

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING**  
*(Letaba (TVET) College)*  
*(Thekwini TVET College)*

**ERRATUM: DEPARTMENT OF HIGHER EDUCATION: (LETABA TVET COLLEGE):** Kindly note that the centre for the post of Student Support Officer with Ref No: LET 08/01/2023 which was advertised on Public Service Vacancy Circular 08 dated 03 March 2023 has been changed from Modjadji Campus to Maake Campus. Enquiries regarding the above information should be directed to: Mr Kl Mojela / Ms PL Mokgobi Tel No: 015 307 5440

**OTHER POSTS**

- POST 14/73** : **ASSISTANT DIRECTOR: FACILITIES AND RECORDS MANAGEMENT REF NO: LET 20/04/2023**  
 (Permanent)
- SALARY CENTRE REQUIREMENTS** : R393 711 per annum (Level 09)  
 : Tzaneen (Central Office)  
 : Grade 12 or equivalent qualification and an appropriate recognised 3-year National Diploma/ Bachelor's degree in Civil Engineering/ Building Science/ Architecture/ Quantity Surveying or relevant equivalent qualification. A qualification in Project Management will be an added advantage. Five years relevant working experience with a minimum of two years' experience at supervisory level in the construction/ Civil/ built environment. Must be Computer literate. Knowledge and understanding of the construction and built environment. Knowledge of drafting maintenance and security plans. A valid drivers' licence.
- DUTIES** : Develop and implement college infrastructure development and maintenance plan. Coordinate college fleet and ensure proper control and maintenance of all college vehicles. Manage the contractors and service providers functions by ensuring that all deliveries are met within the reasonable and agreed timelines. Strengthen internal controls on project and contract management. Prepare the project file for auditors and assist with resolving of audit queries. Manage the performance and development of all employees within the Unit. Prepare monthly, quarterly and annual reports for Management and Council. Perform any other official duties as instructed by the Supervisor.
- ENQUIRIES APPLICATIONS** : Mr KL Mojela / Ms PL Mokgobi Tel No: (015) 307 5440  
 : Please forward your application, quoting the reference number to: The Acting Principal, Letaba TVET College, Private Bag X4017, Tzaneen, 0850 or hand deliver to: 1 Claude Wheatley Street.
- NOTE** : Correspondence will only be entered into with short-listed applicants. Applications received after the closing date or faxed and emailed applications will not be considered. Interviewed candidates will be subjected to a competency assessment where necessary. The successful candidate will be required to sign an annual performance agreement and employment contract on appointment, disclose his/her financial interest and be subjected to security clearance. Applications must be submitted with fully completed new Z83 form indicating correct reference number obtainable from any public service department or on the internet at [www.gov.za/documents](http://www.gov.za/documents) and must be accompanied by a comprehensive Curriculum Vitae. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. NB: Foreign applicants should submit the following documents: SAQA Evaluation Certificate, Sace and Quota Work Permit and Police Clearance (only when shortlisted). Re-advertised posts: People who applied before are encouraged to re-apply. Failure to submit the requested documents will result in your application not being considered. Candidates whose appointment will promote representatively in terms of race, gender and disability will receive preference. As of 1<sup>st</sup> July 2006, all new appointments in the public service have to be part of the government employee medical scheme (GEMS) in order to qualify for a government medical subsidy.

- CLOSING DATE** : 19 May 2023 at 16:00
- POST 14/74** : **HEAD OF ADMINISTRATION**  
(Permanent)
- SALARY CENTRE** : R393 711 per annum (Level 09)  
: Ref No: LET 21/04/2023 (Tzaneen Campus)  
: Ref No: LET 22/04/2023 (Maake Campus)  
: Ref No: LET 23/04/2023 (Giyani Campus)
- REQUIREMENTS** : Grade 12 or equivalent qualification and an appropriate recognised 3-year National Diploma/ Bachelor's degree in Public Administration/ Management/ Business Administration or relevant equivalent qualification. Five years relevant working experience with a minimum of two years' experience at supervisory level. Must be computer literate. Knowledge and understanding of the Post School Education and Training (TVET) sector. Must have a valid drivers' licence.
- DUTIES** : Manage and monitor the campus's student enrolment by reviewing registration process, holding registration workshop for Administrators, set up standard registration system and structures for the campus. Review and align the registration manual for the campus with DHET registration standards. Development of administration policies and procedure manual. Provide a clean working environment by monitoring cleanliness within the campus. Provide statistical reports from by MIS. Compile and analyse reports and submit to relevant stakeholders. Maintain physical and/or electronic information records by developing and implementing records management schedule for the campus and set up records and information centre for the campus. Manage Human, Financial and other resources in the unit by providing administration support services, rendering management service to staff and managing the development and performance of staff.
- ENQUIRIES APPLICATIONS** : Mr KL Mojela / Ms PL Mokgobi Tel No: (015) 307 5440  
: Please forward your application, quoting the reference number to: The Acting Principal, Letaba TVET College, Private Bag X4017, Tzaneen, 0850 or hand deliver to: 1 Claude Wheatley Street.
- NOTE** : Correspondence will only be entered into with short-listed applicants. Applications received after the closing date or faxed and emailed applications will not be considered. Interviewed candidates will be subjected to a competency assessment where necessary. The successful candidate will be required to sign an annual performance agreement and employment contract on appointment, disclose his/her financial interest and be subjected to security clearance. Applications must be submitted with fully completed new Z83 form indicating correct reference number obtainable from any public service department or on the internet at [www.gov.za/documents](http://www.gov.za/documents) and must be accompanied by a comprehensive Curriculum Vitae. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. NB: Foreign applicants should submit the following documents: SAQA Evaluation Certificate, Sace and Quota Work Permit and Police Clearance (only when shortlisted). Re-advertised posts: People who applied before are encouraged to re-apply. Failure to submit the requested documents will result in your application not being considered. Candidates whose appointment will promote representatively in terms of race, gender and disability will receive preference. As of 1<sup>st</sup> July 2006, all new appointments in the public service have to be part of the government employee medical scheme (GEMS) in order to qualify for a government medical subsidy.
- CLOSING DATE** : 19 May 2023 at 16:00
- POST 14/75** : **SENIOR EXAMINATION OFFICER (X1 POST)**  
(Permanent)  
Re-advertisement, all candidates who previously applied do not need to re-apply.
- SALARY CENTRE** : R331 188 per annum (Level 08), plus benefits  
: Thekwini TVET College (Central Office)
- REQUIREMENTS** : Matric certificate or equivalent Recognized National Diploma in Education and Business related qualification (NQF level 6) or equivalent relevant qualification 2–

3 years' relevant experience in the TVET examination and assessment environment Experience in the interpretation and implementation of relevant TVET Exam and Assessment policies, guidelines, and procedures Knowledge of the LSS portal 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 Sound Knowledge of legislation regulating examinations and assessments .Knowledge and understating of COLTECH system and TVETMIS Knowledge of National, Provincial Examination Policy Frameworks relevant to TVET, Knowledge of Skills Development Act, Public Service Regulations and Public Service Act, Labour Relations Act Good communication and interpersonal skills Good planning, organizing, time management, financial skills Analytical and problem solving skills Good project management, presentation and report writing skills. Ability to function without supervision, work under pressure. Team Leadership and people management skills Computer skills (MS Office) Valid driver's license.

**DUTIES** : Ensure the overall supervision and coordination of effective, efficient internal, external examination and assessment services in the college Coordinate meetings of assessment and examination matters throughout Campuses. Coordination of subject committees and the setting of quality assessment tasks Coordinate the Site-Based Assessments (SBA) as per the DHET policies and guidelines Ensuring that ICASS & ISAT marks are captured on time and submitted as per the DHET Management Plan. Drafting of the College Assessment Schedule. Ensure the overall supervision, coordination and training of Invigilators, Markers and Data Capturers Ensure overall supervision and establishment of a functional of Irregularity Committee Ensure the overall supervision and management of issuing certificates Ensure overall supervision and proper administration of both the internal assessment and external examination services Supervising human, physical and financial resources. Developing College Assessment and Moderation Policies and Procedures.

**ENQUIRIES** : Ms. Vuyiswa Madonda Tel No: 031 2508400 ext. 408/232  
**APPLICATIONS** : Please apply through [www.thekwini.edu.za](http://www.thekwini.edu.za) We do not accept hand delivered, emailed and/or posted applications, all applications must be done on Thekwini TVET College website and upload all documents required per advert.

**NOTE** : Applications must be submitted on the prescribed Z83 (obtainable from any Public Service Department or on the internet at ([www.gov.za/document](http://www.gov.za/document))), which must be completed in full, signed and dated by the applicant. On application, please submit only the Z83, a detailed Curriculum Vitae indicating relevant qualifications and experience for the post applied for. Please note certified copies of qualifications and other relevant documents will be required on or before the day of the interview. NB: Thekwini College is an equal opportunity employer The College reserves the right not to make an appointment in these positions. Correspondence will be limited to short-listed candidates only. All successful candidates will be subjected to qualifications verification before appointment Applicants who have not been contacted within eight weeks of the closing date of advertisement should accept that their applications were unsuccessful.

**CLOSING DATE** : 09 May 2023

**POST 14/76** : **CAMPUS ADMINISTRATOR REF NO: CAMP 01/2023 (X3 POSTS)**  
 Permanent  
 Re-advertisement, all candidates who previously applied do not need to re-apply.

**SALARY** : R269 214.per annum (Level 07), plus benefits  
**CENTRE** : Thekwini TVET College: (Asherville, Cato Manor & Umbilo Campuses)  
**REQUIREMENTS** : Grade 12 or equivalent plus a recognised National Diploma (NQF 6) in Office Management and Technology/Public Management/Management Assistant 1-2 years relevant experience in TVET Administration environment Knowledge of office administration, Knowledge of Public Service legislations and policies Knowledge of PSET Knowledge and understanding of the TVET Administration Understanding of the Higher Education Sector Understanding of Corporate Governance and any other related legislation Planning, organising, report writing and presentation skills Communication and interpersonal Computer literacy (including Outlook, Excel, Word, Access and PowerPoint) Code EB/C1 Valid drivers' license.

- DUTIES** : Provide administration support services to campus management and students  
 Draw up a campus enrolment plan for both NCV and report 191 Prepare reports , presentation, and other correspondence Arrange meeting, conferences, workshops and other Campus related gatherings Provide secretariat services to Campus Management Coordinate Leave forms and submit to central office Coordinate PMDS & IQMS documents and submit to central office Monitor the attendance register for staff Coordinate the compilation of duty registers and payment for part-time lectures .Supervise student registration and examination process Coordinate part time claims coordinate EHW programmes Supervise procurement services in the Campus( Requisitions , Receiving of goods , stock control and asset management) Administer student registration and examination processes:- Store student portfolios of evidence ,student records ,Capture and reconcile information for students Verify the correctness of goods and services supplied against the appropriate documentation Maintain a proper filing system Maintain files for all campus staff Filing of all relevant documentation according to QMS requirements and national archive Act.
- ENQUIRIES** : Ms. Vuyiswa Madonda Tel No: 031 2508400 ext. 408/232
- APPLICATIONS** : Please apply through [www.thekwini.edu.za](http://www.thekwini.edu.za) We do not accept hand delivered, emailed and/or posted applications, all applications must be done on Thekwini TVET College website and upload all documents required per advert.
- NOTE** : Applications must be submitted on the prescribed Z83 (obtainable from any Public Service Department or on the internet at ([www.gov.za/document](http://www.gov.za/document))), which must be completed in full, signed and dated by the applicant. On application, please submit only the Z83, a detailed Curriculum Vitae indicating relevant qualifications and experience for the post applied for. Please note certified copies of qualifications and other relevant documents will be required on or before the day of the interview. NB: Thekwini College is an equal opportunity employer The College reserves the right not to make an appointment in these positions. Correspondence will be limited to short-listed candidates only. All successful candidates will be subjected to qualifications verification before appointment Applicants who have not been contacted within eight weeks of the closing date of advertisement should accept that their applications were unsuccessful.
- CLOSING DATE** : 09 May 2023
- POST 14/77** : **CHIEF REGISTRY CLERK REF NO: CORP 07/2022 (X1 POST)**  
 Permanent  
 Re-advertisement, all candidates who previously applied do not need to re-apply.
- SALARY** : R269 214 per annum (Level 07), plus benefits
- CENTRE** : Thekwini TVET College (Central Office)
- REQUIREMENTS** : Matric Certificate or equivalent with 6-10 years clerical/administration working experience OR A recognized REQV13 qualification in Public Administration Management/Registry Management/ Information Management/ Human Resource Management/ Personnel Management/ Business Management or equivalent relevant qualification 1-2 years relevant administrative working experience in Registry department Knowledge of registry duties, mailing , courier services as well as ability to capture data and operate a computer .Knowledge of filling of documents , storage and retrieval procedures in terms of the working environment Working knowledge and understanding of legislative framework governing the Registry work such as NARS Act ,Public Services Act , POPI Act etc. Ability to interpret, apply policies, directive and relevant prescripts Planning and organising, presentation and report writing skills •Good communication skills (Verbal and written) Code EB / C1 Valid driver's license.
- DUTIES** : Supervise the opening and closing of files according to the applicable record classification system; Filing storing, tracing, and retrieving of documents and pending files; Ensuring that index cards are completed; Allocate of filing numbers; supervise the usage of franking machine. Do spot check of postal articles. Supervise the handling of incoming and outgoing correspondence Supervise the operation of the office machines in relation •Supervise the processing of documents for archiving and/disposal Supervise human resource under your supervision.
- ENQUIRIES** : Ms. Siyethemba Ndwandwe Tel No: 031 2508400 Ext 402

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- CLOSING DATE** : 09 May 2023
- POST 14/78** : **SECRETARY REF NO: CAMP 02/2023 (X3 POSTS)**  
Permanent  
Re-advertisement, all candidates who previously applied do not need to re-apply.
- SALARY** : R181 599 per annum (Level 05), plus benefits  
**CENTRE** : Thekwini TVET College: (Centec, Melbourne & Springfield Campuses)  
**REQUIREMENTS** : Grade 12 or equivalent qualification One (1) year clerical experience in typing and secretarial will be an added advantage. Good telephone etiquette. Computer literacy (including Outlook, Excel, Word, Access, and PowerPoint) Ability to communicate well with people at different levels and backgrounds Sound organizational skills Good people skills High level of reliability Basic written communication skills. Ability to act with tact and discretion Ability to maintain high level of confidentiality Code EB / C1 Driver's license will be an added advantage.
- DUTIES** : Provide administrative and secretarial support service to the Campus Manager. Coordinates and arrange meetings. Identifies venues, invites role players, organizes refreshments, and sets up schedules for meetings and events Minutes taking during meetings Prepare supporting documentation for meetings, presentations, reports and projects. General administrative duties including photocopying, scanning, and faxing Receives, records, and distributes all incoming and outgoing documents. Provide a clerical support service to the Campus Manager Manage the diary of the Campus Manager.
- ENQUIRIES** : Ms. Vuyiswa Madonda Tel No: 031 2508400 ext. 408/232  
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- CLOSING DATE** : 09 May 2023
- POST 14/79** : **RECEPTIONIST REF NO: CAMP/CO 03/2023 (X5 POSTS)**  
Permanent  
Re-advertisement, all candidates who previously applied do not need to re-apply.
- SALARY** : R151 884 per annum (Level 04), plus benefits

- CENTRE** : Thekwini TVET College: (Central Office & Asherville, Cato Manor, Centec, Springfield Campuses)
- REQUIREMENTS** : Matric certificate or equivalent One (1) year experience in front office will be an added advantage Ability to communicate in English and isiZulu. Computer literacy specifically (MS Word and MS Excel) Telephone etiquette Excellent communication skills (written & verbal) and ability to communicate at all levels in the organization Ability to build positive relationships with high level of interpersonal skills Excellent talent to interact with people in a positive and courteous manner Multi-tasking capability without compromising on quality Dependable and punctual.
- DUTIES** : Answer incoming telephone calls, determine the purpose of callers, and forward calls to appropriate personnel and departments Greet visitors/guests (internal & external) professionally, and determine their nature and purpose of visit Direct visitors/guests (internal & external) to appropriate destination Monitor visitors' access Collect, sort, distribute correspondence, messages and courier deliveries Schedule appointments, maintaining and updating calendars Create memos, reports and other documents as and when requested Take and resolve complaints from clients Handling enquiries, dissemination of College information to callers and visitors.
- ENQUIRIES** : Vuyiswa Madonda Tel No: 031 2508400 ext. 408/232
- POST 14/80** : **DRIVER / MESSENGER REF NO: CORP 09/2023 (X2 POSTS)**  
Permanent  
Re-advertisement, all candidates who previously applied do not need to re-apply.
- SALARY CENTRE REQUIREMENTS** : R151 884 per annum (Level 04), plus benefits  
Thekwini TVET College (Central Office)
- REQUIREMENTS** : Matric certificate or equivalent 7-12 months relevant experience in transporting goods and services Valid Code EB/ C1 Driver's Licence Be in possession of a valid Public Driving Permit (PDP) Knowledge of Durban and surrounding areas Fluent in both English and IsiZulu Good Communication skills. Pleasant Responsible, Trustworthy and Reliable. Good interpersonal skills. Willingness to work over and the above normal working hours and physically fit to lift and load heavy items. Knowledge of routine maintenance of vehicles and safe driving skills. Ability to accept accountability and responsibility to work independently.
- DUTIES** : Daily transporting of official passengers, post, packages, and equipment Perform driving and messenger functions and routine office support functions Attend to deliveries and pickups. Ensure accurate completion of logbooks. Perform route administrative duties when required and respond to emergencies when necessary.
- ENQUIRIES APPLICATIONS** : Ms. Vuyiswa Madonda Tel No: 031 2508400 ext. 408/232  
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- CLOSING DATE** : 09 May 2023
- POST 14/81** : **PHOTOCOPY OPERATOR REF NO: CORP 10/2023 (X1 POST)**  
Permanent  
Re-advertisement, all candidates who previously applied do not need to re-apply.
- SALARY CENTRE** : R107 196 per annum (Level 02), plus benefits  
Thekwini TVET College (Central Office)

- REQUIREMENTS** : Standard 8 / Grade 10 Basic Education Six (6) months working experience as photocopy operator will be an added advantage Ability to operate equipment Computer literacy Knowledge of repetitive tasks Knowledge of facilities policies Knowledge of relevant legislation, prescripts, policies, and procedures Knowledge of hygiene Storage requirement Reading skills Communication skills (verbal and written) Interpersonal skills Analytical thinking skills Problem-solving skills Planning and organizing skills Ability to maintain high level of confidentiality.
- DUTIES** : Make photocopies for staff Scanning of documents Report any malfunctioning of photocopier machines Keep records of photocopier machine activities Binding and laminating of documents Arrange for the servicing of and repair to the machines Undertake the general maintenance and cleaning of the machines Make requisition for photocopying material Provide counter services.
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