

DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(Maluti TVET College)
(Lephalale TVET College)
(Northern Cape Urban TVET College)

OTHER POSTS

<u>POST 42/54</u>	:	<u>ASSISTANT DIRECTOR RISK, FRAUD, ETHICS AND INTERGRITY MANAGEMENT REF NO: MALUTITVET/RFEI-016/2025</u>
<u>SALARY</u>	:	R468 459 per annum (Level 09)
<u>CENTRE</u>	:	Corporate Office
<u>REQUIREMENTS</u>	:	National Senior Certificate/ Grade 12/ Standard 10 or NCV Level 4. Recognised National Diploma (NQF 6) /Degree in Risk Management/Internal Audit or equivalent qualification. A minimum of 3 years experience in supervisory position. Competencies and attributes: Knowledge of the relevant prescripts, legislation and regulations. Knowledge and understanding of the Risk Management or Internal Audit environment. Skills: Planning and organizing. Financial management. Report writing. Communication and interpersonal. Problem solving. Computer literacy. Analytical. Client oriented. Project management. Team leadership. Planning and organizing. People management.
<u>DUTIES</u>	:	Develop, review and monitor the implementation of risk, fraud, ethics and integrity management policy. Monitor the implementation of risk, fraud, ethics and integrity management policies. Provide Risk Management services. Compile risk register for strategic, operational and process level. Follow up on the implementation of the mitigating action plans that were put in place to reduce the risk to an acceptable level. Manage fraud and anticorruption services. Conduct investigations on allegations of corruption. Promotes ethics and integrity management. Management of all Human, Financial and other resources of the unit.
<u>ENQUIRIES</u>	:	Ms T Mathipe Tel No: (058) 303 1732
<u>APPLICATIONS</u>	:	All applications should be posted or hand delivered to Human Resource Management: Maluti TVET College, Corporate Office, Private Bag X33, Bethlehem, 9700 or hand delivered at Maluti TVET College: Corporate Office, Corner High & Broster Street, Bethlehem, 9700. Email applications can be forwarded to hrrecruitment@malutitvet.co.za in pdf format and as one attachment. Indicate the relevant reference number and job title on the subject line.
<u>NOTE</u>	:	Applications quoting the relevant reference number must be submitted on a 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. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83 it is acceptable for applicants to indicate refer to CV or see attached. However, the question 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 must submit the completed Z83 form and a detailed curriculum vitae. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from HR. Foreign qualifications must be accompanied by a SAQA evaluation report. Immigrants should apply for work permits before assumption of duty. Each post(s) advert must be accompanied by its own application for employment. Applicants who do not comply with the abovementioned instructions/ requirements, as well as applications received late will not be considered. Failure to submit all the requested documents will result in the application not being considered. 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 posts. 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. All shortlisted candidates will be subjected to a

skills/knowledge/competence exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Successful candidates 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 any of the mentioned advert.

CLOSING DATE

: 05 December 2025 @13:00

POST 42/55

: **SENIOR MIS OFFICER REF NO: LEPTVET 03/2025**
(Re-advert)

SALARY

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

CENTRE

: Central Office

REQUIREMENTS

: Matric or NCV Level 4 Certificate plus a recognized three (3) year Diploma (NQF Level 6) in Information Management/ Data Management/ Information Technology. A minimum of 2 to 3 years' work experience in Data Management/ TVET MIS environment. Knowledge of policies and governance environment of TVET Colleges including knowledge of the TVETMIS system, annual reporting requirements by Higher Institutions. Knowledge and understanding of Information Management. Knowledge, understanding, application and interpretation of COLTECH, data warehouse and IT prescripts. Good communication skills, planning and organising, problem solving skills, analytical skills, financial management skills, client oriented, project management skill and must be able to work independently and in a team. Must be Computer literate and have a valid Driver's Licence.

DUTIES

: Effective management of the TVET Management Information System (MIS) across the college. Setting up the system for enrolment, ensuring timely and accurate data capturing, performing regular validations, and maintaining data quality standards. Managing student data, extracting statistical information for reporting purposes, and coordinating with system service providers for upgrades and technical support. Oversee the accurate capture of approved enrolments and registrations within specified deadlines. Compilation and submission of weekly, monthly, and quarterly reports on student statistics, skills programmes, learnerships, examinations, and staffing to both management and the Department of Higher Education (DHE). Maintain and manage the Coltech student system and related platforms, ensuring alignment with DHE requirements through rigorous quality control and validation processes. Oversee academic system functions such as timetabling, assessment marks, class groupings, census dates, and curriculum records is required, along with the application of standard calculation criteria. Monitor the administration and timely renewal of MIS licenses, ensuring the continuous efficiency of all student information systems.

ENQUIRIES

: Mr PM Mphethi / Ms MN Morena Tel No: (014) 763 2252

APPLICATIONS

: Applications must be mailed timeously to Private Bag X210, Lephalale, 0555 or hand delivered or couriered to Lephalale TVET College (Central Office), Corner Nelson Mandela & Ngoako Ramathodi Drives, Onverwacht, Lephalale 0557 or the applications can alternatively be sent to: recruitment@leptevtcol.edu.za. No late applications will be accepted.

FOR ATTENTION

: Mr PM Mphethi/ Ms MN Morena

NOTE

: Applications must be submitted on the new prescribed application form Z83 of the Public Service Act, obtainable from any Public Service Department or any Public Service and Administration website. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae (e.g. indicating positions held, dates and key performance areas/responsibilities). Only shortlisted candidates will be required to submit certified documents on or before the day of the interviews following communication from the College. Failure to submit the requested documents/information will result in your application not being considered. Failure to comply with this requirement will result in the candidate being disqualified. If you have not been contacted within three (3) month after the closing date of the advertisement, please accept that your application was unsuccessful. Correspondence will be limited to shortlisted candidates only and applications that do not comply with the above-mentioned requirements will not be considered. The applicants must not have previously participated in an internship programme in the Public Service. The

qualifications must be from an accredited institution of higher learning. Candidates whose appointments promote representativity in terms of race, gender and disability will receive preference.
28 November 2025 at 14:00

CLOSING DATE

POST 42/56

SENIOR STATE ACCOUNTANT: MANAGEMENT ACCOUNTING REF NO: NCUTVET/DHET 2025/09

SALARY

CENTRE

REQUIREMENTS

R397 116 per annum (Level 08)
Kimberley (Central Office)
An appropriate three (3) years National Diploma in Accounting/ Financial Management or relevant equivalent qualification (NQF level 6). 3-5 years' experience in the financial management environment Computer literacy in the Microsoft. Good verbal and written communication skills, including presentation and report writing-skills. Knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Knowledge of financial accounting procedure, methods and principles established for the processing of specific salary/ financial transactions. Knowledge of the Public Service financial legislations, procedures and Treasury Regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of financial operating systems (PERSAL, BAS, LOGIS, COLTECH, SAGE etc

DUTIES

The incumbent will be responsible for: Ensure overall supervision and coordination of the annual budgeting process. Ensure overall supervision and perform monthly budgetary and expenditure. Analysis. Ensure overall supervision, analyse and interpret the requirements for the monthly cash flow and adjusted cash flow as prescribed by Treasury and recommend corrective action where required. Ensure overall supervision and coordination of budget adjustments process. Ensure overall supervision and monitor expenditure trends and reconciliation against budget and cash flow projections. Ensure overall supervision, coordinate, review, analyse and quality assure the management accounting reporting processes. Supervise human, physical and financial resources. Compile monthly, quarterly and annual reports against the audit plan. Compile monthly, quarterly and annual reports against the risk register.

ENQUIRIES

APPLICATIONS

A Mhlali - HR Unit Tel No: (053) 839 2099/053 839 2074
Please forward your application, Quoting the Reference Number and the position you applying for to: The HR Department, Northern Cape TVET College, Private Bag X5031, Kimberley, 8300 or email to Recruitment@ncutvet.edu.za or hand deliver to HR Department at 39 Long Street Kimberley

NOTE

Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the most recent Z83 application for employment from issued by Minister for the Public Service and Administration in line with Regulation 10 of Public Services Regulation ,2016 and a detailed Curriculum Vitae, failure to do so will result in disqualification. The successful candidate will be required to enter into a contract of employment and a performance agreement. The candidate will be subjected to a security clearance and verification of qualifications. The candidate will have to disclose his/her financial interest. The department is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity: (race, gender and disability) in the Department through the filling of posts.

CLOSING DATE

03 December 2025

POST 42/57

SENIOR REGISTRATION OFFICER: REGISTRATIONS REF NO: NCUTVET/DHET 2025/10

SALARY

CENTRE

REQUIREMENTS

R397 116 per annum (Level 08)
Kimberley (Northern Cape Urban TVET College)
An appropriate National Diploma in Business Administration /Public Management/ relevant Administration (NQF level 6). 3 years experience in the college environment of which 2years should be on supervisory level. Computer literacy in in the Microsoft suite and a valid driver's license is a prerequisite. Good verbal and written communication skills, including presentation and report writing-skills. Knowledge of the Public TVET and Higher Education sector and regulatory and legislative framework. Knowledge and

		understanding of the COLTECH system, TVETMIS and ITS Knowledge of the registration processes. Knowledge of the following Acts: Public Service, Public Regulations, Labour Relations, PSET and CET. Advanced Computer Literacy packages such as Microsoft Excel, Power point, MS Word, group wise Internet etc.
<u>DUTIES</u>	:	The incumbent will be responsible for: Ensure overall supervision and administering of student registrations. Ensure supervision and rendering of examination and marking centre. Ensure supervision and render career exhibition services. Provide guidance and testing of students, with regard to choice of and placement within programmes. Maintain and update database of students enrolled within programmes. Ensure supervision and administering of learning materials, certificates and results. Supervise human, physical and financial resources.
<u>ENQUIRIES APPLICATIONS</u>	:	A Mhlauli - HR Unit Tel No: (053) 839 2099/053 839 2074
	:	Please forward your application, Quoting the Reference Number and the position you applying for to: The HR Department, Northern Cape TVET College, Private Bag X5031, Kimberley, 8300 or email to Recruitment@ncutvet.edu.za or hand deliver to HR Department at 39 Long Street Kimberley
<u>NOTE</u>	:	Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the most recent Z83 application for employment from issued by Minister for the Public Service and Administration in line with Regulation 10 of Public Services Regulation ,2016 and a detailed Curriculum Vitae, failure to do so will result in disqualification. The successful candidate will be required to enter into a contract of employment and a performance agreement. The candidate will be subjected to a security clearance and verification of qualifications. The candidate will have to disclose his/her financial interest. The department is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity: (race, gender and disability) in the Department through the filling of posts.
<u>CLOSING DATE</u>	:	03 December 2025
<u>POST 42/58</u>	:	<u>SENIOR LABOUR RELATIONS OFFICER: LABOUR RELATIONS REF NO: NCUTVET/DHET 2025/11</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 116 per annum (Level08)
	:	Kimberley (Northern Cape Urban TVET College)
	:	An appropriate three (3) year National Diploma (NQF level 6) in Labour Relations, Employment Relations /Human Resource Management or relevant equivalent qualification. 3-5 years in Labour Relations or Human Resource Management environment or related field. Computer literacy in in the Microsoft suite and a valid driver's license is a prerequisite. Good verbal and written communication skills, including presentation and report writing-skills. PERSAL Certificate. Knowledge of Labour Relations Act, Public Services legislations and policies related to). Knowledge of implementing PSCBC and GPSSBC resolutions. Knowledge and understanding of bargaining process, grievance and dispute resolutions process. Sound knowledge of Labour Relation statutes. Sound knowledge of International Labour Organization (ILO). Knowledge and understanding of the TVET/ CET Administration.
<u>DUTIES</u>	:	The incumbent will be responsible for: Ensure overall supervision and proper implementation of labour relations guidelines and processes. Ensure overall supervision and proper implementation on resolution of disciplinary cases, grievances and dispute processes. Ensure overall supervision and proper implementation of misconduct case processes. Ensure overall supervision and proper implementation of collective bargaining and dispute resolutions. Ensure overall supervision and represent the employer and monitor the implementation of litigation outcomes. Ensure overall supervision and sound employment relationships. Ensure overall supervision and monitor PERSAL and database on grievance, disputes, misconduct and collective bargaining.
<u>ENQUIRIES APPLICATIONS</u>	:	A Mhlauli - HR Unit Tel No: (053) 839 2099/053 839 2074
	:	Please forward your application, Quoting the Reference Number and the position you applying for to: The HR Department, Northern Cape TVET College, Private Bag X5031, Kimberley, 8300 or email to Recruitment@ncutvet.edu.za or hand deliver to HR Department at 39 Long Street Kimberley

<u>NOTE</u>	:	Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the most recent Z83 application for employment from issued by Minister for the Public Service and Administration in line with Regulation 10 of Public Services Regulation ,2016 and a detailed Curriculum Vitae, failure to do so will result in disqualification. The successful candidate will be required to enter into a contract of employment and a performance agreement. The candidate will be subjected to a security clearance and verification of qualifications. The candidate will have to disclose his/her financial interest. The department is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity: (race, gender and disability) in the Department through the filling of posts.
<u>CLOSING DATE</u>	:	03 December 2025
<u>POST 42/59</u>	:	<u>SENIOR ADMINISTRATION OFFICER: ASSETS REF NO: NCUTVET/DHET 2025/12</u>
<u>SALARY</u>	:	R397 116 per annum (Level 08)
<u>CENTRE</u>	:	Kimberley (Northern Cape Urban TVET College)
<u>REQUIREMENTS</u>	:	Recognised three (3) National Diploma (NQF level 6) /Assets Management/ in Public Services, Financial Management or relevant equivalent qualification. 3-5 years working experience in assets environment or management of resources. Ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Demonstrate a sound understanding of the PFMA; Treasury regulations; PPFA, Supply Chain Management guidelines and other related prescripts. Knowledge of the Public sector procurement process, rules and regulations.
<u>DUTIES</u>	:	The incumbent is responsible: To ensure the safekeeping of the assets within the College. Regular spot check on manual and electronic registers/filling assets. Verify the asset to be disposed. Ensure that all the assets are captured on system. Ensure that storage according to the status of the Asset (obsolete/redundant. Ensure that both obsolete and redundant asset inventory sheet is up to date. Prepare reports on a monthly and yearly basis for all obsolete and redundant assets. Perform physical verification of all sites assets (office inspection). Conduct asset counts/verifications on a bi - annual y. Administer the bi - annual asset counts/verifications of all assets. Ensure all records are up to date and correct for financial purpose and audit. Ensure that movement form is approved before movement done. Prepare reports/statistics on movements done as required. Fleet administration and coordination.
<u>ENQUIRIES APPLICATIONS</u>	:	A Mhlauli - HR Unit Tel No: (053) 839 2099/053 839 2074
	:	Please forward your application, Quoting the Reference Number and the position you applying for to: The HR Department, Northern Cape TVET College, Private Bag X5031, Kimberley, 8300 or email to Recruitment@ncutvet.edu.za or hand deliver to HR Department at 39 Long Street Kimberley
<u>NOTE</u>	:	Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the most recent Z83 application for employment from issued by Minister for the Public Service and Administration in line with Regulation 10 of Public Services Regulation, 2016 and a detailed Curriculum Vitae, failure to do so will result in disqualification. The successful candidate will be required to enter into a contract of employment and a performance agreement. The candidate will be subjected to a security clearance and verification of qualifications. The candidate will have to disclose his/her financial interest. The department is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity: (race, gender and disability) in the Department through the filling of posts.
<u>CLOSING DATE</u>	:	03 December 2025
<u>POST 42/60</u>	:	<u>CAMPUS ADMINISTRATOR REF NO: MALUTITVET/KCA-017/2025</u> College Council Appointment: 12 Months Contract
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Kwetlisong Campus
<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.

DUTIES

: 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 T Mathipe Tel No: (058) 303 1732
: All applications should be posted or hand delivered to Human Resource Management: Maluti TVET College, Corporate Office, Private Bag X33, Bethlehem, 9700 or hand delivered at Maluti TVET College: Corporate Office, Corner High & Broster Street, Bethlehem, 9700. Email applications can be forwarded to hrrecruitment@malutitvet.co.za in pdf format and as one attachment. Indicate the relevant reference number and job title on the subject line.

NOTE

: Applications quoting the relevant reference number must be submitted on a 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. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83 it is acceptable for applicants to indicate refer to CV or see attached. However, the question 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 must submit the completed Z83 form and a detailed curriculum vitae. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from HR. Foreign qualifications must be accompanied by a SAQA evaluation report. Immigrants should apply for work permits before assumption of duty. Each post(s) advert must be accompanied by its own application for employment. Applicants who do not comply with the abovementioned instructions/ requirements, as well as applications received late will not be considered. Failure to submit all the requested documents will result in the application not being considered. 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 posts. 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. All shortlisted candidates will be subjected to a skills/knowledge/competence exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Successful candidates 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 any of the mentioned advert.

<u>CLOSING DATE</u>	:	05 December 2025 @13:00
<u>POST 42/61</u>	:	<u>STUDENT ACADEMIC SUPPORT OFFICER REF NO: NCUTVET/DHET 2025/13</u>
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Kimberley (Northern Cape Urban TVET College)
<u>REQUIREMENTS</u>	:	An appropriate recognised National Diploma (NQF 6) in Education, Psychology Social Science or relevant equivalent qualification. 2-3 years in Student Support Administration Education/Teaching and Learning environment or related field. Computer literacy in in the Microsoft suite. A valid driver's license is a prerequisite. Good verbal and written communication skills, including presentation and report writing-skills. Knowledge of White Paper on PSET Act. Knowledge of PSET and CET Act. Knowledge and understanding of Student Support Services Act. Knowledge and understanding of electoral processes.
<u>DUTIES</u>	:	The incumbent will be responsible for: Provide student support services. Provide student counselling or referral services. Implement student work placement and Work Integrated Learning (WIL) policies. Provide career guidance, counselling and academic support for students. Implement the sport, recreation, arts and culture programs for student in the campus. Facilitate student governance and student leadership development and exit support programme.
<u>ENQUIRIES APPLICATIONS</u>	:	A Mhlauli - HR Unit Tel No: (053) 839 2099/053 839 2074
	:	Please forward your application, Quoting the Reference Number and the position you applying for to: The HR Department, Northern Cape TVET College, Private Bag X5031, Kimberley, 8300 or email to Recruitment@ncutvet.edu.za or hand deliver to HR Department at 39 Long Street, Kimberley
<u>NOTE</u>	:	Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the most recent Z83 application for employment from issued by Minister for the Public Service and Administration in line with Regulation 10 of Public Services Regulation ,2016 and a detailed Curriculum Vitae, failure to do so will result in disqualification. The successful candidate will be required to enter into a contract of employment and a performance agreement. The candidate will be subjected to a security clearance and verification of qualifications. The candidate will have to disclose his/her financial interest. The department is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity: (race, gender and disability) in the Department through the filling of posts.
<u>CLOSING DATE</u>	:	03 December 2025
<u>POST 42/62</u>	:	<u>PRACTITIONER: EMPLOYEE HEALTH AND WELLNESS REF NO: NCUTVET/DHET 2025/14</u>
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Kimberley (Northern Cape Urban TVET College)
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree (NQF 7) in Psychology / BA. Social Work (Major in Psychology) or Sports Science, or relevant equivalent qualification and 2-3 years' experience in Employee Health and Wellness environment or related field. Computer literacy in in the Microsoft suite and a valid driver's license is a prerequisite. Good verbal and written communication skills, including presentation and report writing-skills. Knowledge of Basic knowledge of Health and Wellness policies, processes and systems.

<u>DUTIES</u>	:	The incumbent will be responsible for: Provide Effective and efficient administrative support in the implementation of Employee Health and Wellness strategic framework. Assist with the implementation of health and wellness policy for the college. Assist with conducting Health and wellness surveys. Coordinate Health and Wellness programme based on the Health Wellness survey. Provide support in the implementation of Employee Wellness programme services. Promote psych-social wellness of employees in the college. Provide counselling. Promote physical wellness of employees in the college through sport. Provide interventions to mitigate absenteeism. Provide awareness and education on the Health and Wellness issues. Monitor programmes to manage lifestyle diseases and Health risks. Ensure overall supervision and facilitate risk, fraud, ethics and integrity management awareness and trainings. Ensure overall supervision, review, collect information and compile reports to council subcommittee/ audit and risk committee on issues of risk and internal audit. Compile monthly, quarterly and annual reports against the audit plan. Compile monthly, quarterly and annual reports against the risk register.
<u>ENQUIRIES APPLICATIONS</u>	:	A Mhlauli - HR Unit Tel No: (053) 839 2099/053 839 2074
	:	Please forward your application, Quoting the Reference Number and the position you applying for to: The HR Department, Northern Cape TVET College, Private Bag X5031, Kimberley, 8300 or email to Recruitment@ncutvet.edu.za or hand deliver to HR Department at 39 Long Street, Kimberley.
<u>NOTE</u>	:	Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the most recent Z83 application for employment from issued by Minister for the Public Service and Administration in line with Regulation 10 of Public Services Regulation, 2016 and a detailed Curriculum Vitae, failure to do so will result in disqualification. The successful candidate will be required to enter into a contract of employment and a performance agreement. The candidate will be subjected to a security clearance and verification of qualifications. The candidate will have to disclose his/her financial interest. The department is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity: (race, gender and disability) in the Department through the filling of posts.
<u>CLOSING DATE</u>	:	03 December 2025
<u>POST 42/63</u>	:	<u>PERSONAL ASSISTANT: PRINCIPAL OFFICE REF NO: NCUTVET/DHET 2025/15</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum (Level 07)
	:	Kimberley (Northern Cape Urban TVET College)
	:	An appropriate three (3) years Recognized Secretarial/Management Assistant National Diploma or relevant equivalent relevant qualification (NQF level 6). 2-3 years' relevant experience in rendering a support service to senior management. Computer literacy. Basic written communication skills. Record management of documents.
<u>DUTIES</u>	:	The incumbent will be responsible for: Provide a secretarial/receptionist support service to the manager. Receives telephone calls. Performs advanced typing work. Records the engagements of the senior manager. Coordinates with and sensitizes/advises the manager regarding engagements. Compiles realistic schedules of appointments. Renders administrative support services. Ensures the effective flow of information and documents to and from the office of the manager. Ensures the safekeeping of all documentation in the office of the manager in line with relevant legislation and policies. Obtains inputs, collates and compiles reports. Does filing of documents for the manager and unit where required. Collects, analyses and collates information requested by the manager. Ensures that travel arrangements are well coordinated. Provides support to manager regarding meetings: Records minutes/decisions and communicates to relevant role players, follow-up on progress made. Prepares briefing notes for the manager as required. Coordinates logistical arrangements for meetings when required. Remains up to date with regard to the prescripts/policies and procedures applicable to his /her work terrain to ensure efficient and effective support to the manager.
<u>ENQUIRIES APPLICATIONS</u>	:	A Mhlauli - HR Unit Tel No: (053) 839 2099/053 839 2074
	:	Please forward your application, Quoting the Reference Number and the position you applying for to: The HR Department, Northern Cape TVET

	College, Private Bag X5031, Kimberley, 8300 or email to Recruitment@ncutvet.edu.za or hand deliver to HR Department at 39 Long Street, Kimberley.
<u>NOTE</u>	: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the most recent Z83 application for employment from issued by Minister for the Public Service and Administration in line with Regulation 10 of Public Services Regulation ,2016 and a detailed Curriculum Vitae, failure to do so will result in disqualification. The successful candidate will be required to enter into a contract of employment and a performance agreement. The candidate will be subjected to a security clearance and verification of qualifications. The candidate will have to disclose his/her financial interest. The department is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity: (race, gender, and disability) in the Department through the filling of posts.
<u>CLOSING DATE</u>	: 03 December 2025
<u>POST 42/64</u>	: <u>CHIEF ADMINISTRATION CLERK: HUMAN RESOURCE ADMINISTRATION</u> <u>REF NO: NCUTVET/DHET 2025/16</u>
<u>SALARY</u>	: R325 101 per annum (Level 07)
<u>CENTRE</u>	: Kimberley (Northern Cape Urban TVET College)
<u>REQUIREMENTS</u>	: An appropriate three (3) years Recognized National Diploma in Human Resource Management/Development (NQF level 6). Relevant PERSAL Certificates. 2-3 years' relevant experience in Human Resource Management / Administration environment. Extensive knowledge on PERSAL System (PERSAL Certificate). Good verbal and written communication skills, including presentation and report writing-skills. Understanding and utilisation of the PERSAL system. Knowledge and understating of the application of Public Service legislative framework (PSA, PFMA, PSR etc.). Knowledge and understand of human resource prescripts and practice.
<u>DUTIES</u>	: The incumbent will be responsible for: Render conditions of services and remuneration of employees (leave, housing, medical, injury on duty, long service recognition, overtime, relocation, pension, allowances, PILIR etc.). Implement termination of services. Render Recruitment and Selection services in line with the Departmental policy and delegation (Advertisements, appointments, transfers, verification of qualifications, secretariat functions at interviews, absorptions, probation periods etc.). Supervisor human resources / staff.
<u>ENQUIRIES</u>	: A Mhlauli - HR Unit Tel No: (053) 839 2099/053 839 2074
<u>APPLICATIONS</u>	: Please forward your application, Quoting the Reference Number and the position you applying for to: The HR Department, Northern Cape TVET College, Private Bag X5031, Kimberley, 8300 or email to Recruitment@ncutvet.edu.za or hand deliver to HR Department at 39 Long Street, Kimberley.
<u>NOTE</u>	: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the most recent Z83 application for employment from issued by Minister for the Public Service and Administration in line with Regulation 10 of Public Services Regulation ,2016 and a detailed Curriculum Vitae, failure to do so will result in disqualification. The successful candidate will be required to enter into a contract of employment and a performance agreement. The candidate will be subjected to a security clearance and verification of qualifications. The candidate will have to disclose his/her financial interest. The department is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity: (race, gender, and disability) in the Department through the filling of posts.
<u>CLOSING DATE</u>	: 03 December 2025
<u>POST 42/65</u>	: <u>PRACTITIONER: HUMAN RESOURCE DEVELOPMENT REF NO: NCUTVET/DHET 2025/17</u>
<u>SALARY</u>	: R325 101 per annum (Level 07)
<u>CENTRE</u>	: Kimberley (Northern Cape Urban TVET College)
<u>REQUIREMENTS</u>	: An appropriate National Diploma in Human Resource Management/Development (NQF level 6). Relevant PERSAL Certificates. A Certificate in facilitation/ Assessor/ Moderator will be an added advantage. 2-3

		years experience years' relevant experience in Human Resource development environment. Extensive knowledge on PERSAL System (PERSAL Certificate). Computer literacy in in the Microsoft suite. A valid driver's license is a prerequisite. Good verbal and written communication skills, including presentation and report writing-skills. 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.
<u>DUTIES</u>	:	The incumbent will be responsible for: 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. Ensure overall supervision, review, collect information and compile reports to council subcommittee/ audit and risk committee on issues of risk and internal audit. Compile monthly, quarterly and annual reports against the audit plan. Compile monthly, quarterly and annual reports against the risk register.
<u>ENQUIRIES APPLICATIONS</u>	:	A Mhlauli - HR Unit Tel No: (053) 839 2099/053 839 2074
	:	Please forward your application, Quoting the Reference Number and the position you applying for to: The HR Department, Northern Cape TVET College, Private Bag X5031, Kimberley, 8300 or email to Recruitment@ncutvet.edu.za or hand deliver to HR Department at 39 Long Street, Kimberley
<u>NOTE</u>	:	Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the most recent Z83 application for employment from issued by Minister for the Public Service and Administration in line with Regulation 10 of Public Services Regulation ,2016 and a detailed Curriculum Vitae, failure to do so will result in disqualification. The successful candidate will be required to enter into a contract of employment and a performance agreement. The candidate will be subjected to a security clearance and verification of qualifications. The candidate will have to disclose his/her financial interest. The department is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity: (race, gender and disability) in the Department through the filling of posts.
<u>CLOSING DATE</u>	:	03 December 2025
<u>POST 42/66</u>	:	<u>PERSONNEL PRACTITIONER – PERFORMANCE MANAGEMENT REF NO: NCUTVET/DHET 2025/18</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum (Level 07)
	:	Kimberley (Northern Cape Urban TVET College)
	:	Recognised three (3) year National Diploma in Human Resource Management (NQF level 6) or relevant equivalent qualification. 2-3 years' experience. Knowledge on PERSAL System (PERSAL Certificate). Must be able to use Microsoft (Word, Excel). Compiling of reports. Must be able to understand and interpret PMDS Policy. Must be able to write submissions and letters
<u>DUTIES</u>	:	The incumbent will be responsible for: Support effective management of individual performance management. Capturing all PMDS documents on PERSAL and excel spreadsheet. Development of an effective performance management database. Assist in Conduction training session on PMDS Policy. Facilitate and coordinate Branch Moderation Process.
<u>ENQUIRIES APPLICATIONS</u>	:	A Mhlauli - HR Unit Tel No: (053) 839 2099/053 839 2074
	:	Please forward your application, Quoting the Reference Number and the position you applying for to: The HR Department, Northern Cape TVET College, Private Bag X5031, Kimberley, 8300 or email to Recruitment@ncutvet.edu.za or hand deliver to HR Department at 39 Long Street, Kimberley
<u>NOTE</u>	:	Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the most recent Z83 application for employment from issued by Minister for the Public Service and Administration

in line with Regulation 10 of Public Services Regulation, 2016 and a detailed Curriculum Vitae, failure to do so will result in disqualification. The successful candidate will be required to enter into a contract of employment and a performance agreement. The candidate will be subjected to a security clearance and verification of qualifications. The candidate will have to disclose his/her financial interest. The department is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity: (race, gender, and disability) in the Department through the filling of posts.

CLOSING DATE : 03 December 2025

POST 42/67 : **EXAMINATION OFFICER REF NO: NCUTVET/DHET 2025/19**

SALARY : R325 101 per annum (Level 07)
CENTRE : Kimberley (Northern Cape Urban TVET College)
REQUIREMENTS : An appropriate National Diploma in Education or relevant equivalent qualification (NQF level 6) At least 2-3 years' experience in examination services and teaching and learning environment. 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 : The incumbent will be responsible for: 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 certificates services. Provide administration support for the examination unit.

ENQUIRIES : A Mhlauli - HR Unit Tel No: (053) 839 2099/053 839 2074
APPLICATIONS : Please Forward Your Application, Quoting the Reference Number and the position you applying for to: The HR Department, Northern Cape TVET College, Private Bag X5031, Kimberley, 8300 or email to Recruitment@ncutvet.edu.za or hand deliver to HR Department at 39 Long Street, Kimberley.

NOTE : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the most recent Z83 application for employment from issued by Minister for the Public Service and Administration in line with Regulation 10 of Public Services Regulation ,2016 and a detailed Curriculum Vitae, failure to do so will result in disqualification. The successful candidate will be required to enter into an contract of employment and a performance agreement. The candidate will be subjected to a security clearance and verification of qualifications. The candidate will have to disclose his/her financial interest. The department is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity: (race, gender and disability) in the Department through the filling of posts.

CLOSING DATE : 03 December 2025

POST 42/68 : **QUALITY MANAGEMENT OFFICER REF NO: NCUTVET/DHET 2025/20**

SALARY : R325 101 per annum (Leve 07)
CENTRE : Kimberley (Northern Cape Urban TVET College)
REQUIREMENTS : An appropriate National Diploma in Quality Management, Internal Auditing (NQF Level 6) or relevant equivalent. At least 1-2 years' experience in Quality Systems /Internal Auditing or ISO training. Knowledge of policies and governance environment of TVET Colleges including knowledge of the annual reporting requirements. Knowledge and understanding of the monitoring of performance management development system. Knowledge and understanding of quality management practice following pieces of legislation: FET Act, ISO standards, Quality Management System etc. and internal auditor. Knowledge and understanding of Quality Management System reporting process and procedures. Knowledge and understating of the application of Public Service legislative framework.

<u>DUTIES</u>	:	The incumbent will be responsible for: Ensure overall supervision and conduct customer satisfaction surveys for the college. Distribute Survey Questionnaires. Collect and Analyse data surveys. Compile survey report. Distribute survey report and discuss the way forward. Ensure overall supervision, schedule and conduct management reviews for the college. Prepare needed data for management reviews. Distribute feedback to top management on the effectiveness of the quality management system and the need for improvement as per MR minutes. Remind process owners to execute the 'To Do List' recommendations to promote systematic continuous improvement. Use management reviews as an opportunity to improve service delivery. Prepare campuses and departments e for surveillance/ recertification audits. Apply recommendations made in the audit report to improve service delivery. Prove network cabling. Perform PC installations and software installations. Provide technical support of the configuration, installation, repair and replacement of computers, printers and telephones. Compile and submit reports on QMS to internal and external stakeholder. Maintain and update all databases for QMS interventions. Ensure proper use of all official resources in-line with departmental policies and prescripts.
<u>ENQUIRIES APPLICATIONS</u>	:	A Mhlauli - HR Unit Tel No: (053) 839 2099/053 839 2074
	:	Please forward your application, Quoting the Reference Number and the position you applying for to: The HR Department, Northern Cape TVET College, Private Bag X5031, Kimberley, 8300 or email to Recruitment@ncutvet.edu.za or hand deliver to HR Department at 39 Long Street, Kimberley
<u>NOTE</u>	:	Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the most recent Z83 application for employment from issued by Minister for the Public Service and Administration in line with Regulation 10 of Public Services Regulation ,2016 and a detailed Curriculum Vitae, failure to do so will result in disqualification. The successful candidate will be required to enter into a contract of employment and a performance agreement. The candidate will be subjected to a security clearance and verification of qualifications. The candidate will have to disclose his/her financial interest. The department is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity: (race, gender, and disability) in the Department through the filling of posts.
<u>CLOSING DATE</u>	:	03 December 2025
<u>POST 42/69</u>	:	<u>SPORTS, ARTS AND CULTURAL OFFICER REF NO: NCUTVET/DHET 2025/21</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum (Level 07)
	:	Kimberley (Northern Cape Urban TVET College)
	:	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.
<u>DUTIES</u>	:	The incumbent will be responsible for: Establish and maintain sport and recreation structures and clubs in schools, wards and local. Provide support services to federations, clubs and school sport structures. Render support to provincial sport academy and satellites. Implement programmes to increase and improve relations between sport and recreation stakeholders. Establish good governance structures of sport and recreation as dictated by relevant legislation. Facilitate capacity building programmes. Create an enabling environment for the talent identification. Administer coach education in terms of different sporting codes. Monitor and evaluate progress of education and training activities. Perform events management/coordination activities. Liaise with hubs, sport federation, sport councils and academy to increase the number of participants in sports and recreation activities. Implement programs to increase and improve relations between sports and recreation stakeholders. Plan, develop and implement school and community sport, school and community mass participation and high performance programs. Formulate and administer league related sport programs. Promote health and fitness in communities. Provide an oversight role in the implementation of sports

academy and recreation council programs. Encourage all levels of communities to participate in different codes of sports and recreation activities. Monitor the implementation of all transformation policies and programs. Promote gender mainstream in sport and recreation. Promote integrated programs of all sector department and relevant stakeholders. Promote awareness and participation to all ages, gender and capability categories. Collect, analyse, compile and update data in all sport and recreational activities. Provide administrative and technical support with regard to sports and recreation facilities and infrastructure. Administer the system for storage, maintenance, issue and return of sport and physical recreation equipment. Examine, compile and monitor transfer payments of funded projects. Identify, develop and promote (emerging) artists and crafters as well as implementing projects related to performing and visual arts and craft. Create awareness programmes for craft, performing and visual arts. Conduct needs analysis and provide professional advice on performing, visual arts and crafts. Render administrative functions in relation to programmes that are implemented

**ENQUIRIES
APPLICATIONS**

: A Mhlauli- HR Unit Tel No: (053) 839 2099/053 839 2074
: Please forward your application, Quoting the Reference Number and the position you applying for to: The HR Department, Northern Cape TVET College, Private Bag X5031, Kimberley, 8300 or email to Recruitment@ncutvet.edu.za or hand deliver to HR Department at 39 Long Street, Kimberley

NOTE

: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the most recent Z83 application for employment from issued by Minister for the Public Service and Administration in line with Regulation 10 of Public Services Regulation, 2016 and a detailed Curriculum Vitae, failure to do so will result in disqualification. The successful candidate will be required to enter into a contract of employment and a performance agreement. The candidate will be subjected to a security clearance and verification of qualifications. The candidate will have to disclose his/her financial interest. The department is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity: (race, gender, and disability) in the Department through the filling of posts.

CLOSING DATE

: 03 December 2025

POST 42/70

: **STUDENT SUPPORT SERVICES (SSS) CLERK REF NO: LEPTVET 06/2025**

**SALARY
CENTRE
REQUIREMENTS**

: R228 321 per annum (Level 05), excluding benefits
: Ellisras Campus
: Matric or NCV Level 4 Certificate plus a recognized three (3) year Diploma (NQF Level 6) in Office Administration/ Office Management and Technology/ Management Assistant. A Psychology/ Social Science will be served as an added advantage. Work experience in student support services environment will be an added advantage. Knowledge of PSET and CET Act. Knowledge and understanding of electoral processes. Knowledge of Teaching and Learning. Knowledge of career guidance and extra-curricular activities. Knowledge of National Student Financial Aid Scheme legislation. Computer literacy. A valid driver's license.

DUTIES

: Assist in providing the student support services. Assist in implementing student work place and Work Integrated Learning (WIL) policies. Render administrative services on career guidance, counselling and academic support for students. Assist in implementing the sport, recreation, arts and culture programs for students in the campus. Render administrative services for student governance, student leadership and exit support programme.

**ENQUIRIES
APPLICATIONS**

: Mr PM Mphethi / Ms MN Morena Tel No: (014) 763 2252
: Applications must be mailed timeously to Private Bag X210, Lephalale, 0555 or hand delivered or couriered to Lephalale TVET College (Central Office), Corner Nelson Mandela & Ngoako Ramatlhodi Drives, Onverwacht, Lephalale 0557 or the applications can alternatively be sent to: recruitment@leptevtcol.edu.za. No late applications will be accepted.

**FOR ATTENTION
NOTE**

: Mr PM Mphethi/ Ms MN Morena
: Applications must be submitted on the new prescribed application form Z83 of the Public Service Act, obtainable from any Public Service Department or any Public Service and Administration website. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae (e.g.

indicating positions held, dates and key performance areas/responsibilities). Only shortlisted candidates will be required to submit certified documents on or before the day of the interviews following communication from the College. Failure to submit the requested documents/information will result in your application not being considered. Failure to comply with this requirement will result in the candidate being disqualified. If you have not been contacted within three (3) month after the closing date of the advertisement, please accept that your application was unsuccessful. Correspondence will be limited to shortlisted candidates only and applications that do not comply with the above-mentioned requirements will not be considered. The applicants must not have previously participated in an internship programme in the Public Service. The qualifications must be from an accredited institution of higher learning. Candidates whose appointments promote representativity in terms of race, gender and disability will receive preference.

<u>CLOSING DATE</u>	:	28 November 2025 at 14:00
<u>POST 42/71</u>	:	<u>PLACEMENT CLERK: STUDENT SUPPORT SERVICES REF NO: LEPTVET 07/2025</u>
<u>SALARY</u>	:	R228 321 per annum (Level 05), excluding benefits
<u>CENTRE</u>	:	Ellisras Campus
<u>REQUIREMENTS</u>	:	Matric or NCV Level 4 Certificate plus a recognized three (3) year Diploma (NQF Level 6) in Office Management and Technology/ Office Administration/ Business Management/ Management Assistant. Knowledge of SETA processes will serve as an added advantage. Work experience in the administration of projects will serve as an added advantage. Knowledge of PSET and CET Act. Customer oriented, attention to details, planning and organizing, good communication skill and must be able to work under pressure. Must be computer literate. A valid driver's license.
<u>DUTIES</u>	:	Apply for discretionary grants from various funders on behalf of the college. Ensure the orientation and induction of interns and host employers so that they understand the workplace process, the level of support available are equipped to undertake successful work placement process. Organise and attend placement visit to monitor the progress of students/ lecturers and deal effectively with any issues/concerns that may arise. Assist with work placement correspondences and telephone queries internally and externally. Implement student readiness programmes including resume writing, interview preparation workshops, etc. Organise group networks events for all student partners, businesses and stakeholders. Maintain the current database of host employers and student/ lecturer placement. Compile reports and assist with internship and experiential programme processes and procedures.
<u>ENQUIRIES</u>	:	Mr PM Mphethi / Ms MN Morena Tel No: (014) 763 2252
<u>APPLICATIONS</u>	:	Applications must be mailed timeously to Private Bag X210, Lephalale, 0555 or hand delivered or couriered to Lephalale TVET College (Central Office), Corner Nelson Mandela & Ngoako Ramatlhodi Drives, Onverwacht, Lephalale 0557 or the applications can alternatively be sent to: recruitment@leptevtcol.edu.za. No late applications will be accepted.
<u>FOR ATTENTION</u>	:	Mr PM Mphethi/ Ms MN Morena
<u>NOTE</u>	:	Applications must be submitted on the new prescribed application form Z83 of the Public Service Act, obtainable from any Public Service Department or any Public Service and Administration website. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae (e.g. indicating positions held, dates and key performance areas/responsibilities). Only shortlisted candidates will be required to submit certified documents on or before the day of the interviews following communication from the College. Failure to submit the requested documents/information will result in your application not being considered. Failure to comply with this requirement will result in the candidate being disqualified. If you have not been contacted within three (3) month after the closing date of the advertisement, please accept that your application was unsuccessful. Correspondence will be limited to shortlisted candidates only and applications that do not comply with the above-mentioned requirements will not be considered. The applicants must not have previously participated in an internship programme in the Public Service. The qualifications must be from an accredited institution of higher learning. Candidates whose appointments promote representativity in terms of race, gender and disability will receive preference.

<u>CLOSING DATE</u>	:	28 November 2025 at 14:00
<u>POST 42/72</u>	:	<u>SUPPLY CHAIN AND ASSET ADMINISTRATION CLERK REF NO: LEPTVET 08/2025 (X2 POSTS)</u>
<u>SALARY</u>	:	R228 321 per annum (Level 05), excluding benefits
<u>CENTRE</u>	:	Central Office
<u>REQUIREMENTS</u>	:	Matric or NCV Level 4 Certificate plus a recognized three (3) year Diploma (NQF level 6) in Supply Chain Management/ Logistics/ Financial Management/ Public Management. Work experience in Supply Chain Management or Asset Management environment will be an added advantage. Knowledge of Accounting System, asset disposal procedure, legislative framework governing the Public Service, Assets Management, Supply Chain policies, Department of Higher Education Mandate. Computer literacy certificate/ computer as a subject. Good communication and interpersonal relations skills. Ability to work in a team and under pressure. Attention to details, problem solving skills and communication skills. A valid driver's license.
<u>DUTIES</u>	:	Coordination and recording of asset movement. Asset disposal, Asset verification, Barcoding of existing and new assets. Implementation of College Asset Management plan. Coordination of receipt, processing and distribution of new assets. Perform other delegated functions.
<u>ENQUIRIES</u>	:	Mr PM Mphethi / Ms MN Morena Tel No: (014) 763 2252
<u>APPLICATIONS</u>	:	Applications must be mailed timeously to Private Bag X210, Lephalale, 0555 or hand delivered or couriered to Lephalale TVET College (Central Office), Corner Nelson Mandela & Ngoako Ramatlhodi Drives, Onverwacht, Lephalale 0557 or the applications can alternatively be sent to: recruitment@leptvetcol.edu.za. No late applications will be accepted.
<u>FOR ATTENTION</u>	:	Mr PM Mphethi/ Ms MN Morena
<u>NOTE</u>	:	Applications must be submitted on the new prescribed application form Z83 of the Public Service Act, obtainable from any Public Service Department or any Public Service and Administration website. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae (e.g. indicating positions held, dates and key performance areas/responsibilities). Only shortlisted candidates will be required to submit certified documents on or before the day of the interviews following communication from the College. Failure to submit the requested documents/information will result in your application not being considered. Failure to comply with this requirement will result in the candidate being disqualified. If you have not been contacted within three (3) month after the closing date of the advertisement, please accept that your application was unsuccessful. Correspondence will be limited to shortlisted candidates only and applications that do not comply with the above-mentioned requirements will not be considered. The applicants must not have previously participated in an internship programme in the Public Service. The qualifications must be from an accredited institution of higher learning. Candidates whose appointments promote representativity in terms of race, gender and disability will receive preference.
<u>CLOSING DATE</u>	:	28 November 2025 at 14:00
<u>POST 42/73</u>	:	<u>MARKETING CLERK REF NO: LEPTVET 09/2025</u>
<u>SALARY</u>	:	R228 321 per annum (Level 05), excluding benefits
<u>CENTRE</u>	:	Central Office
<u>REQUIREMENTS</u>	:	Matric or NCV Level 4 plus a recognized three (3) year Diploma (NQF level 6) in Marketing Management/Communications/ Public Relations. A Graphic Design certificate will be an added advantage. Knowledge of Photoshop, Illustrator and Corel Draw. Knowledge of TVET sector/ Public sector. Good communications skills (both writing and verbally). Good public speaking and presentation skills. Exposure to the marketing and communication environment.
<u>DUTIES</u>	:	Assist in marketing, promotions and branding services. Assist in the coordination of public relations and media liaison services. Assist in the coordination of photographic services and drafting of articles. Assist in the coordination of college events and communication administration services. Assist in updating the content, design and layout of the college website.
<u>ENQUIRIES</u>	:	Mr PM Mphethi / Ms MN Morena Tel No: (014) 763 2252

<u>APPLICATIONS</u>	:	Applications must be mailed timeously to Private Bag X210, Lephalale, 0555 or hand delivered or couriered to Lephalale TVET College (Central Office), Corner Nelson Mandela & Ngoako Ramatlhodi Drives, Onverwacht, Lephalale 0557 or the applications can alternatively be sent to: recruitment@leptevtcol.edu.za. No late applications will be accepted.
<u>FOR ATTENTION NOTE</u>	:	Mr PM Mphethi/ Ms MN Morena
	:	Applications must be submitted on the new prescribed application form Z83 of the Public Service Act, obtainable from any Public Service Department or any Public Service and Administration website. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae (e.g. indicating positions held, dates and key performance areas/responsibilities). Only shortlisted candidates will be required to submit certified documents on or before the day of the interviews following communication from the College. Failure to submit the requested documents/information will result in your application not being considered. Failure to comply with this requirement will result in the candidate being disqualified. If you have not been contacted within three (3) month after the closing date of the advertisement, please accept that your application was unsuccessful. Correspondence will be limited to shortlisted candidates only and applications that do not comply with the above-mentioned requirements will not be considered. The applicants must not have previously participated in an internship programme in the Public Service. The qualifications must be from an accredited institution of higher learning. Candidates whose appointments promote representativity in terms of race, gender and disability will receive preference.
<u>CLOSING DATE</u>	:	28 November 2025 at 14:00
<u>POST 42/74</u>	:	<u>HANDYMAN REF NO: LEPTVET 10/2025</u>
<u>SALARY</u>	:	R163 680 per annum (Level 03), excluding benefits
<u>CENTRE</u>	:	Ellisras Campus
<u>REQUIREMENTS</u>	:	Standard 8 or Grade 10. Basic literacy, numeracy and communication skills. Must be able to read and write. Must be able to operate elementary machines and equipment. Willingness to work extended hours, when required.
<u>DUTIES</u>	:	Perform general maintenance and repair duties within the college facility. Carry out tasks related to plumbing, electrical wiring, carpentry, and basic infrastructure repair. Maintain office furniture and repair equipment. Replace or fix doors, windows, walls, and internal fixtures. Secure tools and maintenance supplies to prevent loss and ensure availability.
<u>ENQUIRIES</u>	:	Mr PM Mphethi / Ms MN Morena Tel No: (014) 763 2252
<u>APPLICATIONS</u>	:	Applications must be mailed timeously to Private Bag X210, Lephalale, 0555 or hand delivered or couriered to Lephalale TVET College (Central Office), Corner Nelson Mandela & Ngoako Ramatlhodi Drives, Onverwacht, Lephalale 0557 or the applications can alternatively be sent to: recruitment@leptevtcol.edu.za. No late applications will be accepted.
<u>FOR ATTENTION NOTE</u>	:	Mr PM Mphethi/ Ms MN Morena
	:	Applications must be submitted on the new prescribed application form Z83 of the Public Service Act, obtainable from any Public Service Department or any Public Service and Administration website. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae (e.g. indicating positions held, dates and key performance areas/responsibilities). Only shortlisted candidates will be required to submit certified documents on or before the day of the interviews following communication from the College. Failure to submit the requested documents/information will result in your application not being considered. Failure to comply with this requirement will result in the candidate being disqualified. If you have not been contacted within three (3) month after the closing date of the advertisement, please accept that your application was unsuccessful. Correspondence will be limited to shortlisted candidates only and applications that do not comply with the above-mentioned requirements will not be considered. The applicants must not have previously participated in an internship programme in the Public Service. The qualifications must be from an accredited institution of higher learning. Candidates whose appointments promote representativity in terms of race, gender and disability will receive preference.
<u>CLOSING DATE</u>	:	28 November 2025 at 14:00

INTERNSHIP PROGRAMME 2025 – 2027

(Lephalale TVET College)

The Lephalale TVET College invites unemployed South African graduates to apply for the 2025 To 2027 Internship Programme. Graduates must be in possession of a completed National Diploma / Bachelor's degree in the below-mentioned disciplines/ fields. The Programme will be for non-renewable contract period of twenty-four (24) months.

OTHER POSTS

<u>POST 42/75</u>	:	<u>INTERN: COLLEGE COUNCIL SECRETARIAT REF NO: LEPTVET 11/2025 (X2 POSTS)</u>
<u>STIPEND</u>	:	R7 860.50 per month
<u>CENTRE</u>	:	Central Office
<u>REQUIREMENTS</u>	:	Matric or NCV Level 4 plus a recognized three (3) year Diploma (NQF Level 6) in Public Management/ Public Administration/ Office Administration/ Office Management and Technology.
<u>ENQUIRIES</u>	:	Mr PM Mphethi / Ms MN Morena Tel No: (014) 763 2252
<u>APPLICATIONS</u>	:	Applications must be mailed timeously to Private Bag X210, Lephalale, 0555 or hand delivered or couriered to Lephalale TVET College (Central Office), Corner Nelson Mandela & Ngoako Ramatlhodi Drives, Onverwacht, Lephalale 0557 or the applications can alternatively be sent to: recruitment@leptevtcol.edu.za. No late applications will be accepted.
<u>FOR ATTENTION</u>	:	Mr PM Mphethi/ Ms MN Morena
<u>NOTE</u>	:	Applications must be submitted on the new prescribed application form Z83 of the Public Service Act, obtainable from any Public Service Department or any Public Service and Administration website. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae (e.g. indicating positions held, dates and key performance areas/responsibilities). Only shortlisted candidates will be required to submit certified documents on or before the day of the interviews following communication from the College. Failure to submit the requested documents/information will result in your application not being considered. Failure to comply with this requirement will result in the candidate being disqualified. If you have not been contacted within three (3) month after the closing date of the advertisement, please accept that your application was unsuccessful. Correspondence will be limited to shortlisted candidates only and applications that do not comply with the above-mentioned requirements will not be considered. The applicants must not have previously participated in an internship programme in the Public Service. The qualifications must be from an accredited institution of higher learning. Candidates whose appointments promote representativity in terms of race, gender and disability will receive preference.
<u>CLOSING DATE</u>	:	28 November 2025 at 14:00
<u>POST 42/76</u>	:	<u>INTERN: LEGAL SERVICES REF NO: 12/2025</u>
<u>STIPEND</u>	:	R7 860.50 per month
<u>CENTRE</u>	:	Central Office
<u>REQUIREMENTS</u>	:	Matric or NCV Level 4 plus a recognized three (3) year Diploma in Paralegal/ Four (4) year Degree in the Law field.
<u>ENQUIRIES</u>	:	Mr PM Mphethi / Ms MN Morena Tel No: (014) 763 2252
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