

		services. Knowledge of relevant legislation, prescripts, policies and procedures, Basic knowledge of financial Management, Record management of documents. Computer literacy certificate / computer as a subject.
<b><u>DUTIES</u></b>	:	Provide a secretarial/ receptionist support service to the manager. Provide a clerical support service to the manager. Remains up to date regarding prescripts/ policies and procedures applicable to her/his work terrain to ensure efficient and effective support to the manager.
<b><u>ENQUIRIES</u></b>	:	Maphutha OM, Phokungwana MZ and Peu KD Tel No: (015) 880 0281/015 230 1800
<b><u>POST 27/21</u></b>	:	<b><u>ADMIN CLERK (SHERQ) (X3 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R228 321 per annum (Level 05)
	:	Seshego Campus Ref No: CCTVET 15/08/2025
	:	Polokwane Campus Ref No: CCTVET 16/08/2025
	:	Senwabarwana Campus Ref No: CCTVET 17/08/2025
<b><u>REQUIREMENTS</u></b>	:	M+3-year degree or diploma in Recognized three (3) year National Diploma (NQF 6) in Building Management/Safety, Management/ Construction Management/ Environmental Health or related qualification, 2-3 years in Facilities Management, SHERQ and OHS environment, Fire marshal and First aid certificate will be an added advantage. Knowledge of Public Service Act and Regulations, Occupational Health and Safety Act, immovable Asset Management Act, Telephone Management system, fire control system and facilities management system, Knowledge of Occupational Health and Safety Act 85 of 1993 and related Regulations, Knowledge of COIDA, Knowledge of incident reporting processes and procedures. Computer literacy certificate / computer as a subject. A valid driver's license.
<b><u>DUTIES</u></b>	:	Provide assistance in the coordination, implementation and monitoring of compliance on SHERQ programmes. Coordinate the establishment of the OHS committee. Coordinate OHS-related training and continuous educational programmes. Participate in identification of hazards and risks at the workplace and assist in initiating appropriate actions. Implement and monitor SHERQ management system.
<b><u>ENQUIRIES</u></b>	:	Maphutha OM, Phokungwana MZ and Peu KD Tel No: (015) 880 0281/015 230 1800
<b><u>POST 27/22</u></b>	:	<b><u>DRIVER REF NO: CCTVET 18/08/2025 (X2 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R193 359 per annum (Level 04)
	:	Central Office
<b><u>REQUIREMENTS</u></b>	:	A grade 10 qualification/ standard 8 and valid code 10 driver's license with PDP. 7-12 Months relevant experience. Knowledge of relevant legislation, prescripts, policies and procedures, Procedure for motor maintenance of motor vehicle. Storage requirement, Messenger services, Routing office support i.e. registry, Secondary function of making copies, Procedure to operate the motor vehicle, Procedure to obtain trip authorization, Completion of logbook of the motor vehicle, writing of fuel consumables, Writing of kilometers services.
<b><u>DUTIES</u></b>	:	Transport of work teams and material/ equipment, Detect and repair minor mechanicals problems on the vehicles and take steps to have it repaired (Checked level and condition of oil, fuel, tyres a water), Inspection of the vehicles / equipment and report defects, Complete vehicle logbook, trip authorization for the vehicles.
<b><u>ENQUIRIES</u></b>	:	Maphutha OM, Phokungwana MZ and Peu KD Tel No: (015) 880 0281/015 230 1800

#### **2025/2027 GRADUATE INTERNSHIP AND WORK INTEGRATED LEARNING PROGRAMME**

<b><u>APPLICATIONS</u></b>	:	Interested applicants must submit their applications to: The Director-General, Department of Higher Education and Training, Private Bag X174, Pretoria, 0001 Attention to Training and Development unit or Hand deliver at: 123 Francis Baard Street (Cnr Sophie De Bruyn and Francis Baard Streets), Pretoria, Reception area or email it to: <a href="mailto:Internship@Dhet.gov.za">Internship@Dhet.gov.za</a> quoting the Reference Number as per the advert.
<b><u>CLOSING DATE</u></b>	:	29 August 2025, Time 15:00
<b><u>NOTE</u></b>	:	Applications must be submitted on a Z83 form, obtainable from any Public Service Department website, stating the field of study the intern is applying for