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

POST DESCRIPTION	**CAMPUS MANAGER (PL5)**
SALARY	**R657 492.00 per annum plus benefits**
APPOINTMENT TYPE	**PERMANENT (PERSAL APPOINTMENT)**
CENTRE	**KRUGERSDORP WEST**
REFERENCE NUMBER	**KW/AC/CM/01**
MINIMUM REQUIREMENTS	Matric/Grade12 Certificate plus a recognised 3-year National Diploma/Degree in Education or industry related qualification coupled with a professional qualification in Education. Must be registered with the South African Council for Educators (SACE). Must have a minimum of 7 years relevant work experience in Teaching or Facilitation. Must have a minimum of 3 years work experience as a Head of Division (PL3). Must be computer literate. Must have a valid driver's license.
COMPETENCIES, KNOWLEDGE, AND SKILLS	Must have knowledge and understanding of organisational culture and human behaviour. Should have strategic leadership and management. Should be able to budget and monitor the expenditure patterns. Must have knowledge and understanding of the relevant legislation and prescripts governing the TVET and Public Sector. Knowledge of policy development, interpretation and implementation. Knowledge, and understanding of the Human Resource, SSS, Finance and Assets management. Must have excellent leadership and strategic thinking skills, project management skills, problem solving skills, interpersonal skills, presentation and written communication skills, team leadership skills, people management skills, negotiation skills, monitoring and evaluation skills.
DUTIES	Manage curriculum implementation and academic support. Manage the provision of examination services. Manage student registration and student support services. Ensure quality assurance of learning delivery, academic excellence and student retention and success. Promote an environment conducive to effective teaching and learning. Ensure students and lecturers obtain work-based experience/exposure and work integrated learning. Oversee and Monitor enrolment and registration as well as assessment and examinations activities. Maintain student discipline. Oversee the administration of student financial aid and bursaries. Manage provision of general administration support services in relation to corporate and financial services in the campus. Manage human resource, financial and physical resources. Allocate duties and do quality control of the work delivered by employees. Advise and lead employees about all aspects of the work. Manage performance, conduct and discipline of employees. Ensure that all employees are trained and developed to be able to deliver work in the required standard. Develop, implement and monitor work systems and processes to ensure efficient and effective functioning of the campus.

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POST DESCRIPTION	**ASSISTANT DIRECTOR: REGISTRATION SERVICES (SL10) (RE-ADVERT)**
SALARY	**R605 742.00 per annum plus benefits**
APPOINTMENT TYPE	**PERMANENT (PERSAL APPOINTMENT)**
CENTRE	**CORPORATE OFFICE**
REFERENCE NUMBER	**CORP/ASD/REG/02**
MINIMUM REQUIREMENTS	Matric/Grade12 Certificate plus a recognised 3-year National Diploma or Degree in Public Management/ Public Administration/ Business Administration or a relevant qualification. Must have minimum of 3 to 5 years relevant work experience in registration services preferably in the Public Sector or Institutions of Higher Learning of which 2-3 years should be on supervisory level. Must be computer literate. Must have a valid driver's license.
COMPETENCIES, KNOWLEDGE, AND SKILLS	Knowledge and understanding of the registration processes and procedures. Knowledge of the TVET sector regulations and legislative framework. Knowledge of the Business Management Systems. Knowledge of practice notes, provincial and national policy frameworks relevant to Education, Training and Development. Knowledge of Skills Development Act, PSET Act, Labour Relations Act, Public Service Regulations and Public Service Act. Should have strong administrative, planning, organising, report writing, problem solving, project management and people management skills.
DUTIES	**Manage the administration of the overall student registration:** Develop, review and monitor the implementation of policies and procedure in relation to student registration, admission, scheduling and records. Provide workshops on the implementation of policies and procedure in relation to student registration, admission, scheduling and records. Develop and implement student enrolment and registration standard operating procedures which are aligned to those of the Department. Establish and oversee the work of the College Enrolment Committee as well as the Student Selection Committee. Champion online application and registration processes. Advise on marketing strategies to attract new potential students. Manage and update the Management Information System to ensure data validity and integrity. Ensure data verification processes are carried out according to relevant data policies. Manage student registration and ensure proper procedures are followed. Develop and review registration documents for accuracy. Manage the database for new graduates and alumni into the job market. Ensure provisioning of pre-entry support services to student during the registration process in relation to (financial aid, bursaries, student accommodation). Coordinate the provision of guidance and testing of students, regarding choice of and placement within programmes. Develop and implement a filing/recordkeeping system for student records. Conduct monitoring and verification of student records across the delivery system/sites. Implement the Central Application System from DHET. Ensure overall supervision and maintenance of MIS licenses. Maintain and update database of students enrolled within programmes. Ensure that student orientations are conducted in all campuses. **Oversee the provision of student financial aid and bursary services support:** Ensure that the TVET Bursary Scheme is administered strictly according to the bursary rules and guidelines. Coordinate and chair the financial aid committee meeting and facilitate the awarding of approved college financial assistance programme. Verify compiled data on bursary statistics. Monitoring the tracking of student bursary requirements compliance and

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	implement remedial initiative as required. Identify potential sponsors in recognising academic achievement. **Manage the administration of student learning materials:** Oversee issuing and collection of textbooks and learning materials.

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POST DESCRIPTION	**ASSISTANT DIRECTOR: PARTNERSHIP AND LINKAGES (SL10) (RE-ADVERT)**
SALARY	**R605 742.00 per annum plus benefits**
APPOINTMENT TYPE	**PERMANENT (PERSAL APPOINTMENT)**
CENTRE	**CORPORATE OFFICE**
REFERENCE NUMBER	**CORP/ASD/PART-LINK/03**
MINIMUM REQUIREMENTS	Matric/Grade12 Certificate plus a recognised 3-year National Diploma or Degree in Project Management/Marketing or a relevant qualification. Must have minimum of 3 to 5 years relevant work experience in Project Management or Business Development environment of which 2-3 years should be on supervisory level. Must be computer literate. Must have a valid driver's license.
COMPETENCIES, KNOWLEDGE, AND SKILLS	Knowledge and understanding of Building partnerships. Must be innovative. Knowledge of Public Service Act, PFMA, Treasury regulations and other frameworks. Knowledge and understanding of administration reporting process and procedures. Should have strong marketing and entrepreneur insight, financial Management, mobilising resources, interpretation of statutes, business planning and visibility analysis. Should have strong administrative, planning, organising, report writing, negotiation, problem solving, project management and people management skills.
DUTIES	**Partnerships Management:** Provide inputs in developing growth partnership strategies and plans. Establish a database of local business and other linkages. Participate in business forums and identify project opportunities. Develop project proposals and plans for joint initiatives. Facilitate handover with the College managers. Establish, maintain and retain partnership with industry and relevant stakeholders. **Business opportunities scanning:** Identify opportunities for college income generation. Establish work environment simulation potential. Provide market needs business case rationale for all opportunities. Identify appropriate partner or service provider. Coordinate the submission of tenders and funding proposals. Provide information and reports on programmes, funding and partnership to DHET and other stakeholders. **Local and Provincial government relations:** Develop and update schedule of local government projects and opportunities. Identify College synergies potential contribution to provincial departments. Build relationships with relevant stakeholders, establish a database of key contacts and participate in meetings as appropriate. Develop proposals for partnering on specific practical opportunities aligned with college core business. **Research Management:** Conduct feasibility studies for all new and proposed projects. Develop the project and budget. Partner with relevant research organisations. Negotiate and initiate signing of Memorandum of Understandings, service level agreements and or contracts with clients. Provide training and support on SETA and contractual compliance matters. Handover the project to the relevant campus or occupational manger. **Oversee and maintain student work placement and Work Integrated Learning (WIL):** Ensure that the TVET college student placement and WIL policy is in place and adhered to. Analyse the job market, identify scarce skills and match available opportunities with college programme mix. Ensure that an effective system is in place to assist learners to find job placement. Identify potential partners and networks to benefit and support existing graduates. Negotiate the employment

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	opportunities with the employers. Oversee SETA discretionary and special grant applications. Ensure that they attend the strategic meeting with SETA to negotiate graduate's placement and facilitate the signatory of Memorandum of Understandings (MoU's) and Memorandum of Agreement (MoAs).

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POST DESCRIPTION	**ASSISTANT DIRECTOR: CURRICULUM DEVELOPMENT AND IMPLEMENTATION (OCCUPATIONAL PROGRAMMES) (SL10) (RE-ADVERT)**
SALARY	**R605 742.00 per annum plus benefits**
APPOINTMENT TYPE	**PERMANENT (PERSAL APPOINTMENT)**
CENTRE	**CORPORATE OFFICE**
REFERENCE NUMBER	**CORP/ASD/CURR/04**
MINIMUM REQUIREMENTS	Matric/Grade12 Certificate plus a recognised 3-year National Diploma or Degree in Education or a relevant qualification. Must have a minimum of 5 years relevant work experience in the TVET sector delivering academic programmes. Must have a minimum of 3 years relevant work experience as a Senior Lecturer (PL2) or Head of Division (PL3). Must be computer literate. Must have a valid driver's license.
COMPETENCIES, KNOWLEDGE, AND SKILLS	Knowledge and understanding of the registration processes and procedures. Knowledge of the TVET sector regulations and legislative framework. Knowledge and understanding of the of the PSET White paper and CET Act. Knowledge and understanding of the NDP 2030, Skills Development Act, Employment of Educators Act, Public Service Act, and Labour Relations Act. Knowledge of the Ethical regulatory and legislative framework. Knowledge of practice notes, provincial and national policy frameworks relevant to Education, Training and Development. Knowledge of Skills Development Act, PSET Act, Labour Relations Act, Public Service Regulations and Public Service Act. Should have strong administrative, planning, organising, report writing, problem solving, project management and people management skills.
DUTIES	Provide curriculum improvement and implementation support for ministerial programmes in line with the strategic objectives. Oversee and report on the implementation of IQMS and provide lecturer development support. Conduct impact assessment on training interventions and initiatives to improve student and lecturer performance. Develop, implement, and monitor academic and curriculum policies. Support the implementation of new programmes, qualifications, and curriculum. Conduct research on labour market needs to identify and recommend new demand driven, relevant and responsive programmes. Coordinate the implementation of ICASS guidelines for Occupational programmes, Report 191 and NC(V). Manage the phase out of R191 and NC(V). Develop policy/guidelines for the management of curriculum. Provide required support to the college executive and oversight bodies. Oversee coordinated curriculum delivery at college delivery sites. Plan for the delivery of quality teaching and learning. Provide support and assistance with admission processes. Ensure the provision of guidance for the improvement of curriculum content and delivery based on engagement with public and private industry stakeholders. Plan, implement and monitor the blended curriculum delivery mode and online learning across campuses. Analyse results and implement intervention plans for critical subjects. Oversee accreditation of Occupational Programmes, to establish partnerships for work integrated learning Plan class visits for classroom teaching and learning, ICASS and ISAT support. Identify learner material, equipment, and other resource requirements. Coordinate the provision of learning materials. Manage the Human, Financial and other resources of the unit.

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POST DESCRIPTION	**ASSISTANT DIRECTOR: INTERNAL AUDIT AND QUALITY MANAGEMENT (SL9)**
SALARY	**R487 197.00 per annum plus benefits**
APPOINTMENT TYPE	**PERMANENT (PERSAL APPOINTMENT)**
CENTRE	**CORPORATE OFFICE**
REFERENCE NUMBER	**CORP/ASD/INT-AUD/05**
MINIMUM REQUIREMENTS	Matric/Grade12 Certificate plus a recognised 3-year National Diploma or Degree in Internal Audit or a relevant qualification. Must have a minimum of 3-5 years relevant experience in the Internal Audit environment of which 2-3 years should be on supervisory level. Must be computer literate. Must have a valid driver's license. Must have experience in the development of policies and implementation strategies.
COMPETENCIES, KNOWLEDGE, AND SKILLS	Knowledge of the relevant prescripts, legislation and regulations governing the TVET and Public Service sector. Knowledge and understanding of the Internal Audit environment. Must have good verbal and written communication, inter-personal, people management, planning and organising, presentation, report writing, problem solving, analytical, client oriented, project management and financial management skills.
DUTIES	**Preparation and execution of the internal audit plan:** Conduct pre-engagement meetings with college management prior to commencement of the audits. Obtain College management's approval of the audit scope prior to commencements of the internal audits. Planning and drafting of detailed audit procedures for audits per the approved annual audit plan. Executing and performing of audit testing per the annual audit plan. Establish a quality audit risk management function and monitor assessments to ensure compliance with formal systems. Conduct schedules and reactive audits and inspections and produce reports on all audits, inspections and incidents. **Provision of secretarial support services to the audit committee:** Conduct research on best practices and application of standards. Distribution and collection of audits client's surveys for services rendered. Ensure that legislation and acts are implemented correctly in the college. Ensure that all audit findings are supported by the required audit evidence. **Ensure that processes needed for quality management systems are established, implemented and maintained:** Develop quality management system policies and procedures for the college. Report to college management on the performance of the QMS and the need for improvement. Ensure the promotion of awareness of customer requirements throughout the college. Provide information and reports to the executive and committees to make final decisions. Liaise with external assessment body on all matters related to the external accreditation process. Ensure that all suppliers used by the college are selected, reevaluated and that records of this assessment are maintained. **Oversee the development, implementation and monitoring of policies:** Establish office procedures and operating systems. Provide police support, development process and maintain repository. Conduct institutional performance assessment and evaluation of the implementation of policies, programs and systems. Ensure that all role players and managers are aware and understand regulatory compliance requirements.

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POST DESCRIPTION	**ASSISTANT DIRECTOR: FACILITIES AND RECORDS MANAGEMENT (SL9) (RE-ADVERT)**
SALARY	**R487 197.00 per annum plus benefits**
APPOINTMENT TYPE	**PERMANENT (PERSAL APPOINTMENT)**
CENTRE	**CORPORATE OFFICE**
REFERENCE NUMBER	**CORP/ASD/FAC/06**
MINIMUM REQUIREMENTS	Matric/Grade12 Certificate plus a recognised 3-year National Diploma or Degree in Building Management/Safety Management/ Construction Management or a relevant qualification. Must have a minimum of 3-5 years relevant work experience in Facilities Management, SHERQ and OHS environment of which 2-3 years should be on supervisory level. Must be computer literate. Must have a valid driver's license.
COMPETENCIES, KNOWLEDGE, AND SKILLS	Knowledge of Public Service Act and Regulations, Occupational Health and Safety Act, immovable Asset Management Act, Telephone Management system, fire control system and facilities management system. Must have good verbal and written communication, inter-personal, people management, planning and organising, presentation, report writing, problem solving, analytical, client oriented, project management and financial management skills, integrity, proactive and committed.
DUTIES	**Oversee maintenance of buildings and premises:** Compile maintenance plan regarding machinery, tools and equipment. Monitor the implementation of the maintenance plan. Ensure provision of office accommodation and parking services. Optimize the utilization of space in building and land. Responsible for optimal space planning and full building maintenance. Facilitate and ensure awareness workshops of policies and procedure manuals relating to facilities management. Identify potential risk hazards in the building. Ensure the provision of cleaning services. Ensure proper signage (Warning information signs) in and around the buildings of the institution to minimize safety risk. **Ensure compliance to SHERQ and OHS Act:** Develop and implement policies related to SHERQ and OHS. Conduct OHS awareness programmes. Assist with information regarding health and safety matters. Develop the college emergency evacuation plan. Conduct safety audits in all the premises. Identify potential health and safety hazards. Ensure that the OHS committee is established and active. Develop quality assurance and SHERQ policies. Investigate health and safety related complaints. Ensure that all workshops at the College comply to statutory requirements. Ensure formation/ appointments and training of safety representatives and first aiders at all College sites. Reporting and coordination all the IODs. **Oversee fleet management:** Develop and implement fleet management policies. Ensure and monitor the cleanliness and maintenance of vehicles. Ensure control, supervision and authorization of all official usage of all College vehicles. Ensure warranty management, maintenance, insurance and licensing of vehicles. Ensure the monitoring of appropriate license of drivers of vehicles. Ensure monitoring of logs books. Ensure the monitoring of compliance with the procedures to be followed in the case an accident. Ensure the monitoring of parking of the vehicles. **Maintain the physical security functions including key control, personnel,**

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	document and surveillance security: Development, review and monitor the implementation of security policy. Ensure the provision of technical security services. Responsible for security and access control at facilities. Monitor and upgrade the access control system of the college. Conduct preliminary theft investigation. Develop and maintain as security training capacity for the college. Ensure proper control procedures and monitoring of the electronic security system. Ensure adherence to contractors SLA on site such as security, garden service etc. Records management.

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POST DESCRIPTION	**HEAD OF ADMINISTRATION (SL9) (RE-ADVERT)**
SALARY	**R487 197.00 per annum plus benefits**
APPOINTMENT TYPE	**PERMANENT (PERSAL APPOINTMENT)**
CENTRE	**KRUGERSDORP CENTRAL**
REFERENCE NUMBER	**KC/ASD/HOA/07**
MINIMUM REQUIREMENTS	Matric/Grade12 Certificate plus a recognised 3-year National Diploma or Degree in Public Management/Administration or a relevant qualification. Must a minimum of 3-5 years relevant work experience in Administration at an Institution of Higher Learning of which 2-3 years should be on supervisory level. Must be computer literate. Must have a valid driver's license.
COMPETENCIES, KNOWLEDGE, AND SKILLS	Knowledge of Public Service Act and Regulations. Knowledge of office administration. Knowledge of Public Service legislations and policies. Knowledge of PSET. Knowledge and understanding of the TVET Administration. Understanding cost centre budgetary, expenditure and cash flow management. Must have good verbal and written communication, inter-personal, people management, planning and organising, presentation, report writing, problem solving, analytical, client oriented, project management and financial management skills, integrity, proactive and committed.
DUTIES	**Oversee the academic and student administration support services:** Administer the provision of student support services. Administer the provision of student academic support services. Administer the provision of resource centre. Manage residence services. Administer student attendance. Administer student financial support. Support the implementation of college sport, arts and cultural programme at campus level. **Oversee student registration and examination administration process:** Draw up a campus enrolment plan. Coordinate the student registration process. Ensure that student portfolios of evidence and student records are safely filed. Ensure that student information is correctly captured and reconciled. Ensure data exceptions and corrections. Process the details of applications for programmes and credits. Coordinate the examination process. Coordinate certification process. **Oversee and coordinate human resource administration services:** Coordinate Leave forms and submit to central office. Coordinate PMDS documents and submit to central office. Coordinate all conditions of services matters and submit to central office for processing. Coordinate all training and development request submit to central office. Coordinate request to advertise forms and submit to central office. Coordinate all relevant documentation pertaining to disciplinary cases and grievances and submit to central office. Follow up and resolve all human resource administration queries and issues emanating from campus staff. Maintain human resource records administration. Monitor the attendance register for staff. Support the implementation of college staff wellness programme at campus level. **Oversee and coordinate financial, asset and supply chain management services:** Coordinate procurement memo and requisition forms to central office for processing. Manage receive goods and services. Verify the correctness of goods and services supplied against the appropriate documentation. Coordinate and submit invoices to central office for processing. Follow-up on campus requisitions made. Coordinate asset movement forms to central office for processing. **Oversee campus**

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	infrastructure, maintenance and fleet management services: Ensure the implementation of occupational health, safety and environmental management strategies and programmes at campus level. Ensure the provision of infrastructure maintenance services. Ensure the provision of fleet management services. Ensure the provision of security services. Ensure the provision of gardening and cleaning services. Provide general administration support services and maintain a proper filing system. Coordinate and gather campus information as and when requested by corporate office and department. Prepare submissions, memo, reports, presentations, and other correspondence. Arrange meetings, conferences, workshops and other gatherings as required. Provide other secretarial support services to campus management. Maintain files for all campus staff. Filing of all relevant documentation according to QMS requirements and national achieve Act. Keep record of postage received from central office and ensure that the distribution is done accordingly and the register is kept by the relevant official.

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POST DESCRIPTION	**ASSISTANT DIRECTOR: LABOUR RELATIONS (SL9)**
SALARY	**R487 197.00 per annum plus benefits**
APPOINTMENT TYPE	**PERMANENT (PERSAL APPOINTMENT)**
CENTRE	**CORPORATE OFFICE**
REFERENCE NUMBER	**CORP/ASD/LR/08**
MINIMUM REQUIREMENTS	Matric/Grade12 Certificate plus a recognised 3-year National Diploma or Degree in Labour Relations, Employment Relations/ Human Resource Management or a relevant qualification. Must have a minimum of 3-5 years relevant work experience in the Labour Relations or Human Resource Management of which 2-3 years should be on supervisory level. Must be computer literate. Must have a valid driver's license.
COMPETENCIES, KNOWLEDGE, AND SKILLS	Knowledge of Labour Relations Act, Public Services legislations and policies related to Human Resource Management. Sound knowledge of Labour Relation statutes. Sound knowledge of International Labour Organization (ILO). Knowledge and understanding of the TVET/ CET Administration. Knowledge and understanding of the Higher Education sector. Knowledge of PERSAL. Must have good verbal and written communication, inter-personal, people management, planning and organising, presentation, report writing, problem solving, analytical, client oriented, conducting investigations and presentation skills. Advanced experience in interpretation, development and implementation of policies.
DUTIES	Maintain sound Labour Relations: Render advice on labour related matters. Develop and implement Human Resource policies and manuals. Ensure proper implementation of disciplinary procedures, grievance procedures and code of conduct. Conduct investigations and disciplinary hearings. Management of strike action. Minimize Labour disputes. Facilitate and conduct labour relations training and workshops. Ensure proper implementation of the collective bargaining council resolutions.

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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:

- Campus Manager (Krugersdorp West Campus) – campusmanager@westcol.co.za
- ASD: Registration Services – asdregistration@westcol.co.za
- ASD: Partnership and Linkages – asdpartlink@westcol.co.za
- ASD: Curriculum Development and Implementation – asdcurriculum@westcol.co.za
- ASD: Internal Audit and Quality Management – asdaudit@westcol.co.za
- ASD: Facilities and Records Management – asdfacilities@westcol.co.za
- Head Of Administration (Krugersdorp Central Campus) – kchoa@westcol.co.za
- ASD: Labour Relations – asdlabour@westcol.co.za

CLOSING DATE: FRIDAY, 20 NOVEMBER 2026 AT 12:00

N.B

1. Applicants should ensure that the **NEW Z83 Form** is fully completed, failure to do so will result in the application being rejected.
2. 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.
3. Foreign qualifications must be accompanied by a SAQA evaluation report.
4. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.
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.

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All enquiries should be directed to the HR Office at (011) 692 4004 Ext: **1010/1061/1062/105**