

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(MOTHEO TVET COLLEGE AND GERT SIBANDE TVET COLLEGE)**

OTHER POSTS

<u>POST 20/33</u>	:	<u>CENTRE MANAGER REF NO: MOT/CM-INC/2025</u> (5 Year Performance based contract SEDA funded)
<u>SALARY</u>	:	R582 444 per annum (Level 10)
<u>CENTRE</u>	:	Centre For Entrepreneurship and Rapid Incubator
<u>REQUIREMENTS</u>	:	3-year Tertiary Qualification in Enterprise Development, and/or Entrepreneurship or Business Management and Project Management. 5 or more experience in enterprise development. Proven Experience in innovation and technology-driven industry or organization. A Valid Driver's License. Competencies: Experience in assessing viability and sustainability of small enterprises. In-depth understanding of SMME's and Business Incubation Industry. Advanced Computer Literacy (Microsoft Office and MS Projects). Knowledge and Experience in Entrepreneurship. Knowledge and Experience in Budget. Expertise in Business Management.
<u>DUTIES</u>	:	Research, Manage and implement the business planning process and possible projects to be executed by the college. Conduct research, analyses relating to the performance in implementing the entrepreneurship programme. Oversee the development and delivery of skills programmes/short courses to emerging entrepreneurs through current college curriculum. Initiate community-based entrepreneurship programmes to capacitate local SMEs. Market the Centre for Entrepreneurship. Manage the business incubation facilities and programmes at the Centre as well as the SEDA funded projects. Research and coordinating strategies to support entrepreneurial efforts in targeted areas, including compiling and analyzing data. Responsible for the overall strategy for start-up service programmes to identify opportunities to establish new programmes. Manage Incubator Facilities, staff and associated budget. General Administrative tasks such as management /oversight of local incentive agreements, project management, site visits to gather industry intelligence. Development / promotion of small business services and programmes, including presentations to relevant private and public stakeholders. To promote the awareness and the mission of the incubator and assigned college projects.
<u>ENQUIRIES</u>	:	Mr MJ Ntsane/Ms NP Nameka/Ms MD Lebeko Tel No: (051) 014 7850/1184/1178
<u>APPLICATIONS</u>	:	Please forward applications to: Email recruitment@motheo.tvet.edu.za or hand deliver at the following address, The Principal Motheo TVET College, C/o Aliwal & St Georges Streets, Private Bag X20509, Bloemfontein, 9300.
<u>FOR ATTENTION</u>	:	Mr MD Mokhobo
<u>NOTE</u>	:	Applications are invited from suitably qualified people for the following Department of Higher Education and Training (Motheo TVET College), college council fixed term contract position: Applications must be submitted on a new Z83 form, obtainable from any Public Service Department or DPSA website (www.dpsa.gov.za) and a detailed Curriculum Vitae. Certified copies of an ID, valid driver's license (where applicable), and all other relevant documents will only be requested on or before interview date. Foreign qualifications must be accompanied by a SAQA (South African Qualification Authority). Immigrants should apply for work permits before assumption of duty. Correspondence will be limited to shortlisted candidates. Successful candidates will be subjected to security screening and may be required to work at other places as may reasonably be requested by the college. People with disability are encouraged to apply. The College has the right to withdraw and/or amend adverts for post(s) and retains the right not to fill the post(s) as determined by the delegated authority. Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date they must accept that their applications were unsuccessful
<u>CLOSING DATE</u>	:	30 June 2025 (No late applications will be accepted)
<u>POST 20/34</u>	:	<u>ASSISTANT DIRECTOR: CURRICULUM REF NO: GSC49/2025</u>
<u>SALARY</u>	:	R582 444 per annum (Level 10), (plus benefits)
<u>CENTRE</u>	:	Central Office

<u>REQUIREMENTS</u>	:	A Degree or Diploma (NQF Level 6), backed by a professional qualification in Education, A minimum of three (3) years' work experience in teaching and Learning at TVET sector, Experience in Occupational Programmes will be an advantage, A valid driver's licence. Knowledge: Knowledge of PSET and CET Act, Knowledge of Teaching and Learning, Knowledge of Skills Development Act, Public Service Regulations and Public Service Act, and Labour Relations Act, Knowledge of the Public TVET sector and its regulatory and legislative framework, Knowledge and understanding of the Higher Education sector knowledge of Education Act. Skills: Administrative, Planning and organizing, Financial management, Report writing, Communication and interpersonal, Problem solving, Computer literacy, Analytical, Client oriented, Project management, Team leadership · Planning and organizing.
<u>DUTIES</u>	:	Manage curriculum management and administration, Oversee academic management services, Ensure the provision of guidance for the improvement curriculum content and delivery based on engagement with public and private industry stakeholders, Provide learning materials, Management of all Human, Financial and other resource of the unit, Ensure the implementation of blended learning practice in collaboration with the campus management team, Plan and oversee monitoring activities of all the curriculum and Occupational (QCTO)programs Provide academic support to all lecturing staff, Give support in preparation for QCTO Monitoring.
<u>ENQUIRIES</u>	:	Mr BJ Dlongolo Tel No: (017) 712 9040
<u>APPLICATIONS</u>	:	The Acting Human Resource Manager; Gert Sibande TVET College; P. O. Box 3475; Standerton, 2430, email: applications@gscollege.edu.za or Hand delivered to: 18a Beyers Naude Street, Standerton, 2430.
<u>FOR ATTENTION</u>	:	Mr BJ Dlongolo Tel No: (017) 712 9040
<u>NOTE</u>	:	Applicants must submit a fully completed and officially signed Z83 form and a comprehensive CV when applying for a post, at least three contactable work-related references. Candidates will be contacted to submit originally certified copies of all qualification before an interview, including academic records, ID document and valid driver's licence not older than 6 months, if drivers licence is required in terms of the requirements of the post• Application Z83 form is available on our website, www.gscollege.edu.za or DPSA website. Failure to submit the requested documents will result in your application not being considered. No faxed or emailed applications will be accepted. Applicants should submit separate Z83 and CV where more than one post is applied for. Selected candidates will be subjected to vetting process and personnel suitability check in terms of minimum information security standard. The College reserves the right to verify any information received in applications •Late and incomplete applications will not be considered •Submission of fraudulent documentation and canvassing or College staff will immediately disqualify the candidate. Should you not receive any response from us within 60 days after the closing date, please consider your application as unsuccessful. Post reference number should be indicated on the application. The College reserves the right to withdraw any position at any time. Gert Sibande TVET College is an equal opportunity, affirmative action employer. It is our intention to promote representatively in respect of race, gender and disability through the filling of these positions. Candidates whose transfer / promotion / appointment will promote representative will receive preference.
<u>CLOSING DATE</u>	:	04 July 2025 (at 13h00 sharp), all applications received after the closing date and time will not be entertained Apply as early as possible to avoid disappointments, please.
<u>POST 20/35</u>	:	<u>SENIOR LABOUR RELATIONS OFFICER REF NO: GSC50/2025</u>
<u>SALARY</u>	:	R397 116 per annum (Level 08), (plus benefits)
<u>CENTRE</u>	:	Central Office - Standerton
<u>REQUIREMENTS</u>	:	A Degree/National Diploma (NQF Level 6) in Labour Relations or Human Resource Management or Employment Relations or Equivalent Qualifications. A minimum of two (2) years' work experience in Labour Relations or Human Resource Management, A valid Driver's Licence, PERSAL Certificate will be an advantage. Knowledge: Knowledge of Labour Relations Act, Public service legislations and policies related to Human Resource Management, Knowledge of implementing PSCBC and GPSSBC resolutions, Knowledge and understanding of bargaining process, grievance and dispute resolutions process, Sound knowledge of labour Relation statutes, Sound knowledge of International Labour Organization (ILO). Skills: Investigations and negotiations,

		Administrative, Planning and organizing, Financial management, Report writing, Communication and interpersonal, Problem solving, Computer literacy, Analytical, Client oriented, Project management, Team leadership, People management, Conducting investigations, Presentation skills, Knowledge and understanding of the TVET/CET Administration, Knowledge and understanding of the Higher Education sector (PSET and CET).
<u>DUTIES</u>	:	Ensure overall supervision and proper implementation of labour relations guidelines and processes, Ensure overall supervision and proper implementation on resolution of disciplinary cases, grievance and dispute processes, Ensure overall supervision and proper implementation of misconduct case processes, Ensure overall supervision and proper implementation of collective bargaining and dispute resolutions , Ensure overall supervision and represent the employer and monitor the implementation of litigation outcomes, Ensure overall supervision and sound employment relationships, Ensure overall supervision and monitor PERSAL and database on grievance, disputes, misconduct and collective bargaining, Supervise human, physical, financial and other resources.
<u>ENQUIRIES</u>	:	Mr BJ Dlongolo Tel No: (017) 712 9040
<u>APPLICATIONS</u>	:	The Acting Human Resource Manager; Gert Sibande TVET College; P. O. Box 3475; Standerton, 2430, email: applications@gscollege.edu.za or Hand delivered to: 18a Beyers Naude Street, Standerton, 2430.
<u>FOR ATTENTION</u>	:	Mr BJ Dlongolo Tel No: (017) 712 9040
<u>NOTE</u>	:	Applicants must submit a fully completed and officially signed Z83 form and a comprehensive CV when applying for a post, at least three contactable work-related references. Candidates will be contacted to submit originally certified copies of all qualification before an interview, including academic records, ID document and valid driver's licence not older than 6 months, if drivers licence is required in terms of the requirements of the post. Application Z83 form is available on our website, www.gscollege.edu.za or DPISA website. Failure to submit the requested documents will result in your application not being considered. No faxed or emailed applications will be accepted. Applicants should submit separate Z83 and CV where more than one post is applied for. Selected candidates will be subjected to vetting process and personnel suitability check in terms of minimum information security standard. The College reserves the right to verify any information received in applications. Late and incomplete applications will not be considered. Submission of fraudulent documentation and canvassing or College staff will immediately disqualify the candidate. Should you not receive any response from us within 60 days after the closing date, please consider your application as unsuccessful. Post reference number should be indicated on the application. The College reserves the right to withdraw any position at any time. Gert Sibande TVET College is an equal opportunity, affirmative action employer. It is our intention to promote representatively in respect of race, gender and disability through the filling of these positions. Candidates whose transfer / promotion / appointment will promote representative will receive preference.
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<u>POST 20/36</u>	:	<u>HR PRACTITIONER REF NO: GSC51/2025</u>
<u>SALARY</u>	:	R325 101 per annum (Level 07), (plus benefits)
<u>CENTRE</u>	:	Central Office - Standerton
<u>REQUIREMENTS</u>	:	A Degree or National Diploma (NQF Level 6) in Human Resource Management/Development or Equivalent Qualification, A minimum of one (1) year work experience in Human Resource Development/Management Environment, A valid Driver's Licence. Knowledge: Knowledge of White Paper on PSET Act, Knowledge of the Public TVET sector and its regulatory and legislative framework, Knowledge and understanding of the Higher Education sector, Knowledge and understanding of TVETMIS, and ITS, Knowledge of practice notes, national, provincial policy frameworks relevant to Education, Training and Development, Knowledge of Skills Development Act, Public Service Regulations. and Public Service Act, Labour Relations Act. Skills: Administrative, Planning and organizing, Financial management, Report writing, Communication and interpersonal, Problem solving, Computer literacy, Analytical, Client oriented, Project management, Team leadership, People management.

<u>DUTIES</u>	:	Process bursaries in line with the departmental policy, Coordinate the implementation of Internship and Learnership Programmes, Facilitate the development of job descriptions, Supervise the implementation of Pension, Supervise the Application, Capturing and Management of leave, Ensure that attendance registers correspond with leave captured on ITS and Persal, Implement leave reconciliation on monthly basis, Ensure College is compliance with Determination of Leave /Leave policy, Supervise the Capturing of Pension on PCM System, Supervise all the terminations of the College and ensure effective implementation, Supervisor the implementation of housing and medical aid, Supervise the implementation of long service recognition, Resolve all leave challenges, Implement all training and development programmes in line with approved plans
<u>ENQUIRIES</u>	:	Mr BJ Dlongolo Tel No: (017) 712 9040
<u>APPLICATIONS</u>	:	The Acting Human Resource Manager; Gert Sibande TVET College; P. O. Box 3475; Standerton, 2430, email: applications@gscollege.edu.za or Hand delivered to: 18a Beyers Naude Street, Standerton, 2430.
<u>FOR ATTENTION</u>	:	Mr BJ Dlongolo Tel No: (017) 712 9040
<u>NOTE</u>	:	Applicants must submit a fully completed and officially signed Z83 form and a comprehensive CV when applying for a post, at least three contactable work-related references. Candidates will be contacted to submit originally certified copies of all qualification before an interview, including academic records, ID document and valid driver's licence not older than 6 months, if drivers licence is required in terms of the requirements of the post. Application Z83 form is available on our website, www.gscollege.edu.za or DPSA website. Failure to submit the requested documents will result in your application not being considered. No faxed or emailed applications will be accepted. Applicants should submit separate Z83 and CV where more than one post is applied for. Selected candidates will be subjected to vetting process and personnel suitability check in terms of minimum information security standard. The College reserves the right to verify any information received in applications. Late and incomplete applications will not be considered. Submission of fraudulent documentation and canvassing or College staff will immediately disqualify the candidate. Should you not receive any response from us within 60 days after the closing date, please consider your application as unsuccessful. Post reference number should be indicated on the application. The College reserves the right to withdraw any position at any time. Gert Sibande TVET College is an equal opportunity, affirmative action employer. It is our intention to promote representatively in respect of race, gender and disability through the filling of these positions. Candidates whose transfer / promotion / appointment will promote representative will receive preference.
<u>CLOSING DATE</u>	:	04 July 2025 (at 13h00 sharp), all applications received after the closing date and time will not be entertained Apply as early as possible to avoid disappointments, please.
<u>POST 20/37</u>	:	<u>BURSARY OFFICER (X2 POSTS)</u>
<u>SALARY</u>	:	R325 101 per annum (Level 07), (plus benefits)
<u>CENTRE</u>	:	Ermelo Campus Ref No: GSC52/2025 Central Office Ref No: GSC53/2025
<u>REQUIREMENTS</u>	:	A Degree or National Diploma (NQF Level 6) in Financial Management or Equivalent Qualification, A minimum of one (1) year work experience in Financial Management or Bursary Management, A valid Driver's licence. Knowledge: Knowledge of CET and PSET, Knowledge of PSA and PSR, 2016, Knowledge of PFMA and Departmental policies, Knowledge of ITS, Basic knowledge of practices as well as the ability to capture data, operate computer and collate financial statistics, Basic knowledge of the Public Service financial legislations, procedures and Treasury Regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual), Knowledge of basic financial operating systems (ITS etc.). Skills: Computer skills• Planning and organizing, Language, Good verbal and written communication• Basic numeracy skills, Ability to perform routine tasks, Ability to operate office equipment, Flexibility, Interpersonal Relations, Accuracy.
<u>DUTIES</u>	:	Coordinate student bursary schemes and financial aid administrative support services, Administer the bursary and financial aid schemes application processes in line with NSFAS guidelines, funder MOU/SLA and policies, Create bursary fund on the ITS system, Create bursary applications and Estimates on ITS system, Coordinate the authorization of disbursement funds, Facilitate of

		other financial aid schemes i.e WRSETA, HWSETA etc, Allocate bursary remittances on the ITS System, Assist in Audit , Reconcile the financial aid accounts, And any other related duties.
<u>ENQUIRIES</u>	:	Mr BJ Dlongolo Tel No: (017) 712 9040
<u>APPLICATIONS</u>	:	The Acting Human Resource Manager; Gert Sibande TVET College; P. O. Box 3475; Standerton, 2430, email: applications@gscollege.edu.za or Hand delivered to: 18a Beyers Naude Street, Standerton, 2430.
<u>FOR ATTENTION</u>	:	Mr BJ Dlongolo Tel No: (017) 712 9040
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<u>POST 20/38</u>	:	<u>CAMPUS ADMINISTRATOR: SIBANESETFU CAMPUS REF NO: GSC54/2025</u>
<u>SALARY</u>	:	R325 101 per annum (Level 07), (plus benefits)
<u>CENTRE</u>	:	Dundonald and Perdekop
<u>REQUIREMENTS</u>	:	A Degree/Diploma (NQF Level 6) in Public Administration or Office Management and Technology or Public Management or equivalent qualification. A minimum of one (1) year work experience in Administration environment. Knowledge: Knowledge of office administration, Knowledge of Public Service legislations and policies, Knowledge and understanding of the TVET/CET Administration, Understanding of the Higher Education sector, Understanding Cost centre budgetary, expenditure and cash flow management. Employment Equity Act, Public Service Regulations and Public Service Act, Public Financial Management Act, Batho Pele Principles and any other related legislation. Skills: Planning and organizing, Financial management, Report writing, Communication and interpersonal, Problem solving, Computer literacy, Analytical, Client oriented, Project management, Team leadership, Planning and organizing, People management.
<u>DUTIES</u>	:	Render administrative support services; Draw up a campus enrolment plan for both NCV and report 191, Gather departmental information and compile a report for A-TEAM and Campus Management, Prepare reports, presentations, and other correspondence. Arrange meetings, conferences, workshops and other gatherings as required, Provide other secretarial support services to campus management, Administer and coordinate human resource services, Coordinate Leave forms and submit to central office. Coordinate PMDS documents and submit to central office, Coordinate all relevant documentation pertaining to disciplinary cases and grievances. Follow up and resolve all human resource administration queries and issues emanating from campus staff, Maintain human resource records administration, Monitor the attendance register for staff. Coordinate the compilation of duty registers and payment for part-time lectures, Support the implementation, college staff wellness programme at campus level, Provide procurement services; Recommend

purchase requisitions to Campus Manager, Draft procurement memo. Complete requisition form, Receive goods and services, Coordinate and submit invoices to central office for processing. Verify the correctness of goods and services supplied against the appropriate documentation, Follow-up on campus requisitions made, Maintain a proper filing system, Maintain files for all campus staff, Filing of all relevant documentation according to QMS requirements and national achieve Act, Keep record of postage received from central office and ensure that the distribution is done accordingly and register is kept by the relevant official, Administer student registration and examination process; Assist in the registration of students. Store student portfolios of evidence and student records, Scan documents of students, Capture and reconcile information for students, Ensure data exceptions and corrections, Process the details of applications for programmes and credits, Coordinate the student registration process, Coordinate the examination process.

**ENQUIRIES
APPLICATIONS**

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:
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**FOR ATTENTION
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CLOSING DATE

: 04 July 2025 (at 13h00 sharp), all applications received after the closing date and time will not be entertained Apply as early as possible to avoid disappointments, please.

POST 20/39

: **CAREER GUIDANCE OFFICER REF NO: GSC55/2025**

**SALARY
CENTRE
REQUIREMENTS**

: R325 101 per annum (Level 07), (plus benefits)
:
: Standerton Campus
:
: A Bachelor's degree or National Diploma (NQF Level 6) in Psychology or Social Science or Equivalent Qualifications, A minimum of one (1) year work experience in Career Development/Guidance and Counselling or Relevant Environment. Knowledge: Knowledge of career guidance, Knowledge of career counselling, Knowledge of career exhibitions, PSET and CET Act, Public Service prescripts, Industrial operation, Identification of opportunities in the market, Labour Market, Opportunity linkages with industries. Skills: Excellent Communication (oral and written), Networking, Negotiation, Research, Interpersonal, Planning, Organising, Computer, Placement, A valid driver's license.

DUTIES

: Provide career guidance and testing of prospective students (in collaboration with the registration unit) , Provide academic and individual counselling sessions to students, Coordinate and provide career exhibition services, Implement programmes to coach, mentor and develop student job readiness, Provide student liaison services at the campus, Provide welfare support to students by liaising between stakeholders/persons, Prepare weekly and monthly reports, Assist students as and when required, Assist with student

		support activities plan including sports, arts and culture and related activities, Ensure that there is continuous awareness and level knowledge in HIV/AIDS to students, Address socio-economic student matters appropriately including substance and other relevant matters, Placement of students at relevant work places, SRC management, elections and student affairs, Any other reasonable task as requested by the supervisor or the superior
<u>ENQUIRIES</u>	:	Mr BJ Dlongolo Tel No: (017) 712 9040
<u>APPLICATIONS</u>	:	The Acting Human Resource Manager; Gert Sibande TVET College; P. O. Box 3475; Standerton, 2430, email: applications@gscollege.edu.za or Hand delivered to: 18a Beyers Naude Street, Standerton, 2430.
<u>FOR ATTENTION</u>	:	Mr BJ Dlongolo Tel No: (017) 712 9040
<u>NOTE</u>	:	Applicants must submit a fully completed and officially signed Z83 form and a comprehensive CV when applying for a post, at least three contactable work-related references. Candidates will be contacted to submit originally certified copies of all qualification before an interview, including academic records, ID document and valid driver's licence not older than 6 months, if driver's licence is required in terms of the requirements of the post. Application Z83 form is available on our website, www.gscollege.edu.za or DPSA website. Failure to submit the requested documents will result in your application not being considered. No faxed or emailed applications will be accepted. Applicants should submit separate Z83 and CV where more than one post is applied for. Selected candidates will be subjected to vetting process and personnel suitability check in terms of minimum information security standard. The College reserves the right to verify any information received in applications. Late and incomplete applications will not be considered. Submission of fraudulent documentation and canvassing or College staff will immediately disqualify the candidate. Should you not receive any response from us within 60 days after the closing date, please consider your application as unsuccessful. Post reference number should be indicated on the application. The College reserves the right to withdraw any position at any time. Gert Sibande TVET College is an equal opportunity, affirmative action employer. It is our intention to promote representatively in respect of race, gender and disability through the filling of these positions. Candidates whose transfer / promotion / appointment will promote representative will receive preference.
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<u>POST 20/40</u>	:	<u>STUDENT LIASON OFFICER REF NO: GSC56/2025</u>
<u>SALARY</u>	:	R325 101 per annum (Level 07), (plus benefits)
<u>CENTRE</u>	:	Standerton Campus
<u>REQUIREMENTS</u>	:	A Degree/Diploma (NQF Level 6) in Social Science or Education or Psychology or Equivalent Qualification, A minimum of one (1) year work experience in Student Support Services or Education/Teaching and learning Environment or Related field, , A valid driver's licence. Knowledge: Proven Knowledge of Public Sector, Knowledge of TVET environment, Proven knowledge of Psychology, Teaching Background, Public Service Framework, Public Service Act, Public Service Regulations, Public Financial Management Act, Treasury regulations, Batho Pele Principle. Skills: Computer literacy(MS Word, MS Excel, MS PowerPoint), Administrative, communication and listening, Excellent project management, Problem solving and analytical skills, Confidence and energy to build rapport, Ability to prioritise, work independently and meet deadlines, Flexibility to occasionally work out of hours, Strong eye for detail, Lecturing experience in the fundamental programmes will be a requirement, Good team worker.
<u>DUTIES</u>	:	Provide student liaison services at the campus. Guide students and path their careers. Manage the induction of the students at the campus, Provide welfare support to students by liaising between stakeholder/persons, Prepare weekly and monthly reports, Assist students as and when required, Assist with academic support plan for identified students, Guide students to make the right decision and improve their performance, Ensure that there is continuous awareness and level of knowledge in HIV/AIDS to students, Address socio-economic student matters appropriately including substance and other relevant matters, Promote regular attendance of students and monitor the attendance register, Conduct home visits when necessary and interview/counsel students, staff, families and other relevant stakeholders in order to identify contributing

		factors associated with low attendance concerns, Support student, families by establishing and delivering absence reduction programmes, Manage the fundamentals support programmes, peer educator programmes in the student support centre at campus , Management of application and placement process.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr BJ Dlongolo Tel No: (017) 712 9040
	:	The Acting Human Resource Manager; Gert Sibande TVET College; P. O. Box 3475; Standerton, 2430, email: applications@gscollege.edu.za or Hand delivered to: 18a Beyers Naude Street, Standerton, 2430.
<u>FOR ATTENTION NOTE</u>	:	Mr BJ Dlongolo Tel No: (017) 712 9040
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<u>POST 20/41</u>	:	<u>MARKETING CLERK REF NO: GSC57/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 per annum (Level 05), (plus benefits)
	:	Central Office - Standerton
	:	Grade 12 with Computer or NCV Level 4 Certificate in Marketing, A minimum of one (1) year work experience in Marketing and Communication Environment, will be an added advantage. Knowledge: Knowledge of Social media practice and channels, Knowledge and understanding of stakeholder management, understanding of the importance of branding and applying across a range of channels, Knowledge of event management, Knowledge and understanding of website maintenance. Skills: Planning and organising, Administration, Financial management, Report writing, Communication and Interpersonal, Problem solving, Computer literacy, Client Oriented, Project management, Team leader.
<u>DUTIES</u>	:	Handle college media platforms e.g. (Facebook, Twitter, Instagram), Ensure that college social media platforms are updated on regular basis, Liaise with campuses to ensure that college social media platforms reflect all sites, Monitor the college website, Collect press clipping from print media publications, the collection of data from online information sources, Archive all the press clippings and send clipping to management weekly, Conduct quarterly surveys around targeted groups, Compile reports on the survey for purpose of section presentation, Utilise the findings of surveys to implement stronger techniques around weak zones, Assist with day to day running of the section- decrease workload and help the team meet deadlines.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr BJ Dlongolo Tel No: (017) 712 9040
	:	The Acting Human Resource Manager; Gert Sibande TVET College; P. O. Box 3475; Standerton, 2430, email: applications@gscollege.edu.za or Hand delivered to: 18a Beyers Naude Street, Standerton, 2430.
<u>FOR ATTENTION NOTE</u>	:	Mr BJ Dlongolo Tel No: (017) 712 9040
	:	Applicants must submit a fully completed and officially signed Z83 form and a comprehensive CV when applying for a post, at least three contactable work-

related references. Candidates will be contacted to submit originally certified copies of all qualification before an interview, including academic records, ID document and valid driver's licence not older than 6 months, if drivers licence is required in terms of the requirements of the post. Application Z83 form is available on our website, www.gscollege.edu.za or DPSA website. Failure to submit the requested documents will result in your application not being considered. No faxed or emailed applications will be accepted. Applicants should submit separate Z83 and CV where more than one post is applied for. Selected candidates will be subjected to vetting process and personnel suitability check in terms of minimum information security standard. The College reserves the right to verify any information received in applications. Late and incomplete applications will not be considered. Submission of fraudulent documentation and canvassing or College staff will immediately disqualify the candidate. Should you not receive any response from us within 60 days after the closing date, please consider your application as unsuccessful. Post reference number should be indicated on the application. The College reserves the right to withdraw any position at any time. Gert Sibande TVET College is an equal opportunity, affirmative action employer. It is our intention to promote representatively in respect of race, gender and disability through the filling of these positions. Candidates whose transfer / promotion / appointment will promote representative will receive preference.

CLOSING DATE : 04 July 2025 (at 13h00 sharp) all applications received after the closing date and time will not be entertained Apply as early as possible to avoid disappointments, please.

POST 20/42 : **MARKETING CLERK REF NO: GSC58/2025**

SALARY : R228 321 per annum (Level 05), (plus benefits)
CENTRE : Central Office - Standerton
REQUIREMENTS : Grade 12 with Computer or NCV Level 4 Certificate in Marketing, N6 Certificate in Marketing or Public Relations will be an advantage, A minimum of one (1) year work experience in Marketing and Communication Environment, will be an added advantage. Knowledge: Knowledge of Social media practice and channels, Knowledge and understanding of stakeholder management, understanding of the importance of branding and applying across a range of channels, Knowledge of event management, Knowledge and understanding of website maintenance. Skills: Planning and organising, Administration, Financial management, Report writing, Communication and Interpersonal, Problem solving, Computer literacy, Client Oriented, Project management, Team leader.

DUTIES : Assist in marketing, promotions and branding services, Assist in the coordination of public relations and media liaison services, Assist in the coordination of photographic services and drafting of articles, Assist in the coordination of college events and communication administration services, Assist in updating the content, design and layout of the college website.

ENQUIRIES : Mr BJ Dlongolo Tel No: (017) 712 9040
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FOR ATTENTION : Mr BJ Dlongolo Tel No: (017) 712 9040
NOTE : Applicants must submit a fully completed and officially signed Z83 form and a comprehensive CV when applying for a post, at least three contactable work-related references. Candidates will be contacted to submit originally certified copies of all qualification before an interview, including academic records, ID document and valid driver's licence not older than 6 months, if drivers licence is required in terms of the requirements of the post. Application Z83 form is available on our website, www.gscollege.edu.za or DPSA website. Failure to submit the requested documents will result in your application not being considered. No faxed or emailed applications will be accepted. Applicants should submit separate Z83 and CV where more than one post is applied for. Selected candidates will be subjected to vetting process and personnel suitability check in terms of minimum information security standard. The College reserves the right to verify any information received in applications. Late and incomplete applications will not be considered. Submission of fraudulent documentation and canvassing or College staff will immediately disqualify the candidate. Should you not receive any response from us within 60 days after the closing date, please consider your application as

		unsuccessful. Post reference number should be indicated on the application. The College reserves the right to withdraw any position at any time. Gert Sibande TVET College is an equal opportunity, affirmative action employer. It is our intention to promote representatively in respect of race, gender and disability through the filling of these positions. Candidates whose transfer / promotion / appointment will promote representative will receive preference.
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<u>POST 20/43</u>	:	<u>FINANCE CLERK REF NO: GSC59/2025</u>
<u>SALARY</u>	:	R228 321 per annum (Level 05), (plus benefits)
<u>CENTRE</u>	:	Perdekop Campus
<u>REQUIREMENTS</u>	:	Matric (Grade 12) certificate with Accounting or Level 4 Certificate in Finance, Economics and Accounting, A minimum one (1) year work experience in Finance Environment will be an advantage, Driver's licence will be an added advantage. Knowledge: Basic knowledge of the Public Service financial legislations, procedures and Treasury Regulations (PFMA, PSA, PSR, Financial Manual), Knowledge of basic financial operating systems (ITS etc.). Skills: Strong administration skills, innovative thinking and problem-solving skills, Ability to perform accurately and methodically under pressure, Sound interpersonal relations and a pleasant telephone personality, Good planning organizational skills, Thoroughness, honesty, integrity and willingness to work hard, coupled with work pride, Appropriate verbal and written communication skills, Ability to interpret directives, Computer literacy.
<u>DUTIES</u>	:	Provide support in monitoring the budget of the Campus, Administer petty cash for the Campus, Monitor office orders, Verify invigilators and registration appointment requests against timetables and do calculations, Complete S&T, reconciliations and payment forms, Order stationery and office equipment for the Campus, Keep register in the unit for all invoices, payments, petty cash, Compile payroll for the campus and conduct monthly reconciliation.
<u>ENQUIRIES</u>	:	Mr BJ Dlongolo Tel No: (017) 712 9040
<u>APPLICATIONS</u>	:	The Acting Human Resource Manager; Gert Sibande TVET College; P. O. Box 3475; Standerton, 2430, email: applications@gscollege.edu.za or Hand delivered to: 18a Beyers Naude Street, Standerton, 2430.
<u>FOR ATTENTION</u>	:	Mr BJ Dlongolo Tel No: (017) 712 9040
<u>NOTE</u>	:	Applicants must submit a fully completed and officially signed Z83 form and a comprehensive CV when applying for a post, at least three contactable work-related references. Candidates will be contacted to submit originally certified copies of all qualification before an interview, including academic records, ID document and valid driver's licence not older than 6 months, if drivers licence is required in terms of the requirements of the post. Application Z83 form is available on our website, www.gscollege.edu.za or DPSA website. Failure to submit the requested documents will result in your application not being considered. No faxed or emailed applications will be accepted. Applicants should submit separate Z83 and CV where more than one post is applied for. Selected candidates will be subjected to vetting process and personnel suitability check in terms of minimum information security standard. The College reserves the right to verify any information received in applications. Late and incomplete applications will not be considered. Submission of fraudulent documentation and canvassing or College staff will immediately disqualify the candidate. Should you not receive any response from us within 60 days after the closing date, please consider your application as unsuccessful. Post reference number should be indicated on the application. The College reserves the right to withdraw any position at any time. Gert Sibande TVET College is an equal opportunity, affirmative action employer. It is our intention to promote representatively in respect of race, gender and disability through the filling of these positions. Candidates whose transfer / promotion / appointment will promote representative will receive preference.
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<u>POST 20/44</u>	:	<u>HUMAN RESOURCE CLERK REF NO: GSC60/2025</u>
<u>SALARY</u>	:	R228 321 per annum (Level 05), (plus benefits)

<u>CENTRE</u>	:	Central Office - Standerton
<u>REQUIREMENTS</u>	:	Grade 12 Certificate with Computer or NCV Level4 relevant qualifications, A minimum of one (1) year work experience in Human Resource Environment will be an advantage, A valid Driver's Licence will be an added advantage. Knowledge: Knowledge of HRM processes and practices, knowledge of Public Service Act, Knowledge of Recruitment processes, Knowledge of performance management processes, Knowledge of PERSAL will be an added advantage. Skills: Human Resource Administration and Development, Investigations and negotiations, Administrative, Planning and organizing, Financial management, Report writing, Communication and interpersonal, Problem solving, Computer literacy, Analytical, Client oriented, Project management, Team leadership, People management, Presentation skills.
<u>DUTIES</u>	:	Assist in the provision of conditions of service and Human Resource Records, Render support in the provision of recruitment and selection processes, capture leave on ITS System, capturing of pension claims on the PCM system. Capture Pension, Housing Allowance and Long Service benefits etc. in accordance with the Regulator's Conditions of Service Policy, Capture all signed contract of employment forms on salary levels 2 to 8 on a database, Assist in processing employee leave and maintaining staff files (employment contracts, details, leave forms etc.) •Receive and process all termination paperwork and terminate employees as and when required, Assist with enquiries relating to the Pension Fund and Medical Aid, File and safe keep Human Resource Records in line with the Records Management Systems, Source and consolidate records required for auditing purposes.
<u>ENQUIRIES</u>	:	Mr BJ Dlongolo Tel No: (017) 712 9040
<u>APPLICATIONS</u>	:	The Acting Human Resource Manager; Gert Sibande TVET College; P. O. Box 3475; Standerton, 2430, email: applications@gscollege.edu.za or Hand delivered to: 18a Beyers Naude Street, Standerton, 2430.
<u>FOR ATTENTION</u>	:	Mr BJ Dlongolo Tel No: (017) 712 9040
<u>NOTE</u>	:	Applicants must submit a fully completed and officially signed Z83 form and a comprehensive CV when applying for a post, at least three contactable work-related references. Candidates will be contacted to submit originally certified copies of all qualification before an interview, including academic records, ID document and valid driver's licence not older than 6 months, if drivers licence is required in terms of the requirements of the post. Application Z83 form is available on our website, www.gscollege.edu.za or DPSA website. Failure to submit the requested documents will result in your application not being considered. No faxed or emailed applications will be accepted. Applicants should submit separate Z83 and CV where more than one post is applied for. Selected candidates will be subjected to vetting process and personnel suitability check in terms of minimum information security standard. The College reserves the right to verify any information received in applications. Late and incomplete applications will not be considered. Submission of fraudulent documentation and canvassing or College staff will immediately disqualify the candidate. Should you not receive any response from us within 60 days after the closing date, please consider your application as unsuccessful. Post reference number should be indicated on the application. The College reserves the right to withdraw any position at any time. Gert Sibande TVET College is an equal opportunity, affirmative action employer. It is our intention to promote representatively in respect of race, gender and disability through the filling of these positions. Candidates whose transfer / promotion / appointment will promote representative will receive preference.
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<u>POST 20/45</u>	:	<u>GROUNDSMAN (X9 POSTS)</u>
<u>SALARY</u>	:	R138 486 per annum (Level 02), (plus benefits)
<u>CENTRE</u>	:	Central Office Ref No: GSC61/2025 (X1 Post) Ermelo Campus Ref No: GSC62/2025 (X1 Post) Standerton Campus Ref No: GSC63/2025 (X2 Posts) Evander Campus Ref No: GSC64/2025 (X3 Posts) Sibanesetfu Campus Ref No: GSC65/2025 (X1 Post) Balfour Campus Ref No: GSC66/2025 (X1 Post)
<u>REQUIREMENTS</u>	:	Grade 10 Certificate (Standard 8). Knowledge: Knowledge of repetitive tasks, Knowledge of facilities policies, Knowledge of relevant, legislation, prescripts,

		<p>policies and procedures, Knowledge of hygiene, Storage requirement. Skills: Knowledge of repetitive tasks, Knowledge of facilities policies, Knowledge of relevant legislation, prescripts, policies and procedures, Knowledge of hygiene, Storage requirement, Basic maintenance skills, The ability, health and energy to perform strenuous tasks that require hard physical labour, Ability to work under pressure.</p>
<u>DUTIES</u>	:	Maintain premises and surroundings, Clean premises, surroundings and empty dirt bins. Maintain the garden, Watering the garden, Prune and trim flowers and trees, Mow the grass, Remove weeds and garden refuse, apply insecticides and cultivate the soil for trees and flowers, Maintain gardening equipment and tools, Detect and report malfunctioning of gardening equipment and tools. Repair minor defects of gardening equipment and tools, Wash college vehicles, Loading, off-loading and movement of goods, stock and assets.
<u>ENQUIRIES</u>	:	Mr BJ Dlongolo Tel No: (017) 712 9040
<u>APPLICATIONS</u>	:	The Acting Human Resource Manager; Gert Sibande TVET College; P. O. Box 3475; Standerton, 2430, email: applications@gscollege.edu.za or Hand delivered to: 18a Beyers Naude Street, Standerton, 2430.
<u>FOR ATTENTION</u>	:	Mr BJ Dlongolo Tel No: (017) 712 9040
<u>NOTE</u>	:	Applicants must submit a fully completed and officially signed Z83 form and a comprehensive CV when applying for a post, at least three contactable work-related references. Candidates will be contacted to submit originally certified copies of all qualification before an interview, including academic records, ID document and valid driver's licence not older than 6 months, if drivers licence is required in terms of the requirements of the post. Application Z83 form is available on our website, www.gscollege.edu.za or DPSA website. Failure to submit the requested documents will result in your application not being considered. No faxed or emailed applications will be accepted. Applicants should submit separate Z83 and CV where more than one post is applied for. Selected candidates will be subjected to vetting process and personnel suitability check in terms of minimum information security standard. The College reserves the right to verify any information received in applications. Late and incomplete applications will not be considered. Submission of fraudulent documentation and canvassing or College staff will immediately disqualify the candidate. Should you not receive any response from us within 60 days after the closing date, please consider your application as unsuccessful. Post reference number should be indicated on the application. The College reserves the right to withdraw any position at any time. Gert Sibande TVET College is an equal opportunity, affirmative action employer. It is our intention to promote representatively in respect of race, gender and disability through the filling of these positions. Candidates whose transfer / promotion / appointment will promote representative will receive preference.
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<u>POST 20/46</u>	:	<u>CLEANERS (X4 POSTS)</u>
<u>SALARY</u>	:	R138 486 per annum (Level 02), (plus benefits)
<u>CENTRE</u>	:	Central Office Ref No: GSC67/2025 (X2 Posts) Ermelo Campus Ref No: GSC68/2025 (X1 Post) Perdekop Campus Ref No: GSC69/2025 (X1 Post)
<u>REQUIREMENTS</u>	:	Grade 10 Certificate (Standard 8). Knowledge: Knowledge of repetitive tasks, Knowledge of facilities policies, Knowledge of relevant, legislation, prescripts, policies and procedures, Knowledge of hygiene, Storage requirement. Skills: Reading, Operating equipment, Communication, Communication (verbal and written), People management, Office management and administration, Analytical, Computer literacy, Problem-solving, Planning and organizing, Disciplined.
<u>DUTIES</u>	:	Cleaning offices corridors, elevators and boardrooms, Dusting and waxing office furniture , Sweeping, scrubbing, mopping and waxing floors, Vacuuming and shampooing floors, Cleaning wall, windows and floors, Emptying and cleaning of dirt bins, collecting and removing of waste papers and freshen the office areas, Cleaning Clean general kitchens by:, refilling hand wash liquid soap, Replace toilet papers hand towels and refreshers, Empty and wash waste bins. Keep and maintain cleaning materials and equipment. Report broken cleaning machines (microwares, vacuum cleaner, any other general work.

Mr BJ Dlongolo Tel No: (017) 712 9040
The Acting Human Resource Manager; Gert Sibande TVET College; P. O. Box 3475; Standerton, 2430, email: applications@gscollege.edu.za or Hand delivered to: 18a Beyers Naude Street, Standerton, 2430.

Mr BJ Dlongo Tel No: (017) 412 9040

Applicants must submit a fully completed and officially signed Z83 form and a comprehensive CV when applying for a post, at least three contactable work-related references. Candidates will be contacted to submit originally certified copies of all qualification before an interview, including academic records, ID document and valid driver's licence not older than 6 months, if drivers licence is required in terms of the requirements of the post. Application Z83 form is available on our website, www.gscollege.edu.za or DPSA website. Failure to submit the requested documents will result in your application not being considered. No faxed or emailed applications will be accepted. Applicants should submit separate Z83 and CV where more than one post is applied for. Selected candidates will be subjected to vetting process and personnel suitability check in terms of minimum information security standard. The College reserves the right to verify any information received in applications. Late and incomplete applications will not be considered. Submission of fraudulent documentation and canvassing or College staff will immediately disqualify the candidate. Should you not receive any response from us within 60 days after the closing date, please consider your application as unsuccessful. Post reference number should be indicated on the application. The College reserves the right to withdraw any position at any time. Gert Sibande TVET College is an equal opportunity, affirmative action employer. It is our intention to promote representatively in respect of race, gender and disability through the filling of these positions. Candidates whose transfer / promotion / appointment will promote representative will receive preference.

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