detail.

Computer literacy. The incumbent must be client service focus, have integrity, committed, proactive and loyal.

DUTIES : Procurement administration, capturing requisition and purchased orders. Sources quotations in line with SCM thresholds. Supplier coordination, maintain supplier database and records. Assist with bid and quotation processes. Compliance and record keeping. Track orders and ensure delivery compliance. Maintain procurement documentation and filing. Support to bid processes; assist with contract administration records and ensure compliance with SCM prescripts.

ENQUIRIES : Mr LD Mohlamonyane Tel No: (013) 120 4065/ Mr KM Mokone Tel No: (013) 120 4072

APPLICATIONS : Application can be submitted by hand delivery during office hours at building 11/1 industrial site, Groen street, Siyabuswa or by email LMohlamonyane@mp.cetc.edu.za

NOTE : Applications must be submitted on the New Z83 form (effective 01 January 2021) obtainable from any Public Service Department of DPSA website www.dpsa.gov.za/vacancies. Applicants must submit a fully completed and signed Z83 and detailed Curriculum Vitae (CV) with 3 contactable references. Only shortlisted candidates will be required to submit certified copies of qualifications, ID and driver's license not older than 6 months. Foreign qualifications must be accompanied by SAQA evaluation report. Failure to comply will result in disqualification. All appointments are subject to Personnel Suitability Checks: qualification verification, citizenship, criminal record, financial record, previous employment verification and security clearance. People living with disability are encouraged to apply. 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 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. If you have not been contacted within 3 months of closing date, consider your application unsuccessful. The Department reserves the right to withdraw/ amend and not fill the posts. Applications received after the closing date will not be considered.

CLOSING DATE : 11 December 2026 at 16h00.

POST 43/113 : **FINANCE CLERK REF NO: DHET05/11/2026 (X7 POSTS)**
Division: Financial Services
Section: Financial Accounting

SALARY : R237 453 per annum (Level 05)
CENTRE : Siyabuswa
REQUIREMENTS : A senior certificate (Grade 12) or National Senior Certificate. An undergraduate national diploma in Financial Management, Financial Accounting, Accounting or Public Finance will be added advantage. No experience required. Knowledge of Public sector financial administration, basic accounting principles, understanding of PFMA and related Management prescripts and Computerized financial systems. Financial administration, Numerical, Data capturing, reconciliation, record keeping, interpersonal communication skills and Computer Skills.

DUTIES : Receive and process financial documents and transactions in accordance with approved procedures. Capture financial transactions accurately on the relevant financial system. Process payments, journals and other financial transactions as authorised. Maintain proper filing and safekeeping of financial records. Provide expenditure administration support. Receive and verify invoices, claims and payment requests. Check invoices against supporting documentation and approved authorisations. Assist with the processing and monitoring of supplier payments. Maintain expenditure-related records and registers. Provide revenue and receipt administration support. Receive and process revenue-related documentation. Assist with the follow-up of outstanding revenue- related transactions. Perform financial reconciliations and record maintenance. Providing financial administration support for budgeting and reporting. Assist with the collection and collation of financial information. Provide general financial and administrative support. Provide

administrative support to the finance directorate. Maintain confidentiality of the financial information and perform other financial-related duties as delegated by supervisor.

ENQUIRIES : Mr LD Mohlamonyane Tel No: (013) 120 4065/ Mr KM Mokone Tel No: (013) 120 4072

APPLICATIONS : Application can be submitted by hand delivery during office hours at building 11/1 industrial site, Groen street, Siyabuswa or by email LMohlamonyane@mp.cetc.edu.za

NOTE : Applications must be submitted on the New Z83 form (effective 01 January 2021) obtainable from any Public Service Department of DPSA website www.dpsa.gov.za/vacancies. Applicants must submit a fully completed and signed Z83 and detailed Curriculum Vitae (CV) with 3 contactable references. Only shortlisted candidates will be required to submit certified copies of qualifications, ID and driver's license not older than 6 months. Foreign qualifications must be accompanied by SAQA evaluation report. Failure to comply will result in disqualification. All appointments are subject to Personnel Suitability Checks: qualification verification, citizenship, criminal record, financial record, previous employment verification and security clearance. People living with disability are encouraged to apply. 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 unsuccessful. The Department will not be liable where applicants use incorrect / no reference number (s) on their applications. 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. If you have not been contacted within 3 months of closing date, consider your application unsuccessful. The Department reserves the right to withdraw/ amend and not fill the posts. Applications received after the closing date will not be considered.

CLOSING DATE : 11 December 2026 at 16h00

POST 43/114 : **FINANCE CLERK REF NO: KZNCET/FC/2026/05 (X5 POSTS)**
Branch: Community Education and Training

SALARY : R237 453 per annum (Level 05)

CENTRE : Central Office, Springfield, Durban

REQUIREMENTS : Grade 12 / Senior certificate or NCV Level 4 or equivalent. Appropriate experience in support services and office administration. Competencies (knowledge/skills): Knowledge of: Public Finance Management Act (PFMA) and Treasury Regulations, as they apply to clerical functions (e.g. Financial administration including travel and subsistence claims, invoices and expenditure records. 1-2 years' experience in a financial management environment at the CET, accompanied by a letter from the employer, will be an added advantage. Competencies: Basic knowledge of financial functions and practices, as well as the ability to capture data, operate a computer and collate financial statistics. Basic knowledge of the Public Service financial legislations, procedures and treasury regulations (PFMA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (Business Central, Sage, etc.). Skills: Computer skills; Planning and organising; Good verbal and written communication; Basic numeracy skills; Ability to perform routine tasks; Ability to operate office equipment; Flexibility; Interpersonal Relations; Accuracy; Aptitude for figures.

DUTIES : Provide general office administration and records management support to the Directorate including filing and records management systems, office documents and registers maintained efficiently, diaries managed and meetings scheduled effectively, incoming and outgoing correspondence, emails, telephone calls and visitors handled promptly; Meeting packs prepared, and minutes taken accurately and distributed. Provide administrative, information and asset support to the Directorate including: Administrative support provided to management and staff; Office supplies coordinated and available when required; Asset registers maintained and updated, and verification/disposal processes supported; Reports and statistics compiled accurately and timeously for decision making; Databases and registers updated, and ad hoc projects and data capturing completed within agreed timeframes; Directorate information requests coordinated and attended to promptly; Audit and

compliance activities supported; Support the implementation of ad hoc projects and ensure timely and accurate data capturing. Provide procurement, logistics and travel support in line with SCM prescripts, including: Procurement requests processed accurately, with quotations obtained in line with SCM requirements; Procurement transactions captured on Business Central, and procurement records maintained and monitored; Events and workshops coordinated successfully; Travel and accommodation arranged on time. Provide financial administration support in line with PFMA and departmental financial prescripts including: S&T claims processed within required timeframes; Invoices and supporting documents verified and correctly filed; Accurate financial records and payment documentation maintained; Expenditure records monitored, maintained and updated; Budget-related information captured, tracked and available for reporting and decisions making.

ENQUIRIES : Mr N Dlamini Tel No: (031) 350 4367/77

APPLICATIONS : Applications can be electronically submitted via email to Recruitment@KZN.CETC.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. 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. 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 storage of your personal information in terms of the 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 : 11 December 2026

POST 43/115	:	**SUPPLY CHAIN AND ASSET MANAGEMENT CLERK REF NO: KZNCET/FC/2026/06 (X5 POSTS)** Branch: Community Education and Training
SALARY	:	R237 453 per annum (Level 05)
CENTRE	:	Central Office, Springfield, Durban
REQUIREMENTS	:	Grade 12 / Senior certificate or NCV Level 4 or equivalent. Experience: Appropriate experience in support services and office administration. Competencies (knowledge/skills): Knowledge of: Public Finance Management Act (PFMA) and Treasury Regulations, as they apply to clerical functions (e.g. Financial administration including travel and subsistence claims, invoices and expenditure records. Knowledge of the Batho Pele principles and the Public Service Code of Conduct; Records and document management (filing systems, registers). Proficient in verbal and written communication. Computer literacy: Microsoft 365 (Word, Excel, PowerPoint, SharePoint, etc.), Planning, organising, and time management, including coordinating meetings (procedures and minute-taking), events and travel. Data and records management (databases, statistics), report writing, and numerical and analytical skills. Attention to detail, problem solving, initiative and adaptability. Professional, courteous, friendly yet assertive and service-orientated team player who demonstrates discretion, integrity, confidentiality, reliability and accountability. 1-2 years' experience in a CET environment, accompanied by the letter from the employer will be an added advantage. Competencies: Basic knowledge of supply chain policies, procedures and practices. Basic Knowledge and understanding of PFMA, Treasury regulations and applicable SCM prescripts. Knowledge of demand and acquisition will be added advantage. Knowledge and understating of legislative framework governing the Public Services. Knowledge of procedures in terms of the working environment. Knowledge of Business Central. Knowledge of Department of Higher Education mandate. Skills: Planning and organising; Communication (Good verbal and written); Computer Literacy; Flexibility; Customer care services; Report writing.
DUTIES	:	Provide general office administration and records management support to the Directorate including filing and records management systems, office documents and registers maintained efficiently, diaries managed and meetings scheduled effectively, incoming and outgoing correspondence, emails, telephone calls and visitors handled promptly; Meeting packs prepared, and minutes taken accurately and distributed. Provide administrative, information and asset support to the Directorate including: Administrative support provided to management and staff; Office supplies coordinated and available when required; Asset registers maintained and updated, and verification/disposal processes supported; Reports and statistics compiled accurately and timeously for decision-making; Databases and registers updated, and ad hoc projects and data capturing completed within agreed timeframes; Directorate information requests coordinated and attended to promptly; Audit and compliance activities supported; Support the implementation of ad hoc projects and ensure timely and accurate data capturing. Provide procurement, logistics and travel support in line with SCM prescripts, including: Procurement requests processed accurately, with quotations obtained in line with SCM requirements; Procurement transactions captured on LOGIS/BAS/Business Central, and procurement records maintained and monitored; Events and workshops coordinated successfully; Travel and accommodation arranged on time. Provide financial administration support in line with PFMA and departmental financial prescripts including: S&T claims processed within required timeframes; Invoices and supporting documents verified and correctly filed; Accurate financial records and payment documentation maintained; Expenditure records monitored, maintained and updated; Budget-related information captured, tracked and available for reporting and decisions making.
ENQUIRIES	:	Mr N Dlamini Tel No: (031) 350 4367/77
APPLICATIONS	:	Applications can be electronically submitted via email to Recruitment@KZN.CETC.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. 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. 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 : 11 December 2026

POST 43/116 : **FINANCE CLERK REF NO: FSCET 07/11/2026 (X2 POSTS)**

SALARY : R237 453 per annum (Level 05)
CENTRE : Free State CET College (Bloemfontein)
REQUIREMENTS : Recognised Diploma / Degree in Financial Accounting / Accounting, Management Accounting or equivalent qualification. One (1) year or more relevant experience in Finance. A valid driver's license. Knowledge: Knowledge of the relevant prescripts, PFMA and Treasury Regulations, Financial accounting principles, Basic bookkeeping practices, and financial systems. Skills and Competencies: Computer skills, Planning and organising, Good verbal and written communication, Basic numeracy skills, Ability to work under pressure and meet deadlines. Customer care services, Ability to operate office equipment, Flexibility, Interpersonal Relations, Planning and organising, Financial management and Report writing. Computer literacy (MS Office).
DUTIES : Provide and render financial accounting transactions. Receive invoice. Check invoices for correctness, verification and approval (internal control); process invoices (e.g. capture payments); file all documents; and collect cash. Perform Bookkeeping support services. Capture all financial transactions. Clear suspense accounts; record debtors and creditors; process electronic banking transactions and compile journals; maintain accurate financial records and filing systems. Assist with month-end and year-end processes.
ENQUIRIES : Mr GT Mothate, Queries@FS.CETC.edu.za Tel No: (051) 250 4021
APPLICATIONS : Application to be submitted via email Recruitment@FS.CETC.edu.za or hand delivery to: Free State CET College, 86 Kellner Street, Westdene, Bloemfontein, 9300.
FOR ATTENTION : Mr GT Mothate

NOTE	:	The Application must include only completed and signed new form Z83, obtainable from any Public Service Department on the internet at www.dpsa.gov.za and a detailed Curriculum Vitae and academic record of the highest qualification. Certified copies of Identity Documents, Senior Certificate and the highest qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview. The old Z83 form may result in disqualification. Applicants who do not comply with the requirements outlined above will not be considered. Applications received after the closing date will not be considered. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. NB: Applications submitted via email should be in 1 PDF document.
CLOSING DATE	:	11 December 2026 at 16:00
POST 43/117	:	**SUPPLY CHAIN CLERK REF NO: FSCET 08/11/2026**
SALARY	:	R237 453 per annum (Level 05)
CENTRE	:	Free State CET College (Bloemfontein)
REQUIREMENTS	:	Recognised Diploma / Degree in Supply Chain Management/Logistics or equivalent qualification. One (1) year or more relevant experience in Supply. A valid driver's license. Knowledge: Knowledge of the relevant prescripts, PFMA and Treasury Regulations, Financial accounting principles, Basic bookkeeping practices, financial systems, Basic knowledge of supply chain duties, Knowledge of asset disposal procedures, understanding of the legislative framework governing the Public Services, procedures in terms of the working environment and asset management. Skills and Competencies: Computer skills, Planning and organising, Good verbal and written communication, Basic numeracy skills, Ability to work under pressure and meet deadlines. Customer care services, Ability to operate office equipment, Flexibility, Interpersonal Relations, Planning and organising, financial management and Report writing. Computer literacy (MS Office).
DUTIES	:	Provide asset management clerical support: Compile and maintain records, Render demand and acquisition clerical support, Update and maintain supplier (Including contractors) database, register suppliers on College system, Request and receive quotations, Capture specifications on the electronic purchasing system, Place orders and Issue and receive quotations. Render logistical support services, Place orders for goods, receive and verify goods from suppliers, capture goods in register databases, receive requests for goods from end users, Issue goods to end users, maintain goods register, update and maintain register of suppliers.
ENQUIRIES	:	Mr GT Mothate, Queries@FS.CETC.edu.za Tel No: (051) 250 4021
APPLICATIONS	:	Application to be submitted via email Recruitment@FS.CETC.edu.za or hand delivery to: Free State CET College, 86 Kellner Street, Westdene, Bloemfontein, 9300.
FOR ATTENTION	:	Mr GT Mothate
NOTE	:	The Application must include only completed and signed new form Z83, obtainable from any Public Service Department on the internet at www.dpsa.gov.za and a detailed Curriculum Vitae and academic record of the highest qualification. Certified copies of Identity Documents, Senior Certificate and the highest qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview. The old Z83 form may result in disqualification. Applicants who do not comply with the requirements outlined above will not be considered. Applications received after the closing date will not be considered. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. NB: Applications submitted via email should be in 1 PDF document.
CLOSING DATE	:	11 December 2026 at 16:00

POST 43/118	:	**PROJECT ADMINISTRATOR REF NO: PA/02/11/2026** (12-Month College-Funded Contract) Directorate: Corporate Services
SALARY	:	R235 023 - R276 837 per annum (Level 05)
CENTRE	:	Central Office
REQUIREMENTS	:	Grade 12 or NC(V) Level 4; a recognised National Diploma (NQF Level 6) or bachelor's degree in Management Assistance, Office Management, Project Administration or a relevant qualification. A minimum of three (3) years' relevant project or programme administration experience. A valid driver's licence, computer skills, and relevant project-management applications. Knowledge of funded project administration, file and evidence management, the Public Finance Management Act, Occupational Qualifications Sub-Framework, Skills Development Act, 1998 (Act 97 of 1998), National Qualifications Framework Act, SETA/QCTO processes and project reporting. Strong planning, numerical accuracy, stakeholder coordination and records-management skills.
DUTIES	:	Administer project files, beneficiary records, portfolios of evidence and assessment reports. Maintain accurate learner registration and performance data and support the timely submission of learner information and results to relevant SETA/QCTO systems. Arrange project meetings and coordinate procurement requests for approved project requirements. Consolidate monthly and scheduled progress and expenditure reports, maintain supporting evidence and prepare documentation for claims and funding tranches. Coordinate certification processes and communication with training providers, funders, learners and other project stakeholders, in accordance with approved project agreements. Provide administrative support for the implementation of occupational programmes.
ENQUIRIES	:	Mr. M. Ramalapa Tel No: (018) 384 2346/50 Ext 1021
APPLICATIONS	:	Applications must be emailed to the centraloffice.recruitment@taletso.edu.za, with the post title and reference number clearly stated in the subject line, or hand-delivered to the HR Office, Taletso TVET College, Kgora Building (next to the SABC), Mafikeng Campus, Mahikeng. Faxed applications will not be accepted.
NOTE	:	Applicants must submit a completed and signed prescribed Z83 application form (2021 version) and a comprehensive, updated CV only, quoting the title and correct reference number of the post. A separate application must be submitted for each post. The Z83 is available from any Public Service department or www.gov.za/documents. Only shortlisted applicants will be requested to provide certified copies of qualifications, identity documents and other relevant supporting records within the period specified by Human Resources. Applicants with foreign qualifications must provide a SAQA evaluation upon request. Late or faxed applications will not be considered. Correspondence will be limited to shortlisted candidates. Applicants not contacted within eight (8) weeks after the closing date may regard their applications as unsuccessful. Shortlisted candidates may undergo job-related competency or practical assessments, reference and employment verification, qualification verification, citizenship and criminal-record checks, financial or credit checks where relevant to the position, and lawful social-media checks conducted in accordance with applicable privacy requirements. Appointments may be subject to security vetting. Successful candidates will be required to sign an employment contract and, where applicable, a performance agreement, and to disclose financial interests as required by applicable legislation and policies. The College is an equal opportunity employer and will apply its approved Employment Equity Plan. The College reserves the right not to fill any post.
CLOSING DATE	:	15 January 2027 at 16h00