

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING**  
**(Tshwane North TVET College)**  
**(Taletso TVET College)**

**OTHER POSTS**

<b><u>POST 21/74</u></b>	:	<b><u>ASSISTANT DIRECTOR: CURRICULUM DEVELOPMENT (MINISTERIAL PROGRAMMES) REF NO: CD/49/05/2025</u></b> Branch: Taletso TVET College Directorate: Academic Services
<b><u>SALARY</u></b>	:	R582 444 - R686 091 per annum (Level 10)
<b><u>CENTRE</u></b>	:	Central Office
<b><u>REQUIREMENTS</u></b>	:	Matric Certificate/Grade 12. A recognised tertiary qualification (REQV 13) in the relevant field, including a professional teaching qualification. Five (5) years' experience in the TVET teaching environment, of which three (3) years must be at Campus Management level. A valid SACE certificate. A valid code B 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, Labour Relations Act. Knowledge of the Public TVET sector and its regulatory and legislative framework. Knowledge and understanding of the Higher Education Sector. Skills: Administrative, Planning and Organising, Financial Management, Report writing, Communication, Problem Solving, Analytical, Client-oriented, Project management. Team Leadership, People management. Values and attributes: Client service focus, Integrity, Committed, Proactive, Loyal, Ethics.
<b><u>DUTIES</u></b>	:	Develop, implement, and monitor academic and curriculum policies. Develop, implement, and monitor all QMS documents related to Ministerial Programmes. Ensure that classroom management takes place. Support the implementation of new programmes, qualifications, and revised NV(C) and R191 programmes and qualifications, or any other Ministerial programmes. Coordinate review and implementation of the ICASS instructions for NC(V) and R191. Ensure the conduct of assessment on all ministerial programmes takes place. Provide required reports to the college executive and oversight bodies. Oversee coordinated curriculum delivery at all campuses. Ensure the implementation of best practice teaching in collaboration with the campus manager. Monitor the recording and implementation of memos and directives received from DHET. Provide academic support to lecturing staff. Design and provide the college Academic Year Planner to guide staff with the campus manager. Monitor compliance with the College Academic Year Planner. Plan for delivery of quality teaching and learning. Monitor the Teaching and Learning Plan. Ensure that enrolment targets are set in line with campus facilities. Assist with admission processes. Ensure that the Admission Policy and Programme Policy are kept updated. Report on results and any other relevant indicators. Manage and oversee other modes of delivery, e.g. part-time classes. Analyse results and plan for intervention of critical subjects (Intervention Plan). Monitor class visit for support of ICASS and ISAT. Plan for delivery quality teaching and learning. Oversee SBA processes. Oversee staff development where applicable. Coordinate activities for the acquiring of learning materials. Identify learner materials, equipment and other resource requirements. Assist and authorise requests for PPE. Disseminate overall learning materials. Support and assist with blended learning. Support and assist with a learning management system (LMS). Manage and oversee COLTECH or other relevant programmes at campuses. Render management services to the staff. Convene HODs meetings. Monitor the allocation of staff and resources on the timetable and planning documents. Provide and present Academic Board reports. Submit documentation to DHET for approval of new programmes/subjects. Manage and oversee the Pre-Vocational Learning Programme (PLP). Any other duties related to the post as requested by the DPA.
<b><u>ENQUIRIES</u></b>	:	Mr NW Mailula Tel No: (018) 384 2346/50
<b><u>APPLICATIONS</u></b>	:	Hand delivery to; Taletso TVET College, Kgora Building next to SABC, HR Office (Mafikeng Campus) or NB: ALL applications must submitted to relevant email address stating name of the post and reference number on the subject line. Lehurutshe.recruitment@taletso.edu.za

**NOTE**

Lichtenburg.recruitment@taletso.edu.za  
Mafikeng.recruitment@taletso.edu.za  
Centraloffice.recruitment@taletso.edu.za

: Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za/documents](http://www.gov.za/documents). Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, duly signed and initialled by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. Applicants must submit fully completed and signed Z83 and CV only. The communication from the HR of the Department regarding the requirements of the certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following the communication from HR. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) (submit only when shortlisted). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed 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 record checks, qualification verification and employment verification). The department have the right not to appoint.

**CLOSING DATE**

: 11 July 2025

**POST 21/75**

: **ASSISTANT DIRECTOR: STUDENT SUPPORT SERVICES REF NO: SSS/48/05/2025**

Branch: Taletso TVET College  
Directorate: Academic Services

**SALARY  
CENTRE  
REQUIREMENTS**

: R582 444 - R686 091 per annum (Level 10)

: Central office

: Grade 12 or equivalent. An appropriate Diploma/ Bachelor's Degree (NQF 7) in Psychology or BA. Social Work (Major in Psychology) or equivalent qualification. 3-5 years' supervisory experience at a salary level of 7 or 8 in an education/teaching and learning environment or a related field. Sound knowledge of career guidance, including the disability of students. Computer literate and competent in Word/Excel/PowerPoint/Outlook/Teams. Good verbal and written communication skills, presentation and report writing skills. A valid driver's licence. Strong interpersonal, communication, analytical, client-oriented, motivational, negotiation and problem-solving skills. Good administrative, planning and organising, financial management; report writing, project management, team leadership and people management skills. Ability to work under pressure and willingness to work extended hours when required. A proven record in working successfully with diverse populations. A positive attitude and ability to plan and adapt to change. Ability to collaborate effectively with college departments and cross-functional teams. An expert understanding of student academic support services. Ability to design and implement internal administration systems and controls to ensure sound student support. Tactical decision-making skills. Ability to manage sports, art and culture activities. Knowledge of PSET and CET Act. Knowledge of Teaching and Learning. Knowledge of Skills Development Act, Public Service Regulations, Public Service Act and Labour Relations Act. Knowledge of the National Student Financial Aid Scheme and related legislation. Knowledge of the Public TVET sector and its regulatory and legislative framework. Knowledge of the Ethical regulatory and legislative framework. Knowledge and understanding of the Higher Education sector. Knowledge of Education Act.

**DUTIES**

: Oversee administration of the student support services unit. Overall management and coordination of the Student Support Services unit within the College. Management and provision of student counselling services. Management and provisioning of career guidance, counselling, and academic support for students. Management and facilitation of student governance and student leadership development. Manage mainstreaming of gender and

	disability within students. Management and implementation of sport, recreation, arts, and culture programs in the college. Management of all human, financial, and other resources of the unit. Regular reporting to Senior Management. Provide relevant and timely management information.
<b><u>ENQUIRIES APPLICATIONS</u></b>	<p>: Mr NW Mailula Tel No: (018) 384 2346/50</p> <p>: Hand delivery to; Taletso TVET College, Kgora Building next to SABC, HR Office (Mafikeng Campus) or NB: ALL applications must submitted to relevant email address stating name of the post and reference number on the subject line.</p> <p>Lehurutshe.recruitment@taletso.edu.za</p> <p>Lichtenburg.recruitment@taletso.edu.za</p> <p>Mafikeng.recruitment@taletso.edu.za</p> <p>Centraloffice.recruitment@taletso.edu.za</p>
<b><u>NOTE</u></b>	<p>: Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at <a href="http://www.gov.za/documents">www.gov.za/documents</a>. Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, duly signed and initialled by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. Applicants must submit fully completed and signed Z83 and CV only. The communication from the HR of the Department regarding the requirements of the certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following the communication from HR Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) (submit only when shortlisted). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed 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 record checks, qualification verification and employment verification). The department have the right not to appoint. General Instructions to Applicants: Interviewed candidates may be subjected to competency assessment. Successful candidates will be required to sign an annual performance agreement and employment contracts on appointment. Successful candidates will be vetted, expected to disclose their financial interests, and may be subjected to security clearance.</p>
<b><u>CLOSING DATE</u></b>	: 11 July 2025
<b><u>POST 21/76</u></b>	: <b><u>ASSISTANT DIRECTOR: HEAD OF ADMINISTRATION (X2 POSTS)</u></b> Branch: Taletso TVET College Directorate: Academic Services
<b><u>SALARY CENTRE</u></b>	: R468 459 - R551 823 per annum (Level 09)
	: Mafikeng Campus Ref No: MAF/HOA/45/05/2025
	: Lehurutshe Campus Ref No: LE/HOA/46/05/2025
<b><u>REQUIREMENTS</u></b>	: Grade 12 or equivalent plus a recognised Degree/National Diploma(NQF Level 6 in Public Management/Public Administration/Office Management or equivalent qualification, 3-5 years relevant supervisory experience in Administration related to education/ HRM/Finance and SCM or relevant environment, knowledge of office administration, knowledge of HRM, Knowledge of Public Service legislation and policies, Knowledge of PSETA, Knowledge and understanding of the TVET/CET Administration, understanding of the Higher Education sector, understanding of corporate governance, understanding Cost centre budgetary, expenditure and cash flow management, Employment Equity Act, Public Service Regulations and Public Service Act, Labour Relation Act and any other related legislation, Planning and organising, Financial Management, Report writing Communication and interpersonal relations, Problem solving, Computer literacy, team leadership and must have a valid drivers 'licence.
<b><u>DUTIES</u></b>	: Oversee the academic and student administration support service, Oversee student registration and examination administration process, Oversee and

**ENQUIRIES  
APPLICATIONS**

coordinate human resource administration services, Coordinate and gather Campus information as when requested by central office and Department, Oversee and Coordinate financial, asset and supply chain management services, Oversee Campus infrastructure, Maintenance and fleet management service, provide general administration support services and maintain a proper filling system, Management of human, physical and Financial resources, Ensure completion of performance agreements by all employees in the unit.

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**CLOSING DATE**

: 11 July 2025

**POST 21/77**

: **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: SCM/44/05/2025**  
Branch: Taletso TVET College  
Directorate: Academic Services

**SALARY  
CENTRE  
REQUIREMENTS**

: R468 459 - R551 823 per annum (Level 09)  
: Central office  
: Matric or NCV Level 4 with a recognised 3 year degree/diploma in Supply Chain/Logistics/Finance equivalent qualification any other relevant equivalent qualification; 5 years' experience in the Supply Chain environment or any relevant field, in which 3 years must be supervisory experience in Supply Chain environment or relevant field; Knowledge of the PFMA, PPPFA, Treasury Regulations, Supply Chain Framework Act and BBEE Act; Understanding of the Supply Chain Management cycle which includes demand, acquisition, logistics, and disposal and supplier relationship management; Understanding of Asset Management.

**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 an up to date database of service providers; Analysis and planning of procurement requirements, the collating of information for the annual procurement plan; SCM record keeping and reporting; Oversee the management of assets of the College; Management of all Human, Financial and other resources of the unit. Skills and Competencies: Administrative; Planning and organizing; Financial management; Report writing; Communication and interpersonal; Problem

**ENQUIRIES  
APPLICATIONS**

solving; Computer literacy; Analytical; Client oriented; Project management; Team leadership; People management.

: Mr NW Mailula, Tel No: (018) 384 2346/50  
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**CLOSING DATE**

: 11 July 2025

**POST 21/78**

: **ASSISTANT DIRECTOR: INFORMATION TECHNOLOGY MANAGEMENT**

**REF NO: IT/43/05/2025**

Branch: Taletso TVET College

Directorate: Academic Services

**SALARY  
CENTRE  
REQUIREMENTS**

: R468 459 - R551 823 per annum (Level 09)

: Central office

: Grade 12 or equivalent plus a 3 Year tertiary qualifications in relevant areas and/or extensive administrative experience in the IT related field. Driver's license. 5 years applicable experience. Knowledge of Broad ICT procedures and practices. ICT Security practices. Information Management practices. Budgeting procedures and practices. Broad administrative knowledge. Personnel Evaluation procedures. Human resource management practices. Analytical Skills; Writing Skills and Computer literacy.

**DUTIES**

: To manage both first- and second-line support to all users within the department. To support the development, management and control of ICT Systems including the departmental website. To manage the planning, implementation and maintenance of both external and internal information technology projects e.g. the roll-out of IT within the respective district offices. To plan, coordinate and manage ICT training for the component and the department at large. procedures. Sage ICT training for the component and the department at large. To develop and ensure the successful implementation of ICT procurement policies and strategies. To ensure the rendering of an effective and efficient secretariat and advisory service to the Departmental IT Committee in line with procurement and asset management procedures. SITA liaison and service level management (agreements). Keep and maintain a register of all IT equipment's in the Department, including the disposal thereof in terms of Treasury regulations.

**ENQUIRIES**

: Mr NW Mailula Tel No: (018) 384 2346/50

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<b><u>CLOSING DATE</u></b>	:	11 July 2025
<b><u>POST 21/79</u></b>	:	<b><u>ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: ADH/42/05/2025</u></b> Branch: Taletso TVET College Directorate: Corporate Services
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R468 459 - R551 823 per annum (Level 09) Central office Grade 12 Certificate and a three-year National Diploma/ in Human Resource Management/ Public Administration/Public Management, Personnel Management or equivalent relevant qualifications at NQF level 6 with 360 credits as recognized by SAQA. A minimum of three (3) years' experience in Human Resource Management environment of which 1 year should be on supervisory level, Knowledge of PERSAL. Shortlisted candidates will be required to submit PERSAL certificates/results. Extensive experience in Leave & Personnel Administration will be an added advantage. A driver's license. Skills and Competencies: Knowledge and understanding of Public Service Act, 1994, Knowledge of Public Service Regulation 2016, Labour Relations Act, Employment Equity Act. Basic Conditions of Employment Act, Knowledge of HRM policies, Knowledge of HR related standards, practices, processes and procedure, Knowledge of Batho Pele Principles, Knowledge of PERSAL system. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.
<b><u>DUTIES</u></b>	:	Implement efficient and effective recruitment and selection processes Ensure the administration of condition of service and benefit, Implement Performance Management and Development System and training initiatives, Ensure and implement labour relations matters and EHW programmes, Ensure the provision of efficient and effective provision of HR records management services. Supervise and develop staff.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms Tlhako E Tel No: (018) 384 2346/50 Hand delivery to; Taletso TVET College, Kgora Building next to SABC, HR Office (Mafikeng Campus) or NB: ALL applications must submitted to relevant

email address stating name of the post and reference number on the subject line.

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**CLOSING DATE**

: 11 July 2025

**POST 21/80**

: **ASSISTANT DIRECTOR: FINANCE MANAGEMENT REF NO: FM/41/05/2025**  
Branch: Taletso TVET College  
Directorate: Finance and Administration

**SALARY  
CENTRE  
REQUIREMENTS**

: R468 459 - R551 823 per annum (Level 09)  
: Central office  
: Grade 12 or equivalent plus an appropriate recognized three-year National Diploma/Degree (NQF Level6/7) in Financial Management/ Accounting/Public Finance/ Cost and Management plus a minimum of 3 years relevant working experience in the financial management environment at a supervisory level and or at a post equivalent to salary level 8/7. Knowledge of PFMA, preferential procurement policy framework, Treasury Regulations, public sector procurement and Supply Chain Management. Knowledge of BAS (Basic Accounting System) & PERSAL. Excellent communication skills. Computer literacy in Excel, Access, Word and PowerPoint. Valid Driver's License.

**DUTIES**

: Provide financial administration and procurement administration to the district office and schools. Maintain all the accounting records of the district. Assist with clearing of accounts. Assist in the preparation and administration of district budget allocation process. Budget forecasting and reporting. Prepare weekly Cash flow inputs (funds requisitioning). Prepare monthly and quarterly reports for the district. Assist in with the audit process and clearing of all audit queries. Report in writing any unauthorized, irregular or fruitless and wasteful expenditure. Implement and maintain asset management policies of the department. Co-ordination of Risk management processes. Ensure compliance with PFMA and Treasury Regulations and Accounting principles and Departmental policies, Financial Delegations and also through applicable compliance certificates.

**ENQUIRIES  
APPLICATIONS**

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**CLOSING DATE**

: 11 July 2025

**POST 21/81**

: **SENIOR STATE ACCOUNTANT REF NO: SSA/39/05/2025 (X2 POSTS)**

Branch: Taletso TVET College

Directorate: Financial Accounting Financial Management Services

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

: R397 116 - R467 790 per annum (Level 08)

: Central office

: Grade 12 or equivalent plus Three (3) years Tertiary qualification in Accounting or Equivalent qualification. Two (2) years functional experience. Knowledge: Departmental Policies and Procedures, Public Financial Management Act, Batho Pele principles, Transport Policy, Supply Chain Procedures, Basic Knowledge of all legislations, Budgeting in Government and Basic Accounting system. Skills Computer literacy, Planning and organising, Communication, Interpersonal relations and Conflict Management.

**DUTIES**

: Supervise the activities of the State Accounting Clerks / Snr AND State Accountants to contribute to the rendering of a professional financial management service for example: Personnel development. Performance and discipline. Ensure quality of work. Supervise the implementation and maintenance of Financial Management practices (LOGIS/ BAS/ PERSAL Transactions) concerning financial management processes in the department to contribute to the rendering of a professional Financial Management Service. Salaries (Payments, Deductions etc.) Tax (payment to SARS, calculation of Tax payable etc.). Debt. Bookkeeping (Clear Ledger accounts, Capture BAS Payments, Journals and Reports). Banking. Revenue (Cashier). Budget (Capture Budget, Virement, Adjustment Budget on BAS etc.) Render a Financial Management advisory service to the Department by investigating, analysing, benchmarking, and interpreting legislation and prescripts and other Financial. Administration related issues to promote an effective Financial Management environment. Promote effective financial management by researching, analysing, developing, monitoring, and reviewing Departmental policies, strategies, guidelines, procedures, and circulars to contribute to the consistent and effective application of Financial Management practices. Monitor and evaluate Financial Management Policies, procedures, and practises. Provide Financial Information and Knowledge Management Services to the Department, for example: Maintain databases and draw relevant reports in relation to the implementation of Financial Management Policies, procedures, and practises. Manage the selection, generation and presentation of financial management information considering the strategic and operational management information requirements. Authorise and verify all documents and transactions on LOGIS / BAS/ PERSAL according to



		delegations. (Authorisation should happen on a higher level preferable at level 9). Prepare reports on financial management issues and statistics. Compile monthly reconciliation's i.r.o. PERSAL/ BAS/ PMG – accounts and finalization of outstanding payments / submissions / recommendations.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms MA Matokong Tel No: (018) 384 2346/50
	:	Hand delivery to; Taletso TVET College, Kgora Building next to SABC, HR Office (Mafikeng Campus) or NB: ALL applications must submitted to relevant email address stating name of the post and reference number on the subject line.
		Lehurutshe.recruitment@taletso.edu.za Lichtenburg.recruitment@taletso.edu.za Mafikeng.recruitment@taletso.edu.za Centraloffice.recruitment@taletso.edu.za
<b><u>NOTE</u></b>	:	Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at <a href="http://www.gov.za/documents">www.gov.za/documents</a> . Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, duly signed and initialled by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. Applicants must submit fully completed and signed Z83 and CV only. The communication from the HR of the Department regarding the requirements of the certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following the communication from HR Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) (submit only when shortlisted). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed 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 record checks, qualification verification and employment verification). The department have the right not to appoint.
<b><u>CLOSING DATE</u></b>	:	11 July 2025
<b><u>POST 21/82</u></b>	:	<b><u>SENIOR IT TECHNICIAN REF NO: IT/37/05/2025</u></b> Branch: Taletso TVET College Directorate: Information Technology Corporate Services
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R397 116 - R467 790 per annum (Level 08)
	:	Central office
	:	Matric/NQF Level 4 Certificate plus a recognised National Diploma/Degree in IT / Computer Science (NQF Level 6) or equivalent. At least 2 - 3 years working experience within the IT environment. Software and hardware experience. IT Hardware and Software. Server administration. Understanding of Desktop, Networking and Voice communication infrastructure. Program Installations. Understanding of Help Desk operation. Full comprehension of IT second and third line of IT 51 support. Recognised industries certification such as MCSE / MCITP, A+, N+ security + and ITLv3 Foundation will be an added advantage. A valid driver's license. Willingness to travel and work extra hours.
<b><u>DUTIES</u></b>	:	Oversee the provision of technical support of the configuration, installation, repair and replacement of computers, printers, and telephones. Ensure the rendering of IT information management services: Plan, develop and improve computer-based information systems. Server Administration, security of all Technology and Network Configuration. Support, Maintain and Repair ICT Assets (Hardware and Software) and advice ICT Manager. Ensure Liaison with Service Providers in terms of software licensing upgrading and related procurement. Facilitate ICT Training, support IT-related projects and any related task as maybe required. Management of Human, financial and other resources.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms KL Mooka Tel No: (018) 384 2346/50
	:	Hand delivery to; Taletso TVET College, Kgora Building next to SABC, HR Office (Mafikeng Campus) or NB: ALL applications must submitted to relevant

email address stating name of the post and reference number on the subject line.

Lehurutshe.recruitment@taletso.edu.za

Lichtenburg.recruitment@taletso.edu.za

Mafikeng.recruitment@taletso.edu.za

Centraloffice.recruitment@taletso.edu.za

**NOTE**

: Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za/documents](http://www.gov.za/documents). Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, duly signed and initialled by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. Applicants must submit fully completed and signed Z83 and CV only. The communication from the HR of the Department regarding the requirements of the certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following the communication from HR. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) (submit only when shortlisted). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed 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 record checks, qualification verification and employment verification). The department have the right not to appoint.

**CLOSING DATE**

: 11 July 2025

**POST 21/83**

: **SENIOR REGISTRATION OFFICER REF NO: SRO/36/05/2025**

Branch: Taletso TVET College

Directorate: Office Of Deputy Principal Registration Services

**SALARY**

: R397 116 - R467 790 per annum (Level 08)

**CENTRE**

: Central office

**REQUIREMENTS**

: Matric/NQF Level 4 Certificate plus a recognised National Diploma/Degree in Information Technology/Information Systems/ Data Management (NQF Level 6) or equivalent qualification. At least 2 - 3 years working experience in Student Administration / Data Management / TVET MIS environment. within the Administration / MIS environment. Knowledge and understanding of Information Management, Knowledge Management application and interpretation of office management, Business Management System (BMS), data warehouse and IT prescripts. Examination administration and submissions of examination data. Knowledge of the enrolment Standard Operating Processes (SOP), enrolment verification, completeness testing, monitoring, screening, and selection of applicants. Thorough knowledge of the application process of ITS, CAS and CACH systems. Good communication, planning, organizing and Interpersonal skills. Ability to function without supervision. Work under pressure. Computer Literacy (knowledge of MS packages). A valid driver's license.

**DUTIES**

: Develop and implement management plans for student enrolment and registration. Management of student enrolment in line with targets. Responsible to develop and implement plans to ensure compliance to the enrolment standardization processes of admission, enrolment, and registration across delivery sites. Provide support to campuses on administration matters and record management. Manage and verify preliminary entry files of all student data prior to submissions to DHET. Lead screening and selection processes in preparation for the Selection Committee. Engage and execute resolutions taken by the Selection Committee. Provide support with the validity, completeness testing, survey hub process and audits. Implement the Central Application System from DHET. Accomplishes staff results by communicating job expectations; planning, monitoring, and appraising job results, coordinating, and implementation systems, policies, and procedures. Ensure the overall supervision and administration of all academic and student related

	system programmes, course, and qualification. Ensure the overall supervision and maintenance of MIS licenses are renewed before expiry dates. Supervise human, physical, and financial resources. Conduct systems monitoring and provide support to campuses and all college systems end users. Ensure optimal utilization of the College IT systems and provide reports.
<b><u>ENQUIRIES</u></b>	: Ms ME Tlhako Tel No: (018) 384 2346/50
<b><u>APPLICATIONS</u></b>	: Hand delivery to; Taletso TVET College, Kgora Building next to SABC, HR Office (Mafikeng Campus) or NB: ALL applications must submitted to relevant email address stating name of the post and reference number on the subject line. Lehurutshe.recruitment@taletso.edu.za Lichtenburg.recruitment@taletso.edu.za Mafikeng.recruitment@taletso.edu.za Centraloffice.recruitment@taletso.edu.za
<b><u>NOTE</u></b>	: Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at <a href="http://www.gov.za/documents">www.gov.za/documents</a> . Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, duly signed and initialled by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. Applicants must submit fully completed and signed Z83 and CV only. The communication from the HR of the Department regarding the requirements of the certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following the communication from HR Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) (submit only when shortlisted). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed 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 record checks, qualification verification and employment verification). The department have the right not to appoint.
<b><u>CLOSING DATE</u></b>	: 11 July 2025
<b><u>POST 21/84</u></b>	: <b><u>SENIOR FINANCIAL AID OFFICER (BURSARIES) REF NO: SFO/32/05/2025</u></b> Branch: Taletso TVET College Directorate: Academic Services
<b><u>SALARY</u></b>	: R397 116 - R467 790 per annum (Level 08)
<b><u>CENTRE</u></b>	: Central office
<b><u>REQUIREMENTS</u></b>	: Grade 12 or equivalent and recognised three (3) year National Diploma/Degree in Financial Management/Accounting, 2-3-years' experience in bursary/financial aid services. Sound knowledge and understanding of the National Student Financial Aid Scheme (NSFAS) requirements and regulations. Sound knowledge of the CET Sector and understanding of other financial aid or loan options (such as from financial institution, employers, etc). effectively meeting customer needs; building productive customer relationship; taking responsibility for customer satisfaction. Effectively managing one's time and resources to ensure work is completed efficiently. Providing timely guidance and feedback to help others strengthen specific knowledge/skills areas needed to accomplish a task or solve a problem, basic knowledge of the public service financial legislations, procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating system (eg ITS). Skills: Computer, planning and organizing, good verbal and written communication, basic numeracy skills ability to perform routine tasks, flexibility and interpersonal relations.
<b><u>DUTIES</u></b>	: Review College bursary policies and procedures and make improvement recommendations, produce reports on the status of the student (College) bursaries in terms of the number of participating student, the nature of the aid or loan schemes, its duration, and the value of aid or loan College, establish a

schedule and timeframe for submitting College bursary applications, maintain records of all College bursary applications and related documentation, maintain a database of all student bursary application in terms of the Department of High Education and Training and NSFAS requirements. Receive and log all bursary application and process to ensure all required information has been submitted, notify campus student support officers of application gaps and non-compliance, notify student support officers of any changes in requirements, monitor bursary and other awards in conjunction with financial Management services, ensuring College policy and procedural compliance. Ensure overall supervision and coordination of student bursary scheme and financial aid schemes application processes for the entire college in line with NSFAS guideline, funder MOU/SLA, and policies, ensure overall supervision, monitoring evaluation and maintenance of database of all student applications in terms of the Department of Higher Education and Training and NSFAS requirements.

**ENQUIRIES  
APPLICATIONS**

: Ms MA Matokong Tel No: (018) 384 2346/50  
 : Hand delivery to; Taletso TVET College, Kgora Building next to SABC, HR Office (Mafikeng Campus) or NB: ALL applications must submitted to relevant email address stating name of the post and reference number on the subject line.  
 Lehurutshe.recruitment@taletso.edu.za  
 Lichtenburg.recruitment@taletso.edu.za  
 Mafikeng.recruitment@taletso.edu.za  
 Centraloffice.recruitment@taletso.edu.za

**NOTE**

: Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za/documents](http://www.gov.za/documents). Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, duly signed and initialled by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. Applicants must submit fully completed and signed Z83 and CV only. The communication from the HR of the Department regarding the requirements of the certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following the communication from HR Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) (submit only when shortlisted). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed 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 record checks, qualification verification and employment verification). The department have the right not to appoint.

**CLOSING DATE**

: 11 July 2025

**POST 21/85**

: **SENIOR ADMINISTRATIVE OFFICER(OHS) REF NO: SAO/31/05/2025**  
 Branch: Taletso TVET College  
 Directorate: Facilities Management Corporates Services

**SALARY  
CENTRE  
REQUIREMENTS**

: R397 116 - R467 790 per annum (Level 08)  
 : Central office  
 : Grade 12 or equivalent plus Three (3) year tertiary qualification at NQF6/7 SAQA recognized in Public Management / Public Administration / Social Science / OHS/ Finance / HRM. Two (2) years functional experience in a Pension administration / claims processing. Knowledge: Compensation Fund objectives and business functions, Compensation Fund Value Chain and business processes, Relevant Fund policies, procedures and processed, Customer Service (Batho Pele Principles), Risk awareness, COLD Tariffs. Skills: Required Technical Proficiency, Communication (verbal, written, listening, and questioning skills), Fund Operating Systems, Data capturing, Data and records management, Telephone skills and etiquette, Planning and organizing, Analytical thinking, Problem solving, Decision making.

<b><u>DUTIES</u></b>	:	To plan and independently conduct inspections with the aim of ensuring compliance with the Occupational Health and Safety Act, Act 85 of 1993, Regulations and incorporated Standards. To confirm registration of with the Unemployment Insurance Act and the Compensation for Occupational Injuries and Diseases Act. Plan, investigate and finalise independently incidents and complaints reported pertaining to the OHS Act and the relevant regulations and enforce as and when necessary, appear in Court as a State witness. Plan and conduct allocated proactive inspections as per schedule to monitor compliance with the relevant labour legislation including compiling and consolidating reports emanating from such inspections. Plan and conduct advocacy campaigns on all labour legislation independently, analyse impact thereof, consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and reports including, execution of analysis and compilation of consolidated statistical reports on regional and allocated cases.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms KL Mooka Tel No: (018) 384 2346/50
	:	Hand delivery to; Taletso TVET College, Kgora Building next to SABC, HR Office (Mafikeng Campus) or NB: ALL applications must submitted to relevant email address stating name of the post and reference number on the subject line. Lehurutshe.recruitment@taletso.edu.za Lichtenburg.recruitment@taletso.edu.za Mafikeng.recruitment@taletso.edu.za Centraloffice.recruitment@taletso.edu.za
<b><u>NOTE</u></b>	:	Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at <a href="http://www.gov.za/documents">www.gov.za/documents</a> . Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, duly signed and initialled by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. Applicants must submit fully completed and signed Z83 and CV only. The communication from the HR of the Department regarding the requirements of the certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following the communication from HR Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) (submit only when shortlisted). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed 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 record checks, qualification verification and employment verification). The department have the right not to appoint.
<b><u>CLOSING DATE</u></b>	:	11 July 2025
<b><u>POST 21/86</u></b>	:	<b><u>CHIEF PERSONNEL OFFICER REF NO: CPO/21/05/2025</u></b> Branch: Taletso TVET College Directorate: Corporate Services
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R397 116 - R467 790 per annum (Level 08) Central office
	:	Matric Certificate/Grade 12 plus Three (3) years relevant tertiary qualification in Human Resources Management. One to two years supervisory experience doing Human Resources Management Services. PERSAL Certificate / results, Valid driver's license (except for persons with disabilities), Core and Process Competencies: Interpersonal skills, Time management, Good Communication skills, Professionalism, Accuracy, Independence, Team player and patience. Knowledge of AJEL/NGN system. Knowledge and Skills: Computer literacy, Interpersonal relations, Planning and Organizational Skills, Report Writing, conflict resolution and problem-solving skills. Knowledge: All labour legislation, Departmental policies and procedures related systems, Public Service Act, Batho Pele principles, Public Service Regulations. Skills: Communication,

		Presentation, Conflict management, Analytical, Report writing, Computer literacy, Planning and organising, Supervisory, Time Management.
<b><u>DUTIES</u></b>	:	Monitor the recruitment and selection process. Facilitate the processing and approval of service benefits e.g. leave, housing allowances, acting allowances, overtime etc. Provide and monitor termination of service at the province. Monitor establishment and the implementation of HR policies. Monitor the payment of salaries. Manage all the resources within the section.
<b><u>ENQUIRIES</u></b>	:	Mr Mailula N.W Tel No: (018) 384 2346/50
<b><u>APPLICATIONS</u></b>	:	Hand delivery to; Taletso TVET College, Kgora Building next to SABC, HR Office (Mafikeng Campus) or NB: ALL applications must submitted to relevant email address stating name of the post and reference number on the subject line. Lehurutshe.recruitment@taletso.edu.za Lichtenburg.recruitment@taletso.edu.za Mafikeng.recruitment@taletso.edu.za Centraloffice.recruitment@taletso.edu.za
<b><u>NOTE</u></b>	:	Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at <a href="http://www.gov.za/documents">www.gov.za/documents</a> . Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, duly signed and initialled by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. Applicants must submit fully completed and signed Z83 and CV only. The communication from the HR of the Department regarding the requirements of the certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following the communication from HR Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) (submit only when shortlisted). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed 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 record checks, qualification verification and employment verification). The department have the right not to appoint.
<b><u>CLOSING DATE</u></b>	:	11 July 2025
<b><u>POST 21/87</u></b>	:	<b><u>SENIOR LABOUR RELATIONS OFFICER REF NO: TNC/CO/25-06/3</u></b> Nature of Appointment: Permanent
<b><u>SALARY</u></b>	:	R397 116 per annum (Level 08), plus benefits
<b><u>CENTRE</u></b>	:	Central Office
<b><u>REQUIREMENTS</u></b>	:	Matric/NQF Level 4 Certificate plus a recognised National Diploma/Degree in Labour Relations/Labour Law or equivalent qualification. At least 2 - 3 years' experience in labour relations. Computer literacy (Microsoft Office Suite, Ms Word, Ms Excel, Ms PowerPoint). A valid driver's licence. Must have excellent presentation skills, ability to communicate well with people at different levels and from diversified backgrounds. The prospective appointee should have sound verbal and written communication skills, sound organizational and planning skills. High level of reliability and ability to handle confidentiality. Must have sound analytical thinking and research skills. High level of conflict management skills and ability to be part of negotiations. Ability to act with tact and discretion and handle conflict. Good telephone etiquette and interpersonal skills. Excellent report writing skills. Ability to work under pressure and to take initiative. Ability to work independently and in a team. Sound knowledge and understanding of the Continuing Education and Training (CET) Act, Public Service Regulations, Public Service Act and a myriad of other relevant human resource legislative imperatives. Accountability and ethical conduct.
<b><u>DUTIES</u></b>	:	Administer and investigate grievances. Investigate, initiate and/or preside over misconduct cases. represent the College at conciliation and arbitrations and facilitate the implementation of settlement agreements and arbitration awards. ensure compliance with legislative framework relating to grievances and

disputes. keep or maintain statistical records in respect of all grievances, disciplinary and disputes handled within the College. compile reports/submissions in respect of grievances, disputes, advice on industrial action matters. promote sound labour peace within the College. produce monthly reports and analyse the reports to establish trends and develop interventions where required. contribute to the College's planning and monitoring and evaluation processes. manage the implementation of policies, resolutions, plans and strategies relating to labour relations. ensure compliance with legislative framework and monitor and evaluate implementation thereof, as well as suggest improvements where necessary. develop internal control measures, guidelines and standard operating procedures on labour relations in line with National and Departmental human resource practices, guidelines and policies. conduct in-service training and induction of staff on labour related matters. attend to audit queries including the implementation of recommendations thereof. advice management, employees on labour relations practices, procedures, guidelines and policies, etc. support the Human Resource Manager in achieving the strategic objectives of the College on labour relations management. be willing to undergo continuous training and development. Attend and run meetings.

#### **ENQUIRIES**

: Should you have enquiries or experience any problem submitting your application contact Mr TH Ngubane Tel No: (012) 401 1989 / Ms JM Nyalunga Tel No: (012) 401 1940

#### **APPLICATIONS NOTE**

: Email to seniorlro@tnc.edu.za  
: Applications must be submitted on the New Z83 which must be fully completed, obtainable from any Public Service Department and must be accompanied by a comprehensive Curriculum Vitae. Only shortlisted candidates will be required to submit certified copies of qualifications including academic records, driver's license, and identity document. Please take note that communication in relation to the process will be limited to the short-listed candidates. If you have not received any correspondence within three (3) months after the closing date, please consider your application unsuccessful. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date will NOT be accepted. Shortlisted candidates will be subjected to a vetting process: criminal record, citizenship, credit record checks, and qualifications. Shortlisted candidates will be subjected to a skills/knowledge/competence test. The College/DHET reserves the right not to make appointments. Preference will be given to persons from designated groups, especially with regards to race, gender, and disability. People with disability are encouraged to apply. All costs incurred due to your application and interviews will be at your own expense. Tshwane North TVET College would like to invite suitably qualified, innovative, result-orientated and self-driven candidates to apply for their vacant positions.

#### **CLOSING DATE**

: 04 July 2025

#### **POST 21/88**

: **SENIOR REGISTRATION OFFICER REF NO: TNC/CO/25 – 06/4**  
Nature of Appointment: Permanent Appointment

#### **SALARY CENTRE REQUIREMENTS**

: R397 116 per annum (Level 08), plus benefits  
: Central Office  
: Matric/NQF Level 4 Certificate plus a recognised Degree/ National Diploma in in Business Administration, Public Management/ administration or any relevant qualification. An Honours degree or NQF Level 8 qualification will be an added advantage. Must have a minimum of at least 2-3 years working experience on student admission, enrolment, registration, examination processes, office management & record management in college / university / school administration environment. Experience in the post schooling education and training (PSET) sector will be an added advantage. Knowledge of ADAPTIT registration modules. Proven knowledge of storage and retrieval procedures in terms of the working environment. Proven report writing and presentation skills in the public sector and its legislation framework. Sound knowledge and understanding of the ITS student data system. In depth knowledge of retrieval of reports, student data, validation, verification. Examination administration and submissions of examination data. Knowledge of the enrolment Standard Operating Processes (SOP), enrolment verification, completeness testing, monitoring, screening and selection of applicants. Thorough knowledge of the application process of ITS, CAS and CACH systems. Understanding of all

relevant Human Resources legislative framework and regulations. Problem solving and analysis. Planning, organizing and time management. Computer literacy, Service delivery innovation. Client orientation and customer focus. Communication and information management in Data Management/ TVET MIS environment. Application of the MS Office Package (Word, Power Point and Excel). A valid driver's license.

## **DUTIES**

: Develop and implement management plans for student enrolment, registration and monitoring thereof. Management student enrolment in line with targets. Responsible to establish training plans to ensure compliance to the enrolment standardization processes of admission, enrolment and registration SOP and Oversee and manage student registration activities at all campuses. Provide support to campuses on administration matters and Supervise record management and preliminary student data validation processes. Oversee training and compliance with standardized enrolment processes. Manage and verify preliminary entry files of all student data prior to submissions to DHET. Lead screening and selection processes in preparation for the Selection Committee. Engage and execute resolutions taken by the Selection Committee. Provide support with the validity, completeness testing, survey hub process and audits. Implement the Central Application System from DHET. Accomplishes staff results by communicating job expectations; planning, monitoring, and appraising job results, coordinating, and implementation systems, policies, and procedures. Use various tools, extract data to facilitate statistical reporting. Interact with service provider regarding upgrades and request for assistance. Maintain data on student registration and submit monthly reports: compile, monitor academic examination and staff, statistics of the college and submit reports on quarterly basis to management and DHET. Compile monthly, quarterly and annual reports as requested. Ensure the overall supervision and coordination of student registration at all campuses. Ensure the overall supervision and coordination of career counselling and career exhibition services. Ensure that learner profiler is linked with the application platform. Ensure the overall supervision and coordination of guidance and testing of students, regarding choice of and placement within programmes at all campuses. Ensure the overall supervision and maintenance of database of students enrolled within programmes at all campuses. Ensure the overall supervision and administration of the registration. Implement and support the DHET Central Application System (CAS) and related survey/audit processes.

## **ENQUIRIES**

: Should you have enquiries or experience any problem submitting your application contact Mr TH Ngubane Tel No: (012) 401 1989 / Ms JM Nyalunga Tel No: (012) 401 1940

## **APPLICATIONS NOTE**

: Email to seniorregistration@tnc.edu.za  
: Applications must be submitted on the New Z83 which must be fully completed, obtainable from any Public Service Department and must be accompanied by a comprehensive Curriculum Vitae. Only shortlisted candidates will be required to submit certified copies of qualifications including academic records, driver's license, and identity document. Please take note that communication in relation to the process will be limited to the short-listed candidates. If you have not received any correspondence within three (3) months after the closing date, please consider your application unsuccessful. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date will NOT be accepted. Shortlisted candidates will be subjected to a vetting process: criminal record, citizenship, credit record checks, and qualifications. Shortlisted candidates will be subjected to a skills/knowledge/competence test. The College/DHET reserves the right not to make appointments. Preference will be given to persons from designated groups, especially with regards to race, gender, and disability. People with disability are encouraged to apply. All costs incurred due to your application and interviews will be at your own expense. Tshwane North TVET College would like to invite suitably qualified, innovative, result-orientated and self-driven candidates to apply for their vacant positions.

## **CLOSING DATE**

: 04 July 2025

## **POST 21/89**

: **SENIOR ADMIN OFFICER: GOVERNANCE REF NO: TNC/CO/25- 06/5**  
Nature of Appointment: Permanent Appointment

## **SALARY**

: R397 116 per annum (Level 08), plus benefits



<b><u>CENTRE REQUIREMENTS</u></b>	: Central Office : B.Com. Law/LLB Degree/BA Degree (Administration/English/Communication); At least 2 - 3 years' experience in administrative and secretarial duties; Knowledge of Microsoft Windows and Microsoft Office. Competencies: Well-developed verbal and written communication skills; Ability to develop comprehensive yet succinct written and presentation documents that communicate Council Resolutions; Document Management and Record Keeping Skills; High level of diplomacy and tact, ensuring confidentiality of information at all times; Well-groomed and self-motivated with learning agility; Good organisational and time management skills; Ability to work under pressure and within tight deadlines; Ability to work flexi hours as and when required.
<b><u>DUTIES</u></b>	: Arranging logistics for the Council and EXCO for meetings; Providing secretarial functions for the Council and EXCO meetings; Ensuring regulatory compliance with relevant related legislation, Policies, guidelines, protocols and systems; Providing advice and guidance on relevant policy gaps; Advising Council on best practices of Corporate Governance; Maintain accurate records of official documents and safeguard sensitive or confidential information from disclosure; Manage correspondence and serves as a point of contact between the Council and other parties; Compile and monitor the Council budget and expenditure; Process claims of Council members; Execute duties as and when delegated by the Principal.
<b><u>ENQUIRIES</u></b>	: Should you have enquiries or experience any problem submitting your application contact Mr TH Ngubane Tel No: (012) 401 1989 / Ms JM Nyalunga Tel No: (012) 401 1940
<b><u>APPLICATIONS NOTE</u></b>	: Email to saogovernance@tnc.edu.za : Applications must be submitted on the New Z83 which must be fully completed, obtainable from any Public Service Department and must be accompanied by a comprehensive Curriculum Vitae. Only shortlisted candidates will be required to submit certified copies of qualifications including academic records, driver's license, and identity document. Please take note that communication in relation to the process will be limited to the short-listed candidates. If you have not received any correspondence within three (3) months after the closing date, please consider your application unsuccessful. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date will NOT be accepted. Shortlisted candidates will be subjected to a vetting process: criminal record, citizenship, credit record checks, and qualifications. Shortlisted candidates will be subjected to a skills/knowledge/competence test. The College/DHET reserves the right not to make appointments. Preference will be given to persons from designated groups, especially with regards to race, gender, and disability. People with disability are encouraged to apply. All costs incurred due to your application and interviews will be at your own expense. Tshwane North TVET College would like to invite suitably qualified, innovative, result-orientated and self-driven candidates to apply for their vacant positions.
<b><u>CLOSING DATE</u></b>	: 04 July 2025
<b><u>POST 21/90</u></b>	: <b><u>EMPLOYEE HEALTH AND WELNESS PRACTITIONER REF NO: EHP/30/05/2025</u></b> Branch: Taletso TVET College Directorate: Corporates Services
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	: R325 101 - R382 959 per annum (Level 07) : Central Office : Grade 12 or equivalent plus an appropriate bachelor's degree/national diploma (NQF Level 6) in Psychology and/or Social Work majoring in psychology or equivalent qualification, A minimum of three (3) to five (5) years of practical experience in the Employee Health and Wellness environment. Willingness to travel and a valid driver's licence. Skills & Competencies: Knowledge of Employee Health and Wellness Integrated Strategic Framework in the Public Service. Sound knowledge of all four EHW Pillars, in-depth knowledge in conducting counselling, psychoeducation, and trauma debriefing. EH&W candidates who are registered with the respective professional bodies will have an added advantage. Understanding of all Pillar processes and COIDA Act. Interpersonal relations skills. Communication skills (written and verbal) presentation and listening). Analytical thinking, problem-solving and decision-

## **DUTIES**

making skills, Innovative and creative, Project management skills, presentation skills, Strategic capability, Client orientation, change management skills, report writing skills, confidentiality, and code of ethics. Understanding of Public Service legislation, regulations, and policies. Computer literacy in MS Word, Excel, PowerPoint and Outlook. Good coordination and report writing skills.

: Administer the Employee Health and Wellness Programme. Assist with the planning, coordination and implementation of all Health and Wellness interventions. Assist with the evaluation of the impact of employee health and wellness programmes. Provide education and awareness on health and wellness related issues. Provide advice and guidance to management and staff on EH&W related matters. Ensure the monitoring and evaluation of the EH&W. Benchmark EH&W practices to ensure best practice in all EH&W programmes for Regional Office, CET and TVET Colleges staff. Promote health awareness and the facilitation of health-related events, activities, and interventions (Wellness Day, HIV/AIDS, etc.). Conduct counselling, psycho-education, and trauma debriefing. Facilitate and monitor the implementation of any required recommendations made by the service providers. Ability to unpack and analyse the implementation of incapacity leaves and the management of sick leave trends, compiling submission on ill-health Retirement for the employees. Managing wellness centre, providing First-Aid to employees and management administration of Injury on duty. Active case management. Effective record management. Compiling and writing EH&W reports, system monitoring tools and submissions/internal and external memorandums. Perform any other related.

## **ENQUIRIES APPLICATIONS**

: Ms MA Matokong Tel No: (018) 384 2346/50  
: Hand delivery to; Taletso TVET College, Kgora Building next to SABC, HR Office (Mafikeng Campus) or NB: ALL applications must be submitted to relevant email address stating name of the post and reference number on the subject line.

Lehurutshe.recruitment@taletso.edu.za

Lichtenburg.recruitment@taletso.edu.za

Mafikeng.recruitment@taletso.edu.za

Centraloffice.recruitment@taletso.edu.za

## **NOTE**

: Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za/documents](http://www.gov.za/documents). Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, duly signed and initialled by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. Applicants must submit fully completed and signed Z83 and CV only. The communication from the HR of the Department regarding the requirements of the certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following the communication from HR. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) (submit only when shortlisted). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed 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 record checks, qualification verification and employment verification). The department have the right not to appoint.

## **CLOSING DATE**

: 11 July 2025

## **POST 21/91**

: **SPORT, ARTS AND CULTURE OFFICER REF NO: SAC/29/05/2025**

Branch: Taletso TVET College

Directorate: Registration Services Student Support

## **SALARY CENTRE REQUIREMENTS**

: R325 101 - R382 959 per annum (Level 07)

: Central Office

: Incumbent should have a relevant Senior Certificate / Grade 12/ NCV Certificate (Level 4). Recognized three (3) year National Diploma (NQF level

6) in sports Management/ Administration or equivalent. 1-2 years' experience in sports and culture environment. Driver's license will be an advantage. Sports Administration, cultural administration, project management, ability to capture data, operating computer, collecting statistics, legislative framework governing the Public Services, and knowledge of procedures in terms of the working environment.

**DUTIES**

: Coordinate the establishment and provide support to sport and recreation structures in schools, wards, and local areas, in conjunction with the stakeholders. Facilitate sustainable capacity development programs in sport within the schools, wards, local areas, and districts. Implement sport and recreation programs in the schools, wards, and local areas for the development of sport and recreation. Monitor and evaluate the compliance with sport and recreation transformational Policies. Render administrative functions in relation to programs that are implemented and to implement arts and culture programmes.

**ENQUIRIES  
APPLICATIONS**

: Ms ME Tlhako Tel No: (018) 384 2346  
: Hand delivery to; Taletso TVET College, Kgora Building next to SABC, HR Office (Mafikeng Campus) or NB: ALL applications must submitted to relevant email address stating name of the post and reference number on the subject line.

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Lichtenburg.recruitment@taletso.edu.za  
Mafikeng.recruitment@taletso.edu.za  
Centraloffice.recruitment@taletso.edu.za

**NOTE**

: Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za/documents](http://www.gov.za/documents). Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, duly signed and initialled by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. Applicants must submit fully completed and signed Z83 and CV only. The communication from the HR of the Department regarding the requirements of the certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following the communication from HR Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) (submit only when shortlisted). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed 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 record checks, qualification verification and employment verification). The department have the right not to appoint.

**CLOSING DATE**

: 11 July 2025

**POST 21/92**

: **STATE ACCOUNTANT REF NO:SA/27/05/2025 (X2 POSTS)**  
Branch: Taletso TVET College  
Directorate: Financial Accounting Finance Management

**SALARY  
CENTRE  
REQUIREMENTS**

: R325 101 - R382 959 per annum (Level 07)  
: Central Office  
: Grade 12 or equivalent plus a recognized National Diploma in Financial Management (NQF Level 6) or Bachelor's degree. 2-3 years' experience in financial management environment. Basic knowledge of financial functions, practices as well as the ability to capture, 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 (PERSAL, BAS, LOGIS). Skills: Planning and organizing skills. Good verbal and written communication. Ability to perform routine tasks. Ability to operate office equipment. Interpersonal Relations. Accuracy. Flexibility. Aptitudes of figures and valid driver's licence.

<b><u>DUTIES</u></b>	:	To supervise the implementation and maintenance of Financial Management practices concerning Financial Administration processes. Salaries (Payments, Deductions etc.). Tax (payment to SARS, calculation of Tax payable etc.). Debt. Bookkeeping (Clear Ledger accounts, Capture BAS Payments, Journals and Reports). Banking. Revenue (Cashier). Budget (Capture Budget, Virement, Adjustment Budget on BAS etc.). To address financial management enquiries to ensure the correct implementation of financial management practices. To verify transactions on LOGIS / BAS/ PERSAL according to delegations. To supervise human resources/staff. Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.
<b><u>ENQUIRIES</u></b>	:	Ms MA Matokong Tel No: (018) 384 2346/50
<b><u>APPLICATIONS</u></b>	:	Hand delivery to; Taletso TVET College, Kgora Building next to SABC, HR Office (Mafikeng Campus) or NB: ALL applications must be submitted to relevant email address stating name of the post and reference number on the subject line. Lehurutshe.recruitment@taletso.edu.za Lichtenburg.recruitment@taletso.edu.za Mafikeng.recruitment@taletso.edu.za Centraloffice.recruitment@taletso.edu.za
<b><u>NOTE</u></b>	:	Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at <a href="http://www.gov.za/documents">www.gov.za/documents</a> . Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, duly signed and initialled by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. Applicants must submit fully completed and signed Z83 and CV only. The communication from the HR of the Department regarding the requirements of the certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following the communication from HR Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) (submit only when shortlisted). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed 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 record checks, qualification verification and employment verification). The department have the right not to appoint.
<b><u>CLOSING DATE</u></b>	:	11 July 2025
<b><u>POST 21/93</u></b>	:	<b><u>CAREER GUIDANCE OFFICER REF NO: CG/26/05/2025 (X1 POST)</u></b> Branch: Taletso TVET College Directorate: Academic And Student Administration Support Mafikeng Campus
<b><u>SALARY</u></b>	:	R325 101 - R382 959 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Mafikeng Campus
<b><u>REQUIREMENTS</u></b>	:	Grade 12/NCV) Level 4 or equivalent with an appropriate Diploma or BA Degree qualification (REQV 14) in Psychology/Social Science or equivalent qualification. Registration with relevant Council (HPCSA/SACSSP). Minimum of 2-3 years relevant experience in career development / guidance and counselling or relevant environment. Computer Literacy. A valid driver's licence. Knowledge & Skills: Knowledge of career guidance; Knowledge of career counselling; Knowledge of career exhibitions; PSET and CET Act; Public Service prescripts; DHET Policies; Industrial operation; Opportunity linkages with industries. Excellent Communication (oral and written). Networking; Negotiation; Research; Interpersonal; Planning & Organising.
<b><u>DUTIES</u></b>	:	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. Registration and enrolment support. Students counselling and referrals. Students career guidance support. Coordinate student wellness programs. Facilitate outreach

	programme for students. Assist with student's events organisation and administration. Assist with placement of students.
<b><u>ENQUIRIES APPLICATIONS</u></b>	<p>: Ms MA Matokong Tel No: (018) 384 2346/50</p> <p>: Hand delivery to; Taletso TVET College, Kgora Building next to SABC, HR Office (Mafikeng Campus) or NB: ALL applications must submitted to relevant email address stating name of the post and reference number on the subject line.</p> <p>Lehurutshe.recruitment@taletso.edu.za</p> <p>Lichtenburg.recruitment@taletso.edu.za</p> <p>Mafikeng.recruitment@taletso.edu.za</p> <p>Centraloffice.recruitment@taletso.edu.za</p>
<b><u>NOTE</u></b>	<p>: Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at <a href="http://www.gov.za/documents">www.gov.za/documents</a>. Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, duly signed and initialled by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. Applicants must submit fully completed and signed Z83 and CV only. The communication from the HR of the Department regarding the requirements of the certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following the communication from HR Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) (submit only when shortlisted). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed 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 record checks, qualification verification and employment verification). The department have the right not to appoint.</p>
<b><u>CLOSING DATE</u></b>	: 11 July 2025
<b><u>POST 21/94</u></b>	<p>: <b><u>EXAMINATION OFFICER (X3 POSTS)</u></b></p> <p>Branch: Taletso TVET College</p> <p>Directorate: Mafikeng Campus Academic and Student Administration Support</p>
<b><u>SALARY CENTRE</u></b>	<p>: R325 101 - R382 959 per annum (Level 07)</p> <p>: Mafikeng Campus Ref No: TSO/EO/23/05/2025</p> <p>: Lehurutshe Campus Ref No: LE/EO/24/05/2025</p> <p>: Lichtenburg Campus Ref No: TA/EO/25/05/2025</p>
<b><u>REQUIREMENTS</u></b>	: Matric or NCV Level 4 with a recognized M+3 years Degree or National Diploma in Education /Administration or equivalent qualification;3-5 years in the teaching and learning environment/related field; Knowledge of White Paper on PSET Act; knowledge of Public TVET sector and its regulatory and legislative framework; Knowledge and understating of the Higher Education sector; Knowledge and understanding of TVETMIS, and ITS; Sound knowledge of legislation regulating examinations and assessments; Computer literate in MS Office( Word, Excel, Outlook and internet);A valid driver's license. Skills and Competencies Management; Computer skills; Communication; Client Service; Visionary Leadership Abilities; An understanding of transformation issues and capacity building processes in the DIET sector; Sound knowledge of CET Act, policies and practices and any other relevant legislations. Good interpersonal skills; Good problem solving and analytical skills; Ability to work under pressure and meet deadlines; Ability to work independently as well as in a team; planning, organising, leading and control skills; research, report writing and presentation skills.
<b><u>DUTIES</u></b>	: Ensure the provision of examination services; Conduct training of Invigilators, Markers and Data Capturers; Establish the function of Irregularity Committee; Ensure the management and control of issuing of the certificates; Ensure proper administration of the examination unit; Manage all human, financial and other resources in the unit.
<b><u>ENQUIRIES</u></b>	: Ms ME Tlhako, Ms MA Matokong, Ms KL Mooka Tel No: (018) 384 2346

<b><u>APPLICATIONS</u></b>	:	Hand delivery to; Taletso TVET College, Kgora Building next to SABC, HR Office (Mafikeng Campus) or NB: ALL applications must submitted to relevant email address stating name of the post and reference number on the subject line. Lehurutshe.recruitment@taletso.edu.za Lichtenburg.recruitment@taletso.edu.za Mafikeng.recruitment@taletso.edu.za Centraloffice.recruitment@taletso.edu.za
<b><u>NOTE</u></b>	:	Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at <a href="http://www.gov.za/documents">www.gov.za/documents</a> . Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, duly signed and initialled by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. Applicants must submit fully completed and signed Z83 and CV only. The communication from the HR of the Department regarding the requirements of the certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following the communication from HR Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) (submit only when shortlisted). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed 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 record checks, qualification verification and employment verification). The department have the right not to appoint.
<b><u>CLOSING DATE</u></b>	:	11 July 2025
<b><u>POST 21/95</u></b>	:	<b><u>CHIEF REGISTRY CLERK REF NO: CRC/22/05/2025</u></b> Branch: Taletso TVET College Directorate: Human Resource and Administration Corporate Services
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R325 101 - R382 959 per annum (Level 07) Central Office Grade 12 (Matric)/ a SAQA recognised National Diploma or an equivalent qualification. At least 3-5 years' working experience in Registry. A certificate in Records Management offered by National Archives. Knowledge of registry duties, mailing, courier services as well as the ability to capture data and operate a computer. Knowledge of filing of documents, storage, and retrieval procedures in terms of the working environment. Working knowledge and understanding of legislative framework governing the Registry work such as NARS Act, Public Service Act, etc. Ability to interpret and apply policies, directives, and relevant prescripts. Understanding of the work in Registry. Good verbal and writing skills. Good leadership skills.
<b><u>DUTIES</u></b>	:	The successful candidate will be responsible for supervising the opening and closing of files according to the applicable record classification system; Filing, storing, tracing and retrieving documents and pending files; Ensuring that index cards are completed; Helping with the allocation of filing numbers; supervising the usage of the franking machine by delegated registry clerks; Franking mail items, recording items of monetary values received through the post and updating the control registers on a daily basis; Do spot checks on postal articles in order to ensure that no private postal articles are franked by mistake; Locking mail in the postal bag for messengers/drivers to deliver to the Post Office; Maintaining remittance register; Recording all valuable articles as prescribed by the applicable laws and policies; Sending wrong remittances received back to senders through registered post and recording reference numbers in the register; Keeping daily record of amount of letters franked; Handling all courier related enquiries; Supervising the sorting and dispatching of mail; Distributing notices on registry issues; Attending to clients; Handling telephonic enquiries on Registry related work; Receiving and registering hand delivered mail and files; Scanning files electronically; Sorting and packaging files for archiving and

		distribution; Compiling list of documents to be archived and submitting the list to the supervisor; Keeping record of the archived documents; Providing supervisory duties to Registry Clerks, assessing staff performance and applying discipline.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr Mailula N.W Tel No: (018) 384 2346/50
	:	Hand delivery to; Taletso TVET College, Kgora Building next to SABC, HR Office (Mafikeng Campus) or NB: ALL applications must submitted to relevant email address stating name of the post and reference number on the subject line.
		Lehurutshe.recruitment@taletso.edu.za
		Lichtenburg.recruitment@taletso.edu.za
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		Centraloffice.recruitment@taletso.edu.za
<b><u>NOTE</u></b>	:	Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at <a href="http://www.gov.za/documents">www.gov.za/documents</a> . Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, duly signed and initialled by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. Applicants must submit fully completed and signed Z83 and CV only. The communication from the HR of the Department regarding the requirements of the certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following the communication from HR Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) (submit only when shortlisted). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed 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 record checks, qualification verification and employment verification). The department have the right not to appoint.
<b><u>CLOSING DATE</u></b>	:	11 July 2025
<b><u>POST 21/96</u></b>	:	<b><u>FINANCIAL AID OFFICER REF NO: FAO/20/05/2025</u></b> Branch: Taletso TVET College Directorate: Financial Accounting
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R325 101 - R382 959 per annum (Level 07)
	:	Central office
	:	Senior Certificate or equivalent plus a National Diploma / Degree in Financial Accounting or equivalent qualification. 2 years' experience working in the bursary administration environment. A good understanding of the TVET College Bursary Scheme requirements and regulations of the National Students Financial Aid Scheme (NSFAS). Basic knowledge of financial functions, practices as well as the ability to capture data. Operate computer and collate financial statistics. Communication skills (verbal and written). Interpersonal relations. Basic numeracy skills. Teamwork. Ability to perform routine tasks. Ability to operate office equipment. Working under pressure. Meeting deadlines. Extensive working skills on MS Excel is required for this position. MS Excel skills will be determined during a practical that forms part of the verbal interview score. A driver's licence will be an added advantage.
<b><u>DUTIES</u></b>	:	Provide student financial assistance support at all registration times. Provide advocacy on all financial aid support to new students during registration and orientation period. Provide advocacy on all financial aid support to progressing and gap year students. Support students and facilitate smooth registration and application of financial assistance to both new and progressing applicants. Provide support and facilitate NSFAS online system. Capture campus NSFAS applicants on the registration template for submission to NSFAS. Assist students with private accommodation and travel allowance applications. Administer student attendance report requisitions. Verify student

**ENQUIRIES  
APPLICATIONS**

accommodation with property owners. Be responsible for verbal and written enquiries from students, parents and other relevant stakeholders.

- : Ms MA Matokong Tel No: (018) 384 2346/50
- : Hand delivery to; Taletso TVET College, Kgora Building next to SABC, HR Office (Mafikeng Campus) or NB: ALL applications must submitted to relevant email address stating name of the post and reference number on the subject line.

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Mafikeng.recruitment@taletso.edu.za

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**NOTE**

- : Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za/documents](http://www.gov.za/documents). Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, duly signed and initialled by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. Applicants must submit fully completed and signed Z83 and CV only. The communication from the HR of the Department regarding the requirements of the certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following the communication from HR Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) (submit only when shortlisted). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed 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 record checks, qualification verification and employment verification). The department have the right not to appoint.

**CLOSING DATE**

- : 11 July 2025

**POST 21/97**

- : **EXAMINATION OFFICER (X2 POSTS)**

Nature of Appointment: Permanent

**SALARY  
CENTRE**

- : R325 101 per annum (Level 07), plus benefits

- : Pretoria Campus Ref No: TNC/PC/25 – 06/6

- : Mamelodi Campus Ref No: TNC/MC/25 – 06/7

**REQUIREMENTS**

- : Matric certificate or NC (V) Level 4 certificate with a National Diploma/Degree in Management Assistant / Office Administration or equivalent qualification. At least 1 - 2 years' experience at a TVET College or in an educational institution. Knowledge of White Paper on PSET. Knowledge of Public TVET sector and its regulatory and legislative framework. Knowledge and understanding of TVETMIS, and ITS, TVET National Examination Policies, Government Gazette: Conduct of Examination, DHET Punctuality Policy, Examination requirements for Exam Centres. Sound knowledge of legislation regulating examinations and assessments Excellent computer skills/knowledge of Microsoft Office packages. Good leadership skills. Ability to write reports. Must be able to work under pressure, in a team, independently and for longer hours. Use problem-solving techniques to tactfully address queries / concerns. Ability to perform routine tasks and meet deadlines. Effective organisational, administration, time management, communication (verbal and written) and planning skills. Computer literate in MS Office (Word, Excel, Outlook and internet). A valid driver's license.

**DUTIES**

- : Updating and verification of final examination marks on the ITS System; verification of captured final examination marks. Capture examination enrolments on ITS System. Issuing of term mark sheets for completion and returning back. Issuing of exam permits and preparing exam venues to be conducive enough to run exams. Compile the daily examination reports and submit to the Curriculum Implementation. Submit examination irregularities to the DHET National and Examination irregularity committee. Ensure that there is a smooth receiving, collating and dispatching of both full-time and part-time



	scripts to the National Examination marking centres. Be a Distribution Point manager during the examination period. Oversee the implementation of DHET/College Management plans regarding examinations. Be the liaising person between the college and DHET on all the examination related matters. Implement the College examination related policies. Verify and declare students qualifying for graduation to the graduation committee. Issuing of statement of results, examination permits, certificates and diploma applications. Timeous completion of preliminary schedule to make amendments and send to the department for corrections. Assist with the submission of outstanding ICASS/POE's and keep electronic records. Execution of examination duties according to the national Examination Policy for National Certificate Vocational (NCV) and Report 191 (NATED). Application for examination concessions to the DHET. Ensure the provision of examination services; facilitate the process of invigilation training, pre-examination meeting for students, markers and data Capturers; Establish the function of Irregularity Committee; Ensure proper administration of the examination unit; Manage all human, financial and other resources in the unit. Ensure record management and reporting every examination cycle. Execution of any other duties assigned.
<b><u>ENQUIRIES</u></b>	: Should you have enquiries or experience any problem submitting your application contact Mr TH Ngubane Tel No: (012) 401 1989 / Ms JM Nyalunga Tel No: (012) 401 1940
<b><u>APPLICATIONS</u></b>	: Email to examofficerpc@tnc.edu.za for Pretoria Campus and examofficermc@tnc.edu.za for Mamelodi Campus
<b><u>NOTE</u></b>	: Applications must be submitted on the New Z83 which must be fully completed, obtainable from any Public Service Department and must be accompanied by a comprehensive Curriculum Vitae. Only shortlisted candidates will be required to submit certified copies of qualifications including academic records, driver's license, and identity document. Please take note that communication in relation to the process will be limited to the short-listed candidates. If you have not received any correspondence within three (3) months after the closing date, please consider your application unsuccessful. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date will NOT be accepted. Shortlisted candidates will be subjected to a vetting process: criminal record, citizenship, credit record checks, and qualifications. Shortlisted candidates will be subjected to a skills/knowledge/competence test. The College/DHET reserves the right not to make appointments. Preference will be given to persons from designated groups, especially with regards to race, gender, and disability. People with disability are encouraged to apply. All costs incurred due to your application and interviews will be at your own expense. Tshwane North TVET College would like to invite suitably qualified, innovative, result-orientated and self-driven candidates to apply for their vacant positions.
<b><u>CLOSING DATE</u></b>	: 04 July 2025
<b><u>POST 21/98</u></b>	: <b><u>ADMINISTRATIVE CLERK (X3 POSTS)</u></b> Branch: Taletso TVET College Directorate: Taletso Academic and Student Administration
<b><u>SALARY CENTRE</u></b>	: R228 321 - R268 950 per annum (Level 05) Mafikeng Campus Ref No: AC/17/05/2025 Lehurutshe Campus Ref No: AC/18/05/2025 Lichtenburg Campus Ref No: AC/19/05/2025
<b><u>REQUIREMENTS</u></b>	: Senior/Matric certificate. Knowledge: Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Knowledge of the National Archives and Record Management Act and related instructions. Knowledge of and ability to handle labour saving devices. Skills: Computer Literacy. Good verbal and written communication skills. Planning and organisation. Interpersonal relations / teamwork. Filing and reference skills.
<b><u>DUTIES</u></b>	: Render general clerical support services. Record, organize, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters

and / or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration clerical support services within the component. Maintain a leave register for the component. Keep and maintain personnel records in the component. Arrange traveling and accommodation. Keep and maintain the attendance register of the component. Provide financial administration support services in the component. Capture and update expenditure in the component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash.

**ENQUIRIES  
APPLICATIONS**

: Ms ME Tlhako, Ms MA Matokong, Ms KL Mooka Tel No: (018) 384 2346  
: Hand delivery to; Taletso TVET College, Kgora Building next to SABC, HR Office (Mafikeng Campus) or NB: ALL applications must submitted to relevant email address stating name of the post and reference number on the subject line.  
Lehurutshe.recruitment@taletso.edu.za  
Lichtenburg.recruitment@taletso.edu.za  
Mafikeng.recruitment@taletso.edu.za  
Centraloffice.recruitment@taletso.edu.za

**NOTE**

: Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za/documents](http://www.gov.za/documents). Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, duly signed and initialled by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. Applicants must submit fully completed and signed Z83 and CV only. The communication from the HR of the Department regarding the requirements of the certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following the communication from HR Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) (submit only when shortlisted). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed 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 record checks, qualification verification and employment verification). The department have the right not to appoint.

**CLOSING DATE**

: 11 July 2025

**POST 21/99**

: **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (ASSETS)**  
**REF NO: SC/16/05/2025**  
Branch: Taletso TVET College  
Directorate: General Administration Support Mafikeng Campus

**SALARY  
CENTRE  
REQUIREMENTS**

: R228 321 - R268 950 per annum (Level 05)  
: Mafikeng Campus  
: Grade 12 or equivalent plus Minimum educational qualification: Senior Certificate (or equivalent) with mathematics and/or Accounting as a passed subject and/or senior certificate (or equivalent) with experience/competencies that focus on the key performance areas of the post. Experience: Appropriate Asset Management experience. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Physical Ability to lift /move heavy objects and supplies. Competencies (knowledge/skills): Computer literacy (Word and excel). Sound theoretical and practical knowledge of policies regarding financial and Supply chain Management. Knowledge of Asset Management (LOGIS functions or Modules in LOGIS).

<b><u>DUTIES</u></b>	:	Maintain and update asset register. Procure assets and services on EPS. Ensure that all transactions comply with the legislative requirements. Manage Assets movement, inventory update, bar-coding, and maintenance of equipment. Undertake interim and annual financial stock takes, reporting of losses, theft shortages and surpluses as well as monthly reporting. Ensure disposals of assets pertaining to SCM policies and procedures.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms MA Matokong Tel No: (018) 3842346/50
	:	Hand delivery to; Taletso TVET College, Kgora Building next to SABC, HR Office (Mafikeng Campus) or NB: ALL applications must submitted to relevant email address stating name of the post and reference number on the subject line. Lehurutshe.recruitment@taletso.edu.za Lichtenburg.recruitment@taletso.edu.za Mafikeng.recruitment@taletso.edu.za Centraloffice.recruitment@taletso.edu.za
<b><u>NOTE</u></b>	:	Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at <a href="http://www.gov.za/documents">www.gov.za/documents</a> . Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, duly signed and initialled by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. Applicants must submit fully completed and signed Z83 and CV only. The communication from the HR of the Department regarding the requirements of the certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following the communication from HR Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) (submit only when shortlisted). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed 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 record checks, qualification verification and employment verification). The department have the right not to appoint.
<b><u>CLOSING DATE</u></b>	:	11 July 2025
<b><u>POST 21/100</u></b>	:	<b><u>FINANCE CLERK</u></b> Branch: Taletso TVET College Directorate: Taletso Financial Management Services
<b><u>SALARY CENTRE</u></b>	:	R228 321 - R268 950 per annum (Level 05)
	:	Mafikeng Campus Ref No: FC/14/05/2025 (X1 Post)
	:	Central Office Ref No: FC/15/05/2025 (X2 Posts)
<b><u>REQUIREMENTS</u></b>	:	A Senior Certificate or equivalent plus a National Diploma/bachelor's degree in financial management, Accounting, or related qualification. At least 1 year' experience in finance or accounting related field, Basic understanding of financial functions, practices as well as the ability to capture data, operate computer and collate financial information, Basic knowledge of the Public Service financial legislations, procedures and Treasury Regulations (PFMA, GRAP, CET ACT 16 OF 2006). Competencies, Abilities and Skills: Knowledge of basic financial principles and procedures, ability to perform adequately and methodically under pressure, verbal and written communication skills, proficiency in MS office suite, Knowledge of ITS will be an added advantage.
<b><u>DUTIES</u></b>	:	Accurately enter financial data into the College's accounting systems and maintain up-to-date records for both receivables and payables. Maintain a systematic and accurate filing system for all financial documentation, including invoices, receipts, and payment records. Work closely with the finance team, registrar's office, and procurement departments to ensure smooth operations and timely processing of financial transactions. Provide necessary documentation and support during internal and external audits related to accounts receivable and payable.

<b><u>APPLICATIONS</u></b>	:	Hand delivery to; Taletso TVET College, Kgora Building next to SABC, HR Office (Mafikeng Campus) or NB: ALL applications must submitted to relevant email address stating name of the post and reference number on the subject line. Lehurutshe.recruitment@taletso.edu.za Lichtenburg.recruitment@taletso.edu.za Mafikeng.recruitment@taletso.edu.za Centraloffice.recruitment@taletso.edu.za
<b><u>NOTE</u></b>	:	Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at <a href="http://www.gov.za/documents">www.gov.za/documents</a> . Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, duly signed and initialled by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. Applicants must submit fully completed and signed Z83 and CV only. The communication from the HR of the Department regarding the requirements of the certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following the communication from HR Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) (submit only when shortlisted). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed 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 record checks, qualification verification and employment verification). The department have the right not to appoint.
<b><u>CLOSING DATE</u></b>	:	11 July 2025
<b><u>POST 21/101</u></b>	:	<b><u>SECRETARY</u></b> Branch: Taletso TVET College Directorate: Taletso Office of The Campus Manager
<b><u>SALARY CENTRE</u></b>	:	R228 321.00 to R268 950.00 per annum (Level 05)
	:	Lehurutshe Campus Ref No: SE/10/05/2025 (X1 Post)
	:	Mafikeng Campus Ref No: SE/11/05/2025 (X1 Post)
	:	Lichtenburg Campus Ref No: SE/12/05/2025 (X1 Post)
	:	Central Office Ref No: SE/13/05/2025 (X3 Posts)
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate or equivalent plus a National Diploma in Management Assistant/Office Administration. 1-3 years' experience in typing and secretarial support. Basic knowledge of financial management. Record management of documents. Ability to communicate well with people at different levels and backgrounds. Good telephone etiquette. Computer literacy. Sound organizational skills. Good people skills. High level of reliability. Basic written communication skills. Ability to act with tact and discretion.
<b><u>DUTIES</u></b>	:	Provide secretarial/ receptionist support service to the manager. Receive telephone calls and refer the calls to the correct role players if not meant for the relevant manager. Ensure proper record keeping in the office of the Campus Manager. Filing of documents for the manager and the campus where required. Receive, record, and distribute all incoming and outgoing correspondence. Collect all relevant documents to enable the manager to prepare for meetings. Prepare travel claims and other payments in the office of the Campus Manager. Arrange meetings and events for the manager and the staff in the campus. Identify venues, invite role players, organize refreshments, and sets up schedules for meetings and events. Arrange all logistics for workshops. Track and process documents. Manage the office of the Campus Manager and receive visitors. Perform any other administrative duties that will be assigned by the Campus Manager. Compile and consolidate sectional reports for the campus.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms ME Tlhako, Ms MA Matokong, Ms KL Mooka Tel No: (018) 384 2346
	:	Hand delivery to; Taletso TVET College, Kgora Building next to SABC, HR Office (Mafikeng Campus) or NB: ALL applications must submitted to relevant

		email address stating name of the post and reference number on the subject line. Lehurutshe.recruitment@taletso.edu.za Lichtenburg.recruitment@taletso.edu.za Mafikeng.recruitment@taletso.edu.za Centraloffice.recruitment@taletso.edu.za
<b><u>NOTE</u></b>	:	Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at <a href="http://www.gov.za/documents">www.gov.za/documents</a> . Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, duly signed and initialled by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. Applicants must submit fully completed and signed Z83 and CV only. The communication from the HR of the Department regarding the requirements of the certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following the communication from HR. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) (submit only when shortlisted). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed 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 record checks, qualification verification and employment verification). The department have the right not to appoint.
<b><u>CLOSING DATE</u></b>	:	11 July 2025
<b><u>POST 21/102</u></b>	:	<b><u>HR ADMINISTRATION CLERK REF NO: HRC/09/05/2025</u></b> Branch: Taletso TVET College Directorate: Corporates Services
<b><u>SALARY</u></b>	:	R228 321 - R268 950 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Central office
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent certificate, relevant qualification in Human Resource Management with 1-year experience in Human Resource Department. Computer Literacy. Knowledge of Human Resource Administration Processes. Knowledge of PERSAL system. Knowledge of HR prescripts and regulations. PERSAL Introduction certificate will be an added advantage. Ability to communicate well with people at different levels and from different backgrounds. Ability to handle confidential information. Ability to work in a team and under pressure. Valid driver's license.
<b><u>DUTIES</u></b>	:	Perform Human Resource Administration functions such as recruitment and selection, appointments, transfers, relocations, promotion, termination of service, leave Management, PILIR, allowances, salaries etc. provide HR related advice and assistance to staff members and students in the execution of daily tasks. Ensure safekeeping of documents and filing of all related documents for staff members and student's. Perform any other task delegated by supervisor.
<b><u>ENQUIRIES</u></b>	:	Ms ME Tlhako Tel No: (018) 384 2346/50.
<b><u>APPLICATIONS</u></b>	:	Hand delivery to; Taletso TVET College, Kgora Building next to SABC, HR Office (Mafikeng Campus) or NB: ALL applications must be submitted to relevant email address stating name of the post and reference number on the subject line. Lehurutshe.recruitment@taletso.edu.za Lichtenburg.recruitment@taletso.edu.za Mafikeng.recruitment@taletso.edu.za Centraloffice.recruitment@taletso.edu.za
<b><u>NOTE</u></b>	:	Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at <a href="http://www.gov.za/documents">www.gov.za/documents</a> . Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, duly signed and initialled by the

applicant. Failure to sign this form may lead to disqualification of the application during the selection process. Applicants must submit fully completed and signed Z83 and CV only. The communication from the HR of the Department regarding the requirements of the certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following the communication from HR. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) (submit only when shortlisted). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed 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 record checks, qualification verification and employment verification). The department have the right not to appoint.

**CLOSING DATE**

: 11 July 2025

**POST 21/103**

: **BURSARY CLERK REF NO: TNC/TC/25-06/8**

Nature of Appointment: Permanent

**SALARY  
CENTRE  
REQUIREMENTS**

: R228 321 per annum (Level 05), plus benefits

: Temba Campus

: Senior Certificate or equivalent plus a National Diploma / Degree in Financial Accounting or equivalent qualification. A good understanding of the TVET College Bursary Scheme requirements and regulations of the National Students Financial Aid Scheme (NSFAS). Basic knowledge of financial functions, practices as well as the ability to capture data. Operate computer and collate financial statistics. Communication skills (verbal and written). Interpersonal relations. Basic numeracy skills. Teamwork. Ability to perform routine tasks. Ability to operate office equipment. Working under pressure. Meeting deadlines. Extensive working skills on MS Excel is required for this position. MS Excel skills will be determined during a practical that forms part of the verbal interview score. Knowledge of bursary operations. A driver's licence will be an added advantage.

**DUTIES**

: Provide student financial assistance support at all registration times. Provide advocacy on all financial aid support to new students during registration and orientation period. Provide advocacy on all financial aid support to progressing and gap year students. Support students and facilitate smooth registration and application of financial assistance to both new and progressing applicants. Provide support and facilitate NSFAS online system. Capture campus NSFAS applicants on the registration template for submission to NSFAS. Assist students with private accommodation and travel allowance applications. Administer student attendance report requisitions. Verify student accommodation with property owners and provide reports. Advocacy of bursary at the Campus. Induction of students and the changes in the eligibility guidelines. Be responsible for the administration of other bursaries. Be responsible for verbal and written enquiries from students, parents and other relevant stakeholders.

**ENQUIRIES**

: Should you have enquiries or experience any problem submitting your application contact Mr TH Ngubane Tel No: (012) 401 1989 / Ms JM Nyalunga Tel No: (012) 401 1940

**APPLICATIONS  
NOTE**

: Email to [bursaryclerk@tnc.edu.za](mailto:bursaryclerk@tnc.edu.za)

: Applications must be submitted on the New Z83 which must be fully completed, obtainable from any Public Service Department and must be accompanied by a comprehensive Curriculum Vitae. Only shortlisted candidates will be required to submit certified copies of qualifications including academic records, driver's license, and identity document. Please take note that communication in relation to the process will be limited to the short-listed candidates. If you have not received any correspondence within three (3) months after the closing date, please consider your application unsuccessful. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date will NOT be accepted. Shortlisted

candidates will be subjected to a vetting process: criminal record, citizenship, credit record checks, and qualifications. Shortlisted candidates will be subjected to a skills/knowledge/competence test. The College/DHET reserves the right not to make appointments. Preference will be given to persons from designated groups, especially with regards to race, gender, and disability. People with disability are encouraged to apply. All costs incurred due to your application and interviews will be at your own expense. Tshwane North TVET College would like to invite suitably qualified, innovative, result-orientated and self-driven candidates to apply for their vacant positions.

<b><u>CLOSING DATE</u></b>	:	04 July 2025
<b><u>POST 21/104</u></b>	:	<b><u>SECRETARY TO THE CAMPUS MANAGER REF NO: TNC/TC/25 – 06/9</u></b> Nature of Appointment: Permanent
<b><u>SALARY</u></b>	:	R228 321 per annum (Level 05), plus benefits
<b><u>CENTRE</u></b>	:	Temba Campus
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate or equivalent plus a National Diploma in Management Assistant/Office Administration. 1-3 years' experience in typing and secretarial support. Basic knowledge of financial management. Record management of documents. Ability to communicate well with people at different levels and backgrounds. Good telephone etiquette. Computer literacy. Sound organizational skills. Good people skills. High level of reliability. Basic written communication skills. Ability to act with tact and discretion.
<b><u>DUTIES</u></b>	:	Provide secretarial/ receptionist support service to the manager. Receive telephone calls and refer the calls to the correct role players if not meant for the relevant manager. Ensure proper record keeping in the office of the Campus Manager. Filing of documents for the manager and the campus where required. Receive, record, and distribute all incoming and outgoing correspondence. Collect all relevant documents to enable the manager to prepare for meetings. Prepare travel claims and other payments in the office of the Campus Manager. Arrange meetings and events for the manager and the staff in the campus. Identify venues, invite role players, organize refreshments, and sets up schedules for meetings and events. Arrange all logistics for workshops. Track and process documents. Manage the office of the Campus Manager and receive visitors. Perform any other administrative duties that will be assigned by the Campus Manager. Compile and consolidate sectional reports for the campus.
<b><u>ENQUIRIES</u></b>	:	Should you have enquiries or experience any problem submitting your application contact Mr TH Ngubane Tel No: (012) 401 1989 / Ms JM Nyalunga Tel No: (012) 401 1940
<b><u>APPLICATIONS</u></b>	:	Email to <a href="mailto:secretarytoctm@tnc.edu.za">secretarytoctm@tnc.edu.za</a>
<b><u>NOTE</u></b>	:	Applications must be submitted on the New Z83 which must be fully completed, obtainable from any Public Service Department and must be accompanied by a comprehensive Curriculum Vitae. Only shortlisted candidates will be required to submit certified copies of qualifications including academic records, driver's license, and identity document. Please take note that communication in relation to the process will be limited to the short-listed candidates. If you have not received any correspondence within three (3) months after the closing date, please consider your application unsuccessful. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date will NOT be accepted. Shortlisted candidates will be subjected to a vetting process: criminal record, citizenship, credit record checks, and qualifications. Shortlisted candidates will be subjected to a skills/knowledge/competence test. The College/DHET reserves the right not to make appointments. Preference will be given to persons from designated groups, especially with regards to race, gender, and disability. People with disability are encouraged to apply. All costs incurred due to your application and interviews will be at your own expense. Tshwane North TVET College would like to invite suitably qualified, innovative, result-orientated and self-driven candidates to apply for their vacant positions.
<b><u>CLOSING DATE</u></b>	:	04 July 2025

<b><u>POST 21/105</u></b>	:	<b><u>TALETSO RECEPTIONIST</u></b> Branch: Taletso TVET College Directorate: Taletso General Administration Support
<b><u>SALARY CENTRE</u></b>	:	R193 359 - R227 766 per annum (Level 04) Central Office Ref No: REC/05/05/2025 (X1 Post) Mafikeng Ref No: REC/06/05/2025 (X1 Post) Lehurutshe Ref No: REC/07/05/2025 (X1 Post) Lichtenburg Ref No: REC/08/05/2025 (X1 Post)
<b><u>REQUIEREMENTS</u></b>	:	Grade 12 or NQF Level 4; additional certificates in Office Management or Management Assistant will be an advantage. Proficiency in Microsoft Office Suite, Hands-on experience with office equipment (e.g. Fax machines and printers), Professional attitude and appearance, Solid written and verbal communication skills, Ability to be resourceful and proactive when issues arise, Excellent organizational skills, Multitasking and time-management skills, with the ability to prioritize tasks and Customer service attitude. Experience: Previous experience will be added as advantage.
<b><u>DUTIES</u></b>	:	Greet and welcome guests as soon as they arrive at the office, Direct visitors to the appropriate person and office, Answer, screen and forward incoming phone calls, Ensure reception area is tidy and presentable with all necessary stationery and material (e.g. pens, forms and brochures), Provide basic and accurate information in-person and via phone/email, Receive, sort and distribute daily mail/deliveries, Maintain office security by following safety procedures and controlling access via the reception desk (monitor logbook, issue visitor badges), Order front office supplies and keep inventory of stock, Update calendars and schedule meetings, Arrange travel and accommodations, and prepare vouchers, Keep updated records of office expenses and costs, perform other clerical receptionist duties such as filing and photocopying, transcribing and faxing.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms MA Matokong, Ms ME Tlhako, Ms KL Mooka; Tel No: (018) 384-23416/50 Hand delivery to; Taletso TVET College, Kgora Building next to SABCO, HR Office (Mafikeng Campus) or NB: ALL applications must submitted to relevant email address stating name of the post and reference number on the subject line. Lehurutshe.recruitment@taletso.edu.za Lichtenburg.recruitment@taletso.edu.za Mafikeng.recruitment@taletso.edu.za Centraloffice.recruitment@taletso.edu.za
<b><u>NOTE</u></b>	:	Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at <a href="http://www.gov.za/documents">www.gov.za/documents</a> . Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, duly signed and initialled by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. Applicants must submit fully completed and signed Z83 and CV only. The communication from the HR of the Department regarding the requirements of the certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following the communication from HR Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) (submit only when shortlisted). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed 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 record checks, qualification verification and employment verification). The department have the right not to appoint.
<b><u>CLOSING DATE</u></b>	:	11 July 2025



<b><u>POST 21/106</u></b>	:	<b><u>MESSENGER / DRIVER</u></b> Branch: Taletso TVET College Directorate: Taletso General Administration Support
<b><u>SALARY CENTRE</u></b>	:	R193 359 - R227 766 per annum (Level 04) Mafikeng Campus Ref No: REC/04/05/2025 (X1 Post) Lehurutshe Campus Ref No: REC/005/05/2025 (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	NQF level 3 (Grade 11 certificate or equivalent). Driver's license Code B/EB. Valid Public driving licence. Three (3) years driving experience or messenger operating experience will be an added advantage. Ability to transport employees, goods/parcels and work under pressure including overtime/weekends and public holidays. Physically fit and able to lift and load goods/parcels. Be able to read and write.
<b><u>DUTIES</u></b>	:	Render messenger services to the department: Deliver and collect mail from the post office. Deliver and collect documents / parcels to the various directorates in the departments and other provincial departments. Conduct scaling of parcels and mail. Label and track all documents for couriering documents and parcels. Provide transportation duties to the department: Render transport services to departmental officials. Check and prepare vehicles for field trips. Complete logbook before and after the trip. Load and dispatch items. Perform vehicle maintenance checks: Check vehicles status and inform supervisor when work needs to be carried out within and without an approved trip. Ensure vehicles are always in good operating condition. Report to supervisor when vehicles are due for service or had any mechanical faults. Report major defects. Ensure routine maintenance of vehicles. Provide general office support: Render a general support function in the Executive Support to the Premier. Assist with document reproduction and facsimile services. Record keeping of the utilization of the allocated motor vehicle e.g. log sheets and petrol receipts. Maintain knowledge on the policies and procedures that apply in the work environment.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms MA Matokong, Ms ME Tlhako Tel No: (018) 384-23416/50 Hand delivery to; Taletso TVET College, Kgora Building next to SABC, HR Office (Mafikeng Campus) or NB: ALL applications must submitted to relevant email address stating name of the post and reference number on the subject line. Lehurutshe.recruitment@taletso.edu.za Lichtenburg.recruitment@taletso.edu.za Mafikeng.recruitment@taletso.edu.za Centraloffice.recruitment@taletso.edu.za
<b><u>NOTE</u></b>	:	Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at <a href="http://www.gov.za/documents">www.gov.za/documents</a> . Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, duly signed and initialled by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. Applicants must submit fully completed and signed Z83 and CV only. The communication from the HR of the Department regarding the requirements of the certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following the communication from HR Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) (submit only when shortlisted). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed 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 record checks, qualification verification and employment verification). The department have the right not to appoint.
<b><u>CLOSING DATE</u></b>	:	11 July 2025

<b><u>POST 21/107</u></b>	:	<b><u>CLEARNERS SUPERVISOR REF NO: CS/01/05/2025</u></b> Branch: Taletso TVET College Directorate: General Administration Support Lichtenburg Campus
<b><u>SALARY</u></b>	:	R193 359 - R227 766 per annum (Level 04)
<b><u>CENTRE</u></b>	:	Lichtenburg Campus
<b><u>REQUIREMENTS</u></b>	:	Minimum Matric/Grade 12, Minimum 2 years supervisory experience in a similar environment, Ideal experience in commercial or hospitality industries advantageous, Safety standards and management. Skills and Competencies: Attention to detail, Sense of urgency, Able to work under pressure, Be flexible and adaptable, Able to work independently, good communication skills.
<b><u>DUTIES</u></b>	:	Ensure work schedules/job cards are in place for each position and relevant to site, Report maintenance and safety concerns to the manager on a day-to-day bases, ensure consistently high service standards are maintained for all services in scope with regular inspections, ensure that staff are correctly and smartly dressed displaying a name badge. Highlight to sites the importance of always upholding the company image, ensure that cleaning methodology are strictly adhered to in line with company policies, quality programmes and legislation, managing company assets by performing monthly spot checks on high value items. When checking assets ensure that equipment is kept in a good condition and repaired and serviced when required, Do daily checks and follow-ups, Report maintenance and safety concerns to the manager on a day-to-day basis, Maintain personal health, hygiene and professional appearance, Responding to management request timeously and providing necessary action required, Hospitality or commercial experience, To maintain a high standard of morale and motivation through good communication skills, Ensure work schedules/job cards are in place for each position and relevant to site.
<b><u>ENQUIRIES</u></b>	:	Ms KL Mooka Tel No: (018) 384 2346/50
<b><u>APPLICATIONS</u></b>	:	Hand delivery to; Taletso TVET College, Kgora Building next to SABCO, HR Office (Mafikeng Campus) or NB: ALL applications must submitted to relevant email address stating name of the post and reference number on the subject line. Lehurutshe.recruitment@taletso.edu.za Lichtenburg.recruitment@taletso.edu.za Mafikeng.recruitment@taletso.edu.za Centraloffice.recruitment@taletso.edu.za
<b><u>NOTE</u></b>	:	Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at <a href="http://www.gov.za/documents">www.gov.za/documents</a> . Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, duly signed and initialled by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. Applicants must submit fully completed and signed Z83 and CV only. The communication from the HR of the Department regarding the requirements of the certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following the communication from HR Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) (submit only when shortlisted). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed 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 record checks, qualification verification and employment verification). The department have the right not to appoint.
<b><u>CLOSING DATE</u></b>	:	11 July 2025
<b><u>POST 21/108</u></b>	:	<b><u>HANDYMAN</u></b> Branch: Taletso TVET College Directorate: General Administration Support Lehurutshe Campus
<b><u>SALARY</u></b>	:	R163 680 - R192 810 per annum (Level 03)

<b><u>CENTRE</u></b>	:	Lehurutshe Campus Ref No: HM/02/05/2025 Lichtenburg Campus Ref No: TA/03/05/2025
<b><u>REQUIREMENTS</u></b>	:	Grade 10, ABET level 3 or recognized trade certificate. Minimum of three (3) years 'experience in building maintenance. Welding experience will be an added advantage.
<b><u>DUTIES</u></b>	:	Perform minor maintenance i.e., unblock drains, urinary and toilets. Replace taps. Conduct inspection determines defects. Repair broken furniture. Paint buildings as per request. Ensure tools are cleaned and stored in a safe environment. Maintain main kitchen fat drain. Clean gutters. Maintain storm water channels. Report the need for major maintenance to the supervisor. Perform any other ad hock activities in relation to functions attached to this post. Replace taps. Conduct inspection determines defects. Repair broken furniture. Paint buildings as per request. Ensure tools are cleaned and stored in a safe environment. Maintain main kitchen fat drain. Clean gutters. Maintain storm water channels. Report the need for major maintenance to the supervisor. Perform any other ad hock activities in relation to functions attached to this post. Perform minor maintenance i.e., unblock drains, urinary and toilets. Replace taps. Conduct inspection determines defects. Repair broken furniture. Paint buildings as per request. Ensure tools are cleaned and stored in a safe environment. Maintain main kitchen fat drain. Clean gutters. Maintain storm water channels. Report the need for major maintenance to the supervisor. Perform any other ad hock activities in relation to functions attached to this.
<b><u>ENQUIRIES</u></b>	:	Ms ME Tlhako, Ms KL Mooka Tel No: (018) 384 2346/50
<b><u>APPLICATIONS</u></b>	:	Hand delivery to; Taletso TVET College, Kgora Building next to SABC, HR Office (Mafikeng Campus) or NB: ALL applications must submitted to relevant email address stating name of the post and reference number on the subject line. Lehurutshe.recruitment@taletso.edu.za Lichtenburg.recruitment@taletso.edu.za Mafikeng.recruitment@taletso.edu.za Centraloffice.recruitment@taletso.edu.za
<b><u>NOTE</u></b>	:	Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at <a href="http://www.gov.za/documents">www.gov.za/documents</a> . Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, duly signed and initialled by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. Applicants must submit fully completed and signed Z83 and CV only. The communication from the HR of the Department regarding the requirements of the certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following the communication from HR Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) (submit only when shortlisted). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed 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 record checks, qualification verification and employment verification). The department have the right not to appoint. Intention to promote presentively (race, gender, and disability) in the Public Service through the filling of these posts. The Department reserves the right not to appoint/fill this post. NB: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know. People with disability are encouraged to apply.
<b><u>CLOSING DATE</u></b>	:	11 July 2025