

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(Ekurhuleni East TVET College)**

<u>APPLICATIONS</u>	:	Received after the closing date will not be considered. Please forward your application, quoting the reference number to: The Assistant Director: Human Resource Management & Development. Ekurhuleni East TVET College, Sam Ngema Road, Kwa - Thema or posted to Private Bag X52, Springs, 1560.
<u>CLOSING DATE</u>	:	17 August 2026 at 16H00.
<u>NOTE`</u>	:	Applications must be submitted on Z83 form obtainable from any Public Service Department or on the internet at www.gov.za/Documents and must be Accompanied by a recently updated comprehensive CV (With Three Contactable References). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A user guide and 'how to' videos will assist in how to complete for the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Candidates whose appointments promote representativity in term s of race, gender, and disability will receive preference. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action. The appointment will be done in line with the approved Employment Equity Plan. Persons with disability are encouraged to apply. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation.

OTHER POSTS

<u>POST 27/33</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: EXAMS AND ASSESSMENTS REF NO: EEC-SEAP-01-01/2026</u> Ekurhuleni East TVET College Permanent
<u>SALARY</u>	:	R413 001 per annum (Level 08)
<u>CENTRE</u>	:	TVET Colleges
<u>REQUIREMENTS</u>	:	A Grade 12 / Matric / Level 4 Certificate. An appropriate (3) year National Diploma or Degree in Education / Public Administration/Business Management/Office Management. 3-5 years in teaching and learning environment. Computer Literacy. A valid Driver's Licence. 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 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. Good Administration. Planning and organizing. Financial management. Report writing. Good Communication. Problem solving. Computer literacy. Analytical. Client oriented. Project management. Team leadership. People management. Client service focus. Integrity. Committed. Proactive. Loyal. Ethics.
<u>Duties</u>	:	Ensure the provision of examination services. Administer exam venues (i.e. seating plan, direction to exam venue, instruction to student and other related duties as per exam manual). Manage concessions for students with disabilities prior examination sitting. Ensure the monitoring of examination processes and procedures. Administer College exam centers for trimester or semester or year examination cycle. Ensure if invigilator and student comply with examination policy and regulations. Ensure the safekeeping and distribution of question papers. Develop the internal Assessment (ICASS/ISAT) Monitoring and Verification tool. Develop College Examination Policy and Terms of References

(TOR) for Examination related committee. Ensure the submission of examination data to DHET. Coordinate meetings for before and after exams to discuss irregularity experience and develop strategies. Conduct training of Invigilators, Markers and Data Capturers. Ensure the preparation of logistical arrangements for training (materials, equipment, transport, refreshment and venue). Develop internal marking plan and administer internal marking centers. Administer Invigilator agreements, contracts and signing thereof. Coordinate appointment of Chief Invigilators and Examination Officers. Administer and conduct training for Invigilators, Markers and Data Capturers on exam processes and procedures. Establish the function of Irregularity Committee. Coordinate activities for the development of learning material. Administer the establishment of both the Examination and Irregularity Committee for both Colleges and Campuses. Provide secretariat service to the Committee and ensure the compilation of reports. Ensure the management and control of issuing of the certificates. Administer the issuing of certificate application form and quality assurance on submitted data. Administer the processing and submission of all Diploma applications, keep record and handle enquiries. Ensure the tracking of outstanding certificate applications (Statement of results, Diploma, NCV Certificates). Ensure the distribution of certificates to the students. Ensure proper administration of the examination unit. Administer the communication of exam time tables to the students. Administer the distribution of examination results, year mark etc to the Campus Managers. Report the clashing of exams dates. Manage all human, financial and other resources in the unit. Render management service to the staff. Manage the development and performance of the staff. Manage the performance agreement of the staff. Adhere to Department of Higher Education & Training and College policies and procedures. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.

<u>ENQUIRIES</u>	:	Ms. LK Boikhutso Tel No: (011) 730 6600 / Mr. T Matsaba Tel No: (011) 730 6600
<u>APPLICATIONS</u>	:	must be submitted to recruitment@eec.edu.za OR hand delivered at Ekurhuleni East TVET College: Central Office, Sam Ngema Road, Kwa – Thema.
<u>POST 27/34</u>	:	<u>SENIOR MANAGEMENT INFORMATION SYSTEMS ADMINISTRATOR OFFICER REF NO: EEC-SMIP-02-01/2026</u> Ekurhuleni East TVET College Branch: Technical And Vocational Education and Training Permanent
<u>SALARY</u>	:	R413 001 per annum (Level 08)
<u>CENTRE</u>	:	TVET Colleges
<u>REQUIREMENTS</u>	:	A Grade 12 / Matric / Level 4 Certificate. An appropriate National Diploma or Bachelor's Degree in Information Systems, Management Information Systems, Information Technology, Computer Science, Data Science, or any other related qualification. A minimum of three (3) years' relevant experience in Management Information Systems, database administration, information systems support, institutional reporting, or data analytics. Proven experience working with the Integrated Tertiary Software (ITS) system (TVET COLLEGE BMS SYSTEMS) is a prerequisite. Knowledge of DHET policies, TVETMIS reporting requirements, and higher education information systems. Knowledge of SQL, relational databases, and reporting tools is required. Proficiency in Microsoft Office Suite, particularly Microsoft Excel, is essential. Knowledge of Business Intelligence and data visualisation tools such as Microsoft Power BI, SQL Server Reporting Services (SSRS) or similar reporting platforms and A valid Driver's Licence. Knowledge of Management Information Systems principles, database administration and information management. Knowledge of the Integrated Tertiary Software (ITS) system, relational databases, database querying, business intelligence tools and reporting applications. Understanding of data governance, data quality management, information security and institutional reporting frameworks within the TVET sector. Knowledge of DHET reporting requirements, TVETMIS reporting processes and the Protection of Personal Information Act (POPIA). Good understanding of systems analysis, information management. Excellent analytical, problem-solving and report-writing skills with the ability to interpret complex institutional data and present

meaningful management information. Ability to develop dashboards, statistical reports and performance indicators to support evidence-based decision-making. Good communication, presentation, interpersonal and stakeholder management skills. Ability to work independently, manage multiple priorities and maintain a high level of accuracy, confidentiality and attention to detail. Adhere to Department of Higher Education & Training and College policies and procedures.

<u>DUTIES</u>	:	Provide support in the administration, maintenance and optimisation of the College's Management Information Systems (MIS) and the Integrated Tertiary Software (ITS) to ensure the integrity, availability and security of institutional information. Maintain and administer institutional databases, perform data validation, cleansing and reconciliation, monitor system performance, implement system updates, maintain user access controls, perform routine backups and support the implementation of information security and data governance standards. Provide first-line support to ITS users, resolve system-related queries, develop and maintain system documentation, facilitate user training, and assist in the implementation of system enhancements and continuous improvement initiatives in support of institutional objectives. Collect, extract, analyse, interpret and report on institutional data to support planning, monitoring and evidence-based decision-making. Develop and generate management reports, dashboards, statistical reports and key performance indicators for College Management, Council, the Department of Higher Education and Training (DHET) and other stakeholders. Support the coordination and submission of statutory reports, monitor data quality and compliance with DHET reporting requirements, identify trends and provide analytical insights to improve institutional performance, ensure compliance with College policies, the Protection of Personal Information Act (POPIA) and other applicable legislation, and perform any other duties delegated by the Assistant Director: Management Information Systems. ITS database. Comply with DHET and College policies and procedures. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.
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<u>POST 27/35</u>	:	<u>SENIOR RISK MANAGEMENT OFFICER REF NO: EEC-RISP-03-01/2026</u> Ekurhuleni East TVET College Branch: Technical And Vocational Education and Training Permanent
<u>SALARY</u>	:	R413 001 per annum (Level 08)
<u>CENTRE</u>	:	TVET Colleges
<u>REQUIREMENTS</u>	:	A Grade 12 / Matric / Level 4 Certificate. An appropriate National Diploma/Degree in Internal Auditing / Risk Management or equivalent qualification. Three (3) years' experience in Risk Management or relevant field. Computer literacy. A valid Driver's Licence. Knowledge of relevant legislation, policies and procedures relating to Risk Management. Good verbal and written communication. Interpersonal skills and problem-solving skills. Research and report writing and presentation skills. Candidate must be trustworthy, proactive, and reliable and committed to service delivery. Ability to work under pressure.
<u>DUTIES</u>	:	Develop, review and implement in consultation with management, risk management policy, framework, methodology and strategy. Implement risk management plan i.e. risk identification, risk appetite and tolerance and risk classification. Facilitate and compile strategic, operational and process level risk register. Facilitate risk related trainings, workshops and awareness campaigns to management and employees. Facilitate and monitor application and procedures associated with risk management functions and activities. Liaise with Internal Audit concerning fraud indicators and implementation of fraud prevention strategies. Conduct follow ups on reported fraud and corruption within the College. Ensure Compliance with risk management related framework and other applicable legislation. Compile all risk management related reports. Adhere to Department of Higher Education &

		Training (DHET) and College policies and procedures. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.
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<u>POST 27/36</u>	:	<u>IT TECHNICIANS REF NO: EEC-ITP-04-02/2026 (X2 POSTS)</u> Ekurhuleni East TVET College Branch: Technical And Vocational Education and Training Permanent
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	TVET Colleges
<u>REQUIREMENTS</u>	:	A Grade 12 / Matric / Level 4 Certificate. An appropriate National Diploma / Degree in Information Technology (IT), Information Systems, Network Engineering, Cyber Security, Cloud Computing, or equivalent qualification. Minimum of 2 – 3 years' experience in an ICT environment supporting enterprise infrastructure. (HCIP) – Routing & Switching, Security, Cloud Computing, or related specialisation. A valid Driver's Licence. Knowledge of ICT infrastructure, network administration, cloud computing, cybersecurity, and server management. Knowledge of Microsoft Windows Server, Active Directory, DNS, DHCP, Group Policy, Microsoft 365, Azure, and virtualisation technologies. Understanding of cloud-based infrastructure and hybrid environments. Knowledge of backup, disaster recovery, and business continuity practices. Understanding of network security technologies including firewalls, endpoint protection, email security, and security monitoring tools. Ability to perform vulnerability assessments and implement security controls. Knowledge of system integration, user provisioning, identity management, and access control. Understanding of ICT governance frameworks and service management principles. Strong troubleshooting and analytical skills. Ability to interpret ICT challenges and provide effective solutions. Excellent customer service and stakeholder engagement skills. Ability to work under pressure and manage multiple priorities. Strong communication, documentation, and report-writing skills. Project coordination and time management skills.
<u>DUTIES</u>	:	Provide first and second-line ICT support services to College users and maintain the effective operation of the ICT Service Desk. Install, configure, maintain and troubleshoot desktops, laptops, printers, telephones, software applications, and peripheral devices. Administer user accounts, email services, Active Directory, Microsoft 365 services, and access management processes. Support and maintain network infrastructure including switches, routers, wireless networks, structured cabling, internet connectivity, and voice communication systems. Assist with the administration, monitoring, maintenance, and upgrading of server infrastructure, cloud services, virtualisation platforms, and enterprise applications. Implement and support cybersecurity controls, endpoint protection solutions, patch management, vulnerability remediation, information security measures, and compliance with ICT security standards. Monitor ICT infrastructure to ensure the availability, integrity, and confidentiality of College information systems and services. Perform backup and recovery procedures, disaster recovery activities, business continuity support, data migration, and secure offsite storage of institutional information. Assist with systems integration initiatives, cloud migration projects, digital transformation programmes, and the implementation of new ICT technologies and services. Maintain ICT asset registers, technical documentation, standard operating procedures, and system configurations. Conduct troubleshooting, diagnosis, testing, installation, configuration, and upgrade activities on ICT infrastructure and systems. Provide telephonic, remote, and on-site support to users across all College sites. Gather and analyse user requirements, identify ICT-related challenges, recommend solutions, and participate in ICT projects and innovation initiatives. Ensure compliance with Department of Higher Education and Training (DHET) regulations, College policies, ICT governance frameworks, and industry best practices while providing efficient, reliable, and customer-focused ICT services.

		Adhere to Department of Higher Education & Training (DHET) and College policies and procedures. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Ms. LK Boikhutso Tel No: (011) 730 6600 / Mr. T Matsaba Tel No: (011) 730 6600
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<u>POST 27/37</u>	:	<u>CHIEF ADMINISTRATIVE CLERK: PAYROLL REF NO: EEC-PAYP-05-01/2026</u> Ekurhuleni East TVET College Branch: Technical And Vocational Education and Training Permanent
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	TVET Colleges
<u>REQUIREMENTS</u>	:	A Grade 12 / Matric / Level 4 Certificate. An appropriate National Diploma or Degree in Accounting / Financial Management / Human Resource Management or equivalent qualification. 3-5 years' experience in the financial management environment. A valid Driver's Licence. Knowledge of financial functions, practices, as well as the ability to capture data, operate a 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, PSA, PSR, PPPFA, Financial Manual). Knowledge of financial operating systems (PERSAL, BAS, MIS) etc. Computer skills. Planning and organising skills. Good verbal and written communication. Basic numeracy skills. Ability to perform routine tasks. Ability to operate office equipment. Flexibility. Interpersonal Relations. Accuracy. Client service focus. Integrity. Committed. Proactive and loyal.
<u>DUTIES</u>	:	Ensure the Implementation of Budget Control and expenditure. Facilitate and coordinate the annual budgeting process. Perform monthly budgetary and Expenditure analysis. Effect budget adjustments. Prepare budget. administer College adjustment Estimates. Compile Medium Term Expenditure Framework (MTEF) projections. monitor expenditure trends and reconciliation against budget and cash flow projections. monitor expenditure allocation and amendment of erroneous allocations. Compile financial reports. Compile monthly budget reports. Safeguard all financial documents of the College. Prepare the unit for the annual financial audit and respond to enquiries. Reconcile salary payments with salary ledger. Administer payroll control and salary administration. Provide inputs and implement salary administration and payroll control policies. Reconcile salary payments against the salary ledgers for all cost centres on the system. Manage the written appointment of paymaster. Maintain and update pay points and their associated staff. Print, distribute and collect payrolls. Sign a monthly salary administration and payroll control compliance certificate. Safeguard and preserve payrolls. Load third party payment on bank system (SARS, UIF, COIDA and SDL). Supervise human resources/staff. Allocate and ensure quality of work. Personnel development. Assess staff development. Apply discipline. Report on state of expenditure. Adhere to Department of Higher Education & Training (DHET) and College policies and procedures. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Ms. LK Boikhutso Tel No: (011) 730 6600 / Mr. T Matsaba Tel No: (011) 730 6600
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<u>POST 27/38</u>	:	<u>CAMPUS ADMINISTRATOR REF NO: EEC-CAP-06-01/2026</u> Ekurhuleni East TVET College Branch: Technical And Vocational Education and Training Permanent
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	TVET Colleges
<u>REQUIREMENTS</u>	:	A Grade 12 / Matric / Level 4 Certificate. An appropriate National Diploma / Degree in Office Management and Technology / Public Management or equivalent qualification. 1-2 years relevant experience in Administration environment. A valid Driver's Licence. Knowledge of office administration. 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 centre budgetary, expenditure and cash flow management. Employment Equity Act, Public Service Regulations and Public Service Act, Labour Relations Act and any other related legislation. Planning and organising. Financial management. Report writing. Communication and interpersonal. Problem solving. Computer literacy skill. Analytical skill. Client-oriented. Project management. Team leadership. Planning and organising. People management. Client service focus. Integrity. Committed. Proactive and Loyal.
<u>DUTIES</u>	:	Render administrative support services. Draw up a campus enrolment plan for both NCV and report 191. Gather departmental information and compile a report for A-TEAM and Campus Management. Prepare reports, presentations, and other correspondence. Arrange meetings, conferences, workshops and other gatherings as required. Provide other secretarial support services to campus management. Administer and coordinate human resource services: Coordinate Leave forms and submit to central office. Coordinate PMDS documents and submit to central office. Coordinate all relevant documentation pertaining to disciplinary cases and grievances. Follow up and resolve all human resource administration queries and issues emanating from campus staff. Maintain human resource records administration. Monitor the attendance register for staff. Coordinate the compilation of duty registers and payment for part-time lectures. Provide procurement services: Recommend purchase requisitions to Campus Manager. 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. Support the implementation college staff wellness programme at campus level. Maintain a proper filing system: Maintain files for all campus staff. Filing of all relevant documentation according to QMS requirements and the 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. Adhere to Department of Higher Education & Training (DHET) and College policies and procedures. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.
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