



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

**POST: CAMPUS ADMINISTRATOR (SALARY LEVEL 7)**

**SALARY: R325 101.00 per annum plus benefits**

<b>POST DESCRIPTION</b>	<b>PERMANENT (PERSAL APPOINTMENT)</b>
<b>CENTRE</b>	<b>RANDFONTEIN CAMPUS</b>
<b>REFERENCE NUMBER</b>	<b>RFT/CAMPUSADMINISTRATOR/01</b>
<b>MINIMUM REQUIREMENTS</b>	Matric/Grade12 Certificate plus a recognised 3-year National Diploma or Degree in Office Management and Technology/Public Management/Management Assistant or any other relevant qualification. Must have a minimum of 1 to 2 years relevant work experience in the administration environment. Supervisory experience will be an added advantage. Must have a valid driver's license. Must be computer literate.
<b>COMPETENCIES, KNOWLEDGE, AND SKILLS</b>	Must have knowledge and understanding of office administration. Knowledge of Public Service prescripts, regulations and legislations. Knowledge and understanding of the TVET sector administration. Understanding of corporate governance and any other related legislation. Should have good planning, organising, report writing, presentation, communication, leadership and good decision-making skills.
<b>DUTIES</b>	Management of campus and student administration function, including the implementation of Standard Operating Procedure on student enrolment. Thorough working knowledge of student enrolment, linking of lecturers and students, creating and printing control lists and registers, capturing of marks and absenteeism, enrolment reports. Process the details of applications for programmes and credits. Prepare reports, presentations, and other correspondence. Arrange meetings, conferences, workshops, and other gatherings as required by campus management. Coordinate leave forms and submit them at corporate office. Coordinate PMDS & IQMS documents and submit to corporate office. Monitor the attendance register for all staff at the campus. Provide procurement services. Complete requisition forms, receive goods and services. Verify the correctness of goods and services supplied against the appropriate documentation. Put processes in place for proper record keeping (storage and retrieval) of all student data. Provide finance and asset management services at the campus. Assist in the development, implementation, and monitoring of data policies on student enrolments.

WESTCOL TVET COLLEGE  
CORPORATE OFFICE PARK  
PRIVATE BAG X 17, RANDFONTEIN 1760  
  
2026 -02- 0 6  
Reg: 03858  
TEL: 011 692-4082  
FAX: 011 692 4080

LP

**POST: PL1 LECTURER: NCV STUDIES (OFFICE DATA PROCESSING L2 – L4)**

**SALARY: R270 498 (REQV 13) per annum plus benefits**  
**R351 972 (REQV 14) per annum plus benefits**

<b>POST DESCRIPTION</b>	<b>PERMANENT (PERSAL APPOINTMENT)</b>
<b>CENTRE</b>	<b>RANDFONTEIN CAMPUS</b>
<b>REFERENCE NUMBER</b>	<b>RFT/NCV/ODP/02</b>
<b>MINIMUM REQUIREMENTS</b>	Must have knowledge and understanding of office administration. Knowledge of Public Service prescripts, regulations and legislations. Knowledge and understanding of the TVET sector administration. Understanding of corporate governance and any other related legislation. Should have good planning, organising, report writing, presentation, communication, leadership and good decision-making skills.
<b>COMPETENCIES, KNOWLEDGE, AND SKILLS</b>	Curriculum development and creation of a conducive learning environment. Lesson presentation and methodology. Lecture students in compliance with the college Annual Academic Plan and campus timetable. Assess students, maintain assessment records, and capture assessment marks electronically. Develop quality assessment tasks for students. Attend subject, invigilation, divisional meetings, and other meetings related to work. Classroom management. Recording and analysing data. Knowledge of digital learning. Knowledge of relevant prescripts, legislation and policies governing the TVET Sector. Assessor and Moderator qualification will be an added advantage.
<b>DUTIES</b>	Planning and implementation of the subject related plan according to the programme. Deliver quality service to students. Conduct classroom management according to policy and procedures. Assessment and moderation. Conducting classes according to the official syllabus. Keeping daily attendance register, which is audited. Tutoring of students during examination. Setting, marking, and moderating of internal and external assessments. Invigilating during all assessments and compile year marks. Finalising ICASS marks and final examination marks. Analyse results and submit reports. Participating in continuous professional development programmes.

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**POST: PL1 LECTURER: BUSINESS STUDIES (COMPUTER PRACTICE & INFORMATION PROCESSING N4 – N6)**

**SALARY: R270 498 (REQV 13) per annum plus benefits**

**R351 972 (REQV14) per annum plus benefits**

<b>POST DESCRIPTION</b>	<b>PERMANENT (PERSAL APPOINTMENT)</b>
<b>CAMPUS</b>	<b>KRUGERSDORP CENTRAL</b>
<b>REFERENCE NUMBER</b>	<b>KC/PL1/CP/IP/03</b>
<b>MINIMUM REQUIREMENTS</b>	Matric/Grade 12 Certificate plus a recognised 3-year National Diploma/Degree with a major in Computer Practice/Information Processing/Computer Related Studies or any other relevant qualification. Must have a professional qualification in Education. Must be registered with the South African Council for Educators (SACE). Must be computer literate. A valid driver's license will be an added advantage.
<b>COMPETENCIES, KNOWLEDGE, AND SKILLS</b>	Curriculum development and creation of a conducive learning environment. Lesson presentation and methodology. Lecture students in compliance with the college Annual Academic Plan and campus timetable. Assess students, maintain assessment records, and capture assessment marks electronically. Develop quality assessment tasks for students. Attend subject, invigilation, divisional meetings, and other meetings related to work. Classroom management. Recording and analysing data. Knowledge of digital learning. Knowledge of relevant prescripts, legislation and policies governing the TVET Sector. Assessor and Moderator, Facilitator qualification will be an added advantage
<b>DUTIES</b>	Planning and implementation of the subject related plan according to the programme. Deliver quality service to students. Conduct classroom management according to policy and procedures. Assessment and moderation. Conducting classes according to the official syllabus. Keeping daily attendance register, which is audited. Tutoring of students during examination. Setting, marking, and moderating of internal and external assessments. Invigilating during all assessments and compile year marks. Finalising ICASS marks and final examination marks. Analyse results and submit reports. Participating in continuous professional development programmes.

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**POST: PL1 LECTURER: BUSINESS STUDIES NC(V)**

Re-advertisement, applicants who previously applied for this position are encouraged to re-apply.

**SALARY: R270 498 (REQV 13) per annum plus benefits**

**R351 972 (REQV 14) per annum plus benefits**

<b>POST DESCRIPTION</b>	<b>MATHEMATICAL LITERACY (L2 – L4)</b>
<b>CAMPUS</b>	<b>KRUGERSDORP CENTRAL</b>
<b>REFERENCE NUMBER</b>	<b>KC/PL1/MATHS-LIT/NCV/04</b>
<b>MINIMUM REQUIREMENTS</b>	Matric/Grade 12 Certificate plus a recognised 3-year National Diploma/Degree in Education with Mathematics as a major subject. Must be registered with the South African Council for Educators (SACE). Must be computer literate. A valid driver's license will be an added advantage.
<b>COMPETENCIES, KNOWLEDGE, AND SKILLS</b>	Curriculum development and creation of a conducive learning environment. Lesson presentation and methodology. Lecture students in compliance with the college Annual Academic Plan and campus timetable. Assess students, maintain assessment records, and capture assessment marks electronically. Develop quality assessment tasks for students. Attend subject, invigilation, divisional meetings, and other meetings related to work. Classroom management. Recording and analysing data. Knowledge of digital learning. Knowledge of relevant prescripts, legislation and policies governing the TVET Sector. Assessor and Moderator qualification will be an added advantage.
<b>DUTIES</b>	Planning and implementation of the subject related plan according to the programme. Deliver quality service to students. Conduct classroom management according to policy and procedures. Assessment and moderation. Conducting classes according to the official syllabus. Keeping daily attendance register, which is audited. Tutoring of students during examination. Setting, marking, and moderating of internal and external assessments. Invigilating during all assessments and compile year marks. Finalising ICASS marks and final examination marks. Analyse results and submit reports. Participating in continuous professional development programmes.

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**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. **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.**

**TO APPLY:** Applications may be hand delivered, couriered **OR** emailed to the Principal, Western TVET College, Corporate Office Park: 42 Johnstone Street, Randfontein on or before the closing date and time as stipulated below. Kindly use the following email addresses:

- For Campus Administrator (SL7) – campusadmin2026@westcol.co.za
- For PL1-Lecturer: Business Studies (NCV) – odplecturer2026@westcol.co.za
- For PL1-Lecturer: Business Studies (R101) - cp-iplecturer2026@westcol.co.za
- For PL1 Lecturer: Business Studies (NCV) – mlit-lecturer2026@westcol.co.za

**CLOSING DATE: FRIDAY, 20 FEBRUARY 2026 AT 12:00**

**N.B**

1. Foreign qualifications must be accompanied by a SAQA evaluation report.
2. Applicants should ensure that the **NEW Z83 Form** is fully completed, failure to do so will result in the application being rejected.
3. Candidates who have acted on higher positions are requested to submit their acting appointment letters covering the entire duration of their acting period.
4. A complete set of documents should be submitted separately for each post you are applying for and ensure that a correct reference number is clearly stated on your application.
5. If you have not been contacted within six months after the closing date, please consider your application as unsuccessful.
6. Successful candidates will be subjected to a vetting and financial disclosure process (criminal record, citizenship, qualification verification and employment verification).
7. Western TVET College is an equal opportunities employer and reserves the right not to fill the posts.
8. People with disability are encouraged to apply.

**All enquiries should be directed to: Mr Peter Motai (Chief Personnel Officer) at (011) 692 4004 Ext: 1010/1061/1062.**

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