



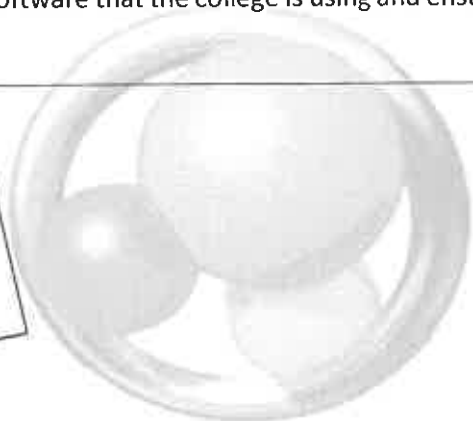
DEPARTMENT OF HIGHER EDUCATION AND TRAINING AND WESTERN TVET COLLEGE INVITES ALL SUITABLE AND QUALIFIED CANDIDATES TO APPLY FOR THE FOLLOWING VACANCY

POST: ASSISTANT DIRECTOR: INFORMATION TECHNOLOGY (SALARY LEVEL 9) RE-ADVERT

SALARY: R468 459.00 per annum plus benefits

POST DESCRIPTION	PERMANENT (PERSAL APPOINTMENT)
CENTRE	CORPORATE OFFICE
REFERENCE NUMBER	CORP/ASD/IT/01
MINIMUM REQUIREMENTS	Matric/Grade12 Certificate plus a recognised 3-year National Diploma or Degree in Information Technology/Computer Science. A minimum of 3 to 5 years relevant work experience in the Information Technology of which 3 years should be on a supervisory level. Must have a valid driver's license. Must be computer literate.
COMPETENCIES, KNOWLEDGE, AND SKILLS	Knowledge of the TVET sector regulations and legislative framework. Knowledge of computer hardware, software, and programmes. Knowledge of Corporate ICT principles, ICT policies and relevant legislation, prescripts and regulations governing the TVET and Public Service sector. Should have strong administrative, planning, organising, report writing, project management, problem solving and people management skills.
DUTIES	Conduct research regarding provincial and national policy framework and legislation. Conduct workshops and awareness of all new ICT policies. Ensure that appropriate policies and processes are put in place for risk management. Administer and monitor IT security and electronic access. Establish systems to safeguard hardware and data. Research and develop specifications for Local Area Network (LAN) and Wide Area Network (WAN) technologies. Procure LAN and WAN technologies. Distribute LAN and WAN access to staff and students according to the college policy and needs. Set-up, manage and maintain LAN, WAN, email, and internet connections in the college. Troubleshooting, resolving, and documenting all ICT related issues. Research and develop plans for software and hardware products required by the college. Advice on procurement of college software and hardware. Maintain and monitor software and hardware systems, report on redundant hardware and software and advise on updating. Manage all licensing of software that the college is using and ensure that they are valid and appropriate.

WESTCOL TVET COLLEGE
CORPORATE OFFICE PARK
PRIVATE BAG X 17, RANDFONTEIN 1760
2025 -07- 04
Reg: 03858
TEL: 011 692-4082
FAX: 011 692 4080



M.H.

APPLICATIONS: Must be submitted accompanied by: (1) A signed **NEW Z83** form obtainable from any public service Department or DPSA website (2) A comprehensive CV including at least three contactable references, quoting the relevant reference number to the Principal, Western TVET College Corporate Office, 42 Johnstone Street, Randfontein, 1760. **Only shortlisted candidates will be required to submit certified copies of original documents with academic records/transcripts and other relevant supporting documents on or before the day of the interview following communication from the HR Office.**

Alternatively, applications may be hand delivered **OR** couriered to the HR Manager, Western TVET College, Corporate Office Park: 42 Johnstone Street, Randfontein on or before the closing date and time as stipulated below.

PLEASE NOTE: NO FAXED or E-MAILED APPLICATIONS WILL BE ACCEPTED

CLOSING DATE: FRIDAY, 18 JULY 2025 AT 12:00

N.B

1. Foreign qualifications must be accompanied by a SAQA evaluation report.
2. Candidates who have acted on higher positions are requested to submit their acting appointment letters covering the entire duration of their acting period.
3. Please include a correct reference number and indicate the position you are applying for.
4. If you have not been contacted within six months after the closing date, please consider your application as unsuccessful.
5. Successful candidates will be subjected to a vetting and financial disclosure process (criminal record, citizenship, qualification verification and employment verification).
6. Western TVET College is an equal opportunities employer and reserves the right not to fill the posts.
7. People with disability are encouraged to apply.

All enquiries should be directed to: The Human Resource Office at (011) 692 4004 Ext: **1057/1061/1062.**

