

DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(South Cape TVET College)
(Tshwane North TVET College)

OTHER POSTS

<u>POST 44/59</u>	:	<u>ASSISTANT DIRECTOR: OCCUPATIONAL SKILLS & PROJECTS REF NO: TNC/CO/25 – 11/1</u> Nature of Appointment: Permanent
<u>SALARY CENTRE REQUIREMENTS</u>	:	R582 444 per annum (Level 10), plus benefits Central Office Matric/Grade12 Certificate plus a recognized 3-year National Diploma or Degree in Education or any other relevant qualification. A minimum of 3 years supervisory experience in education or teaching and learning environment, preferably in the Public Sector or Institution of Higher Learning. Must have a valid driver's license. Must be computer literate. Competencies, Knowledge and Skills: Knowledge of the relevant prescripts, legislation and regulations governing the TVET and Public Service sector. Knowledge of the Public TVET sector and its regulatory and legislative framework. Knowledge and understanding of the higher education sector. Must have good verbal and written communication, inter-personal, people management, planning and organizing, presentation, report writing, problem solving, analytical, client orientated and project management skills. Must be committed and proactive.
<u>DUTIES</u>	:	Identify and manage appropriate learnerships and other occupational programmes including the appointment of contract project staff as required. Identify programme gaps, conduct feasibility assessments and introduce new, responsive programmes. Develop a responsive, flexible curriculum based on local needs. Facilitate new programme decisions and manage the planning process. Implement and maintain programme quality systems and processes including assessment, moderation and performance records. Develop and manage occupational programme budgets and report on programme performance. Identify learner material, equipment and other resource requirements. Oversee the development of project plans, including milestones, resource requirements and timeframes. Compile the project budgets and manage all related expenditure. Track progress against targets and budgets. Report on learnership project progress and performance. Review the learnership policy and monitor compliance. Manage the registration of students and the signing of contracts. Establish and maintain records, registers and document management systems for students and facilitators. Manage the payments to facilitators and learnership delivery sites. Manage and oversee the performance and development of learnership facilitators. Identify facilitator skills and performance gaps and facilitate interventions. Ensure the implementation of best practice teaching practices across the programmes (e.g. lesson plans). Report to the Academic Board. Coordinate meetings with all stakeholders, sponsors and clients to provide progress updates. Ensure compliance with partnership process and guidelines. Manage and participate in key customer stakeholder interactions (SETA's, community forums, local business and local government). Participate in SETA-related curriculum initiatives. Establish and maintain programme-related industry links to ensure programme relevance. Ensure facilitators/teaching staff interaction with industry applications, technologies and related job skill requirements. Establish and maintain a database of key related industries/professional bodies and access regular input from these representatives. Identify partnerships regarding programmatic support (e.g. equipment, interns, site visits). Address concerns and issues raised by project team members and stakeholders. Identify work environment simulation needs for each learnership and prepare a plan of specific requirements including resourcing options. Identify simulation options at the College (in collaboration with the Business Development Manager). Implement systems to monitor the quality of workplace student experience. Formulate job profiles for all posts within the Unit. Conduct meetings with internal staff and plan and assign work within the Unit. Manage the Unit's budget and cash flow. Compile the annual operational plan. Conduct performance appraisals with Unit staff and arrange and monitor individual development.

<u>ENQUIRIES</u>	:	Should you have enquiries or experience any problem submitting your application contact Mr TH Ngubane Tel No: (012) 401 1989 / Ms JM Nyalunga Tel No: (012) 401 1940
<u>APPLICATIONS NOTE</u>	:	Email to ASDOccupational@tnc.edu.za
	:	Applications must be submitted on the New Z83 which must be fully completed, obtainable from any Public Service Department and must be accompanied by a comprehensive Curriculum Vitae. Only shortlisted candidates will be required to submit certified copies of qualifications including academic records, driver's license, and identity document. Please take note that communication in relation to the process will be limited to the short-listed candidates. If you have not received any correspondence within three (3) months after the closing date, please consider your application unsuccessful. note: Please quote the relevant reference number of the post you are applying for. Applications received after the closing date will NOT be accepted. Shortlisted candidates will be subjected to a vetting process: criminal record, citizenship, credit record checks, and qualifications. Shortlisted candidates will be subjected to a skills/knowledge/competence test. The College/DHET reserves the right not to make appointments. Preference will be given to African male, African female, Coloured male, Coloured female, White male, Indian male and White female as per the EE targets of the College. People with disability are encouraged to apply. All costs incurred due to your application and interviews will be at your own expense.
<u>CLOSING DATE</u>	:	12 December 2025
<u>POST 44/60</u>	:	<u>ASSISTANT DIRECTOR: EXAMINATION SERVICES REF NO: TNC/CO/25 – 11/2</u> Nature of Appointment: Permanent
<u>SALARY CENTRE REQUIREMENTS</u>	:	R582 444 per annum (Level 10), plus benefits
	:	Central Office
	:	Matric/NQF Level 4 Certificate plus a recognised National Diploma/Degree in Education (NQF Level 6) or equivalent. An Honours degree will be an added advantage. A minimum of 3 years in a supervisory experience in managing assessment, conducting external examinations as well as Teaching and Learning in the TVET sector. Experience as a national examiner and/or moderator will be an added advantage. A valid SACE Certificate. Computer literate in MS Office 365 (Word, Excel, PowerPoint, and Outlook). Experience in managing training of examination officials. Knowledge and understanding of the TVETMIS and ITS. Knowledge of practice notes, national, provincial policy frameworks relevant to Education, Training and Development. Excellent leadership and management skills. Contract management principles and practices. Basic budgeting principles and practices. Excellent verbal and written communication skills including presentation and report writing- skills. Must be able to work under pressure and adapt to changes in the TVET sector. Computer literate on assessment & examination e-learning platforms. A valid driver's license. Ability to work long hours and under pressure. Willingness to travel.
<u>DUTIES</u>	:	Manage the college examination and assessments section. Standardisation of ICASS assessments across campuses. Coordinate collaboration groups and subject committees on the setting of quality and standardised assessment tasks and moderation thereof. Coordinate the Site-Based Assessments (SBA) as per the DHET Policies and Guidelines. Manage the internal marking centres at campuses. Oversee the process of internal marking. Coordinate the marker and moderator applications to DHET. Ensuring the submissions of all term marks to MIS are done timeously. Verification of submitted college term marks on assessments and final resulting. Support the integrity of the implementation of ISAT at all campuses. Provide assessment and examination support to all campuses. Monitor all campuses on the implementation of examination related policies. Ensuring the state of examination readiness at all campuses. Manage the process of resolving pending results. Monitor and support distribution point managers. Oversee the implementation of DHET/College management plans concerning assessments and examinations. Liaise between the college and DHET on all the examination and assessment related matters. Develop, review, and implement the college examination related policies. Provide guidance and assistance to the graduation committee. Writing of reports as and when required, inclusive of broad management and academic board reports.

<u>ENQUIRIES</u>	:	Should you have enquiries or experience any problem submitting your application contact Mr TH Ngubane Tel No: (012) 401 1989 / Ms JM Nyalunga Tel No: (012) 401 1940
<u>APPLICATIONS NOTE</u>	:	Email to ASDExaminationservices@tnc.edu.za
	:	Applications must be submitted on the New Z83 which must be fully completed, obtainable from any Public Service Department and must be accompanied by a comprehensive Curriculum Vitae. Only shortlisted candidates will be required to submit certified copies of qualifications including academic records, driver's license, and identity document. Please take note that communication in relation to the process will be limited to the short-listed candidates. If you have not received any correspondence within three (3) months after the closing date, please consider your application unsuccessful. note: Please quote the relevant reference number of the post you are applying for. Applications received after the closing date will NOT be accepted. Shortlisted candidates will be subjected to a vetting process: criminal record, citizenship, credit record checks, and qualifications. Shortlisted candidates will be subjected to a skills/knowledge/competence test. The College/DHET reserves the right not to make appointments. Preference will be given to African male, African female, Coloured male, Coloured female, White male, Indian male and White female as per the EE targets of the College. People with disability are encouraged to apply. All costs incurred due to your application and interviews will be at your own expense.
<u>CLOSING DATE</u>	:	12 December 2025
<u>POST 44/61</u>	:	<u>ASSISTANT DIRECTOR: SUPPLY CHAIN AND ASSETS MANAGEMENT</u> <u>REF NO: TNC/CO/25 – 11/3</u> Nature of Appointment: Permanent
<u>SALARY</u>	:	R468 459 per annum (Level 09), plus benefits
<u>CENTRE</u>	:	Central Office
<u>REQUIREMENTS</u>	:	National Senior Certificate or NC(V) Level 4 certificate. A recognized undergraduate qualification / Bachelor's degree / National Diploma (NQF level 6) in Purchasing Management / Logistics Management / Supply Chain Management or related qualification. A minimum of 3 years supervisory experience in Supply Chain Management/Procurement (Demand, Acquisition and Contracts). Understanding and interpretation of applicable systems and Central Supplier Database (CSD). Practical knowledge of managing three bid committees. This position requires a dynamic individual with practical expertise in supply chain management, strategic sourcing, and reporting. Further skills and competency requirements relate to strategic capability and leadership, problem solving and analysis, technical proficiency, quality management, communication, people management and empowerment. The incumbent must be service delivery orientated, customer focused, maintain high integrity and be able to perform in a team environment. Good knowledge of legislative framework and prescripts applicable to the public sector will be an added advantage. Good computer skills. Candidates must be willing to travel, work irregular hours and be committed to meet deadlines within tight timeframes. A valid driver's license.
<u>DUTIES</u>	:	Ensure compliance with Supply Chain Management processes and procedures. Develop and implement the College Supply Chain Strategy in terms of Demand, Acquisition and Contract Management. Perform contract management function and ensure compliance. Give progress to the end user regarding the submitted requests for goods, services and or works. Supervise and lead a team that renders demand, acquisition, contracts, and risk and performance management. Conduct needs analysis, develop Annual Procurement Plan, and monitor projects as approved on the plan. Compile and update bid register, compile tender (bid) documents in consultation with the Bid Committees, publication of specifications, receive bids and details of the awards. Advise the College on SCM matters, develop, implement, and maintain policies. Provide secretarial support to bid committees and ensure minutes are timely distributed. Prepare management reports and safe keeping of all Supply Chain Management information and documents for records and audit purposes. Respond to audit queries. Manage the resources of the Unit. Manage the College's Assets Unit. Take overall responsibility for the addition and disposal of the college's assets. Manage the asset verification process and the update of the asset register. Manage the college's inventories.

<u>ENQUIRIES</u>	:	Should you have enquiries or experience any problem submitting your application contact Mr TH Ngubane Tel No: (012) 401 1989 / Ms JM Nyalunga Tel No: (012) 401 1940
<u>APPLICATIONS</u>	:	Email to ASDSupplychain@tnc.edu.za
<u>NOTE</u>	:	Applications must be submitted on the New Z83 which must be fully completed, obtainable from any Public Service Department and must be accompanied by a comprehensive Curriculum Vitae. Only shortlisted candidates will be required to submit certified copies of qualifications including academic records, driver's license, and identity document. Please take note that communication in relation to the process will be limited to the short-listed candidates. If you have not received any correspondence within three (3) months after the closing date, please consider your application unsuccessful. note: Please quote the relevant reference number of the post you are applying for. Applications received after the closing date will NOT be accepted. Shortlisted candidates will be subjected to a vetting process: criminal record, citizenship, credit record checks, and qualifications. Shortlisted candidates will be subjected to a skills/knowledge/competence test. The College/DHET reserves the right not to make appointments. Preference will be given to African male, African female, Coloured male, Coloured female, White male, Indian male and White female as per the EE targets of the College. People with disability are encouraged to apply. All costs incurred due to your application and interviews will be at your own expense.
<u>CLOSING DATE</u>	:	12 December 2025
<u>POST 44/62</u>	:	<u>ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: S34/2025</u> (Permanent College Council Appointments with a 12 month probationary period)
<u>SALARY</u>	:	R468 459 per annum (Level 09), plus 37 % service benefits
<u>CENTRE</u>	:	Central Office – George
<u>REQUIREMENTS</u>	:	Matric/Grade 12 plus an appropriate qualification NQF Level 6 in supply chain management, purchasing management, procurement, logistics or financial management or equivalent appropriate tertiary qualification as recognized by SAQA. 5 years' experience in the Supply Chain Management environment or any relevant field, in which 3 years must be supervisory experience in Supply Chain Management environment or relevant field. A valid driver's license. Computer Literacy (MS Office). Skills: Knowledge and understanding of the PMFA, PPPFA, Treasury Regulations, Supply Chain Framework Act and BBEE Act. In-depth understanding of Tender processes, Understanding of the Supply Chain Management cycle which includes demand, acquisition, logistics, and disposal and supplier relationship management. Understanding of Asset Management. National treasury's Supply Chain Management guidelines. Willing to work long hours including beyond normal working hours and weekends, Ability to effectively communicate in at least two of the three official languages of the Western Cape. Skills: Administrative skills, planning and organising, Financial planning and management, Report writing, communication and interpersonal skills, problem solving. Project management. Project management. Budgeting, Supply Chain and Financial Planning and Management. Team leadership. Self-management. People management. Values & Attributes: Client Service focus, Integrity, Committed, Proactive and Loyal. Managing interpersonal Conflict, impact and influence, Diversity Management.
<u>DUTIES</u>	:	Develop, review, implement and monitor college SCM Policies in line with relevant legislation: Ensure that all procurement is following the Supply Chain (SCM) policies and procedures of the college. Co-ordinate and execute the quotation and bidding processes. Ensure that all official orders are compiled and authorized within three days from the date of recipients of quotations or comparative schedules. Align procurement plan, policies and strategies with the annual budget. Ensure that appropriate policies and processes are put in place for risk management. Implement, enforce, and ensure adherence of IT policies and procedures to all campuses. Prepare and accurate records and documentation on all solicitations, responses, purchases, contracts, correspondence and related follow up. Serve as the point of contact for customers and contractual matters. Ensure that signed contracts are communicated to all relevant parties to provide contract visibility and awareness. Render and monitor contract administration support service and

compliance. Ensure monthly, quarterly and annual reporting. Ensure prevention of fraud and abuse of the SCM system interventions. Respond to investigations and audit queries. Oversee the administration of demand and acquisition: Provide advice and brief in Bid Specification Committee meetings in drafting the terms and reference/specification and advice at the Bid Evaluation Committee meetings, Oversee the proper functioning of the committees. Oversee the proper functioning of the committees. Provide secretariat support to the Bid Adjudication Committee (BAC). Manage the administration of tender briefing session. Manage preparation of a tender document upon receipt from tender bid specification committee. Implement physical stock assessment and procedures on available goods and items issued. Manage preparation of logistics for the Evaluation and Adjudication Committees. Oversee the management of assets for the college: Monitor the implementation of the asset management plan of the college. Ensure the barcoding of all existing and new assets are recorded on the relevant asset register. Review the asset management register (hardcat), electronic filing system and manual register to ensure that it is always up to date and maintain for all current asset, movements and disposals. Compile management reports on issued, receipt, shortages and variances of stock levels. Provide guidelines on fruitless and wasteful expenditure regarding assets and the disposal of obsolete assets and on the relocation of redundant. Conduct loss analysis to identify trends, security shortcomings and investigate all losses. Ensure an up-to-date database of service providers: Oversee the development and utilization of a supplier database. Ensure that all supplier's information and documentation are confidential. Ensure continuous maintenance of database. Monitor the TVET college suppliers' database on the SCM system. Monitor suppliers' delivery performance and rotation of suppliers. Management of staff development: Render management service to staff. Ensure completion of performance agreements by all employees in the unit. Supervision of staff. Development of SCM subordinates.

**ENQUIRIES
APPLICATIONS**

: Mr. N Jacobs Tel No: (044)8840359
: Applications must be forwarded: The Deputy Principal: Corporate Services, electronically via the College Website, <https://sccollege.co.za/vacancies>

**FOR ATTENTION
NOTE**

: Ms Zoleka Maimane
: All applications must be submitted in a New Z83 form obtainable on the internet at www.dpsa.gov.za/dpsa2g/vacancies. The application must include completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and all your qualifications, academic transcripts/record, Trade Test document as well as a driver's license. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date will not be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks [where applicable], qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. Matching and redeployment to other workstations within the College may be considered based on the operational requirements. The College/DHET reserves the right not to make appointments where it deems fit to do so. Correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application as unsuccessful. Preference will be given to persons from designated groups, especially regarding race, gender and disability. In terms of Public Service Regulations 60(1) an executive authority shall not re-appoint a former employee, if that employee left the public service: (a) earlier on the condition that he or she would not accept or seek re-appointment.(b) due to ill health and cannot provide sufficient evidence of recovery.(c) Was dismissed from the Public service for misconduct.
12 December 2025 before 16:00

CLOSING DATE

POST 44/63

: **ASSISTANT DIRECTOR: MARKETING AND COMMUNICATION REF NO: PS35/2025**
(Permanent College Council Appointment with a 12 months probationary period)

SALARY

: R468 459 per annum (Level 09), plus 37% service benefits

<u>CENTRE</u>	:	Central Office
<u>REQUIREMENTS</u>	:	Matric/NC(V) Level 4 plus an accredited 3-years Degree/Diploma Marketing/Corporate Communication/Public Relations/Journalism or a related field qualification. A minimum of five (5) years of functional experience in Marketing with at least 3 – 5 years supervisory experience in relevant field □A Valid code 08 driver's License. Graphic Design knowledge will be an added advantage. Willingness to work irregular hours and travel extensively. Competencies: Strategic execution. Understanding of the importance of brand guidelines & applying them across a range of channels. Knowledge and understanding of stakeholder management. Knowledge and understanding of digital marketing. Knowledge of events management. Excellent written and verbal communication skills with a keen eye for detail. A good understanding and knowledge of college administrative policies, procedures, and planning. Website and Social Media experience. Ability to effectively communicate in at least two of the three official languages of the Western Cape. Demonstrated experience in managing marketing budgets and ability to implement cost saving measures and strict adherence to Government Procurement Policies and Procedures. Skills: Administrative. Good interpersonal relations. Project Management. Planning and organizing. Report Writing. Excellent verbal and written communications skills within all levels of an organization. Self-Management. Campaign management. Negotiation. People management. Client orientation and customer focus. Research Skills. Problem solving.
<u>DUTIES</u>	:	Compile, develop marketing strategies. Coordinate and planning all marketing and communication strategies, budget, projects and events in line with government and college administrative policies, procedures and planning. Develop and implement comprehensive communication plans to promote the college's programs and events. Engage and create informative content for press releases, articles, social media, website updates and other communication platforms. Manage media relations, responding to social media inquiries. Monitor media coverage & provide regular reports and analysis to senior management. Manage social media pages and generate reports for senior management. Coordinate public awareness campaigns and outreach activities to increase public understanding of TVET programs and initiatives. Support internal communication efforts to ensure consistent messaging and alignment with organizational goals. Manage all events including exhibition participation, official functions and special marketing events. Ensure the provision of photographic services at events and drafting articles. Manage the marketing of the college through branding at these events. Stay up to date with industry trends, best practices and emerging marketing technologies to continually enhance the college's marketing strategies. Conduct Customer Satisfaction Surveys internally and externally and compile individual reports for follow-up. Responsible for College website.
<u>ENQUIRIES</u>	:	Mr. M Gcuwa Tel No: (044) 884 0359
<u>APPLICATIONS</u>	:	Applications must be forwarded: The Deputy Principal: Corporate Services, electronically via the College Website, https://scccollege.co.za/vacancies
<u>FOR ATTENTION</u>	:	Ms Zoleka Maimane
<u>NOTE</u>	:	All applications must be submitted in a New Z83 form obtainable on the internet at www.dpsa.gov.za/dpsa2g/vacancies . The application must include completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za , a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and all your qualifications, academic transcripts/record, Trade Test document as well as a driver's license. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date will not be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks [where applicable], qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. Matching and redeployment to other workstations within the College may be considered based on the operational requirements. The College/DHET reserves the right not to make appointments where it deems fit to do so. Correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application as unsuccessful. Preference will be given to persons from designated groups, especially regarding race, gender and disability. In terms of Public Service Regulations 60(1) an executive

		authority shall not re-appoint a former employee, if that employee left the public service: (a) earlier on the condition that he or she would not accept or seek re-appointment.(b) due to ill health and cannot provide sufficient evidence of recovery.(c) Was dismissed from the Public service for misconduct.
<u>CLOSING DATE</u>	:	Friday, 12 December 2025 before 16:00
<u>POST 44/64</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: COUNCIL EXECUTIVE SECRETARY REF NO: PS36/2025</u> (College Council Permanent Position with a probationary period of 12 months)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 116 per annum (Level 08), plus 37% benefits Central Office – George Matric/Grade 12 plus an accredited minimum 3-year recognized Bachelor's degree in Languages and Communication with English as Major. REQV 14 (NQF 6). A minimum of at least 5 year's relevant working experience in a secretarial function or similar role. A Valid code 08 driver's license. High level of computer literacy (MS Word, Excel & PowerPoint) Strong knowledge of MS Office. Skills and competencies: Sound working knowledge of Governance structures & TVET College Sector. Able to demonstrate skills in analysing, interpreting, and applying policies and processes. Proven Report and Minute writing skills. Highly analytical with the ability to pay close attention to detail. Solid judgement with ability to make good decisions. Excellent English listening, verbal communication skills. Strong communication Skills. Advance English Communication Skills. Excellent typing skills. Excellent listening and writing skills. Excellent interpersonal relations and customer orientation. Planning and co-ordination skills. Proven report writing skills. Good interpersonal skills. Values/attributes: Must be able to work independently and efficiently under pressure. Organising and planning skills. Attention to detail. Knowledge of the Higher Education and Training communication protocols. Professional, discreet, maintaining high levels of confidentiality. Assertive, good organizer with sound judgement and decision-making skills. Ability to work under pressure. Ability to effectively communicate and write in at least two of the three official languages of the Western Cape of which English must be one.
<u>DUTIES</u>	:	Managing the interface between the Council and the College management and between stakeholders and the Council. Provide secretarial functions for the Council and its sub-committees. □Ensuring that corporate governance best practises are adopted by the College. Ensuring good governance and that council meetings and council committee meetings are appropriately performed in terms of the College Statute and Terms of Reference. Communicating decisions and actions resolved at council meetings and council committees' meetings and council committee meetings to SMT for implementation. Proper record keeping of all relevant council and council committees' documentation, logistical arrangements and preparation of agendas, notices of meetings, taking minutes for college council and committees. Drafting of internal memos, and other correspondence relating to Council matters. Support the effective functioning of College Council and College Council Committees. Organises, co-ordinates, and oversees all the arrangements of College Council and College Council committee meetings. Ensures that Council Committee meeting minutes are of high standard. Oversees the timeous submission and distribution of minutes and action schedules. Monitors and reports on progress relating to actions, as decided at Council and committee meetings. Maintains records of attendance of Council and Committee members are processed in a timeous manner. Ensures that travel and accommodation arrangements of College Council members as approved by the principal are processed. Ensures that the College Councillors' information remains current on the South Cape TVET website and at DHET. Undertakes any Committee related duties as directed by the principal. Supports the PA of the Principal when required by the principal. Ability and willingness to work flexitime after hours and manages the reconstitution process of Council (elections, appointments letters, liaising with applicants, organising Selection Committee meetings, etc.) Draft of Council Resolutions for internal and external bodies. Develop and update Council Resolution Register.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr. TE Terblanche Tel No: (044) 884 0359 Applications must be forwarded: The Deputy Principal: Corporate Services, electronically via the College Website, https://sccollege.co.za/vacancies
<u>FOR ATTENTION</u>	:	Ms Zoleka Maimane

NOTE

: All applications must be submitted in a New Z83 form obtainable on the internet at www.dpsa.gov.za/dpsa2g/vacancies. The application must include completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and all your qualifications, academic transcripts/record, Trade Test document as well as a driver's license. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date will not be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks [where applicable], qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. Matching and redeployment to other workstations within the College may be considered based on the operational requirements. The College/DHET reserves the right not to make appointments where it deems fit to do so. Correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application as unsuccessful. Preference will be given to persons from designated groups, especially regarding race, gender and disability. In terms of Public Service Regulations 60(1) an executive authority shall not re-appoint a former employee, if that employee left the public service: (a) earlier on the condition that he or she would not accept or seek re-appointment.(b) due to ill health and cannot provide sufficient evidence of recovery.(c) Was dismissed from the Public service for misconduct.

CLOSING DATE

: 12 December 2025 before 16:00

POST 44/65

: **SENIOR LABOUR RELATIONS OFFICER REF NO: PS37/2025**
(College Council 36 fixed term contract position with a probationary period of 12 months)

**SALARY
CENTRE
REQUIREMENTS**

: R397 116 per annum, plus 37 % service benefit
: Central Office- George
: Matric plus a minimum 3-year accredited Degree/National Diploma in Labour Relations, Labour Law, Industrial Psychology, Employment/Human Resource Management or relevant equivalent qualification (REQV 13)- NQF Level 6) a minimum of 3-5 years relevant work experience in Labour Relations environment or related field. Experience in appearing and representing employers in Bargaining Councils and PERSAL Certificate in Labour Relations will be an added advantage. A Valid Code 8 driver's license. Knowledge: Knowledge of Labour Relations Act, Public Services Legislations and policies related to Human Resource Management (HRM). Knowledge of implementing PSCBC and GPSSBC resolutions. Knowledge and understanding of bargaining process, grievance and dispute resolutions process. Sound knowledge of Labour Relations statutes. Knowledge and understanding of the TVET/CET Administration. Knowledge and understanding of the Higher Education sector (PSET and CET). Knowledge of PERSAL. Skills: Investigations and negotiations. Administrative. Planning and organizing. Financial management. Report writing. Good communication and interpersonal skills. Problem solving. Computer literacy, Client orientated. Project management. Team leadership. Conducting investigations. Presentation skills. Personal Attributes: Integrity, Committed, Loyal, Proactive and Ethical. Ability to effectively communicate in at least two of the three official languages of the Western Cape.

DUTIES

: Ensure promoting of sound Labour Relations in the college. Assist providing advice on Labour relations matters. Conducting workshops and information sessions on Labour matters. Protect employees' rights and interests. Investigate grievances and disputes in the college: Receive and acknowledge grievances and disputes. Follow proper procedure when handling grievance and dispute. Compile investigation report. Summon witnesses involved in the grievance. Communicate findings of the investigation to the aggrieved.
□ Represent the employer during conciliation and arbitration. Investigate misconduct cases: Investigate and scrutinize reports if there are any allegations of misconduct. Formulate charges and service a notice of the disciplinary hearing. Represent the Department in the disciplinary hearing. Communicate the outcome of the disciplinary hearing to the alleged employee. Arrange logistics regarding the disciplinary hearing. Participate in collective

bargaining council resolutions: Check all dispute referrals and advice management on them and verify whether the bargaining council has jurisdiction on the matter. Represent the College in Bargaining Councils, submit representations and submissions on behalf of the College for or against applications of condonations, referrals, rescinding of awards and decisions, postponements, preliminary issues and final representations. Arrange bilateral and multilateral meetings. Draft minutes for meetings. Prepare documents for employer's caucus and action list for chamber meeting. Gather inputs from human resource and senior management and aspects such as salaries, benefits, pension and work rules and practices. Maintaining stakeholder relations between the employer and the employee: Liaise with internal, external stakeholders and representing the college regarding Labour relations matters. Issue correspondence related to Labour relations activities such as notice of disciplinary hearing. Update data base on grievance, disputes, misconduct and collective bargaining and capture on PERSAL system: Draft and issue statistical information relating code of conduct and update database. Update grievance and disputes statistics, report to management and Public Service Commission (PSC). Capturing of cases on PERSAL system for reporting purposes. Capture all resolutions signed at PSCBC and Awards on the database. Management of human, physical and financial resources: Render staff Management. Ensure completion of performance agreements by all employees in the unit, Supervision of staff.

**ENQUIRIES
APPLICATIONS**

**FOR ATTENTION
NOTE**

: Mr. M Gcuwa Tel No: (044) 8840359
: Applications must be forwarded: The Deputy Principal: Corporate Services, electronically via the College Website, <https://scccollege.co.za/vacancies>
: Ms Zoleka Maimane
: All applications must be submitted in a New Z83 form obtainable on the internet at www.dpsa.gov.za/dpsa2g/vacancies. The application must include completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and all your qualifications, academic transcripts/record, Trade Test document as well as a driver's license. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date will not be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks [where applicable], qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. Matching and redeployment to other workstations within the College may be considered based on the operational requirements. The College/DHET reserves the right not to make appointments where it deems fit to do so. Correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application as unsuccessful. Preference will be given to persons from designated groups, especially regarding race, gender and disability. In terms of Public Service Regulations 60(1) an executive authority shall not re-appoint a former employee, if that employee left the public service: (a) earlier on the condition that he or she would not accept or seek re-appointment.(b) due to ill health and cannot provide sufficient evidence of recovery.(c) Was dismissed from the Public service for misconduct.

CLOSING DATE

: 12 December 2025

POST 44/66

: **ADMINISTRATION OFFICER: REGISTRATION & TVETMIS REF NO: PS39/2025**
(College Council Permanent position with a probationary period of 12 months)

**SALARY
CENTRE
REQUIREMENTS**

: R325 101 per annum (Level 07), plus 37% in lieu of benefits
: Central Office – George
: Matric/Grade 12 plus an accredited minimum 3-year Recognized Degree/Diploma in the field of Secretarial/Administration/Office Management. REQV 14 (NQF 6). A minimum of at least 2-3 year's relevant working experience is required. A Valid code 08 driver's license. Computer Literacy (MS Office). Knowledge of the Colleges' Business Management System (BMS) and various Sector Education and Training Authorities (SETA) databases will serve as an added advantage. Knowledge of the Policy Framework on Administration and Management of Student Admissions in TVET Colleges. Knowledge of the

DHET prescribed examination policies and procedures. Knowledge of TVET College policies including knowledge of the TVETMIS system and annual reporting requirements by the Department of Higher Education. Knowledge and understanding of Information Management, statistical analysis, and interpretation of student data and the DHET Standard Operating Procedure (SOP) on student enrolments. Administrative, planning, analytical and report writing skills. Ability to manage time effectively and problem-solving skills. Ability to effectively communicate in at least two of the three official languages of the Western Cape.

DUTIES

: Responsible for the effective management of the College BMS system, various Sector Education and Training Authorities (SETA) databases and QCTO uploading and certification. Render effective student registration services pertaining to Ministerial and Occupational Programmes. Provide guidance and testing of students, with regards to choice of and placement within programmes. Administer overall Student Registration Processes and reviewing of Templates to guide Application, Admission and Registration process to ensure standardisation across Campuses. Ensure compliance to the DHET Standard Operating Procedure (SOP). Capture and update information on the College and other related system programmes. Maintain and administer TVETMIS mapping, capturing and data extraction for the College. Responsible for statistical interpretation and the compilation of Student data reports for Occupational and Ministerial Programmes. Compile and maintain an update database of student graduates for Student Work Placement. Extract data, compile and produce various reports and statistics for External and Internal stakeholders. Administer student Occupational Programme Certificate enquiries. Co-responsible for all administrative functions within the Student Registration Services and TVETMIS Unit. Co-responsible for all administrative functions within the Student Registration staff at Campuses, Conducting of Student Registration Audits at Campuses. Monitor Student Enrolments during the enrolment periods. Monitor the capturing of Report 191 and NC(V) student registration data on the College BMS to ensure compliance and timeous finalisation.

ENQUIRIES

APPLICATIONS

FOR ATTENTION

NOTE

: Ms. V Heyneke Tel No: (044) 884 0359
 : Applications must be forwarded: The Deputy Principal: Corporate Services, electronically via the College Website, <https://scccollege.co.za/vacancies>
 : Ms Zoleka Maimane
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CLOSING DATE

: Friday, 12 December 2025 before 16:00

POST 44/67

: **STATE ACCOUNTANT REF NO: PS40/2025**
 (College Council Permanent position with a probationary period of 12 months)

SALARY

: R325 101 per annum (Level 07), plus 37% in lieu of benefits

<u>CENTRE REQUIREMENTS</u>	: Central Office – George
	: Matric/Grade 12 plus an accredited minimum 3-year Recognized Degree/National Diploma in Accounting/Financial Management REQV 13 (NQF 6). A minimum of at least 2-3 years relevant working experience in the financial management environment. A Valid code 08 driver's license. Computer Literacy (MS Office). Knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Knowledge of the Public Service Financial legislations, procedures and Treasury Regulations (PMFA, DORA, GRAP). Knowledge of basic financial operating systems (COLTECH, ITS etc). Skills: Advance excel skills is compulsory, Planning and organizing, Good verbal and written communication, Flexibility, Interpersonal Relations, Accuracy, Aptitudes of figures. Ability to manage time effectively and problem-solving skills. Ability to effectively communicate in at least two of the three official languages of the Western Cape.
<u>DUTIES</u>	: Provide the effective and efficient administration of debt management services. Provide support in the administration of Debtors. Identify and accurate recording of debts owed to the college. Liaise with debtors to determine payback conditions and time span. Accurate allocation of monies received. Update of tuition fees and administer debtors. Reconciliation and clearance suspense/ledger accounts. Prepare and verify debtor related journals. Calculate impairment and prepare write-offs. Supply auditors with GRAP compliant debtors schedules. Supervise staff.
<u>ENQUIRIES APPLICATIONS</u>	: Mr. NP Jacobs/Ms C Robertson Tel No: (044) 884 0359
	: Applications must be forwarded: The Deputy Principal: Corporate Services, electronically via the College Website, https://sccollege.co.za/vacancies
<u>FOR ATTENTION NOTE</u>	: Ms Zoleka Maimane
	: All applications must be submitted in a New Z83 form obtainable on the internet at www.dpsa.gov.za/dpsa2g/vacancies . The application must include completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za , a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and all your qualifications, academic transcripts/record, Trade Test document as well as a driver's license. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date will not be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks [where applicable], qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. Matching and redeployment to other workstations within the College may be considered based on the operational requirements. The College/DHET reserves the right not to make appointments where it deems fit to do so. Correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application as unsuccessful. Preference will be given to persons from designated groups, especially regarding race, gender and disability. In terms of Public Service Regulations 60(1) an executive authority shall not re-appoint a former employee, if that employee left the public service: (a) earlier on the condition that he or she would not accept or seek re-appointment.(b) due to ill health and cannot provide sufficient evidence of recovery.(c) Was dismissed from the Public service for misconduct.
<u>CLOSING DATE</u>	: 12 December 2025 before 16:00
<u>POST 44/68</u>	: <u>HANDYMAN REF NO: PS41/2025</u> (College Council 3- years contract position with a probationary period of 12 months)
<u>SALARY CENTRE REQUIREMENTS</u>	: R163 680 per annum (Level 03), plus 37% in lieu of benefits
	: George Campus
	: Grade 10 Certificate, relevant Handyman / Tradesman Aid certificates, with 2 years relevant experience in a Handyman or General Foreman, plus 1-year supervisory experience will be an added advantage. Must be computer literate, valid driver's license, Communication and basic numeracy, interpersonal relations, administrative skills. Basic knowledge of general hygiene practices. Plumbing, carpentry, electrical, groundsman and OHS Knowledge of cleaning products and applications. Ability to use a variety of cleaning equipment and

DUTIES

:

products. Basic literacy and communication skills. Willingness to work extended hours including overtime, weekends, and public holidays as and when requested. Preference will be given to candidates from the local area where the office and/or position will be based. Ability to effectively communicate in at least two of the three official languages of the Western Cape. Values and attributes: Client service focus. Integrity, Committed, Proactive and Loyal. Plan and effectively. Coordinates the installation, maintenance and repair work around the park complex. This includes supervision of teams of workers, regularly inspect sites, execute work necessary, maintain equipment and assign services providers to various projects. Solid understanding of building maintenance, repairs. Liaise with professional people, suppliers, representatives, agents and workers e.g. for the obtaining of quotations, placing of orders, receiving of goods and during the supervisory and monitoring role during work that needs to be done. Plan, organize, control and lead as supervisor by managing the maintenance staff. Do maintenance and repair work – all “minor” maintenance and repair work inside and outside all buildings when necessary. Purchase maintenance materials, tools, and equipment as required and to control stock thereof. Assist in managing the Maintenance and Repairs budget. Inspecting buildings, maintaining inventory, and scheduling repair. Inspect sites regularly to identify problems and necessary maintenance. Coordinate daily maintenance activities. Maintain all inventory and equipment and ensure proper storage. Comply with all health and safety regulations and practices on site. Conduct follow-ups on all maintenance and repair work. Conduct safety inspections as scheduled. Supervision of fleet usage. Oversee all repairs and ensure that work is completed on time. Supervising the general assistants and serving as a team leader. Assist in managing the Maintenance and repair budget. Inspecting buildings, maintaining inventory, and scheduling repair. Inspect sites regularly to identify problems and necessary maintenance. Coordinate daily maintenance activities. Maintain all inventory and equipment and ensure proper storage. Comply with all health and safety regulations as scheduled. Supervision of fleet usage. Oversee all repairs and ensure that work is completed on time. Conduct safety inspections as scheduled. Supervision of fleet usage. Oversee all repairs and ensure that work is completed on time. Supervising the general assistants and serving as team leader. Ensuring that general assistants sign the attendance register. Co-ordinating daily activities. Supporting and advising the general assistants on the execution of their tasks. Perform work inspections. Ensuring the neatness of the buildings and premises. Removing refuse. Cleaning gutters. Replacing light bulbs and windowpanes. Doing touch-up painting where necessary. Unblocking drains. Minor repairs to locks, doors, desks, sanitary ware, fencing, ablution, water taps, etc. Locking and unlocking gates. Locking and unlocking classrooms and toilets. Activating and deactivating alarm systems. Preparing soil. Applying fertiliser. Planting flowers, grass, plants and shrubs. Mowing lawn. Trimming hedges. Pruning. Raking leaves. Irrigating Garden. Applying insecticide. Storing machinery and equipment. Securing and monitoring access points to the premises. Ensuring safety of playground equipment. Removing dangerous objects from grounds. Reporting theft and dangers on the premises. Ensuring safety equipment is in good working order e.g. fire extinguishers.

ENQUIRIES APPLICATIONS

:

Ms. V Hartnick Tel No: (044) 8742360

:

Applications must be forwarded: The Deputy Principal: Corporate Services, electronically via the College Website, <https://sccollege.co.za/vacancies>

FOR ATTENTION NOTE

:

Ms Zoleka Maimane

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CLOSING DATE

: 12 December 2025 before 16:00

POST 44/69

: **GENERAL ASSISTANT REF NO: PS 42/2025**

(College Council 3-years contract position with a probationary period of 12 months)

SALARY

: R138 486 per annum (Level 02), plus 37% in lieu of benefits

CENTRE

: George Campus

REQUIREMENTS

: Grade 10 Certificate. 2 — 3 years relevant experience in a cleaning environment such as a school, hostel educational environment with multiple facilities will be an added advantage. Basic knowledge of general hygiene practices. Knowledge of cleaning products and applications. Ability to use a variety of cleaning equipment and products. Basic literacy and communication skills. Willingness to work extended hours including overtime, weekends, and public holidays as and when requested. Ability to effectively communicate in at least two of the three official languages of the Western Cape. Values and attributes: Client service focus. Integrity, Committed, Proactive and Loyal.

DUTIES

: Cleaning of classrooms. Hostel, administration building. Halls, corridors, and toilets: Sweep and cleaning of the assigned floors, windows, desks, and chairs before and after periods. Regularly keep toilets and toilet components clean and hygiene with cleaning materials and ensure there is always enough supply of hand wash materials and toilet papers etc. in all toilets. Regularly maintain a clean and hygienic environment of facilities and halls for staff and students, maintain a safe and hygiene environment of (OLC/Computer rooms) before and after students use the rooms. Clean and dust all computers and desks for staff and students. Arrangement of chairs and tables in classrooms and examination rooms before, during and after examinations as and when required. Cleaning of kitchens and staff rooms: Maintain a clean and hygienic staffroom before and after lecturers attend to teaching and learning or while they are busy with the students in other classes. Always keep the kitchens clean before and after break or when there is a need. Responsible for cleaning materials: Responsible for proper and correct use of cleaning materials, issue of kitchen utensils when needed by campus- Use cleaning material issued to clean classrooms, boardrooms efficiently and effectively.

ENQUIRIES

: Ms. V Hartnick Tel No: (044) 674 2360

APPLICATIONS

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FOR ATTENTION

: Ms Zoleka Maimane

NOTE

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CLOSING DATE

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12 December 2025 before 16:00