

DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(Mthashana TVET College)
(Goldfields TVET College)

OTHER POSTS

<u>POST 29/35</u>	:	<u>ASSISTANT DIRECTOR: CURRICULUM IMPLEMENTATION REF NO: MTC/1/ 2026</u> (Permanent)
<u>SALARY</u>	:	R605 742 per annum (Level 10), plus actual benefits
<u>CENTRE</u>	:	Central Office, Vryheid
<u>REQUIREMENTS</u>	:	An appropriate Bachelors' Degree / National Diploma in Engineering and/or Business Studies augmented by qualification in Education (NQF Level 6) recognized by SAQA. A minimum of three (3) to five (5) years' supervisory experience as Senior Lecturer/ Head of Division in the relevant field is required. The candidate should have strong understanding of occupational curriculum development, implementation, and assessment strategies. A valid drivers' licence and willingness to drive long distances. Knowledge of PSET and CET Act. Knowledge of Teaching and Learning. Knowledge of Skills Development Act, Public Service Regulations and Public Service Act as well as Labour Relations Act. Knowledge of the Public TVET sector and its regulatory and legislative framework. Knowledge and understanding of the Higher Education sector. Skills: Administrative, planning and organizing, financial management, report writing, communication and interpersonal, problem solving, analytical, client oriented, project management, team leadership and computer Literacy and people management.
<u>DUTIES</u>	:	Oversee the implementation and monitoring of curriculum services by developing policy/ guidelines for management of curriculum (classroom management policy), monitoring the implementation of curriculum policies, leading the implementation of new programmes such as Occupational Programmes, coordinating review of the ICASS guidelines for all programmes in accordance with DHET guidelines, monitoring the conduct of assessments on all programmes, provide required report to senior management and other stakeholders, overseeing coordinated curriculum delivery at all college delivery sites, ensuring implementation of best practices teaching in collaboration with campus managers. Oversee Curriculum Services by facilitating new programme decisions and manage planning process, identifying learner material, equipment and other resources, distributing LTSMS (Learning, Teaching Support Materials) to all campuses. Ensure the provision of guidance for the improvement of curriculum content and delivery based on engagements with public and private industry stakeholders by analysing results and provide necessary intervention to critical subjects, planning class visits to improve quality teaching and learning. Provisioning of Assessment and Moderation by conducting workshops for academic staff
<u>ENQUIRIES</u>	:	Mr SC Hadebe/ Mr S Zulu / Mr LK Mthethwa/ Ms GL Sikhosana Tel No: (034) 980 1010
<u>APPLICATIONS</u>	:	Email Address: Academic.Applications@mthashana.edu.za
<u>NOTE</u>	:	All attachments must include an application form Z83 and CV only combined, in PDF and as one attachment. Zipped, IMG and JPEG documents will not be accepted. Indicate the correct job title and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. Failure to do so will result in your application being disqualified. Applications quoting the relevant reference number must be submitted on the new Z83 form, obtainable from any Public Service Department or on the internet at www.gov.za/documents . Received applications using incorrect application for employment (old Z83) will not be considered. Each post(s) advert must be accompanied by its own application form for employment and must be fully completed, initialled and signed by the applicant as instructed below. Failure to fully complete, initial and sign the Z83 form will lead to disqualification of the application during the selection process. 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 and declaration

signed. Only an updated comprehensive CV (with detailed previous experience if any) and a completed and signed new Z83 application form is required. Only shortlisted candidates will be required to submit copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources and such qualification(s) and other related documents will be in line with the requirements of the advertisement. Non-RSA Citizens/ Permanent Resident Permit holders in possession of foreign qualifications must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). The College does not accept hand delivered applications. Applications 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 candidate not being considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. All shortlisted candidates, including the SMS, shall undertake two-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and other must be an integrity (ethical conduct) assessment. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit records checks, qualification(s) verification and employment verification). Please note that by responding to this advertisement, you consent to the collection, processing, and storing of your Protection of Personal Information Act (POPIA). Your information will be used solely for the purpose of this promotion and will not be shared with third parties without prior written consent unless required by law. The college reserves the right not to make any appointment(s) to the below advertised post(s). The successful candidate will be expected to sign a performance agreement. The College is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the College's intention to promote equity in terms of race, gender and disability, through the filling of this post(s)

<u>CLOSING DATE</u>	:	28 August 2026 at 23:59
<u>POST 29/36</u>	:	<u>ASSISTANT DIRECTOR: INTERNAL AUDIT AND QUALITY ASSURANCE</u> <u>REF NO. MTC/2/2026</u> (Permanent)
<u>SALARY</u>	:	R487 197 per annum (Level 09), plus actual benefits
<u>CENTRE</u>	:	Central Office, Vryheid
<u>REQUIREMENTS</u>	:	An appropriate Bachelors' Degree / National Diploma in Internal Audit / Accounting. A minimum three (3) to five (5) years' functional experience in Internal Audit environment two (2) years of which should be at managerial or supervisory level. Experience in the development of policies / implementation strategies. Proven computer literacy – MS Office: Word, Excel and PowerPoint. Unendorsed valid driver's licence. Recommendation: Registered member with professional body e.g. Institute of Internal Auditors (IIA). Understanding of TVET landscape. Knowledge: Public Finance Management Act (PFMA), Public Service Regulations (PSR), Public Service Act (PSA), Auditor General Processes and Procedures and Promotion of Access to Information Act (PAIA). Skills: Risk Assessment, Negotiation, Presentation, Problem Solving, Planning and Organizing, Policy analysis and Development, Communication and interpersonal, Financial Management and Report writing.
<u>DUTIES</u>	:	Preparation and execution of the internal audit Plan. Conduct pre-engagement meetings with college management prior to commencement of the audits. Obtain College Management approval of the audit scope -prior to commencements of the internal audits. Planning and drafting of detailed audit procedures for audits per the approved annual audit plan. Executing and performing of audit testing per annual audit plan. Establish a quality audit risk management function and monitor assessments to ensure compliance with formal systems. Conduct schedules and reactivates audits and inspections and produce reports on all audits, inspections and incidents. Provision of the secretarial support services to the Audit Committee. Conduct research on best practices and application of standards. Distribution and collection of audit clients' surveys for service rendered. Ensure that legislation and acts are implemented correctly in the college. Ensure that all audit findings are

supported by required audit evidence. Ensure that processes needed for quality management systems are established, implemented and maintained. Develop quality management system policies and procedures for the college. Report to college management on the performance of the QMS and the need for improvement. Ensure the promotion of awareness of customer requirements throughout the college. Provide information and reports to the executive and committees to make final decisions. Liaise with external assessment body on all matters related to the external accreditation process. Ensure that all suppliers used by the college are selected, re-evaluated and that records of this assessment are maintained. Oversee the development, implementation and monitoring of policies. Conduct institutional performance assessment and evaluation of the implementation of policies, programs and systems Management of staff development.

ENQUIRIES

: Mr SC Hadebe/ Mr S Zulu / Mr LK Mthethwa/ Ms GL Sikhosana Tel No: (034) 980 1010

APPLICATIONS

: Email Address: Applications@mthashana.edu.za

NOTE

: All attachments must include an application form Z83 and CV only combined, in PDF and as one attachment. Zipped, IMG and JPEG documents will not be accepted. Indicate the correct job title and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. Failure to do so will result in your application being disqualified. Applications quoting the relevant reference number must be submitted on the new Z83 form, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using incorrect application for employment (old Z83) will not be considered. Each post(s) advert must be accompanied by its own application form for employment and must be fully completed, initialled and signed by the applicant as instructed below. Failure to fully complete, initial and sign the Z83 form will lead to disqualification of the application during the selection process. 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 and declaration signed. Only an updated comprehensive CV (with detailed previous experience if any) and a completed and signed new Z83 application form is required. Only shortlisted candidates will be required to submit copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources and such qualification(s) and other related documents will be in line with the requirements of the advertisement. Non-RSA Citizens/ Permanent Resident Permit holders in possession of foreign qualifications must be accompanied by an evaluation report issued by the South African Qualifications Authority (SAQA) (only when shortlisted). The College does not accept hand delivered applications. Applications 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 candidate not being considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. All shortlisted candidates, including the SMS, shall undertake two-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and other must be an integrity (ethical conduct) assessment. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit records checks, qualification(s) verification and employment verification). Please note that by responding to this advertisement, you consent to the collection, processing, and storing of your Protection of Personal Information Act (POPIA). Your information will be used solely for the purpose of this promotion and will not be shared with third parties without prior written consent unless required by law. The college reserves the right not to make any appointment(s) to the below advertised post(s). The successful candidate will be expected to sign a performance agreement. The College is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the College's intention to promote equity in terms of race, gender and disability, through the filling of this post(s)

CLOSING DATE

: 28 August 2026 at 23:59

<u>POST 29/37</u>	:	<u>SENIOR STATE ACCOUNTANT: FINANCIAL ACCOUNTING REF NO:</u> <u>MTC/3/2026</u> (Permanent)
<u>SALARY</u>	:	R413 001 per annum (Level 08), plus actual benefits
<u>CENTRE</u>	:	Central Office, Vryheid
<u>REQUIREMENTS</u>	:	An appropriate Bachelors' degree / National Diploma in Financial Accounting/ Financial Management/Internal Auditing/ Cost and Management Accounting (NQF Level 6). A minimum of 3 - 5 years' experience two (2) years of which should be at supervisory level in the financial management environment. Knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Financial accounting procedure, methods and principles established for the processing of specific salary/financial transactions. Knowledge of Public Finance Management Act (PFMA), Treasury Regulations, National Treasury Asset Management Framework, General Recognised Accounting Practice (GRAP). Knowledge of financial operating systems (PERSAL, BAS, LOGIS, COLTECH, SAGE, etc.). Skills: Computer skills, planning and organising, good verbal and written communication, basic numeracy skills, ability to perform routine tasks, ability to operate office equipment, flexibility, interpersonal relations, accuracy. Values/attributes: Client service focus, integrity, committed, proactive, loyal.
<u>DUTIES</u>	:	Conduct asset verification for owned and leased assets. Regular update of the Asset register and lease register. Barcode newly acquired assets. Reconciliation of the asset verified against the asset register. Reconcile the asset expenditure against the assets register. Maintain the register for new asset additions. Update the lease register with newly concluded contracts or extended ones. Facilitate the disposal of unserviceable, redundant, obsolete, and lost assets. Maintain a register for all lost assets supported by relevant supporting documents. Assist in resolving audit queries and ensure completeness and accuracy of the asset register. Assist with leased asset & disposal-related inquiries. Ensure provision of expenditure and general payments services. Ensure cash and revenue management services. Ensure provision of asset liability and debt management. Ensuring provision of bookkeeping and financial accounting services. Management of the fixed asset registers.
<u>ENQUIRIES</u>	:	Mr SC Hadebe/ Mr S Zulu / Mr LK Mthethwa/ Ms GL Sikhosana Tel No: (034) 980 1010
<u>APPLICATIONS</u>	:	Email Address: Applications@mt hashana.edu.za
<u>NOTE</u>	:	All attachments must include an application form Z83 and CV only combined, in PDF and as one attachment. Zipped, IMG and JPEG documents will not be accepted. Indicate the correct job title and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. Failure to do so will result in your application being disqualified. Applications quoting the relevant reference number must be submitted on the new Z83 form, obtainable from any Public Service Department or on the internet at www.gov.za/documents . Received applications using incorrect application for employment (old Z83) will not be considered. Each post(s) advert must be accompanied by its own application form for employment and must be fully completed, initialled and signed by the applicant as instructed below. Failure to fully complete, initial and sign the Z83 form will lead to disqualification of the application during the selection process. 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 and declaration signed. Only an updated comprehensive CV (with detailed previous experience if any) and a completed and signed new Z83 application form is required. Only shortlisted candidates will be required to submit copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources and such qualification(s) and other related documents will be in line with the requirements of the advertisement. Non-RSA Citizens/ Permanent Resident Permit holders in possession of foreign qualifications must be accompanied by an evaluation report issued by the South African Qualifications Authority (SAQA) (only when shortlisted). The College does not accept hand delivered applications. Applications who do not comply with the abovementioned instructions/ requirements, as well as

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<u>CLOSING DATE</u>	:	28 August 2026 at 23:59
<u>POST 29/38</u>	:	<u>CHIEF PERSONNEL OFFICER: HUMAN RESOURCE MANAGEMENT AND ADMINISTRATION REF NO: MTC/4/2026</u> (Council Appointment)
<u>SALARY</u>	:	R413 001 per annum (Level 08), plus actual benefits
<u>CENTRE</u>	:	Central Office, Vryheid
<u>REQUIREMENTS</u>	:	An appropriate Bachelors' degree/National Diploma in Human Resource Management. A minimum of three (3) to five (5) years' functional experience within human resources environment two (2) years of which should be at salary level 7. Sound knowledge of PERSAL System. Understanding of legislative framework governing the Public Service. Storage and retrieval procedures in terms of the working environment. Unendorsed valid driver's licence. Recommendation: Introduction to PERSAL Certificate. Skills: Planning and organising. Sound Verbal and written communication skills. Intermediate computer literacy – MS Office: Word, Excel and PowerPoint. Skills: Planning and organising. Flexibility, Customer care services, teamwork and report writing.
<u>DUTIES</u>	:	Supervise and administer the implementation of conditions of service and remuneration of employees by administering Pension, Housing Allowance and Long Service benefits etc. Ensuring that new employees complete assumptions duty forms. Administering employee leave. Ensure that staff files are maintained electronically. Administering all termination requests. Administering the payroll for all employees and deal with all administrative queries related to pension and medical aid. Submitting reports to management as required so that they are informed of HR related matters and can make informed decisions. Supervising and administering recruitment and selection by receiving requests for advertisement of vacant posts in the college. Developing a recruitment plan. Preparing advertisements and obtain approval to advertise posts in line with the delegations. Advertising all vacancies in line with delegations. Coordinating shortlisting and interviews. Ensuring all logistical arrangement for shortlisting and interviews are prepared on time (arrangements of interview dates, venues and invitations to panel members and candidates). Facilitating the verification of qualifications for all recommended candidates. Compiling submission for approval to appoint the suitable candidates in line with the delegations. Facilitating the appointments and placement. Administering recruitment database. Manage records for the college by developing, reviewing and ensuring implementation of records management processes and systems. Administering the opening, archiving, closing and filing of files for new and existing employees. Ensuring the updating of personnel files. Ensuring safekeeping of Human Resource records. Administering all records required for auditing purposes. Ensuring disposal of files in terms of the applicable legislations and approved college policy.

ENQUIRIES

: Administering all incoming and outgoing mail. Administering register of file index on filing system.
: Mr SC Hadebe/ Mr S Zulu / Mr LK Mthethwa/ Ms GL Sikhosana Tel No: (034) 980 1010

APPLICATIONS
NOTE

: Email Address: Corporate.Applications@mthashana.edu.za
: All attachments must include an application form Z83 and CV only combined, in PDF and as one attachment. Zipped, IMG and JPEG documents will not be accepted. Indicate the correct job title and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. Failure to do so will result in your application being disqualified. Applications quoting the relevant reference number must be submitted on the new Z83 form, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using incorrect application for employment (old Z83) will not be considered. Each post(s) advert must be accompanied by its own application form for employment and must be fully completed, initialled and signed by the applicant as instructed below. Failure to fully complete, initial and sign the Z83 form will lead to disqualification of the application during the selection process. 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 and declaration signed. Only an updated comprehensive CV (with detailed previous experience if any) and a completed and signed new Z83 application form is required. Only shortlisted candidates will be required to submit copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources and such qualification(s) and other related documents will be in line with the requirements of the advertisement. Non-RSA Citizens/ Permanent Resident Permit holders in possession of foreign qualifications must be accompanied by an evaluation report issued by the South African Qualifications Authority (SAQA) (only when shortlisted). The College does not accept hand delivered applications. Applications 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 candidate not being considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. All shortlisted candidates, including the SMS, shall undertake two-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and other must be an integrity (ethical conduct) assessment. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit records checks, qualification(s) verification and employment verification). Please note that by responding to this advertisement, you consent to the collection, processing, and storing of your Protection of Personal Information Act (POPIA). Your information will be used solely for the purpose of this promotion and will not be shared with third parties without prior written consent unless required by law. The college reserves the right not to make any appointment(s) to the below advertised post(s). The successful candidate will be expected to sign a performance agreement. The College is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the College's intention to promote equity in terms of race, gender and disability, through the filling of this post(s)

CLOSING DATE

: 28 August 2026 at 23:59

POST 29/39

: **SENIOR ADMINISTRATION OFFICER (OHS) REF NO: GTC2026/04**
Duration: Permanent

SALARY

: R413 001 per annum (Level 08), (plus benefits)

CENTRE

: Central Office

REQUIREMENTS

: Grade 12 or equivalent; a National Diploma or Degree in Environmental Health/Occupational Hygiene/Safety Management or relevant qualification. Two (2) to Three (3) years relevant functional experience in Occupational Health and Safety, Policy implementation, Compensation for Occupational Injuries and Diseases Act; Occupational Health and Safety Act; Public

DUTIES

Finances Management Act; Public Service Act and Regulations; Basic Conditions of Employment Act; Knowledge of research procedures and techniques; Knowledge of design principles; techniques and tools and an understanding of Government legislation. A valid driver's license. Skills and Competencies: Computer literacy (Microsoft Office). Candidates should display good communication, liaison, Planning and decision-making skills.

: Conduct safety audits; Compile statistics of all Occupational Health and Safety related matters; Implement all SHERQ related activities and ensure proper integration of the EHWP framework and supporting SHERQ policies; Facilitate hazard and risk identification; Implementing risk mitigation and monitor Implementation of corrective measures to prevent occupational injuries/illness; Implementing and promoting ergonomics standard, fire prevention, safety evacuations procedures, standards of operation for medical surveillance and worker compensation; Champion investigation of incidents and monitor non-compliance pertaining to SHERQ policies, OHS legislation and report to relevant stakeholders. Assist with operational planning and identify objectives to further enhance and improve the SHERQ function within the department; Co-ordinate safety training and awareness programmes; Implement Occupational Health and Safety within the entire department; interpret and co-ordinate recommendations from external audits; reports. Develop quarterly reports on fatalities, serious injuries and all related issues described on the incidents reporting matrix; report all defects of OHS and Facilities to relevant managers and perform other administrative related duties.

ENQUIRIES

: Mr MPW Pinkoane Tel No: (057) 910 6000

APPLICATIONS

: must be forwarded to: recruit@goldfieldstvet.edu.za

NOTE

: goldfields college is an equal opportunity employer Please Note: A completed New Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details). Shortlisted candidates will be requested to bring certified copies of their qualifications and identity document on the day of the interviews 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 as well as faxed or e-mailed applications will not be considered. shortlisted candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks, qualification, and employment verification). 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 The College reserves the right not to make appointments, and 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 was unsuccessful. Note: All costs incurred due to your application and interviews will be at your own expense. Preference will be given to persons from designated groups, especially with regard to race, gender and disability.

CLOSING DATE

: 31 August 2026 at 16:00

POST 29/40

: **SENIOR LABOUR RELATIONS OFFICER REF NO: GTC2026/05**

Duration: Permanent

SALARY

: R413 001 per annum (Level 08), (Plus benefits)

CENTRE

: Central Office

REQUIREMENTS

: National Senior Certificate/level 4 or equivalent, Degree or Diploma (NQF Level 6), in Labour Relations, Employment Relations/Human Resource Management or equivalent qualification. At least 3 years in Labour Relations or Human Resource Management environment or related field. Must be computer literate and a valid driver's license. Good verbal and written communication skills, including presentation and report writing skills. Ability to work under pressure, meet deadlines and maintain confidentiality. Ability to work independently and in a team with good report writing skills. Added advantages: PERSAL Certificate, Knowledge of Labour Relations Act, Public Services legislations, 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 Knowledge and understanding of the Higher Education sector.
<u>DUTIES</u>	:	The incumbent will be responsible for: Ensuring 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</u>	:	Mr BP Sibiyi Tel No: (057) 910 6000
<u>APPLICATIONS</u>	:	must be forwarded to: recruit@goldfieldstvet.edu.za
<u>NOTE</u>	:	Please Note: A completed NEW Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details). Shortlisted candidates will be requested to bring certified copies of their qualifications and identity document on the day of the interviews 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 as well as faxed or e-mailed applications will not be considered. shortlisted candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks, qualification, and employment verification). 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 The College reserves the right not to make appointments, and 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 was unsuccessful. Note: All costs incurred due to your application and interviews will be at your own expense. Preference will be given to persons from designated groups, especially with regard to race, gender and disability.
<u>CLOSING DATE</u>	:	31 August 2026 at 16:00
<u>POST 29/41</u>	:	<u>PRACTITIONER: HUMAN RESOURCE DEVELOPMENT REF NO: MTC/5/2026</u> (Permanent)
<u>SALARY</u>	:	R338 106 per annum (Level 07), plus actual benefits
<u>CENTRE</u>	:	Central Office, Vryheid
<u>REQUIREMENTS</u>	:	An appropriate Bachelors' Degree /National Diploma in Human Resource Management / Development (NQF Level 6). Unendorsed valid driver's licence. Relevant PERSAL Certificates will be an added advantage. A minimum of two (2) to three (3) years relevant experience in Human Resource Development environment. Knowledge and understanding 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. Skills: Coordination and facilitation of training programmes, planning and organising, good verbal and written communication, computer literacy, flexibility, customer care services, report writing, flexibility, teamwork.
<u>DUTIES</u>	:	Implement all training and development programmes in line with approved plans. Process bursaries in line with the departmental policy. 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 employees.
<u>ENQUIRIES</u>	:	Mr SC Hadebe / Mr LK Mthethwa/ Mr S Zulu/ Ms GL Sikhosana Tel No: (034) 980 1010
<u>APPLICATIONS</u>	:	Email Address: Corporate.Applications@mthashana.edu.za
<u>NOTE</u>	:	All attachments must include an application form Z83 and CV only combined, in PDF and as one attachment. Zipped, IMG and JPEG documents will not be accepted. Indicate the correct job title and the reference number of the post

on the subject line of your email. Use the correct email address associated with the post. Failure to do so will result in your application being disqualified. Applications quoting the relevant reference number must be submitted on the new Z83 form, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using incorrect application for employment (old Z83) will not be considered. Each post(s) advert must be accompanied by its own application form for employment and must be fully completed, initialled and signed by the applicant as instructed below. Failure to fully complete, initial and sign the Z83 form will lead to disqualification of the application during the selection process. 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 and declaration signed. Only an updated comprehensive CV (with detailed previous experience if any) and a completed and signed new Z83 application form is required. Only shortlisted candidates will be required to submit copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources and such qualification(s) and other related documents will be in line with the requirements of the advertisement. Non-RSA Citizens/ Permanent Resident Permit holders in possession of foreign qualifications must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). The College does not accept hand delivered applications. Applications 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 candidate not being considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. All shortlisted candidates, including the SMS, shall undertake two-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and other must be an integrity (ethical conduct) assessment. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit records checks, qualification(s) verification and employment verification). Please note that by responding to this advertisement, you consent to the collection, processing, and storing of your Protection of Personal Information Act (POPIA). Your information will be used solely for the purpose of this promotion and will not be shared with third parties without prior written consent unless required by law. The college reserves the right not to make any appointment(s) to the below advertised post(s). The successful candidate will be expected to sign a performance agreement. The College is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the College's intention to promote equity in terms of race, gender and disability, through the filling of this post(s)

<u>CLOSING DATE</u>	:	28 August 2026 at 23:59
<u>POST 29/42</u>	:	<u>CHIEF ADMINISTRATION CLERK: HUMAN RESOURCE MANAGEMENT AND ADMINISTRATION REF NO: MTC/6/2026</u> (Permanent)
<u>SALARY</u>	:	R338 106 per annum (Level 07), plus actual benefits
<u>CENTRE</u>	:	Central Office, Vryheid
<u>REQUIREMENTS</u>	:	An appropriate Bachelors' degree/National Diploma in Human Resource Management. A minimum of two (2) to three (3) years' functional experience within human resources environment. Sound knowledge of PERSAL System. Understanding of legislative framework governing the Public Service. Storage and retrieval procedures in terms of the working environment. Unendorsed valid driver's licence. Recommendation Introduction to PERSAL Certificate. Skills: Planning and organizing. Sound Verbal and written communication skills. Intermediate computer literacy – MS Office: Word, Excel and PowerPoint. Skills: Planning and organizing. Flexibility, Customer care services, teamwork and report writing.
<u>DUTIES</u>	:	Provide conditions of services and remuneration of employees. Process Pension, Housing Allowance and Long Service benefits. Keep all signed

contract of employment forms. employees by administering Pension, Housing Allowance and Long Service benefits etc. Ensuring that new employees complete assumptions duty forms. Administering employee leave. Ensure that staff files are maintained electronically. Administering all termination requests and develop a database of terminations. Administering the payroll for all employees and deal with all administrative queries related to pension and medical aid. Provide information as and when required so that authorities are informed of HR related matters and can make informed decisions. Administering recruitment and selection by receiving requests for advertisement of vacant posts in the college. Developing a recruitment plan. Keep a database of all vacant posts. Coordinating shortlisting and interviews. Ensuring all logistical arrangement for shortlisting and interviews are prepared on time (arrangements of interview dates, venues and invitations to panel members and candidates). Facilitating the verification of qualifications for all recommended candidates. Compiling submission for support by the supervisor to appoint the suitable candidates in line with the delegations. Administering recruitment database. Administering the opening, archiving, closing and filing of files for new and existing employees. Ensuring the updating of personnel files. Ensuring safekeeping of Human Resource records. Administering all records required for auditing purposes. Ensuring disposal of files in terms of the applicable legislations and approved college policy. Administering all incoming and outgoing mail. Administering register of file index on filing system. Administer Employee Health and Wellness programmes.

ENQUIRIES

: Mr SC Hadebe/ Mr S Zulu / Mr LK Mthethwa/ Ms GL Sikhosana Tel No: (034) 980 1010

APPLICATIONS

: Email Address: Corporate.Applications@mthashana.edu.za

NOTE

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Act (POPIA). Your information will be used solely for the purpose of this promotion and will not be shared with third parties without prior written consent unless required by law. The college reserves the right not to make any appointment(s) to the below advertised post(s). The successful candidate will be expected to sign a performance agreement. The College is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the College's intention to promote equity in terms of race, gender and disability, through the filling of this post(s)

<u>CLOSING DATE</u>	:	28 August 2026 at 23:59
<u>POST 29/43</u>	:	<u>STATE ACCOUNTANT: PAYROLL/ FINANCIAL ACCOUNTING REF NO: MTC/7/2026</u> (Permanent)
<u>SALARY</u>	:	R338 106 per annum (Level 07), plus actual benefits
<u>CENTRE</u>	:	Central Office, Vryheid
<u>REQUIREMENTS</u>	:	An appropriate Bachelors' degree/ National Diploma in Financial Accounting / Financial Management / Internal Auditing / Cost and Management Accounting (NQF Level 6). A minimum of two (2) to three (3) years' experience in the financial management environment. Knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. 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, VIP, etc.). Skills: Computer skills, planning and organising, good verbal and written communication, basic numeracy skills, ability to perform routine tasks, ability to operate office equipment, flexibility, interpersonal relations, accuracy. Values/attributes: Client service focus, integrity, committed, proactive, loyal,
<u>DUTIES</u>	:	Provide salary administration service. Provide expenditure and general payments services. Provide cash and revenue management services. Provide asset liability and debt management. Provide bookkeeping and financial accounting services. Supervise staff.
<u>ENQUIRIES</u>	:	Mr SC Hadebe/ Mr S Zulu / Mr LK Mthethwa/ Ms GL Sikhosana Tel No: (034) 980 1010
<u>APPLICATIONS</u>	:	Email Address: Applications@mthashana.edu.za
<u>NOTE</u>	:	All attachments must include an application form Z83 and CV only combined, in PDF and as one attachment. Zipped, IMG and JPEG documents will not be accepted. Indicate the correct job title and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. Failure to do so will result in your application being disqualified. Applications quoting the relevant reference number must be submitted on the new Z83 form, obtainable from any Public Service Department or on the internet at www.gov.za/documents . Received applications using incorrect application for employment (old Z83) will not be considered. Each post(s) advert must be accompanied by its own application form for employment and must be fully completed, initialled and signed by the applicant as instructed below. Failure to fully complete, initial and sign the Z83 form will lead to disqualification of the application during the selection process. 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 and declaration signed. Only an updated comprehensive CV (with detailed previous experience if any) and a completed and signed new Z83 application form is required. Only shortlisted candidates will be required to submit copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources and such qualification(s) and other related documents will be in line with the requirements of the advertisement. Non-RSA Citizens/ Permanent Resident Permit holders in possession of foreign qualifications must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). The College does not accept hand delivered applications. Applications who do not comply with the abovementioned instructions/ requirements, as well as applications received late will not be considered. Failure to submit all the

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<u>CLOSING DATE</u>	:	28 August 2026 at 23:59
<u>POST 29/44</u>	:	<u>STUDENT SUPPORT SERVICES OFFICER REF NO: MTC/8/2026</u> (Council Appointment)
<u>SALARY</u>	:	R338 106 per annum (Level 07), plus actual benefits
<u>CENTRE</u>	:	Central Office, Vryheid
<u>REQUIREMENTS</u>	:	An appropriate Bachelors' degree/ National Diploma in Psychology/Social Work/Sports Management/ Education/ Social Science. A minimum of two (2) to three (3) years in Student Support Administration Education/Teaching and Learning environment or related field. Unendorsed valid driver's licence and willingness to drive long distances. Advanced experience in interpretation, development and implementation of policies Knowledge of PSET and CET Act. understanding of Student Support Services Act. understanding of electoral processes. of Teaching and Learning. Skills Development Act, Public Service Regulations and Public Service Act, Labour Relations Act. National Student Financial Aid Scheme and related legislation. Understanding of Public TVET sector and its regulatory and legislative framework. Understanding of Ethical regulatory and legislative framework. Knowledge and understanding of the Higher Education sector. Knowledge of Education Act. Skills: Administrative. Planning and organizing. Financial management. Report writing. Communication and interpersonal. Problem solving. Computer literacy. Analytical. Client oriented. Project management. Team leadership. People management. Values/attributes: Client service focus, integrity, committed, proactive, loyal, maturity.
<u>DUTIES</u>	:	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. Supervise staff.
<u>ENQUIRIES</u>	:	Mr SC Hadebe/ Mr S Zulu / Mr LK Mthethwa/ Ms GL Sikhosana Tel No: (034) 980 1010
<u>APPLICATIONS</u>	:	Email Address: Academic.Applications@mthashana.edu.za
<u>NOTE</u>	:	All attachments must include an application form Z83 and CV only combined, in PDF and as one attachment. Zipped, IMG and JPEG documents will not be accepted. Indicate the correct job title and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. Failure to do so will result in your application being disqualified. Applications quoting the relevant reference number must be submitted on the new Z83 form, obtainable from any Public Service Department or on the internet at www.gov.za/documents . Received applications using incorrect application for employment (old Z83) will not be considered. Each post(s) advert must be accompanied by its own application form for employment and must be fully completed, initialled and signed by the applicant as instructed below. Failure to fully complete, initial and sign the Z83 form will lead to

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<u>CLOSING DATE</u>	:	28 August 2026 at 23:59
<u>POST 29/45</u>	:	<u>EMPLOYEE HEALTH AND WELLNESS PRACTITIONER REF NO: GTC2026/06</u> Duration: Permanent
<u>SALARY</u>	:	R338 106 per annum (Level 07), (Plus benefits)
<u>CENTRE</u>	:	Central Office
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree / National Diploma (NQF Level 6) in Psychology and/or Social Work majoring in psychology or equivalent qualification. A minimum of one (1) to two (2) years of working experience in the Employee Health and Wellness environment. Knowledge of Employee Health and Wellness Integrated Strategic Framework in the Public Service. Sound knowledge of all four EHW Pillars, in-depth knowledge in conducting counselling, psychoeducation, and trauma debriefing. EH&W candidates who are registered with the respective professional bodies will have an added advantage. Understanding of all Pillar processes and COIDA Act. Interpersonal relations skills. Communication skills (written and verbal), presentation and listening). Analytical thinking, problem-solving and decision-making skills, Innovative and creative, Project management skills, presentation skills, Strategic capability, Client orientation, change management skills, report writing skills, confidentiality, and code of ethics. Understanding of Public Service legislation, regulations, and policies. Computer literacy in MS Word, Excel, PowerPoint and Outlook, Good coordination and report writing skills. Willingness to travel and a valid driver's license.
<u>DUTIES</u>	:	Willingness to travel and a valid driver's license. Administer the Employee Health and Wellness Programme, Assist with the planning, coordination and implementation of all Health and Wellness interventions. Assist with the evaluation of the impact of employee health and wellness programmes.

Provide education and awareness on health and wellness-related issues. Provide advice and guidance to management and staff on EH&W-related matters, Ensure the monitoring and evaluation of the EH&W. Benchmark EH&W practices to ensure best practice in all EH&W programmes for Regional Office, CET and TVET Colleges staff, Promote health awareness and the facilitation of health-related events, activities, and interventions (Wellness Day, HIV/AIDS, etc.). Conduct counselling, psycho education, and trauma debriefing. Facilitate and monitor the implementation of any required recommendations made by the service providers. Ability to unpack and analyse the implementation of incapacity leaves and the management of sick leave trends, compiling submissions on ill-health Retirement for the employees. Managing wellness centre, providing First-Aid to employees and management administration of Injury on duty. Active case management. Effective record management. Compiling and writing EH&W reports, system monitoring tools and submissions/internal and external memorandums. Perform any other related tasks.

ENQUIRIES
APPLICATIONS
NOTE

: Mr BP Sibiya Tel No: (057) 910 6000
: must be forwarded to: recruit@goldfieldstvet.edu.za
: Please Note: A completed NEW Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details). Shortlisted candidates will be requested to bring certified copies of their qualifications and identity document on the day of the interviews 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 as well as faxed or e-mailed applications will not be considered. shortlisted candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks, qualification, and employment verification). 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 The College reserves the right not to make appointments, and 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 was unsuccessful. Note: All costs incurred due to your application and interviews will be at your own expense. Preference will be given to persons from designated groups, especially with regard to race, gender and disability.

CLOSING DATE

: 31 August 2026 at 16:00

POST 29/46

: **TRANSPORT OFFICER REF NO: GTC2026/07**
Duration: Permanent

SALARY
CENTRE
REQUIREMENTS

: R338 106 per annum (Level 07), (Plus benefits)
: Central Office
: An appropriate Bachelor's Degree/ National Diploma in Transport Management / Logistics / Public Management or related qualification. A minimum of one (1) year experience in fleet management, transport management or logistics services environment. Sound knowledge and understanding of pertinent policies related to PFMA, national Treasury Regulations, Government Motor transport Handbook Version 1 of 2019, the Subsidized Motor Transport Handbook, Version 1 of 2017 and Batho Pele Principles and Code of Conduct. Through knowledge and understanding of BAS. Excellent verbal and written communication skills, problem solving and analytical skills. Computer literacy, an ability to work in a team and independent. Ability to work effectively and efficiently under pressure. Clientele/ customer relation skills. Good interpersonal skills, decision making skills and presentation skills. A valid driver's license.

DUTIES

: Ensuring day to day management and maintenance of fleet vehicles. Monitor daily kilometres before and after trips and ensure monthly closing of kilometres on the logbooks. Authorize trip itineraries/ trip authorization. Receive and certify invoices for processing of monthly payments. Maintain records of driver's licenses, trip authorization fines. Etc. Ensure service maintenance of vehicles. Redirect traffic fines. Pre and post inspections of vehicles. Quarterly inspections of subsidized vehicles and processing of new applications. Ensure compliance with the transport policies, processes and processes. Perform

ENQUIRIES
APPLICATIONS
NOTE

other related tasks as per supervisor's instructions and willingness to adapt to work schedule in accordance with office requirements.

Mr MPW Pinkoane Tel No: (057) 910 6000

must be forwarded to: recruit@goldfieldstvet.edu.za

Please Note: A completed New Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details). Shortlisted candidates will be requested to bring certified copies of their qualifications and identity document on the day of the interviews. 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 as well as faxed or e-mailed applications will not be considered. Shortlisted candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks, qualification, and employment verification). 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. The College reserves the right not to make appointments, and 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 was unsuccessful. Note: All costs incurred due to your application and interviews will be at your own expense. Preference will be given to persons from designated groups, especially with regard to race, gender and disability.

CLOSING DATE

31 August 2026 at 16:00

POST 29/47

SUPPLY CHAIN AND ASSET ADMINISTRATION CLERK REF NO: GTC2026/08

Duration: Permanent

SALARY
CENTRE
REQUIREMENTS

R237 453 per annum, (Plus benefits)

Central Office

A minimum of National Senior Certificate / Grade 12 or equivalent qualification. No experience required. Knowledge in the following areas: Provisioning Administration / Supply Chain Management environment / Logistics or Facilitation of travel and accommodation arrangements; Knowledge of electronic administration of procurement system; Knowledge of LOGIS, BAS, SAGE, Reapata invoice tracking and Archibus systems would be an added advantage; wide range of office management and administration tasks. Advanced communication, basic numeracy, interpersonal relations and general office administrative and organizational skills. Computer Literacy.

DUTIES

The successful candidate will provide the following services: facilitate and coordinate bookings for travel, accommodation or conference. Administrate office correspondence, documents and reports. Execute various LOGIS functions in relation to procurement of goods and services. Ensures timely capturing of invoice payments on LOGIS, BAS or SAGE and approving of calls on Archibus. Assist with ordering of material and equipment from suppliers; administer documentation for requisitions and reports; submit invoices for payment. Ability to work on applicable invoice tracking system. Updating of commitment registers and monthly reconciliation of accounts. Assist with provision of financial statements inputs. Perform transit duties and other related tasks as per supervisor's instruction.

ENQUIRIES
APPLICATIONS
NOTE

Mr ME Leteane Tel No: (057) 910 6000

must be forwarded to: recruit@goldfieldstvet.edu.za

Please Note: A completed NEW Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details). Shortlisted candidates will be requested to bring certified copies of their qualifications and identity document on the day of the interviews. 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 as well as faxed or e-mailed applications will not be considered. Shortlisted candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks, qualification, and employment verification). 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

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CLOSING DATE

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31 August 2026 at 16:00