



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

POST DESCRIPTION	SENIOR MANAGEMENT INFORMATION SYSTEM (MIS) OFFICER (SALARY LEVEL 8)
SALARY	R413 001.00 per annum plus benefits
APPOINTMENT TYPE	PERMANENT (PERSAL APPOINTMENT)
SITE	CORPORATE OFFICE
REFERENCE NUMBER	CORP/SNR-MIS/01
MINIMUM REQUIREMENTS	Matric/Grade12 Certificate plus a recognised 3-year National Diploma or Degree in Information Management/ Data Management, Management Information Systems or any other relevant qualification. Must have a minimum of 3 to 5 years relevant work experience in data management, TVET- MIS environment, database administration, information systems support, institutional reporting, or data analytics. Must be computer literate. Must have a valid driver's license.
COMPETENCIES, KNOWLEDGE, AND SKILLS	Must have knowledge and understanding of office administration. Knowledge of Public Service legislations and policies. Knowledge and understanding of the TVETMIS system, annual reporting requirements by the Higher Education understanding, application and interpretation of office/information management systems. Business Management Systems (BMS), data management, compiling and interpretation of results and other statistics. Must have effective office administrative skills, team leadership and outcome driven, project management, sound communication (verbal and written) skills. Ability to work independently and within a team. Good organisational, co-ordination and planning skills.
DUTIES	Maintain and manage the Business Management System (BMS) and related platforms, ensuring alignment with the DHET requirements through vigorous quality control and validation process. Ensure the overall supervision and proper management of TVET MIS, capturing and data extraction for the college within specified deadlines. Ensure the overall supervision, coordination, compilation and submission of MIS reports and statics. Ensure the overall supervision and verification of inputs captured on the Business Management System and other related system. Ensure the overall supervision and administration of all academic and student related system. Ensure the overall supervision and maintenance of MIS licenses are renewed before expiry dates. Provide support in the administration, maintenance and optimisation of the College's Management Information Systems (MIS) to ensure integrity, availability and security of institutional information. Maintain and administer institutional databases, perform data validation and reconciliation, monitor

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system performance, implement system updates, maintain user access controls, perform routine backups and support the implementation of information security and data governance standards. Facilitate user training and assist in the implementation of system enhancements and continuous improvement initiatives in support of institutional objectives. Collect, extract, analyse, interpret and report on institutional data to support planning, monitoring and evidence-based decision-making. Develop and generate management reports, dashboards and statistical reports. Compiling weekly, quarterly and monthly reports on student's statistics amongst others for management, DHET and other stakeholders. Support the coordination and submission of statutory reports, monitor data quality and compliance with DHET reporting requirements, identify trends and provide analytical insights to improve institutional performance, ensure compliance with college policies, the Protection of Personal Information Act (POPIA) and other applicable legislation.

POST DESCRIPTION	SENIOR FINANCIAL AID/BURSARY OFFICER (SALARY LEVEL 8)
SALARY	R413 001.00 per annum plus benefits
APPOINTMENT TYPE	PERMANENT (PERSAL APPOINTMENT)
SITE	CORPORATE OFFICE
REFERENCE NUMBER	CORP/SNR-FIN-AID/02
MINIMUM REQUIREMENTS	Matric/Grade12 Certificate plus a recognised 3-year National Diploma or Degree in Financial Management/Accounting or any other relevant qualification. Must have a minimum of 3 to 5 years relevant work experience in bursary / financial aid services. Must be computer literate. Must be proficient in MS-Excel. Must have a valid driver's license.
COMPETENCIES, KNOWLEDGE, AND SKILLS	Must have knowledge and understanding of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Knowledge of the Public Service financial legislations, procedures and Treasury Regulations (PFMA, NSFAS guidelines and Financial Management practices and principles). Knowledge of basic financial operating systems. Must have good verbal and written communication, basic numeracy skills, ability to perform routine tasks, ability to operate office equipment, flexibility, interpersonal relations, accuracy and aptitudes of figures.
DUTIES	Ensure overall supervision and coordination of student bursary schemes and financial aid administrative support services for the entire college. Ensure the overall supervision and administration of bursary and financial aid schemes application processes for the entire college in line with NSFAS guidelines, funder MOU/SLA and policies. Ensure overall supervision and authorisation of disbursement of funds. Ensure overall supervision and facilitation of other financial aid schemes. Ensure overall supervision, monitoring, evaluation and

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maintenance of database of all student applications in terms of Department of Higher Education and Training and NSFAS requirements. Ensure overall supervision and consolidate reports on all bursary and financial aid allocations for the entire college. Uploading and posting of all NSFAS student tuition remittances on the Pastel and Coltech systems including reconciliation and balancing thereof. Prepare and conclude annual NSFAS reconciliation report in terms of advances and tuition fee receipts/remittances. Identify all NSFAS overpayments and credits with interest that should be repaid and refunded to NSFAS annually. Follow up on outstanding close reports.

POST DESCRIPTION	SENIOR STATE ACCOUNTANT: FINANCIAL ACCOUNTING (SALARY LEVEL 8)
SALARY	R413 001.00 per annum plus benefits
APPOINTMENT TYPE	PERMANENT (PERSAL APPOINTMENT)
SITE	CORPORATE OFFICE
REFERENCE NUMBER	CORP/SNR-STATE/03
MINIMUM REQUIREMENTS	Matric/Grade12 Certificate plus a recognised 3-year National Diploma or Degree in Accounting / Financial Management/ Cost and Management Accounting or any other relevant qualification. Must have a minimum of 3 to 5 years relevant work experience in a financial management or finance environment. Must be computer literate. Must have a valid driver's license.
COMPETENCIES, KNOWLEDGE, AND SKILLS	Must have knowledge of the TVET sector prescripts, regulations and legislative framework. Knowledge of Public Service Act and Regulations. Must have knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Must have knowledge of financial accounting procedures, methods and principles established for the processing of specific salary/ financial transactions. Must have knowledge of the Public Service legislations, procedures, and Treasury Regulations (PFMA, GRAP, Financial Manual). Knowledge of financial operating systems (COLTECH, BAS, COLTECH, PASTEL etc). Should have good numeracy, accuracy, report writing, problem solving, planning, organising, team leadership and communication skills.
DUTIES	Ensure overall preparation and supervision and provision of financial reporting Submission of monthly reports to DHET, management and council sub-committee as and when required. Preparation of payments packs and reconciliation of all accounts on Pastel. Management of all retention creditors. Ensuring accuracy of payments before payments are released. Clearing of all unknown deposit accounts, processing student refunds, management of debt collector, preparation of appropriate reports for internal management decisions, preparation of monthly financial accounts, processing of month end journals, balancing of Fixed Asset Registers to ensure accurate month-end reporting. Review of all income and balancing of debtors control accounts with Pastel and. Ensure overall supervision of banking, cash and revenue

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management services. Reconcile all MOU/As with SETAs monthly including invoicing, recoveries of outstanding funds from SETA'S, prepare annual audit reconciliation schedule of SETAs against stipends made per individual SETA. Maintain fully updated, signed and complete documentation of each SETA signed agreement. Manage finance internal audit services. Ensure accuracy of general balances and prepare annually all supporting schedules for external audit. Review current finance policies and develop new policies where required. Assisting with all ad hoc requests.

POST DESCRIPTION	SENIOR MARKETING AND COMMUNICATION OFFICER (SALARY LEVEL 8)
SALARY	R413 001.00 per annum plus benefits
APPOINTMENT TYPE	PERMANENT (PERSAL APPOINTMENT)
SITE	CORPORATE OFFICE
REFERENCE NUMBER	CORP/MARKETING/04
MINIMUM REQUIREMENTS	Matric/Grade12 Certificate plus a recognised 3-year National Diploma or Degree in Communication/Marketing/Public Relations or any other relevant qualification. Must have a minimum of 3 to 5 years relevant work experience in marketing or communication. 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 social media practice and channels. Understanding of the importance of brand guidelines. Knowledge and understanding of stakeholder management. Knowledge and understanding of digital marketing, website management and maintenance. Must have good marketing, verbal and written communication, inter-personal, people management, planning and organising, presentation, report writing, problem solving, analytical, client oriented and project management skills.
DUTIES	Ensure overall supervision and provisioning of marketing, promotions and branding services. Ensure overall supervision and provision of public relations and media liaison services. Ensure overall supervision and provisioning of photographic services and drafting of articles. Ensure overall supervision and provisioning of communication services at all college events. Ensure overall supervision and regularly maintenance of the content, design and layout of the college website. Provide internal and external communication services.

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POST DESCRIPTION	IT TECHNICIAN (SALARY LEVEL 7)
SALARY	R338 106.00 per annum plus benefits
APPOINTMENT TYPE	PERMANENT (PERSAL APPOINTMENT)
CAMPUS	RANDFONTEIN
REFERENCE NUMBER	RFT/IT/05
MINIMUM REQUIREMENTS	Matric/Grade12 Certificate plus a recognised 3-year National Diploma or Degree in Information Technology/ Computer Science or any other relevant qualification. Must have a minimum of 1 to 2 years relevant work experience in information technology. Must have a valid driver's license. Must be computer literate.
COMPETENCIES, KNOWLEDGE, AND SKILLS	Must have knowledge and understanding of IT hardware and software. Knowledge and understanding of desktop, networking, and voice communication infrastructure. Knowledge and understanding of IT help desk operation and program installations. Knowledge of IT first and second line of support. Knowledge and understanding of MIS, BAS, PERSAL, COLTECH and any related desktop systems. Should have good communication, time management, report writing, problem solving, client orientated, planning, organising, team leadership, people management skills. Ability to interact with service providers.
DUTIES	Setup user account on desktop and laptop (mailbox and windows). Unlocking of password using Admin Pack. Setting up desktop, printers, and data projectors. Assist in maintaining a service catalogue and standard operating procedures. Perform backups information, anti-virus support and offsite storage. Perform trouble shooting and diagnosis. Support the availability of emails services, internet services, application services on workstation and availability of connection to transversal mainframe system. Perform installation, configuration, testing and upgrade tasks that may require some research and analysis. Verify network cabling. Perform PC installations and software installations. Provide technical support of the configuration, installation, repair and replacement of computers, printers, and telephones. Provide support of data migration during computer setup. Render IT information management services. Plan, develop and improve computer-based information systems. Maintain information management systems such as database to ensure integrity and security of data. Provide assistance on ICT related project activities. Assist in the development, implementation, and monitoring of ICT policies.

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POST DESCRIPTION: FINANCIAL AID/BURSARY OFFICERS (SALARY LEVEL 7)

SITE/CAMPUSES	NUMBER OF POSTS	REFERENCE NUMBERS
CARLETONVILLE	1	CARL/FIN-AID/06
KRUGERSDORP CENTRAL	1	KC/FIN-AID/07
KRUGERSDORP WEST	1	KW/FIN-AID/08
RANDFONTEIN	1	RFT/FIN-AID/09

SALARY	R338 106.00 per annum plus benefits
APPOINTMENT TYPE	PERMANENT (PERSAL APPOINTMENT)
MINIMUM REQUIREMENTS	Matric/Grade12 Certificate plus a recognised 3-year National Diploma or Degree in Financial Management/Accounting or any other relevant qualification. Must have a minimum of 2 to 3 years relevant work experience in bursary / financial aid services. Must be computer literate. Must have a valid driver's license.
COMPETENCIES, KNOWLEDGE, AND SKILLS	Must have basic knowledge and understanding of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Knowledge of the Public Service financial legislations, procedures and Treasury Regulations (PFMA, NSFAS guidelines and Financial Management practices and principles). Knowledge of basic financial application systems. Must have good verbal and written communication, basic numeracy skills, ability to perform routine tasks, ability to operate office equipment, flexibility, interpersonal relations, accuracy and aptitudes of figures.
DUTIES	Coordinate student bursary schemes and financial aid administrative support services in the Campus. Administer the bursary and financial aid schemes application processes for the campus in line with NSFAS guidelines, funder MOU/SLA and policies. Review application for financial Aid. Analyse NSFAS provisionally funded students. Coordinate the authorisation of disbursement funds. Facilitate of other financial aid schemes. Report on all bursary and financial aid allocations to financial aid committee and other stakeholders. Timeous upload of all student bursary applications on the NSFAS portal including submission of any additional information/documents required by NSFAS to successfully process all applications. Reconciliation of upload data on NSFAS, with Pastel and Coltech monthly including following up on all outstanding matters.

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POST DESCRIPTION: ADMINISTRATIVE CLERKS: FINANCE (SALARY LEVEL 5)

CAMPUSES	NUMBER OF POSTS	REFERENCE NUMBERS
CARLETONVILLE	1	CARL/FINANCE/10
KRUGERSDORP WEST	1	KW/FINANCE/11

SALARY	R 237 453.00 per annum plus benefits
APPOINTMENT TYPE	PERMANENT (PERSAL APPOINTMENT)
MINIMUM REQUIREMENTS	Matric/Grade12 Certificate plus a recognised 3-year National Diploma or Degree in Finance/Financial Accounting/ Cost and Management Accounting / Internal Auditing or any other relevant qualification. Must be computer literate.
COMPETENCIES, KNOWLEDGE, AND SKILLS	Must have basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge of the Public Service financial legislations, procedures, and Treasury Regulations (PFMA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operation, ability to perform adequately and methodically under pressure. Knowledge of COLTECH, SAGE evolution and other relevant business information management systems. Should have good administrative, basic numeracy, accuracy, people management, communication, problem solving, planning, and organising skills.
DUTIES	Render financial accounting transactions, receive invoices, check correctness, verification, and approval and submitting for payment. Process invoices (capture payments). Follow-up on all outstanding student debts including clearing of student unknown deposit accounts. Prepare monthly debt management report on outstanding debts, recoveries. Reconcile campus tuition fee bank account. Submitting all refund and overpayments to Corporate for processing. Capturing all procurement requests on Pastel and follow through with procurement management. Assist in administration and controlling of petrol cards and college car bookings of all vehicles issued to campus (vehicles and generators). Assist with the coordination of bursary allocations. Administer the ordering of stationery and textbooks. Issue textbooks to students. Record issued stock. Conduct regular fixed asset verification ensuring all assets barcoded, correct details captured (location, description) and reconciled with Fixed Assets Register (moveable and immoveable) Administer and record the movement of all assets on the fixed assets register. Identify all unusable and obsolete assets. Ensure completeness and accuracy of the fixed asset register for the annual external audit preparation.

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POST DESCRIPTION	ADMIN CLERK: ADMINISTRATION SERVICES (SALARY LEVEL 5)
SALARY	R237 453.00 per annum plus benefits
APPOINTMENT TYPE	PERMANENT (PERSAL APPOINTMENT)
CAMPUS	RANDFONTEIN
REFERENCE NUMBER	RFT/ADMIN/CLERK/12
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. 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	ADMIN CLERK: MARKETING AND COMMUNICATION (SALARY LEVEL 5)
SALARY	R237 453.00 per annum plus benefits
APPOINTMENT TYPE	PERMANENT (PERSAL APPOINTMENT)
SITE	CORPORATE OFFICE
REFERENCE NUMBER	CORP/MARKETING/13
MINIMUM REQUIREMENTS	Matric/Grade12 Certificate plus a recognised 3-year National Diploma or Degree in Communication/Marketing/Public Relations. Relevant work experience in marketing or communications will be an added advantage. A valid driver's license will be an added advantage. Must be computer literate.
COMPETENCIES, KNOWLEDGE, AND SKILLS	Knowledge of social media practice and channels. Understanding of the importance of brand guidelines, graphic design and applying across a range of channels. Knowledge and understanding of stakeholder management. Knowledge of events management. Knowledge and understanding of website maintenance Knowledge of policies and governance environment of TVET Colleges including knowledge of the annual reporting requirements by the Higher Education Institutions. Knowledge and understanding of digital marketing.
DUTIES	Assist in marketing, promotions and branding services. Assist in the coordination of public relations and media liaison services. Assist in the coordination of photographic services and drafting of articles. Assist in the coordination of college events and communication administration services. Assist in updating the content, design and layout of the college website.

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POST DESCRIPTION: DRIVER/MESSENGER (SALARY LEVEL 4)

SITE/CAMPUSES	NUMBER OF POSTS	REFERENCE NUMBERS
CORPORATE OFFICE	1	CORP/DRIVER/14
CARLETONVILLE	1	CARL/DRIVER/15
RANDFONTEIN	1	RFT/DRIVER/16

SALARY	R201 093.00 per annum plus benefits
APPOINTMENT TYPE	PERMANENT (PERSAL APPOINTMENT)
MINIMUM REQUIREMENTS	Grade 12/Matric Certificate or equivalent qualification plus a valid Code 10 drivers' licence. Must have a valid Professional Driving Permit (PDP). Must have a minimum of 1 to 2 years relevant work experience as a driver.
COMPETENCIES, KNOWLEDGE, AND SKILLS	Must have basic knowledge and understanding of relevant legislation, prescripts, policies and procedures. Procedure for motor maintenance of motor vehicle. Routing office support i.e. registry. Secondary function of making copies. Procedure for motor maintenance. Procedure to obtain trip authorisation. Completion of logbook of the motor vehicle. Writing of fuel consumables. Writing of kilometres services. Offer messenger services. Must have excellent driving skills. Must be able to fix or change flat tyres. Must be able to clean the vehicles. Must be willing to work after hours and on weekends. Will be required to provide services across all campuses/sites.
DUTIES	Drive light and medium-sized motor vehicles to transport passengers (staff and students) and deliver other items (mail and documents). Do routine maintenance on the allocated vehicle and report defects timely. Complete all the required and prescribed records and logs books regarding the vehicle and the goods handle. Render a clerical support/messenger service in the relevant office. This would, inter alia, entail the following: Assist in the registry, copy and fax document. Collect and deliver documentation and related items in the department.

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POST DESCRIPTION: HANDYMAN (SALARY LEVEL 3)

SITE/CAMPUSES	NUMBER OF POSTS	REFERENCE NUMBERS
CORPORATE OFFICE	1	CORP/HANDYMAN/17
RANDFONTEIN	1	RFT/HANDYMAN/18

SALARY	R170 226.00 per annum plus benefits
APPOINTMENT TYPE	PERMANENT (PERSAL APPOINTMENT)
MINIMUM REQUIREMENTS	ABET Level 4/Standard 8/Grade 10. Must have a minimum of 1 to 6 months relevant work experience in semi-skilled manual labour. A valid driver's license will be an added advantage.
COMPETENCIES, KNOWLEDGE, AND SKILLS	Must have basic knowledge and understanding 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. Must have good communication (verbal and written), reading, people management, office management, administration, analytical, problem-solving, planning and organising skills. Must be disciplined. Will be required to provide services across all campuses/sites.
DUTIES	Maintenance of office buildings. Conduct regular building inspections. Attend to minor electrical, plumbing and carpentry problems. Maintenance of office equipment and furniture. Repair broken furniture and equipment. Ensure tools are cleaned and stored in a safe environment. Report defects. Safekeeping of maintenance tools and supplies. Perform duties in accordance with instructions and the OHS Act.

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POST DESCRIPTION: CLEANERS (SALARY LEVEL 2)

CAMPUSES	NUMBER OF POSTS	REFERENCE NUMBERS
CARLETONVILLE	1	CV/CLEANER/19
KRUGERSDORP WEST	1	KW/CLEANER/20

SALARY	R144 024.00 per annum plus benefits
APPOINTMENT TYPE	PERMANENT (PERSAL APPOINTMENT)
MINIMUM REQUIREMENTS	Grade 10 or ABET Level 4. Knowledge of cleaning and maintenance procedures. Basic knowledge of safety requirements attached to the duties of the post. Knowledge of basic hand tools. Must have basic numeracy and literacy skills to read operating instructions and notices.
COMPETENCIES, KNOWLEDGE, AND SKILLS	Should be committed, hardworking and must be able and willing to work long hours and under pressure. Must have good interpersonal relations and verbal communication skills. Knowledge of repetitive tasks. Knowledge of hygiene and facilities policies. Knowledge of relevant legislation, prescripts, policies, and procedures.
DUTIES	Maintaining the cleanliness of the building by performing various cleaning duties which includes but not limited to dusting and waxing office furniture, sweeping, scrubbing, and waxing of floors, cleaning walls, windows, and floors. Collecting and removing of waste papers. Freshen the office areas. Clean the college/campus kitchen and basins. Wash and pack kitchen utensils. Empty and wash waste bins and send recyclables to disposal area. Cleaning of the ablution facilities. Cleaning of foyers and corridors.

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Tel: 011 754 1089

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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 **OR** couriered 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:

- Senior Management Information System Officer: Corporate Office - seniormis@westcol.co.za
- Senior Financial Aid/Bursary Officer: Corporate Office - seniorfin@westcol.co.za
- Senior State Accountant: Corporate Office - ssa@westcol.co.za
- Senior Marketing and Communication Officer: Corporate Office - seniormc@westcol.co.za
- IT Technician: Randfontein Campus - rfttechnician@westcol.co.za
- Financial Aid Officer: Carletonville Campus - carlfin@westcol.co.za
- Financial Aid Officer: Krugersdorp Central Campus - kdpfin@westcol.co.za
- Financial Aid Officer: Krugersdorp West Campus - kwfin@westcol.co.za
- Financial Aid Officer Randfontein - rftfin@westcol.co.za
- Administrative Clerk: Finance: Carletonville Campus - carlfinclerk@westcol.co.za
- Administrative Clerk: Finance: Krugersdorp West Campus - kwfinclerk@westcol.co.za
- Admin Clerk: Randfontein Campus - rftadminclerk@westcol.co.za
- Admin Clerk: Marketing and Communication: Corporate Office - corpmarketing@westcol.co.za
- Driver/Messenger: Corporate Office - corpdriver@westcol.co.za
- Driver/Messenger: Carletonville Campus - carldriver@westcol.co.za
- Driver/Messenger: Randfontein Campus - rftdriver@westcol.co.za
- Handyman: Corporate Office - corphandyman@westcol.co.za
- Handyman: Randfontein Campus - rft handyman@westcol.co.za
- Cleaner: Carletonville Campus - carlcleaner@westcol.co.za
- Cleaner: Krugersdorp West Campus - kwcleaner@westcol.co.za

CLOSING DATE: MONDAY, 28 SEPTEMBER 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. 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.
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).

Your future starts here!

**CARLETONVILLE
CAMPUS**
 20 South Street
 CARLETONVILLE
 Tel: 018 787 4042

**KRUGERSDORP
CAMPUS**
 32 Von Brandis Street
 KRUGERSDORP
 Tel: 011 953 1140

**KRUGERSDORP WEST
CAMPUS**
 87 Figulus Street
 KRUGERSDORP WEST
 Tel: 011 660 1709

**RANDFONTEIN
CAMPUS**
 5 Kiewiet Street
 RANDFONTEIN
 Tel: 011 693 3608

**WESTONARIA
CAMPUS**
 109 Botha Street
 WESTONARIA
 Tel: 011 764 1089



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 HR Office at (011) 692 4004 Ext: 1010/1061/1062/1057

Your future starts here!

CARLETONVILLE
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