

DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(Central Johannesburg TVET College)
(COASTAL KZN TVET College)
(Maluti TVET College)

OTHER POSTS

<u>POST 25/14</u>	:	<u>ASSISTANT DIRECTOR: CURRICULUM IMPLEMENTATION SERVICES (MINISTERIAL PROGRAMMES) REF NO: CAO 07/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R582 444 per annum (Level 10), plus benefits
	:	Coastal KZN TVET College
	:	Matric or equivalent qualification plus undergraduate National Diploma (NQF Level 6) in Education or relevant qualification as recognized by SAQA. 3-5 years relevant experience in Education Teaching and Learning environment or related field. Knowledge of PSET and CET. 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. Knowledge of Education Act. Skills: Administrative, planning and organizing, financial management, report writing, communication and interpersonal, problem solving, computer literacy, analytical, client oriented, project management, team leadership, people management. Values and Attitudes: Client service focus, integrity, committed, proactive, loyal and ethical.
<u>DUTIES</u>	:	Oversee Curriculum Management and Administration. Develop, implement, monitor academic and curriculum policies. Support the implementation of new programmes. Support the implementation of new programmes, qualifications and revised National Curriculum (Vocational). Update NC(V) qualifications policy with SAQA. Coordinate review of the ICASS guidelines for report 191 and NC(V). Develop policy/guidelines for management of curriculum (classroom management policy). Monitoring the conduct of assessments on all programmes. Provide required report to college executive and oversight bodies. Oversee coordinated curriculum delivery at all the college's delivery site. Ensure the implementation of best practice teaching in collaboration with the campus manager. Oversee Academic Management Services. Provide academic support to lecturing staff. Plan for delivery of quality teaching and learning. Ensure that enrolment targets are set and achieved. Assist with admission processes. Assist students to have and receive the necessary career guidance to enable them to make informed programme choices. Ensure the provision of guidance for the improvement curriculum content and delivery based on engagement with public and private industry stakeholders. Analyse results and plan for intervention of critical subjects (Action Plan). Plan for delivery quality teaching and staff. Provide Learning Materials. Coordinate activities for the development of learning materials. Identify learner material, equipment and other resource requirements. Dissemination of overall learning materials. Management of all humans. Financial and other resources of the unit.
<u>ENQUIRIES APPLICATIONS</u>	:	NF Xaba Tel No: (031) 905 7000
	:	Quoting the relevant reference number, direct your application to: The Acting Principal, Coastal KZN TVET College, P O Box 1795, Amanzimtoti, 4126, email address: recruitment@coastalkzn.edu.za or hand deliver to 50051 Mfundu Mngadi Drive, KwaMakhutha, (Mon-Fri 07:30 – 16:00)
<u>NOTE</u>	:	Direction To Candidates Applications must be submitted on the new prescribed Z83 form obtainable from any Public Service department and must be fully completed, dated and signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z83 form as well as a recent, comprehensive Curriculum Vitae. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the fully completed and signed Z83 form and detailed curriculum vitae. Communication regarding certified copies of Qualifications and other relevant documents will be limited to only shortlisted candidates. Therefore, only shortlisted candidates will be required to submit certified documents on or before the day of the interview, following a communication from the College Human Resources Management Administration Unit. Should you be in

possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). Late (received after closing date and time) and incomplete applications will not be considered. The employer is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) in the Department through the filling of this post(s) with a candidate whose appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan. The Employer Reserves The Right Not To Make An Appointment. Where applicable, candidates may be subjected to a skills test. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and citizen verification, criminal record and financial/asset record checks. Applicants who have not been invited for an interview within 60 days of the closing date should consider their application unsuccessful

- CLOSING DATE** : 01 August 2025
- POST 25/15** : **ASSISTANT DIRECTOR: STUDENT SUPPORT SERVICES REF NO: CJC/SSS/08/2025**
- SALARY** : R582 444 per annum (Level 10), plus benefits as applicable in the Public Sector
- CENTRE** : Central Johannesburg TVET College, Central Office
- REQUIREMENTS** : Grade 12 certificate 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.
- DUTIES** : Oversee the administration of the student support services unit. Overall management and coordination of the student support services unit. Develop the annual student support services operational plan. Management and provision of student counselling services. Develop and monitor implementation of career guidance plans. Develop and monitor the induction and orientation programme. Manage the implementation of academic support referral systems. Develop and manage annual student support services budget. Management and facilitation of student governance and student leadership development. Manage mainstreaming of gender and disability within students. Develop and manage implementation of student health and wellness programmes. Develop and monitor alumni services as well as tracking systems of previous college students. Management and implementation of sports, recreation, arts, and culture programs in the college. Prepare and provide regular reports to the academic board, management and college council. Provide relevant and timely management information to all other relevant stakeholders. Management of human, financial, and other resources of the unit.
- ENQUIRIES** : Mr. B KhakhuTel No: (011) 351 6000

- APPLICATIONS** : All applications are to be sent via online application link to <https://cjc83.ngnscan.co.za/apply>
- NOTE** : Scanned Applications must consist of: (a) a duly completed and signed online version of Z83 form, stating the title and reference number of the post you are applying for and (b) a recently updated CV. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately for every post you wish to apply for. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). No emailed, faxed, posted or hand delivered applications will be considered. The college reserves the right to withdraw the posts at any time. Communication will be entered into with the shortlisted and successful candidates only. Shortlisted candidates may be subjected to qualification and citizen verification, etc. If you are not contacted after 60 days of the closing date of the applications, please consider your application unsuccessful. Central Johannesburg TVET College is an equal opportunity employer.
- CLOSING DATE** : 01 August 2025 at 16:00
- POST 25/16** : **ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING REF NO: CJC/FA/09/2025**
- SALARY** : R468 459 per annum (Level 09), plus benefits as applicable in the Public Sector
- CENTRE REQUIREMENTS** : Central Johannesburg TVET College, Central Office
Grade 12 certificate or equivalent. A recognised Bachelor's Degree / National Diploma in Financial Accounting / Cost & Management Accounting / Internal Auditing. Preference will be given to candidates with five (5) years of financial experience, who have in-depth knowledge of expenditure, fixed assets, inventory, revenue functions, clearing of accounts and reconciliations. A minimum of three (3) years of supervisory experience. Knowledge of Basic Accounting Systems (BAS). In-depth knowledge of the requirements of the CET Act, PFMA and Treasury Regulations; experience in management of accounts and financial reporting requirements, good interpersonal, communication and managerial skills; ability to work under pressure with strict deadlines and good computer literacy skills (MS Office, SAGE and ITS). A valid driver's license. Registration with a professional body will be an added advantage.
- DUTIES** : Formulate and regularly review financial management policies. Monitor the effectiveness of financial operations through the assessment of key financial performance indicators. Facilitate and coordinate the annual budgeting process. Perform monthly budgetary and expenditure analysis. Coordinate, manage and monitor cash flows. Analyse, manage and monitor monthly reconciliation of bank, debtors, creditors, suspense and general ledger accounts. Authorise and monitor employee salaries, deductions and allowances and ensure annual reconciliation of employee tax. Authorise supplier and creditor payments in line with treasury regulations and college policies. Manage college assets, inventory and consumables registers. Ensure maintenance of detailed records of fixed assets. Ensure accurate calculation and recording of depreciation for all college fixed assets. Prepare inventory, fixed assets and expenditure reports for management on a monthly basis. Plan and manage regular audits and stock-taking of assets and consumables. Ensure accurate and proper recording, utilisation and classification of financial transactions including allocated funds. Establish systems to maintain and safeguard all financial records. Compile and submit all reports and information as may be required by Management, College Council, Department of Higher Education and Training and/or Auditor General. Manage the issuing of College claims and confirmation of balances. Compile financial statements for each financial year. Liaise with auditors to ensure a smooth audit process and positive audit reports. Manage staff. Liaise with all internal and external stakeholders relevant to the KRAs of the Financial Accounting Unit.
- ENQUIRIES APPLICATIONS** : Mr. B KhakhuTel No: (011) 351 6000
All applications are to be sent via online application link to <https://cjc83.ngnscan.co.za/apply>
- NOTE** : Scanned Applications must consist of: (a) a duly completed and signed online version of Z83 form, stating the title and reference number of the post you are applying for and (b) a recently updated CV. Incomplete applications or applications received after the closing date will not be considered. A complete

set of application documents should be submitted separately for every post you wish to apply for. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). No emailed, faxed, posted or hand delivered applications will be considered. The college reserves the right to withdraw the posts at any time. Communication will be entered into with the shortlisted and successful candidates only. Shortlisted candidates may be subjected to qualification and citizen verification, etc. If you are not contacted after 60 days of the closing date of the applications, please consider your application unsuccessful. Central Johannesburg TVET College is an equal opportunity employer.

- CLOSING DATE** : 01 August 2025 at 16:00
- POST 25/17** : **ASSISTANT DIRECTOR: (OFFICE MANAGER) OFFICE OF THE PRINCIPAL REF NO: CJC/OP/10/2025**
- SALARY** : R468 459 per annum (Level 09), plus benefits as applicable in the Public Sector
- CENTRE REQUIREMENTS** : Central Johannesburg TVET College, Central Office
Grade 12 certificate or equivalent. A recognised National Diploma in Office Management and Technology / Public Management or related qualification. Practical experience in Office Management and Technology / Public Management. A post graduate qualification in the relevant field/s will be an advantage. Relevant experience in strategic planning and administration environment. Knowledge of Public Service legislations and policies. Knowledge of PSET. Knowledge and understanding of the TVET/ CET Administration. Understanding of the Higher Education sector will be an added advantage. A clear demonstrated knowledge of Principal's statutory, governance and management responsibilities to ensure that they are met. Ability to coordinate and execute all activities pertaining to College Council and its Sub-Committees, Academic Board and Management. An understanding of corporate governance to effectively support the College Council. An understanding of cost centre budgetary, expenditure, cash flow and supply chain management. Employment Equity Act, Public Service Regulations and Public Service Act, Labour Relations Act and any other related legislation. Excellent administrative skills and a track record in the preparation of strategic documents, presentations and databases. Proven ability to perform difficult, complex and detailed clerical and administrative work with accuracy and speed. Advanced computer literacy, including MSWord, Excel and PowerPoint.
- DUTIES** : Render administrative/executive support services in the office of the Principal. Provide secretariat support to College Council, Council Committees, Academic Board, Senior Management and other external stakeholders. Provide strategic management, monitoring and evaluation services. Oversee and maintain logistics within the office of the principal. Arrange all meetings (Sub-committee, Council, EXCO and other external stakeholders). Arrange all academic board and academic board committee. Arrange and support for training interventions. Coordinate the décor layout, food service, invitation and media protocol requirements for college-hosted functions. Maintain stock of standard forms and stationery. Establish and maintain an effective records management system. Management of all human, financial and other resources of the unit.
- ENQUIRIES APPLICATIONS** : Mr. B KhakhuTel No: (011) 351 6000
All applications are to be sent via online application link to <https://cjc283.ngnscan.co.za/apply>
- NOTE** : Scanned Applications must consist of: (a) a duly completed and signed on line version of Z83 form, stating the title and reference number of the post you are applying for and (b) a recently updated CV. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately for every post you wish to apply for. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). No emailed, faxed, posted or hand delivered applications will be considered. The college reserves the right to withdraw the posts at any time. Communication will be entered into with the shortlisted and successful candidates only. Shortlisted candidates may be subjected to qualification and citizen verification, etc. If you are not contacted after 60 days of the closing date of the applications, please consider your application unsuccessful. Central Johannesburg TVET College is an equal opportunity employer.
- CLOSING DATE** : 01 August 2025 at 16:00

POST 25/18 : **ASSISTANT DIRECTOR: MARKETING AND COMMUNICATION REF NO: CJC/11/2021**

SALARY : R468 459 per annum (Level 09), plus benefits as applicable in the Public Service

CENTRE : Central Office

REQUIREMENTS : Grade 12 certificate or equivalent. A recognised National Diploma or Bachelor's Degree in Communication or Marketing or equivalent qualification. Valid driver's licence. 5 years experience in marketing and/or communication environment of which three must be at supervisory level. Knowledge of policies and governance environment of TVET Colleges including knowledge of the annual reporting requirements by the Higher Education Institutions. Knowledge and understanding of the monitoring of performance management and development system. Knowledge and understanding of the TVET Administration. Knowledge and understanding of the Higher Education sector, especially the policies relevant to legislation. Strong administrative, planning and organising, financial management, report writing, communication and interpersonal, problem solving, computer literacy, analytical, client oriented, project management, team leadership and people management skills.

DUTIES : Develop, update and maintain communication and marketing strategies, policies and procedures. Constantly identify and align information sharing and communication practices/platforms to adapt to the changing communication environment and to maximise target market reach. Oversee and monitor implementation of the college branding strategy. Provide guidelines to management and staff on college branding related matters. Manage and coordinate high level college events including annual graduation ceremony and special functions such as launches. Manage public relations and media liaison services. Nourish existing client relations and partnerships by ensuring that client satisfaction levels are maintained and by promoting sound client relations across all sites. Oversee the development and production of college publications, including but not limited to the annual report, college newsletter, prospectus and profile. Regularly communicate College campaigns on social media and on online communication. Regularly maintain the content, design and layout of the college website. Provide photographic services and write articles for the college. Manage human, financial and other resources of the unit.

ENQUIRIES : Mr. B KhakhuTel No: (011) 351 6000

APPLICATIONS : All applications are to be sent via online application link to <https://cjc283.ngnscan.co.za/apply>

NOTE : Scanned Applications must consist of: (a) a duly completed and signed online version of Z83 form, stating the title and reference number of the post you are applying for and (b) a recently updated CV. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately for every post you wish to apply for. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). No emailed, faxed, posted or hand delivered applications will be considered. The college reserves the right to withdraw the posts at any time. Communication will be entered into with the shortlisted and successful candidates only. Shortlisted candidates may be subjected to qualification and citizen verification, etc. If you are not contacted after 60 days of the closing date of the applications, please consider your application unsuccessful. Central Johannesburg TVET College is an equal opportunity employer.

CLOSING DATE : 01 August 2025 at 16:00

POST 25/19 : **ASSISTANT DIRECTOR: FACILITIES MANAGEMENT REF NO: CJC/FAMA/12/2025**

SALARY : R468 459 per annum (Level 09), plus benefits as applicable in the Public Sector

CENTRE : Central Johannesburg TVET College Central Office

REQUIREMENTS : Grade 12 certificate or equivalent. A recognised three (3) years National Diploma/ Degree (NQF level 6) in Building Management / Safety Management / Construction Management / Property Management / Civil Engineering or relevant qualification. A post graduate qualification in the relevant field/s will be an advantage. At least 5 years' relevant experience in the Facilities

		Management, SHERQ and OHS environment. Knowledge of Public Service Act and Regulations, Occupational Health and Safety Act, Immovable Asset Management Act, ISO accreditation, CET Act, Basic Conditions of Employment Act, Labour Relations Act, PFMA and Treasury Regulations, telephone management system, fire control system and facilities management system. Advanced computer skills including Excel. Strong planning and organizing, financial management, project management, resource mobilisation, communication and interpersonal, problem solving, analytical, client orientation, leadership, people management, negotiations, written and verbal communication, presentation and report writing skills.
<u>DUTIES</u>	:	Oversee the construction and maintenance of buildings and premises. Ensure compliance to SHERQ and OHS Act. Develop and implement fleet management policies and procedure. Maintain the physical security function including key control, personnel, document and surveillance security. Ensure proper handling of College records, documents and archiving. Manage all infrastructural projects in liaison with the Principal Agent. Assist in identifying, collating, recommending and tracking college infrastructural projects. Assess ad-hoc projects proposals and motivate relevant project work. Ensure that work is correctly scoped. Coordinate and develop the strategic infrastructural and/or maintenance plan of the college. Where directed manage the required tasks borne of the College Infrastructural Efficiency Grant CIEG) of the project, and ensure that work is aligned to the DHET's requirements thereof. Ensure projects are managed through their phases, from project initiation, to delivery to close-out. Work / Liaise with relevant stakeholders to manage projects. Maintain a risk register for all projects undertaken. Maintain sound relationships between internal and external stakeholders. Compile and submit comprehensive reports and ensure adherence to reporting standards. Ensure there is complete close out report before the rest of the project costs are paid out. Management of all human, financial and other resources of the unit
<u>ENQUIRIES</u>	:	Mr. B KhakhuTel No: (011) 351 6000
<u>APPLICATIONS</u>	:	All applications are to be sent via online application link to https://cjc83.ngnscan.co.za/apply
<u>NOTE</u>	:	Scanned Applications must consist of: (a) a duly completed and signed on line version of Z83 form, stating the title and reference number of the post you are applying for and (b) a recently updated CV. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately for every post you wish to apply for. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). No emailed, faxed, posted or hand delivered applications will be considered. The college reserves the right to withdraw the posts at any time. Communication will be entered into with the shortlisted and successful candidates only. Shortlisted candidates may be subjected to qualification and citizen verification, etc. If you are not contacted after 60 days of the closing date of the applications, please consider your application unsuccessful. Central Johannesburg TVET College is an equal opportunity employer.
<u>CLOSING DATE</u>	:	01 August 2025 at 16:00
<u>POST 25/20</u>	:	<u>SENIOR STATE ACCOUNTANT REF NO: CJC/SSA/13/2025</u>
<u>SALARY</u>	:	R397 116 per annum (Level 08), plus benefits as applicable in the Public Sector
<u>CENTRE</u>	:	Central Johannesburg TVET College, Central Office
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent. A recognized three-year Degree / Diploma in Accounting / Financial Management or equivalent qualification. 5 years' experience in a relevant financial environment. computer literate. At least three years of experience working with ITS payroll will be an added advantage. Knowledge of financial functions and practices practices as well as the ability to capture data and collate financial statistics. Knowledge of financial accounting procedures, methods and principles established for the processing of salaries and financial transactions. Transactional experience of accounting systems specifically relating to posting of accounting entries. Knowledge of the public sector financial management compliance and reporting requirements. Proven computer literacy, including MSWord and Excel. Planning and organizing, Good verbal and written communication skills. Flexibility and interpersonal relations skills. Ability to pay attention to detail. Valid drivers' licence.

- DUTIES** : Ensure the implementation of budget and expenditure control systems. Draw and analyse monthly accounting reports and supervise corrections, where necessary. Manage income and expenditure. Administer payroll control and salary administration. Review all payroll reconciliations and ensure salary control accounts are balanced. Ensure overall supervision and provision of the salary administration service. Any Ad Hoc requests from the AD – Financial Accounting and CFO. Oversee verification of information for payroll certification. Ensure the correct classification of payroll costs in line with GRAP requirements. Quality assure all payroll transactions. Conduct reconciliation of transactions on the college payroll system with the accounting records. Ensure distribution of pay slip to all staff are open on the electronic system. Manage annual SARS reconciliation submission EMP50. Ensure distribution of IRP5's to all staff are open on of the electronics system. Safeguard all financial records. Assist in the compilation of financial statements for each financial year. Prepare the unit for the financial audit and respond to queries raised by internal and external auditors. Manage human, physical and financial resources of the unit. Perform ad-hoc assignments from the ASD Financial Accounting and Deputy Principal Finance.
- ENQUIRIES APPLICATIONS** : Mr. B KhakhuTel No: (011) 351 6000
- NOTE** : All applications are to be sent via online application link to <https://cjc83.ngnscan.co.za/apply>
- NOTE** : Scanned Applications must consist of: (a) a duly completed and signed on line version of Z83 form, stating the title and reference number of the post you are applying for, (b) a recently updated CV. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately for every post you wish to apply for. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). No emailed, faxed, posted or hand delivered applications will be considered. The college reserves the right to withdraw the posts at any time. Communication will be entered into with the shortlisted and successful candidates only. Shortlisted candidates may be subjected to qualification and citizen verification, etc. If you are not contacted after 60 days of the closing date of the applications, please consider your application unsuccessful. Central Johannesburg TVET College is an equal opportunity employer.
- CLOSING DATE** : 01 August 2025 at 16:00
- POST 25/21** : **SENIOR PRACTITIONER: HUMAN RESOURCE DEVELOPMENT REF NO: MALUTITVET/SPHRD001/2025**
- SALARY CENTRE REQUIREMENTS** : R397 116 per annum (Level 08)
: Corporate Office (Bethlehem)
: National Senior Certificate/ Grade 12/ Standard 10 or NCV Level 4. National Diploma/Degree in Human Resource/Development. Minimum of three (3) years relevant experience. Minimum of two (2) years experience at supervisory level. Computer literacy (MS Word, MS Excel, and MS Power point). PERSAL introduction certificate. Valid driver's license (except for persons with disabilities), Competencies and attributes: Knowledge and understanding of PMDS and IQMS. Knowledge and understanding of coordination and facilitation of training. Understating of legislative framework governing the Public Services. Storage and retrieval procedures in terms of the working environment.
- DUTIES** : Ensure the implementation of training and development programmes. Facilitate the development of Work Skills Plan. Administer bursaries in the College. Administer Internship and learnership programmes. Administer Performance Management Development System, Integrated Quality Management System and coordinate Training for College. Facilitate the development of job descriptions. Formulate the Employment Equity Plan for the College. Manage human, financial and other resources in the unit. Perform any other duty related to the post.
- Enquiries APPLICATIONS** : Mr GD Mokoena Tel No: (058) 303 1732
: All applications should be posted, hand delivered or emailed to: Human Resource Management, Maluti TVET College: Corporate Office, Private Bag X33, Bethlehem, 9700 OR Human Resource Management, Maluti TVET College: Corporate Office, Corner High & Broster Street, Bethlehem, 9700. Email applications can be forwarded to this email address: hrrcruitment@malutitvet.co.za

NOTE

: Applications quoting the relevant reference number must be submitted on a new Z83 form (effective from 01 January 2021) obtainable from any Public Service department as well as Maluti TVET College Corporate Office or from Maluti TVET College Official website www.malutitvet.co.za. The Z83 form must be signed, initialed and dated. With regards to completion of the Z83 form, Part A, C and D must be fully completed. Part B, all fields must be completed in full except Passport number: South African applicants need not provide passport numbers, an applicant has responded “no” to the question “Are you conducting business with the state? If yes, (provide the details)”, then it is acceptable for an applicant to indicate not applicable or leave blank to the question, “In the event that you are employed in the Public Service, will you immediately relinquish such business interests?”. “If your profession or occupation requires official registration, provide date and particulars of registration” – May be completed if your profession requires registration. The questions related to conditions that prevent re-appointment under part F must be answered. Applicants are not required to submit copies of qualifications and other relevant documents on application but submit a completed Z83 Form and a detailed curriculum vitae. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews following communication from HR. 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. Foreign qualifications must be accompanied by a SAQA evaluation report. Immigrants should apply for work permits before assumption of duty. Maluti TVET College is an equal opportunity affirmative action employer. Preference will be given to Indians and Coloured as per the EE targets of the College. People with disability are encouraged to apply. It is the College’s intention to promote equity (race, gender and disability) through the filling of this post. NB: Please consider your application as unsuccessful should you not be contacted within 60 days from the closing date of this advertisement. Correspondence will be limited to shortlisted candidates only. Successful candidate may be required to work at other places as may reasonably be required by the Department and the College. Maluti TVET College reserves the right to withdraw the mentioned advert.

CLOSING DATE

: 11 August 2025

POST 25/22

: **EXAMINATION OFFICERS (X7 POSTS)**

SALARY CENTRE

: R325 101 per annum (Level 07)
Bethlehem campus Ref No: MALUTITVET/Bhm001/2025
Bonamelo Campus Ref No: MALUTITVET/Bon002/2025
Harrismith Campus Ref No: MALUTITVET/Harr003/2025
Itemoheleng Campus Ref No: MALUTITVET/It004/2025
Lere La Tshepe Campus Ref No: MALUTITVET/Lere005/2025
Sefikeng Campus Ref No: MALUTITVET/Sef006/2025
Main Campus Ref No: MALUTITVET/Main007/2025

REQUIREMENTS

: Recognised National Diploma (NQF 6) in Education/ Administration or equivalent qualification). 2-3 years in the examination services / Teaching and Learning environment/ related field. Competencies and attributes: Knowledge of White Paper on PSET Act, Knowledge of the Public TVET sector and its regulatory and legislative framework. Knowledge and understanding of the Higher Education sector. Knowledge and understanding of COLTECH system, TVETMIS, and ITS Knowledge of practice notes, national, provincial policy frameworks relevant to Education, Training and Development. Knowledge of Skills Development Act, Public Service Regulations and Public Service Act, Labour Relations Act.

DUTIES

: Coordinate internal and external examination assessment services. Coordinate and conduct training of Invigilators, Markers and Data Capturers. Facilitate examination and Irregularity Committee for the campus and serve as a Secretariat. Process application and issuing of certificate services. Provide administration support for the examination unit. Supervise staff. Perform any other duty related to the post.

ENQUIRIES APPLICATIONS

: Ms NJ Ntsela Tel No: (058) 303 1732
: All applications should be posted, hand delivered or emailed to: Human Resource Management, Maluti TVET College: Corporate Office, Private Bag

X33, Bethlehem, 9700 OR Human Resource Management, Maluti TVET College: Corporate Office, Corner High & Broster Street, Bethlehem, 9700. Email applications can be forwarded to this email address: hrrecruitment@malutitvet.co.za

NOTE

: Applications quoting the relevant reference number must be submitted on a new Z83 form (effective from 01 January 2021) obtainable from any Public Service department as well as Maluti TVET College Corporate Office or from Maluti TVET College Official website www.malutitvet.co.za. The Z83 form must be signed, initialed and dated. With regards to completion of the Z83 form, Part A, C and D must be fully completed. Part B, all fields must be completed in full except Passport number: South African applicants need not provide passport numbers, an applicant has responded “no” to the question “Are you conducting business with the state? If yes, (provide the details)”, then it is acceptable for an applicant to indicate not applicable or leave blank to the question, “In the event that you are employed in the Public Service, will you immediately relinquish such business interests?”. “If your profession or occupation requires official registration, provide date and particulars of registration” – May be completed if your profession requires registration. The questions related to conditions that prevent re-appointment under part F must be answered. Applications are not required to submit copies of qualifications and other relevant documents on application but submit a completed Z83 Form and a detailed curriculum vitae. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews following communication from HR. 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. Foreign qualifications must be accompanied by a SAQA evaluation report. Immigrants should apply for work permits before assumption of duty. Maluti TVET College is an equal opportunity affirmative action employer. Preference will be given to Indians and Coloured as per the EE targets of the College. People with disability are encouraged to apply. It is the College’s intention to promote equity (race, gender and disability) through the filling of this post. NB: Please consider your application as unsuccessful should you not be contacted within 60 days from the closing date of this advertisement. Correspondence will be limited to shortlisted candidates only. Successful candidate may be required to work at other places as may reasonably be required by the Department and the College. Maluti TVET College reserves the right to withdraw the mentioned advert.

CLOSING DATE

: 11 August 2025

POST 25/23

: **PRACTITIONER: HUMAN RESOURCE DEVELOPMENT REF NO: MALUTITVET/HRD002/2025**

SALARY
CENTRE
REQUIREMENTS

: R325 101 per annum (Level 07)
: Corporate Office (Bethlehem)
: National Senior Certificate/ Grade 12/ Standard 10 or NCV Level 4. Recognized National Diploma in Human Resource Management/Development (NQF level 6) or relevant qualification. Introduction to PERSAL certificate. 2-3 years’ relevant experience in Human Resource development environment. Competencies and attributes: Knowledge: Knowledge and understating of the application of Public Service legislative framework (PSA, PFMA, PSR etc.). Knowledge and understanding of coordination and facilitation of training. Knowledge and understanding of application of Employment Equity Act. Knowledge and understanding of PMDS and IQMS. Skills: Coordination and facilitation of training programmes. Planning and organizing. Communication (Good verbal and written). Computer Literacy. Flexibility. Customer care services. Report writing. Teamwork. A Certificate in facilitation/ Assessor/ Moderator will be an added advantage.

DUTIES

: Implement all training and development programmes in line with approved plans. Facilitate the development and implementation of Work Skills Plan. Process bursaries in line with the departmental policy. Coordinate the implementation of Internship and Learnership Programmes. Coordinate the implementation of Performance Management Development System, Integrated Quality Management System and coordinate training for College staff. Facilitate the development of job descriptions. Provide assistance on the

		development, review and implementation of Employment Equity Plan for the College. Supervise human resources/employees.
<u>ENQUIRIES</u>	:	Mr GD Mokoena Tel No: (058) 303 1732
<u>APPLICATIONS</u>	:	All applications should be posted, hand delivered or emailed to: Human Resource Management, Maluti TVET College: Corporate Office, Private Bag X33, Bethlehem, 9700 OR Human Resource Management, Maluti TVET College: Corporate Office, Corner High & Broster Street, Bethlehem, 9700. Email applications can be forwarded to this email address: hrrecruitment@malutitvet.co.za
<u>NOTE</u>	:	Applications quoting the relevant reference number must be submitted on a new Z83 form (effective from 01 January 2021) obtainable from any Public Service department as well as Maluti TVET College Corporate Office or from Maluti TVET College Official website www.malutitvet.co.za . The Z83 form must be signed, initialed and dated. With regards to completion of the Z83 form, Part A, C and D must be fully completed. Part B, all fields must be completed in full except Passport number: South African applicants need not provide passport numbers, an applicant has responded "no" to the question "Are you conducting business with the state? If yes, (provide the details)", then it is acceptable for an applicant to indicate not applicable or leave blank to the question, "In the event that you are employed in the Public Service, will you immediately relinquish such business interests?". "If your profession or occupation requires official registration, provide date and particulars of registration" – May be completed if your profession requires registration. The questions related to conditions that prevent re-appointment under part F must be answered. Applicants are not required to submit copies of qualifications and other relevant documents on application but submit a completed Z83 Form and a detailed curriculum vitae. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews following communication from HR. 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. Foreign qualifications must be accompanied by a SAQA evaluation report. Immigrants should apply for work permits before assumption of duty. Maluti TVET College is an equal opportunity affirmative action employer. Preference will be given to Indians and Coloured as per the EE targets of the College. People with disability are encouraged to apply. It is the College's intention to promote equity (race, gender and disability) through the filling of this post. NB: Please consider your application as unsuccessful should you not be contacted within 60 days from the closing date of this advertisement. Correspondence will be limited to shortlisted candidates only. Successful candidate may be required to work at other places as may reasonably be required by the Department and the College. Maluti TVET College reserves the right to withdraw the mentioned advert.
<u>CLOSING DATE</u>	:	11 August 2025
<u>POST 25/24</u>	:	<u>CAMPUS ADMINISTRATORS (X2 POSTS)</u>
<u>SALARY</u>	:	R352 101 per annum (Level 07)
<u>CENTRE</u>	:	Bonamelong Campus Ref No: MALUTITVET/CA001/2025 Itemoheleng Campus Ref No: MALUTITVET/CA002/2025
<u>REQUIREMENTS</u>	:	Recognised National Diploma (NQF 6) in Office Management and Technology/Public Management or equivalent qualification. 2-3 years relevant experience in Administration environment. Competencies and Attributes: Knowledge of office administration. Knowledge of Public Service legislations and policies. Knowledge of Public Service legislations and policies. Knowledge of PSET. Knowledge and understanding of the TVET/ CET Administration. Understanding of the Higher Education sector. Understanding of corporate governance. Understanding Cost center budgetary, expenditure and cash flow management. Employment Equity Act, Public Service Regulations and Public Service Act, Labour Relations Act and any other related legislation.
<u>DUTIES</u>	:	Render administrative support services. Draw up a campus enrolment plan for both NCV and report 191. Gather departmental information and compile a report for A-TEAM and Campus Management. Prepare reports, presentations, and other correspondence. Arrange meetings, conferences, workshops and other gatherings as required. Provide other secretarial support services to

campus management. Administer and coordinate human resource services. Coordinate Leave forms and submit to central office. Coordinate PMDS documents and submit to central office. Coordinate all relevant documentation pertaining to disciplinary cases and grievances. Follow up and resolve all human resource administration queries and issues emanating from campus staff. Maintain human resource records administration. Monitor the attendance register for staff. Coordinate the compilation of duty registers and payment for part-time lectures. Support the implementation college staff wellness programme at campus level. Provide procurement services. Recommend purchase requisitions to Campus Manager. Draft procurement memo. Draft procurement memo. Complete requisition form. Receive goods and services. Coordinate and submit invoices to central office for processing. Verify the correctness of goods and services supplied against the appropriate documentation. Follow-up on campus requisitions made. Maintain a proper filing system. Maintain files for all campus staff. Filing of all relevant documentation according to QMS requirements and National Achieve Act. Keep record of postage received from central office and ensure that the distribution is done accordingly and register is kept by the relevant official. Administer student registration and examination process. Assist in the registration of students. Store student portfolios of evidence and student records. Scan documents of students. Capture and reconcile information for students. Ensure data exceptions and corrections. Process the details of applications for programmes and credits. Coordinate the student registration process. Coordinate the examination process.

ENQUIRIES
APPLICATIONS

: Ms NJ Ntsela Tel No: (058) 303 1732
 : All applications should be posted, hand delivered or emailed to: Human Resource Management, Maluti TVET College: Corporate Office, Private Bag X33, Bethlehem, 9700 OR Human Resource Management, Maluti TVET College: Corporate Office, Corner High & Broster Street, Bethlehem, 9700. Email applications can be forwarded to this email address: hrrecruitment@malutitvet.co.za

NOTE

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- CLOSING DATE** : 11 August 2025
- POST 25/25** : **IT TECHNICIAN REF NO: MALUTITVET/IT004/2025**
- SALARY** : R352 101 per annum (Level 07)
- CENTRE** : Sefikeng Campus
- REQUIREMENTS** : Recognized National Diploma in Information Technology (IT)/ Computer Science or equivalent A+, ITIL v3 Foundation, Valid code B driver's licence, at least 1-2 years' experience in IT environment. Software and hardware support (Windows Microsoft). Competencies and attributes: IT Hardware and Software. Understanding of Desktop, Networking and Voice communication infrastructure. Program Installations. Understanding of IT Help Desk operation. Full comprehension of IT first and second line of IT support. Effective customer relations. BAS (Desktop). PERSAL(Desktop). MIS Systems and any related Systems (Desktop). COLTECH(Desktop).
- DUTIES** : Assist in management of Service Desk and Desktop support function services. Setup user account on desktop and laptop (mailbox and windows). Unlocking of password using Admin Pack. Setting up desktop, printers and data projectors. Assist in maintaining a service catalogue and standard operating procedures. Implementation of IT services Desk policies. Perform backups information and anti-virus support and offsite storage. perform trouble shooting and diagnosis Support the availability of emails services, internet services, application services on workstation and availability of connection to transversal mainframe system. Install, maintain, support telephone system and network. Perform installation, configuration, testing and upgrade tasks that may require some research and analysis. Provide telephonic support. Prove network cabling. Perform PC installations and software installations. Provide technical support of the configuration, installation, repair and replacement of computers, printers and telephones Configuring mainframe applications (BAS, LOGIS & PERSAL) Troubleshooting of all issues reported Provide support of data migration during computer setup Rendering of IT information management services: Plan, develop and improve computer based information systems. Maintain information management systems such as database to ensure integrity and security of data Gather and analyses users' issues in ICT and provide solutions. Provide assistance on ICT related project activities.
- ENQUIRIES** : Ms NJ Ntsela Tel No: (058) 303 1732
- APPLICATIONS** : All applications should be posted, hand delivered or emailed to: Human Resource Management, Maluti TVET College: Corporate Office, Private Bag X33, Bethlehem, 9700 OR Human Resource Management, Maluti TVET College: Corporate Office, Corner High & Broster Street, Bethlehem, 9700. Email applications can be forwarded to this email address: hrrecruitment@malutitvet.co.za
- NOTE** : Applications quoting the relevant reference number must be submitted on a new Z83 form (effective from 01 January 2021) obtainable from any Public Service department as well as Maluti TVET College Corporate Office or from Maluti TVET College Official website www.malutitvet.co.za The Z83 form must be signed, initialed and dated. With regards to completion of the Z83 form, Part A, C and D must be fully completed. Part B, all fields must be completed in full except Passport number: South African applicants need not provide passport numbers, an applicant has responded "no" to the question "Are you conducting business with the state? If yes, (provide the details)", then it is acceptable for an applicant to indicate not applicable or leave blank to the question, "In the event that you are employed in the Public Service, will you immediately relinquish such business interests?". "If your profession or occupation requires official registration, provide date and particulars of registration" – May be completed if your profession requires registration. The questions related to conditions that prevent re-appointment under part F must be answered. Applicants are not required to submit copies of qualifications and other relevant documents on application but submit a completed Z83 Form and a detailed curriculum vitae. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews following communication from HR. 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. Foreign qualifications must be accompanied by a SAQA evaluation report. Immigrants should apply

for work permits before assumption of duty. Maluti TVET College is an equal opportunity affirmative action employer. Preference will be given to Indians and Coloured as per the EE targets of the College. People with disability are encouraged to apply. It is the College's intention to promote equity (race, gender and disability) through the filling of this post. NB: Please consider your application as unsuccessful should you not be contacted within 60 days from the closing date of this advertisement. Correspondence will be limited to shortlisted candidates only. Successful candidate may be required to work at other places as may reasonably be required by the Department and the College. Maluti TVET College reserves the right to withdraw the mentioned advert.

- CLOSING DATE** : 11 August 2025
- POST 25/26** : **FINANCIAL AID OFFICER REF NO: CJC/FAO/14/2025**
- SALARY** : R325 101 per annum (Level 07), plus benefits as applicable in the Public Sector
- CENTRE** : Central Johannesburg TVET College Central Office
- REQUIREMENTS** : 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. Computer literacy (Ms Words and Excel) and ability to collate and handle qualitative and quantitative data. Good communication skills (verbal and written) and interpersonal relations. Ability to operate office equipment and perform routine tasks. Ability to pay attention to detail, work under pressure and meet deadlines. Extensive working A driver's licence.
- 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. Be responsible for verbal and written enquiries from students, parents and other relevant stakeholders. Coordinate student bursary schemes and financial aid administrative support services. Administer the bursary and financial aid schemes application processes in line with NSFAS guidelines, funder MOU/SLA and policies. Create bursary fund on the ITS system. Create bursary applications and estimates on ITS system. Coordinate the authorization of disbursement funds. Facilitate other financial aid schemes and options where possible. Allocate bursary remittances on the ITS System. Maintain effective record keeping systems to facilitate smooth external audits and positive audit outcomes. Liaise with the finance department and ensure that financial aid accounts are updated and reconciled on a continuous basis. Provide guidance to bursary clerks.
- ENQUIRIES** : Mr. B KhakhuTel No: (011) 351 6000
- APPLICATIONS** : All applications are to be sent via online application link to <https://cjc283.ngnscan.co.za/apply>
- NOTE** : Scanned Applications must consist of: (a) a duly completed and signed on line version of Z83 form, stating the title and reference number of the post you are applying for and (b) a recently updated CV. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately for every post you wish to apply for. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). No emailed, faxed, posted or hand delivered applications will be considered. The college reserves the right to withdraw the posts at any time. Communication will be entered into with the shortlisted and successful candidates only. Shortlisted candidates may be subjected to qualification and citizen verification, etc. If you are not contacted after 60 days of the closing date of the applications, please consider your application unsuccessful. Central Johannesburg TVET College is an equal opportunity employer.

CLOSING DATE : 01 August 2025 at 16:00

POST 25/27 : **SUPPLY CHAIN CLERK NO: CJC/SCMC/15/2025 (X2 POSTS)**

SALARY : R228 321 per annum (Level 05), plus benefits as applicable in the Public Sector

CENTRE : Central Johannesburg TVET College Central Office

REQUIREMENTS : Grade 12 certificate or equivalent. A recognised National Diploma in Supply Chain Management / Logistics / Public Management) equivalent/related qualification. Basic knowledge of supply management duties, practices as well as the ability to capture data. Knowledge of assets disposal procedure. Knowledge and understating of legislative framework governing Public Services. Knowledge of procedures in terms of the working environment. Knowledge of assets management. Knowledge of PFMA, PPPFA, Treasury Regulations and the CET Act. Planning and organizing, Communication (verbal and written), computer literacy, flexibility, customer care orientation. Flexibility and teamwork.

DUTIES : Render demand and acquisition clerical support by performing the following tasks: - update and maintain supplier (Including contractors) database; register suppliers on business management system; request and receive quotations; capture specification on the electronic purchasing system; place orders; Issue and receive quotations; provide secretariat or logistical support during the bid consideration and contracts conclusion process and compile draft documents as required. Render logistical services by placing orders; receive and verify goods from suppliers; capture goods in registers database; receive request for goods from end users and issue goods to end users. Conduct spot checks and stock counts. Maintain records and filing system.

ENQUIRIES : Mr. B KhakhuTel No: (011) 351 6000

APPLICATIONS : All applications are to be sent via online application link to <https://cjc283.ngnscan.co.za/apply>

NOTE : Scanned Applications must consist of: (a) a duly completed and signed online version of Z83 form, stating the title and reference number of the post you are applying for and (b) a recently updated CV. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately for every post you wish to apply for. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). No emailed, faxed, posted or hand delivered applications will be considered. The college reserves the right to withdraw the posts at any time. Communication will be entered into with the shortlisted and successful candidates only. Shortlisted candidates may be subjected to qualification and citizen verification, etc. If you are not contacted after 60 days of the closing date of the applications, please consider your application unsuccessful. Central Johannesburg TVET College is an equal opportunity employer.

CLOSING DATE : 01 August 2025 at 16:00