



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



Tshwane South
TVET College
"achieve the future"

VACANCY LIST

Tshwane South Technical and Vocational Education and Training (TVET) College has the following permanent vacancies:

ACADEMIC AND SUPPORT STAFF POSTS			
POST	REFERENCE	POST LEVEL	ENQUIRIES
Assistant Directors: TVET Management Information Systems	10/01/2023	SL10	Ms. S Devenish Tel:012 401 5118
MINIMUM REQUIREMENTS	DUTIES		
<ul style="list-style-type: none"> ✓ National Diploma (NQF Level 6 /Bachelor's Degree in Information Management, Computing, or equivalent qualification in Information Data Processing and management. ✓ Minimum of 5 years of working experience in Information Technology or any relevant experience in Information Processing or Data Management. ✓ Minimum of two (2) years of supervisory experience in information technology or information processing. ✓ Knowledge of policies and governance environment of TVET Colleges including knowledge of the TVETMIS system, annual reporting requirements by the Higher Education Institutions ✓ Knowledge and understanding of Information Management 	<ul style="list-style-type: none"> ✓ Set up the system in readiness for enrolment and support other processes ✓ Control the quality of captured data and report if there are errors ✓ Maintain the college TVET MIS system ✓ Manage the student data ✓ Use various tools, to extract data to facilitate statistical reporting ✓ Interact with the service provider regarding upgrades and request assistance ✓ Maintain data on student registration ✓ Submit monthly report on skills & leadership on monthly basis ✓ Compile, statistics of the monitoring and evaluation of the College data and submit reports on a quarterly basis to management and DHET. 		

			<ul style="list-style-type: none"> ✓ Knowledge, understanding, application, and interpretation of office management, Coltech, data warehouse, and IT prescripts. ✓ Administrative ✓ Planning and organizing ✓ Financial management ✓ Report writing ✓ Communication and interpersonal ✓ Problem-solving ✓ Computer literacy ✓ Analytical ✓ Client-oriented ✓ Project management ✓ Team leadership ✓ Planning and organizing ✓ People management ✓ Client service focus ✓ Integrity ✓ Committed ✓ Proactive ✓ Loyal 	<ul style="list-style-type: none"> ✓ Set up the student system for registration of students and ensure creditability and reliability ✓ Maintain the Coltech student system and another related system ✓ Monitor capturing, quality control, validation, run procedure, create files, and ensure that entries are sent to DHET head office. ✓ Render management service to the staff ✓ Ensure completion of performance agreements by all employees in the unit ✓ Supervision of staff 	
Assistant Director: Head of Administration	09/01/2023	SL9	<ul style="list-style-type: none"> ✓ Recognised three (3) year National Diploma/Bachelor's Degree (NQF 6) in Public Management/Business Management/Office Management and Technology or related three tertiary qualifications (Minimum of REQV 13). A teacher's Qualification will be an added advantage. ✓ Minimum of five-year relevant experience in Administration related to educative teaching and learning, Human Resource 	<ul style="list-style-type: none"> ✓ Oversee the academic and student administration support services. ✓ Oversee the student and examination administration process. ✓ Oversee and coordinates human resource administration service. ✓ Oversee and coordinate financial, assets, and supply chain management services. ✓ Oversee campus infrastructure, maintenance, and fleet management services. 	Mr. TR Makua or Ms. S Devenish 012 401 5000

			<ul style="list-style-type: none"> ✓ Management, and general administration environment. ✓ Minimum of two (2) years of supervisory experience in a teaching and learning environment. ✓ Proven knowledge of public service regulations, prescripts, and Acts and understanding of Higher Education and the TVET sector. ✓ Clear understanding of Corporate Governance. ✓ Understanding of Cost Centre budgetary, expenditure, and cash flow management. ✓ Computer literacy (MS Package). ✓ Good Communication skills (written and verbal) and people skills. ✓ Must have planning and organising; Report writing and Problem-solving. ✓ Must be willing to work long hours and travel extensively. 	<ul style="list-style-type: none"> ✓ Provide general administration support services and maintain a proper filing system. ✓ Management of Human, physical and financial resources. ✓ Perform any other related functions as delegated by the Manager. 	
Senior Education Specialist Fundamentals	03/01/2023	PL3	<ul style="list-style-type: none"> ✓ An appropriate bachelor's degree OR an equivalent recognised three-year tertiary qualification which includes teaching as a qualification (minimum of REQV 13) ✓ Registration with SACE. ✓ Minimum of (5) years in the teaching and learning field. ✓ Minimum of two-year supervisory experience. ✓ Moderator and Assessor Certificates will be an added advantage. ✓ Thorough knowledge and understanding of the relevant legislation and the TVET landscape. 	<ul style="list-style-type: none"> ✓ Oversees/manages/supervises/coordin ates all theoretical and practical onsite training programmes. ✓ Ensure the optimal utilisation, maintenance, and replacement of learning material, equipment, and facilities. ✓ Responsible for the effective functioning of the division. ✓ Prepares the timetable and workload of lecturers. ✓ Monitors students' attendance and manages students' discipline. 	

			<ul style="list-style-type: none"> ✓ A thorough knowledge of the Continuing Education and Training Act. ✓ Advanced Computer skills. ✓ Report Writing Skills. Advanced Oral and Written Communication Skills. ✓ A valid Driver's License. ✓ Good Analytical Skills. ✓ The ability to liaise at the highest level. ✓ The ability to work under pressure. ✓ Leadership and strategic thinking Skills. ✓ Managerial, supervisory, problem solving, motivational negotiation and good interpersonal skills. ✓ Diversity Management Skills. ✓ Good interpersonal skills. 	<ul style="list-style-type: none"> ✓ Manages and monitors staff attendance. ✓ Manages and monitors the compilation of students' portfolios of evidence, assessment files, and portfolio of assessments of lectures. ✓ Conducts, plans, controls, monitors, and reports on internal and external marking of assessments. ✓ Assist with the Campus budget and financial control of the division. ✓ Analyse the result compiled by the lecturers to determine poor/best performing subjects and best performing lecturers. ✓ Oversees the effective administration of students such as placement, registration and payments to ensure effective education and training. ✓ Plan, organises and implement projects and activities to enhance students' developments. 	<p>Mr. TR Makua or Ms. S Devenish 012 401 5000</p>
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Senior Education Specialist Engineering	03/02/2023	PL3	<ul style="list-style-type: none"> ✓ An appropriate bachelor's degree OR an equivalent recognised three-year tertiary qualification which includes teaching as a qualification (minimum of REQV 13) ✓ Registration with SACE. ✓ Minimum of five (5) years in the teaching and learning field. ✓ Minimum of two-year supervisory experience. ✓ Moderator and Assessor Certificates will be an added advantage. ✓ Thorough knowledge and understanding of the relevant legislation and the TVET landscape. ✓ A thorough knowledge of the Continuing Education and Training Act. ✓ Advanced Computer skills. ✓ Report Writing Skills. Advanced Oral and Written Communication Skills. ✓ A valid Driver's License. ✓ Good Analytical Skills. ✓ The ability to liaise at the highest level. ✓ The ability to work under pressure. ✓ Leadership and strategic thinking Skills. ✓ Managerial, supervisory, problem solving, motivational negotiation and good interpersonal skills. ✓ Diversity Management Skills. ✓ Good interpersonal skills. 	<ul style="list-style-type: none"> ✓ Oversees/manages/supervises/coordinates all theoretical and practical onsite training programmes. ✓ Ensure the optimal utilisation, maintenance, and replacement of learning material, equipment, and facilities. ✓ Responsible for the effective functioning of the division. ✓ Prepares the timetable and workload of lecturers. ✓ Monitors students' attendance and manages students' discipline. ✓ Manages and monitors staff attendance. ✓ Manages and monitors the compilation of students' portfolios of evidence, assessment files, and portfolio of assessments of lectures. ✓ Conducts, plans, controls, monitors, and reports on internal and external marking of assessments. ✓ Assist with the Campus budget and financial control of the division. ✓ Analyse the result compiled by the lecturers to determine poor/best performing subjects and best performing lecturers. ✓ Oversees the effective administration of students such as placement, registration and payments to ensure effective education and training. 	Mr. TR Makua or Ms. S Devenish 012 401 5000
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				<ul style="list-style-type: none"> ✓ Plan, organises and implement projects and activities to enhance students' developments. 	
<p>Educational Specialist Maths & Science</p>	<p>02/01/2023</p>	<p>PL2</p>	<ul style="list-style-type: none"> ✓ An appropriate bachelor's degree OR an equivalent, a recognised three-year tertiary qualification which includes teaching as a qualification (minimum of REQV 13) ✓ Minimum of three (3) year experience as an educator. ✓ Must be registered with SACE. ✓ Must be computer literate ✓ Good communication skills ✓ Moderator and Assessor certificate will be an added advantage 	<ul style="list-style-type: none"> ✓ Must be able to teach Mathematics L2 -L4 and Science L2-L4 and any other related subjects within the Engineering in both the NC(V) and Report 191. ✓ Be accountable for the performance of students in the subjects taught ✓ Conduct teaching and manage learning in a classroom/practical centre ✓ Prepare and mark the subject and program-related assessments ✓ Use technology in the delivery of teaching and learning ✓ Organise, prepare, and conduct the workplace or simulated experiential learning for students. ✓ Responsible for Curriculum Development according to industry needs with special reference 	<p>Mr. TR Makua or Ms. S Devenish 012 401 5000</p>

				<ul style="list-style-type: none"> ✓ Manages and monitors staff attendance ✓ Assist the Senior Education Specialist with the effective functioning of the division ✓ Perform examination-related duties (i.e., invigilation, examiner, and moderator) Perform other relevant duties that may be delegated in the context of teaching and learning 	
<p>Education Specialist General Studies: (NCV)</p>	<p>02/02/2023</p>	<p>(PL2)</p>	<ul style="list-style-type: none"> ✓ An appropriate bachelor's degree OR an equivalent, a recognised three-year tertiary qualification which includes teaching as a qualification (minimum of REQV 13) ✓ Minimum of three (3) year experience as an educator. ✓ Must be registered with SACE. ✓ Must be computer literate ✓ Good communication skills ✓ Moderator and Assessor certificate will be an added advantage 	<ul style="list-style-type: none"> ✓ Must be able to teach Business Practice L2 – L4; Office Practice L2-L4; New Venture Creations L2 -L4 and any other business-related subjects in both the NCV) and Report 191. ✓ Be accountable for the performance of students in the subjects taught ✓ Conduct teaching and manage learning in a classroom/practical centre ✓ Prepare and mark the subject and program-related assessments ✓ Use technology in the delivery of teaching and learning ✓ Organise, prepare, and conduct the workplace or simulated experiential learning for students. ✓ Responsible for Curriculum Development according to industry needs with special reference ✓ Manages and monitors staff attendance 	<p>Ms. P Chauke or MF Mashitsho (012) 401 5000</p>

			<ul style="list-style-type: none"> ✓ An appropriate bachelor's degree OR an equivalent, a recognised three-year tertiary qualification which includes teaching as a qualification (minimum of REQV 13) ✓ Minimum of three (3) year experience as an educator. ✓ Must be registered with SACE. ✓ Must be computer literate ✓ Good communication skills ✓ Moderator and Assessor certificate will be an added advantage 	<ul style="list-style-type: none"> ✓ Assist the Senior Education Specialist. with the effective functioning of the division ✓ Perform examination-related duties (i.e., invigilation, examiner, and moderator) Perform other relevant duties that may be delegated in the context of teaching and learning ✓ Must be able to teach Business Management N4 – N6; Entrepreneurship N4 – N6; Public Relations N4-N6 and any other business-related subjects in both the NCC(V) and Report 191. ✓ Be accountable for the performance of students in the subjects taught ✓ Conduct teaching and manage learning in a classroom/practical centre ✓ Prepare and mark the subject and program-related assessments ✓ Use technology in the delivery of teaching and learning ✓ Organise, prepare, and conduct the workplace or simulated experiential learning for students. ✓ Responsible for Curriculum Development according to industry needs with special reference ✓ Manages and monitors staff attendance ✓ Assist the Senior Education Specialist. with effective functioning of the division 	
<p>Education Specialist General Studies: Nated</p>	<p>02/03/2023</p>	<p>(PL2)</p>			<p>Ms. P Chauke OR MF Mashitsho (012) 401 5000</p>

				<ul style="list-style-type: none"> ✓ Perform examination-related duties (i.e., invigilation, examiner, and moderator) Perform other relevant duties that may be delegated in the context of teaching and learning 	
<p>Education Specialist Fundamentals</p>	<p>02/04/2023</p>	<p>(PL2)</p>	<ul style="list-style-type: none"> ✓ An appropriate bachelor's degree OR an equivalent, a recognised three-year tertiary qualification which includes teaching as a qualification (minimum of REQV 13) ✓ Minimum of three (3) year experience as an educator. ✓ Must be registered with SACE. ✓ Must be computer literate ✓ Good communication skills ✓ Moderator and Assessor certificate will be an added advantage 	<ul style="list-style-type: none"> ✓ Must be able to teach English L2 -L4 and Life Orientation L2-L4 and any other related subjects. ✓ Be accountable for the performance of students in the subjects taught ✓ Conduct teaching and manage learning in a classroom/practical centre ✓ Prepare and mark the subject and program-related assessments ✓ Use technology in the delivery of teaching and learning ✓ Organise, prepare, and conduct workplace or simulated experiential learning for students. ✓ Responsible for Curriculum Development according to industry needs with special reference ✓ Manages and monitors staff attendance ✓ Assist the Senior Education Specialist with the effective functioning of the division ✓ Perform examination-related duties (i.e., invigilation, examiner, and moderator) Perform other relevant duties that may be delegated in the context of teaching and learning 	<p>Ms. P Chauke or MF Mashitsho (012) 401 5000</p>

<p>Civil Engineering & Building Construction Lecturer (3 Posts)</p>	<p>01/01/2023</p>	<p>PL1</p>	<ul style="list-style-type: none"> ✓ An appropriate bachelor's degree OR an equivalent, a recognised three-year tertiary qualification which includes teaching as a qualification (minimum of REQV 13) ✓ Minimum of (0 -2) years' experience as an educator. ✓ Must be registered with SACE. ✓ Must be computer literate ✓ Good communication skills ✓ Moderator and Assessor certificate will be an added advantage 	<ul style="list-style-type: none"> ✓ Must be able to teach Material L2-L3 Construction Planning L2-L4, Plant & Equipment L2-L4, and Masonry L2-L4 and any other related subjects in both the NCV and Report 191. ✓ Be accountable for the performance of students in the subjects taught ✓ Conduct teaching and manage learning in a classroom/practical center ✓ Prepare and mark the subject and program-related assessments ✓ Use technology in the delivery of teaching and learning ✓ Organise, prepare and conduct workplace or simulated experiential learning for students ✓ Perform examination-related duties (i.e. invigilation, examiner, and moderator) Perform other relevant duties that may be delegated in the context of teaching and learning 	<p>Mr. TR Makua or Ms. S Devenish 012 401 5000</p>
<p>Mathematics and Engineering Science Lecturer (2 posts)</p>	<p>01/02/2023</p>	<p>PL1</p>	<ul style="list-style-type: none"> ✓ An appropriate bachelor's degree OR an equivalent, a recognised three-year tertiary qualification which includes teaching as a qualification (minimum of REQV 13) ✓ Minimum of (0 -2) years' experience as an educator. ✓ Must be registered with SACE. ✓ Must be computer literate ✓ Good communication skills ✓ Moderator and Assessor certificate will be an added advantage 	<ul style="list-style-type: none"> ✓ Must be able to teach Mathematics N1-N6, Engineering Science N1-N3, and any other related subjects in both the NCV and Report 191. ✓ Be accountable for the performance of students in the subjects taught. ✓ Conduct teaching and manage learning in a classroom/practical center. ✓ Prepare and mark the subject and program-related assessments 	<p>Mr. TR Makua or Ms. S Devenish 012 401 5000</p>

			<ul style="list-style-type: none"> ✓ An appropriate bachelor's degree OR an equivalent, a recognised three-year tertiary qualification which includes teaching as a qualification (minimum of REQV 13) ✓ Minimum of (0 -2) years' experience as an educator. ✓ Must be registered with SACE. ✓ Must be computer literate ✓ Good communication skills. ✓ Moderator and Assessor certificates will be an added advantage. 	<ul style="list-style-type: none"> ✓ Use technology in the delivery of teaching and learning. ✓ Organise, prepare and conduct workplace or simulated experiential learning for students. ✓ Perform examination-related duties (i.e. invigilation, examiner, and moderator) Perform other relevant duties that may be delegated in the context of teaching and learning. 	
<p>Electrical Engineering Lecturer (2 Posts)</p>	<p>01/03/2023</p>	<p>PL1</p>	<ul style="list-style-type: none"> ✓ Must be able to teach Electrical Trade Theory N1-N3, Industrial Electronics N1-N3, and any other related subjects in both the NCV and Report 191 ✓ Be accountable for the performance of students in the subjects taught. ✓ Conduct teaching and manage learning in a classroom/practical center. ✓ Prepare and mark the subject and program-related assessments ✓ Use technology in the delivery of teaching and learning ✓ Organise, prepare and conduct workplace or simulated: experiential learning for students ✓ Perform examination-related duties (i.e. invigilation, examiner, and moderator) Perform other relevant duties that may be delegated in the context of teaching and learning. 	<ul style="list-style-type: none"> ✓ Mr. TR Makua or Ms. S Devenish 012 401 5000 	

<p>Mechanical Engineering Lecturer (2 Posts)</p>	<p>01/04/2023</p>	<p>PL1</p>	<ul style="list-style-type: none"> ✓ An appropriate bachelor's degree OR an equivalent, a recognised three-year tertiary qualification which includes teaching as a qualification (minimum of REQV 13). ✓ Minimum of (0 -2) years' experience as an educator ✓ Must be registered with SACE. ✓ Must be computer literate. ✓ Good communication skills. ✓ Moderator and Assessor certificates will be an added advantage. 	<ul style="list-style-type: none"> ✓ Must be able to teach Fitting & Machining N2, Mechatotechnology N3 and any other related subjects in both the NCV and Report 191. ✓ Be accountable for the performance of students in the subjects taught. ✓ Conduct teaching and manage learning in a classroom/practical center. ✓ Prepare and mark the subject and program-related assessments ✓ Use technology in the delivery of teaching and learning. ✓ Organise, prepare and conduct workplace or simulated experiential learning for students ✓ Perform examination related. duties (i.e. invigilation, examiner and moderator). ✓ Perform other relevant duties that may be delegated in the context of teaching and learning. 	<p>Mr. TR Makua or Ms. S Devenish 012 401 5000</p>
<p>Fundamental Lecturer (2 Posts)</p>	<p>01/05/2023</p>	<p>PL1</p>	<ul style="list-style-type: none"> ✓ An appropriate bachelor's degree OR an equivalent, a recognised three-year tertiary qualification which includes teaching as a qualification (minimum of REQV 13). ✓ Minimum of (0 -2) years' experience as an educator ✓ Must be registered with SACE. ✓ Must be computer literate. ✓ Good communication skills. ✓ Moderator and Assessor certificates will be an added advantage. 	<ul style="list-style-type: none"> ✓ Must be able to teach English L2-L4, Life Orientation L2-L4, Office Data Processing L2-L4, Information Processing N4-N6, Communication N4-N6 and any other related subjects in both the NCV and Report 191 ✓ Be accountable for the performance of students in the subjects taught. ✓ Conduct teaching and manage learning in a classroom/practical centre. 	<p>Mr. TR Makua or Ms. S Devenish 012 401 5000</p>

			<ul style="list-style-type: none"> ✓ Prepare and mark the subject and program-related assessments ✓ Use technology in the delivery of teaching and learning. ✓ Organise, prepare and conduct workplace or simulated experiential learning for students ✓ Perform examination related duties (i.e. invigilation, examiner, and moderator). ✓ Perform other relevant duties that may be delegated in the context of teaching and learning. 		
Business Studies Lecturer (3 Posts)	01/06/2023	PL1	<ul style="list-style-type: none"> ✓ An appropriate bachelor's degree OR an equivalent, a recognised three-year tertiary qualification which includes teaching as a qualification (minimum of REQV 13) ✓ Minimum of (0 -2) years' experience as an educator ✓ Must be registered with SACE. ✓ Must be computer literate ✓ Good communication skills ✓ Moderator and Assessor certificate will be an added advantage 	<ul style="list-style-type: none"> ✓ Must be able to teach Mathematical Literacy L2-L4, Applied Accounting L2-L4, Business Practice L2-L4, New Venture Creation L2-L4, and any other related subjects in both the NCV and Report 191 ✓ Be accountable for the performance of students in the subjects taught. ✓ Conduct teaching and manage learning in a classroom/practical center. ✓ Prepare and mark subject and program-related assessments ✓ Use technology in the delivery of teaching and learning ✓ Organise, prepare and conduct workplace or simulated. experiential learning for students ✓ Perform examination-related duties (i.e. invigilation, examiner, and moderator) Perform other relevant 	Mr. TR Makua or Ms. S Devenish 012 401 5000

			<ul style="list-style-type: none"> ✓ Recognised three (3) year National Diploma/Bachelor's Degree (NQF 6) in Information Technology (IT)/ Computer Science or equivalent ✓ 1-2 years of experience in an IT environment ✓ A+ and ITIL v3 Foundation will be an added advantage ✓ Valid code B driver's license ✓ Software & Hardware support (Windows Microsoft) ✓ Knowledge of IT Hardware and Software ✓ Understanding of Desktop, Networking, and Voice communication infrastructure ✓ Program Installations ✓ Understanding of IT Help Desk operation ✓ Full comprehension of IT first and second line of IT support ✓ Effective customer relations 	<ul style="list-style-type: none"> ✓ Assist in the management of Service Desk and Desktop support function services ✓ Install, maintain, and support telephone system and network ✓ Provide technical support for the configuration, installation, repair, and replacement of computers, printers, and telephones ✓ Provide support for data migration during computer setup ✓ Rendering of IT information management services: Plan, develop and improve computer-based information systems. ✓ Maintain information management systems such as a database to ensure the integrity and security of data. 	<p>Mr. TR Makua or Ms. S Devenish 012 401 5000</p>
Re- Advertisement Information Technology Technician	07/01/2022	SL7	<ul style="list-style-type: none"> ✓ Recognised National Diploma (NQF Level 6) in Business Administration, Public Management, Marketing, Public Relations, or equivalent qualification. ✓ 2-3 years' experience in employment services and Administration environment ✓ Knowledge of the Employment service market, PSET and CET Act, Public Service prescripts, DHET and College Policies, Industrial operation, Identification of opportunities in the Labour Market, and 	<ul style="list-style-type: none"> ✓ Facilitate the placement of students ✓ Conduct Job readiness training programs ✓ Liaison with commerce, industry, and other relevant stakeholders ✓ Maintain the student tracking system. ✓ Maintain and update employer and student placement database. ✓ Develop quality electronic report and statistics 	<p>Mr. TR Makua 012 401 5120</p>
Placement Officer	07/02/2023	SL7			

			<p>seeking out Opportunity linkages with industries</p> <ul style="list-style-type: none"> ✓ Must have Excellent Communication skills (oral and written), Networking-, Negotiation-, Research-, Interpersonal-, Planning-, Organising-, Computer-, and Placement skills ✓ Must have Good interpersonal Relations. ✓ Always be Professional and friendly ✓ Always be willing to assist clients. ✓ Must be a Team player and reliable 	<ul style="list-style-type: none"> ✓ Monitoring and evaluation of work placement practices ✓ Conduct work-based assessment for students 	
<p>Secretary to the Deputy Principal Corporate Services</p>	<p>05/01/2023</p>	<p>SLS</p>	<ul style="list-style-type: none"> ✓ Grade 12 or National Certificate Vocational (Level 4) certificate ✓ Appropriate three-year diploma or an equivalent (NQF Level 6) qualification in an administrative field will be an added advantage. ✓ 1 – 2 years' experience in the administrative field. ✓ Good communication skills (written and verbal), ability to read, write and pay attention to details. ✓ Sound interpersonal relations and good telephone etiquette. ✓ Computer literacy in MS Office and sound organizational skills. ✓ Willingness to work extra hours when required. 	<ul style="list-style-type: none"> ✓ Provide secretarial/ receptionist support service to the Deputy Principal Corporate Services (DPCS). This will inter alia entail the following: <ul style="list-style-type: none"> ✓ Receives telephone calls and refers the calls to the correct role players if not meant for the DPCS ✓ Records appointments and events in the diary of the DPCS. ✓ Types documents for the manager and other staff within the unit on a word processor ✓ Operates office equipment like fax machines and photocopiers ✓ Provide a clerical support service to the manager. This will inter alia entail the following: <ul style="list-style-type: none"> ✓ Liaises with travel agencies to make travel arrangements. Checks the arrangements when the relevant documents are received ✓ Arranges meetings and events for the manager and the staff in the unit. 	<p>Mr. TR Makua or Ms. S Devenish 012 401 5000</p>

			<ul style="list-style-type: none"> ✓ Identifies venues, invites role players, organizes refreshments and sets up schedules for meetings and events ✓ Processes the travel and subsistence claims for the unit ✓ Processes all invoices that emanate from the activities of the work of the manager ✓ Records basic minutes of the meetings of the manager where required ✓ Drafts routine correspondence and reports ✓ Does the filing of documents for the DPCS and the unit where required ✓ Administers matters like the leave registers and telephone accounts ✓ Receives, records, and distributes all incoming and outgoing documents ✓ Handles the procurement of standard items like stationery, refreshments etc. ✓ Collects all relevant documents to enable the DPCS to prepare for meetings ✓ Remains up to date with regard to prescripts/ policies and procedures applicable to her/his work terrain to ensure efficient and effective support to the DPCS. This would, inter alia entail the following: ✓ Studies the relevant public service and departmental prescripts/ policies and other documents to ensure that the 	
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			<ul style="list-style-type: none"> ✓ Grade 12 or National Certificate Vocational (Level 4) certificate ✓ Appropriate three-year diploma or an equivalent NQF (Level 6) qualification in an administrative field will be an added advantage. ✓ 1 – 2 years' experience in the administrative field. ✓ Good communication skills (written and verbal), ability to read, write and pay attention to details. ✓ Sound interpersonal relations and good telephone etiquette. ✓ Computer literacy in MS Office and sound organizational skills. ✓ Willingness to work extra hours when required. 	<ul style="list-style-type: none"> ✓ application thereof is understood properly ✓ Remains abreast with the procedures and processes that apply in the office of the DPCS. 	
Secretary to the Campus Managers' Office	05/02/2023	SL5	<ul style="list-style-type: none"> ✓ Provide secretarial/ receptionist support service to the Campus Manager. This will inter alia entail the following: ✓ Receives telephone calls and refers the calls to the correct role players if not meant for the Campus Manager ✓ Records appointments and events in the diary of the Campus Manager. ✓ Types documents for the manager and other staff within the unit on a word processor ✓ Operates office equipment like fax machines and photocopiers ✓ Provide a clerical support service to the manager. This will inter alia entail the following: ✓ Liaises with travel agencies to make travel arrangements. Checks the arrangements when the relevant documents are received ✓ Arranges meetings and events for the manager and the staff in the unit. ✓ Identifies venues, invites role players, organizes refreshments, and sets up schedules for meetings and events ✓ Processes the travel and subsistence claims for the unit 	<ul style="list-style-type: none"> ✓ Mr. TR Makua or Ms. S Devenish 012 401 5000 	

			<ul style="list-style-type: none"> ✓ Processes all invoices that emanate from the activities of the work of the manager ✓ Records basic minutes of the meetings of the manager where required ✓ Drafts routine correspondence and reports ✓ Does the filing of documents for the Campus Manager and the unit where required ✓ Administers matters like the leave registers and telephone accounts ✓ Receives, records, and distributes all incoming and outgoing documents ✓ Handles the procurement of standard items like stationery, refreshments etc. ✓ Collects all relevant documents to enable the Campus Manager to prepare for meetings ✓ Remains up to date with regard to prescripts/ policies and procedures applicable to her/his work terrain to ensure efficient and effective support to the Campus Manager. This would, inter alia entail the following: ✓ Studies the relevant public service and departmental prescripts/ policies and other documents to ensure that the application thereof is understood properly 	
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			<ul style="list-style-type: none"> ✓ Adult Basic Education and Training (ABET)/ Standard 8/Grade 10 ✓ 0-6 Months experience Semi-skilled Manual ✓ Knowledge of building maintenance ✓ Knowledge of infrastructure policies ✓ Knowledge of relevant legislation, prescripts, policies, and procedures ✓ Knowledge of building laws ✓ Safe keeping of tools ✓ Storage requirement• ✓ Operating equipment ✓ Communication (verbal and written) ✓ Reading ✓ People management 	<ul style="list-style-type: none"> ✓ Remains abreast with the procedures and processes that apply in the office of the Campus Manager. ✓ Conduct regular building inspections ✓ Attend to minor electrical, plumbing, and carpentry problems ✓ Repair broken furniture and equipment ✓ Report defects ✓ Safekeeping of maintenance tools and supplies 	<p>Mr. TR Makua or Ms. S Devenish 012 401 5000</p>
Handyman (2 Posts)	03/01/2023	SL3	<ul style="list-style-type: none"> ✓ Adult Basic Education and Training (ABET)/ Standard 8/Grade 10 ✓ Cleaning Experience will be an advantage ✓ Knowledge of hygiene ✓ Storage requirement ✓ Communication skills ✓ People management ✓ Planning and organising ✓ Problem-solving ✓ Operating cleaning equipment 	<ul style="list-style-type: none"> ✓ Provision of cleaning services: ✓ Cleaning offices corridors, elevators, and boardrooms by: ✓ Dusting and waxing office furniture ✓ Sweeping, scrubbing, and waxing of floors ✓ Cleaning walls, windows, and floors ✓ Emptying and cleaning dirt bins ✓ Collecting and removing waste papers ✓ Clean general kitchens ✓ Cleaning of basins ✓ Wash and keep stock of kitchen utensils ✓ Refill hand wash liquid soap ✓ Replace toilet papers hand towels and refreshers 	<p>Mr. TR Makua or Ms. S Devenish 012 401 5000</p>
Cleaner	02/01/2023	SL2	<ul style="list-style-type: none"> ✓ Adult Basic Education and Training (ABET)/ Standard 8/Grade 10 ✓ Cleaning Experience will be an advantage ✓ Knowledge of hygiene ✓ Storage requirement ✓ Communication skills ✓ People management ✓ Planning and organising ✓ Problem-solving ✓ Operating cleaning equipment 	<ul style="list-style-type: none"> ✓ Provision of cleaning services: ✓ Cleaning offices corridors, elevators, and boardrooms by: ✓ Dusting and waxing office furniture ✓ Sweeping, scrubbing, and waxing of floors ✓ Cleaning walls, windows, and floors ✓ Emptying and cleaning dirt bins ✓ Collecting and removing waste papers ✓ Clean general kitchens ✓ Cleaning of basins ✓ Wash and keep stock of kitchen utensils ✓ Refill hand wash liquid soap ✓ Replace toilet papers hand towels and refreshers 	<p>Mr. TR Makua or Ms. S Devenish 012 401 5000</p>

				<ul style="list-style-type: none"> ✓ Empty and wash waste bins ✓ Keep and maintain cleaning materials and equipment's: ✓ Report broken cleaning machines ✓ Cleaning of machines (microwares, Vacuum Cleaners) and equipment after use ✓ Request cleaning materials. 	
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NOTE: Applications must be submitted on the New Z83 Form which must be fully completed, obtainable from any Public Service Department and must be accompanied by a comprehensive Curriculum Vitae. Only short-listed candidates will be required to submit Certified copies of qualifications including academic records and identity documents. Please take note that communication in relation to the process will be limited to short-listed candidates. If you have not received any correspondence within three (3) months after the closing date, please consider your application unsuccessful.

Please indicate the reference number and position you are applying for on your application form and forward your application to: The Human Resources Department, Tshwane South TVET College, PO Box 151, PRETORIA, 0001, **or** hand deliver to the HR Offices at Campus level or at the Tshwane South TVET College Central Office 85 Francis Baard Street Pretoria, 0001. Faxed and e-mailed applications will not be accepted. **NB:** Failure to fully complete, sign and initialise the New Z83 Form, write the correct reference number for the post that you are applying for, and the correct date of application, and/or attached a fully detailed Curriculum Vitae with your application, will result in your application not being considered and automatically disqualified.

Closing date: 23 January 2022 at 12:00 PM 

APPROVED FOR IMPLEMENTATION


6/10/2023