

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(False Bay TVET College)**

False Bay Technical and Vocational Education and Training (TVET) College is inviting applications from suitably qualified candidates to fill the following vacancies

<u>APPLICATIONS</u>	:	<u>Apply online at https://falsebayz83.ngnscan.co.za/</u>
<u>CLOSING DATE</u>	:	29 August 2025. Applications received after the closing date will not be considered.
<u>NOTE</u>	:	Applicants are not required to submit any copies of qualifications and other relevant documents on application but must submit a fully signed Z83 form and detailed Curriculum Vitae. Certified copies of qualifications and other relevant documents will be submitted by shortlisted candidates. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.

OTHER POSTS

<u>POST 29/06</u>	:	<u>ASSISTANT DIRECTOR: TVET MIS REF NO: ASDTVETMIS/CO/29/04/2025</u>
<u>SALARY</u>	:	R582 444 per annum (Level 10)
<u>CENTRE</u>	:	False Bay TVET College, Central Office
<u>REQUIREMENTS</u>	:	Grade12/Matric National Diploma (NQF6)/bachelor's degree (NQF7) in Information management, Computing or equivalent qualification. 3-5 years working experience in information technology or relevant of which a minimum of 3 years must be supervisory experience. Knowledge of policies and governance environment of TVET colleges including knowledge of TVET MIS system, annual reporting requirements by the Higher Education institutions. Knowledge and understanding of Information and Data management. Knowledge understanding application and interpretation of office management, Academia data warehouse and IT prescripts. Advance excel skills and valid driver's license.
<u>DUTIES</u>	:	Responsible for managing capturing and data extraction for the college. Compile reports as required and ensure the integrity of all data. Coordinate the implementation of data processes. Compile and submit ad-hoc reports as required by stakeholders (internally and externally). Responsible for coordination of the strategic planning process and annual report, Management of human, physical and financial resources.
<u>ENQUIRIES</u>	:	S Baboo Tel No: (021) 787 0800
<u>POST 29/07</u>	:	<u>ASSISTANT DIRECTOR: MARKETING & COMMUNICATION REF NO: ASDMCOM/23/06/2025</u>
<u>SALARY</u>	:	R468 459 per annum (Level 09)
<u>CENTRE</u>	:	False Bay TVET College, Central Office
<u>REQUIREMENTS</u>	:	Grade12/ Matric. Recognized National Diploma/Bachelor's Degree in communication/ Marketing or equivalent. 3-5 years proven working experience in communications and a marketing environment at a 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 development system. Knowledge and understanding of the TVET Administration. Knowledge and understanding of the Higher Education sector, the policies and relevant legislation. A valid driver's license. Computer Literate (MS Office).
<u>DUTIES</u>	:	Responsible for managing and coordinating marketing, promotions and branding for the college. Digital Marketing. Managing public relations and

ENQUIRIES

media liaison services. Coordinating College events and provide communication administrative support. Internal and External Communication. Management of all the Human, Financial and other resources of the unit.
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