



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

POST DESCRIPTION	ASSISTANT DIRECTOR: PROJECT MANAGEMENT (SALARY LEVEL 9) RE-ADVERT
SALARY	R487 197.00 per annum plus 37% lieu of benefits
APPOINTMENT TYPE	CONTRACT (COLLEGE COUNCIL APPOINTMENT)
DURATION	1 YEAR
CENTRE	CORPORATE OFFICE
REFERENCE NUMBER	CORP/ASD/PM/01
MINIMUM REQUIREMENTS	Matric/Grade12 Certificate plus a recognised 3-year National Diploma or Degree in Building Management/Safety Management/Civil Engineering/Architecture Construction Management/Project Management or any other relevant qualification in Engineering. A minimum of 3 to 5 years relevant work experience in facilities management, SHERQ and OHS of which 2-3 years should be on a supervisory level. Must have a valid driver's license. Must be computer literate.
COMPETENCIES, KNOWLEDGE, AND SKILLS	Must have knowledge of the TVET sector regulations and legislative framework. Knowledge of Public Service Act and Regulations, Occupational Health and Safety Act, fire control and facilities management systems. must demonstrate leadership, communication skills, and attention to detail while managing the entire lifecycle of the project. Should have strong administrative, planning, organising, report writing, project management, problem solving and people management skills.
DUTIES	Successful candidates will be responsible for the planning, execution, and success of a project which includes the following responsibilities: Manage the development or improvement of physical infrastructure to ensure college has adequate physical infrastructure and maintenance in line with Capital Infrastructure Efficiency Grant (CIEG) . Compile maintenance plan regarding machinery, tools, and equipment costing and submitted to DHET. Timeous reporting to different stakeholders. Determine and define project scope and objectives. Predict resources needed to reach objectives and manage resources in an effective and efficient manner. Prepare budget based on scope of work and resource requirements. Track project costs to meet budget. Develop and manage a detailed project schedule and work plan. Provide project updates on a consistent basis to various stakeholders about strategy, adjustments, and progress. Manage contracts with vendors and suppliers by assigning tasks and communicating expected deliverables. Monitor progress of the projects. Measure project performance to identify areas for improvement. Engage with all levels of the organisation in a professional manner. Setup and manage project governing meetings at all levels of the project structure. Ensure that all stakeholders and project team members execute on their activities in terms of the project mandate. Identify potential risk hazards in the building and ensure there is proper signage in and around the buildings to minimise risks.

WESTCOL TVET COLLEGE
CORPORATE OFFICE PARK
PRIVATE BAG X 17, RANDFONTEIN 1760
2026 -05 - 22
Reg: 03858
TEL: 011 692-4082
FAX: 011 692 4080

Your future starts here!

**CARLETONVILLE
CAMPUS**
20 South Street
CARLETONVILLE
Tel: 018 787 4012

**KRUGERSDORP
CAMPUS**
32 Von Brandis Street
KRUGERSDORP
Tel: 011 963 1140

**KRUGERSDORP WEST
CAMPUS**
87 Figulus Street
KRUGERSDORP WEST
Tel: 011 960 1709

**RANDFONTEIN
CAMPUS**
5 Kiewiet Street
RANDFONTEIN
Tel: 011 693 3808

**WESTONARIA
CAMPUS**
109 Botha Street
WESTONARIA
Tel: 011 754 1089



POST DESCRIPTION	PERSONAL ASSISTANT: OFFICE OF THE PRINCIPAL (SALARY LEVEL 7) RE-ADVERT
SALARY	R338 106.00 per annum plus benefits
APPOINTMENT TYPE	PERMANENT (PERSAL APPOINTMENT)
CENTRE	CORPORATE OFFICE
REFERENCE NUMBER	CORP/PA/02
MINIMUM REQUIREMENTS	Matric/Grade12 Certificate plus a recognised 3-year National Diploma or Degree in Office Management and Technology/Public Management/Management Assistant/ Secretarial or any other relevant qualification. Must have a minimum of 3 to 5 years relevant work experience in rendering support service to Senior Management. Supervisory experience will be an added advantage. Must have a valid driver's license. Must be computer literate.
COMPETENCIES, KNOWLEDGE, AND SKILLS	Must have knowledge and understanding of relevant legislation, prescripts, policies, and procedures. Basic knowledge of Financial Management. Record management of documents. Good telephone etiquette. Sound planning and organising skills. Good people skills. High level of reliability. Written and verbal communication skills. Ability to act with tact and discretion. Ability to do research, analyse documents and situations. Maintain confidentiality. Willingness to work extra hours when required.
DUTIES	Provide a secretarial support service to the principal. Performs advanced typing work. Operate and ensure that office equipment is in good working order. Records the engagements of the principal. Coordinates with and advises the principal regarding engagements. Compiles realistic schedules of appointments. Renders administrative support services. Ensures effective flow of information and documents to and from the office of the principal. Ensures the safekeeping of all documentation in the office of the principal in line with relevant legislation and policies. Ensures that travel arrangements are well coordinated. Handles the procurement of standard items like stationery, refreshments for the activities of the principal and unit. Obtains the necessary signatures on documents. Provides support to the manager in the office of the principal regarding meetings. Records minutes, decisions or resolutions taken and communicates to relevant role players, follow-up on progress made. Coordinates logistical arrangements for meetings when required. Keeps record of expenditure commitments, monitors expenditure and alerts the principal of possible over and under spending. Checks and correlates BAS reports to ensure that expenditure is allocated correctly. Remains up to date with the prescripts, policies, and procedures applicable to his /her work terrain to ensure efficient and effective support to the principal. Remains abreast with the procedures and processes that apply in the office of the principal.

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POST DESCRIPTION: ADMIN CLERKS: ADMINISTRATION SERVICES (SALARY LEVEL 5) RE-ADVERT

CAMPUSES	NUMBER OF POSTS	REFERENCE NUMBERS
CARLETONVILLE	1	CV/ADMIN/CLERK/03
KRUGERSDORP WEST	1	KW/ADMIN/CLERK/04
RANDFONTEIN	1	RFT/ADMIN/CLERK/05

SALARY	R237 453.00 per annum plus benefits
APPOINTMENT TYPE	PERMANENT (PERSAL APPOINTMENT)
MINIMUM REQUIREMENTS	Matric/Grade12 Certificate plus a recognised 3-year National Diploma or Degree in Public Administration/Management Assistant/Office Management and Technology or any other relevant qualification. Must be computer literate (MS Word, Excel, PowerPoint, Outlook and Internet). A valid driver's license will be an added advantage. Must be computer literate.
COMPETENCIES, KNOWLEDGE, AND SKILLS	Must have knowledge and understanding of the registration processes and procedure. Ability to communicate well with people at different levels and backgrounds. Must have knowledge of switchboard operation. Must have good telephone etiquette. Ability to capture data. Should have sound organisational skills, planning, organising, communication, customer services and report writing skills. High level of integrity and loyalty.
DUTIES	Administer and assist with student registration processes in line with the college's Standard Operating Procedures (SOPs). Capture and verify student information on the Business Management System (BMS). Print and distribute control lists and class registers. Verify data before submission to the Department of Higher Education and Training (DHET). Screen and process online applications. Attend to student and public enquiries. Operate the campus switchboard and direct calls appropriately. Capture student marks and absenteeism accurately. Maintain updated student academic records and ensure all information is securely stored and accessible when required. Capturing and administration of requisition forms, receive goods and services, verify deliveries against relevant documents, and follow up on outstanding orders. Ensure proper documentation and filing for all procurement-related transactions at campus level. Provide administrative support services (application of college bursaries) to the campus management team.

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POST DESCRIPTION	PL1 LECTURER: ELECTRICAL ENGINEERING INDUSTRIAL ELECTRONICS, ELECTRO TECHNICS, MATHEMATICS AND ENGINEERING SCIENCES • N4 – N6
SALARY	R281 319.00 per annum plus benefits (REQV 13) R366 051.00 per annum plus benefits (REQV 14)
APPOINTMENT TYPE	PERMANENT (PERSAL APPOINTMENT)
CENTRE	WESTONARIA
REFERENCE NUMBER	WES/PL1/ELE-ENG/06
MINIMUM REQUIREMENTS	Matric/Grade12 Certificate plus a recognised 3-year National Diploma or Degree in Electrical Engineering. Must have an Electrical Engineering Trade Test Certificate. Must have a professional qualification in Education. Must be registered with the South African Council for Educators (SACE). Must be able to teach industrial Electronics, Electro Technics, Mathematics and Engineering Science N4 to N6. Must be computer literate. A valid driver's license will be an added advantage.
COMPETENCIES, KNOWLEDGE, AND SKILLS	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.
DUTIES	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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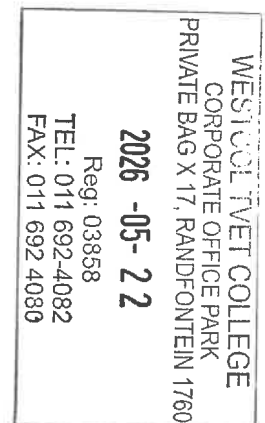
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APPLICATIONS: Must be submitted accompanied by: (1) A signed **NEW Z83** form obtainable from any public service Department or DPSA website (2) A comprehensive CV including at least three contactable references, quoting the relevant reference number 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.**

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 ASD: Project Management – ASDPM2026@westcol.co.za
- For PA: Office of the Principal – PA@westcol.co.za
- For Admin Clerk: Carletonville – AdminCAL2026@westcol.co.za
- For Admin Clerk: Krugersdorp West – AdminKW2026@westcol.co.za
- For Admin Clerk: Randfontein – AdminRFT2026@westcol.co.za
- For PL1 Lecturer: Electrical Engineering – LecturerELE2026@westcol.co.za



CLOSING DATE: 05 JUNE 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 the HR Office at (011) 692 4004 Ext: 1010/1061/1062/1057

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