

**WATERBERG TVET COLLEGE (LIMPOPO PROVINCE) INVITES QUALIFIED AND EXPERIENCED CANDIDATES TO APPLY FOR THE FOLLOWING POSTS TO BE FILLED ACCORDING TO THE CETC ACT NO.16 OF 2006 (AS AMENDED)**



**REF: WTVET 2025/12 - ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT**

**SITE:** Central Office (Permanent)  
**SALARY:** R468 459 per annum (Salary Level 9)  
**Requirements:** Appropriate National Diploma or Bachelor's degree (NQF level 6/7) in Human Resource Management or relevant qualification \* 3-5 years' experience in Human Resource Management and 2 of which should be relevant supervisory experience \* Knowledge and interpretation of applicable Public Service Legislation and policies \* Willingness to travel and work extended hours \* A valid driver's license \* Knowledge of the Higher Education Sector and PERSAL system will be an added advantage.  
**Skills and knowledge:** Knowledge of HR Policies and Public Service Regulations \* Understanding of HR standard operating procedures \* Conflict management skills with regard to people management \* Sound verbal and written communication skills \* Project management, Computer literacy, and Analytical and Problem-Solving skills \* Accuracy in report writing and meeting tight deadlines \* Good presentation and facilitation skills  
**Duties:** Provide HR planning and monitoring services by developing policies and monitoring consistent compliance with prescripts \* Monitoring the implementation of employment equity \* Provide HR administration services by administering service conditions for staff \* Management of leave \* Ensure timeous advertising, filling of vacancies and keep an efficient HR registry \* Oversee Performance management and Human Resources Development \* Provide support on performance management services including bursary administration \* Compile and implement HR unit's annual performance plan \* Provide efficient labour relations services by promoting labour peace and a healthy organisational culture \* Coordination of disciplinary matters within the relevant legislative framework \* Conduct performance reviews of staff within the unit \* Facilitate change management and organisational transformation services \* Compile monthly and quarterly reports.

**REF: WTVET 2025/13 - ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING**

**SITE:** Central Office (Permanent)  
**SALARY:** R468 459 per annum (Salary Level 9)  
**Requirements:** Grade 12 /NCV Level 4 certificate or equivalent \* A recognized Bachelor's Degree / National Diploma in Financial Accounting / Cost & Management Accounting / Internal Auditing \* Preference will be given to candidates with five (5) years of financial experience 2 years supervisory , who have in-depth knowledge of expenditure, fixed assets, inventory, clearing of accounts and reconciliations \* In-depth knowledge of the requirements of the CET Act, PFMA and Treasury Regulations; experience in management of accounts and financial reporting requirements, good interpersonal, communication and managerial skills; ability to work under pressure with strict deadlines and good computer literacy skills (MS Office, SAGE and Coltech) \* A valid driver's license \* Registration with a professional body will be an added advantage.  
**Duties:** Formulate and regularly review financial management policies \* Monitor the effectiveness of financial operations through the assessment of key financial performance indicators \* Perform monthly budgetary and expenditure analysis \* Coordinate, manage and monitor cash flows \* Analyse, manage and monitor monthly reconciliation of bank, creditors, suspense and general ledger accounts \* Authorise and monitor employee salaries, deductions and allowances and ensure annual reconciliation of employee tax \* Authorise supplier and creditor payments in line with treasury regulations and college policies \* Manage college assets, inventory and consumables registers \* Ensure maintenance of detailed records of fixed assets \* Ensure accurate calculation and recording of depreciation for all college fixed assets \* Prepare inventory, fixed assets and expenditure reports for management on a monthly basis \* Plan and manage regular audits and stock-taking of assets and consumables \* Ensure accurate and proper recording, utilisation and classification of financial transactions including allocated funds in the Accounting System (Sage Evolution) \* Establish systems to maintain and safeguard all financial records \* Compile and submit all reports and information as may be required by Management, College Council, Department of Higher

Education and Training and/or Auditor General \* Manage the issuing of College claims and confirmation of balances \* Assist in Compile financial statements for each financial year \* Liaise with auditors to ensure a smooth audit process and positive audit reports \* Manage staff \* Liaise with all internal and external stakeholders relevant to the KRAs of the Financial Accounting Unit.

**REF: WTVET 2025/14 - EDUCATION SPECIALIST (TOURISM and HOSPITALTY)**

**SITE:** IT and Computer Science Centre (Mahwelereng) (Permanent)  
**SALARY:** R435 240 per annum (Post Level 2)  
**Requirements:** National Senior Certificate/Grade 12 /Standard 10 /NCV Level 4 \* REQV 13/14 (National Diploma /Degree) or related qualification Tourism and Hospitality \* **Minimum of 3-years teaching/lecturing experience \* A Recognized professional teacher qualification relevant to TVET \* Valid SACE Registration.**  
**Recommendations:** Qualified Assessor \* Qualified Moderator \* TVET Sector Knowledge \* Computer Literacy (MS Word, MS Excel, MS Power Point) \* Unendorsed Valid Driver's License.  
**Duties:** Plan the work allocation in the division and assist with the compilation of the Campus timetable \* Plan for acquisition and management of requisite teaching and learning materials for the unit within the available budget \* Prepare and deliver lectures to students \* Compile own POAs and Subject files in line with the applicable subject guidelines \* Set and moderate assessments tasks administered in the division for quality and impact on teaching and learning \* Manage and monitor attendance and performances of both students and lecturers \* Monitor compilation of POAs, subject files, students POEs and class attendance of both students and lecturers \* Manage and control generation and verification of students' ICASS and ISAT marks \* Monitor assessment and timeous submission of accurate and credible marks as per the academic plan of the College and DHET \* Assist with students' registrations and inductions \* Liaise with and support the Curriculum Coordinator and Campus Manager on all matters of curriculum implementation \* Supervise marking, moderation and dispatching of scripts for internal and external examinations \* Compile and submit reports as required \* Perform any other reasonable ADHOC work related duties allocated by supervisors.

**REF: WTVET 2025/15 - EDUCATION SPECIALIST (SAFETY IN SOCIETY)**

**SITE:** Business Studies Centre (Mahwelereng) (Permanent)  
**SALARY:** R435 240 per annum (Post Level 2)  
**Requirements:** National Senior Certificate/Grade 12 /Standard 10 /NCV Level 4 \* REQV 13/14 (National Diploma /Degree) in Criminal/Policing/Law/Public Safety plus a professional teaching qualification relevant to TVET. \* **Rest of the requirements are the same as WTVET 2025/14 (as IN BOLD).**  
**Recommendations:** Recommendations are the same as WTVET 2025/14  
**Duties:** Duties are the same as WTVET 2025/14.

**REF: WTVET 2025/16 - EDUCATION SPECIALIST (Mechanical Engineering/ERD)**

**SITE:** Thabazimbi Campus (Regorogile) (Permanent)  
**SALARY:** R435 240 per annum (Post Level 2)  
**Requirements:** National Senior Certificate/Grade 12/ Standard 10 /NCV Level 4 \* REQV 13/14 (National Diploma /Degree) in Mechanical Engineering \* A Trade certificate in Diesel Mechanic and relevant industry knowledge will be an added advantage \* **Rest of the requirements are the same as WTVET 2025/14 (as IN BOLD).**  
**Recommendations:** Recommendations are the same as WTVET 2025/14  
**Duties:** Duties are the same as WTVET 2025/14.

**REF: WTVET 2025/17 - EDUCATION SPECIALIST (CIVIL ENGINEERING AND BUILDING CONSTRUCTION)**

**SITE:** Engineering and Skills Training Centre (Lebowakgomo) (Permanent)  
**SALARY:** R435 240 per annum (Post Level 2)  
**Requirements:** National Senior Certificate/Grade 12 /Standard 10 /NCV Level 4 \* REQV 13/14 (National Diploma /Degree) or related qualification in Civil Engineering and Construction/Built Environment \* **Rest of the requirements are the same as WTVET 2025/14 (as IN BOLD).**  
**Recommendations:** Recommendations are the same as WTVET 2025/14  
**Duties:** Duties are the same as WTVET 2025/14.

**REF: WTVET 2025/18 - IT TECHNICIAN**

**SITE:** Engineering and Skills Training Centre (Lebowakgomo) (Permanent)  
**SALARY:** R325 101 per annum (Salary Level 7)  
**Requirements:** National Senior Certificate/Grade 12/Standard 10 /NCV Level 4 \* Diploma/degree (NQF L6) in Information Technology, CompTIA N+, CompTIA S+ and Microsoft Certified Solution Engineer certification \* Valid Drivers' license.  
**Skills and knowledge:** Understanding of SCCM and Windows Server 2019 \* Ability to diagnose and solve problems, excellent communication skills and ability to function on one's own \* Knowledge of MS Windows 10 as well as MS Office suite \* Excellent time management and organizational skills \* Excellent knowledge of driver's computer systems \* Good knowledge of data privacy and internet security principles \* Problem solving and results oriented \* Good interpersonal skills and attention to details \* Ability to prioritise \* Supervision \* Accountability.  
**Duties:** To provide Local Area Network and Desktop support services \* Creating a user account on desktop and laptop (Mailbox and Windows) \* Unlocking password using Admin Pack \* Setting up desktops, printers and data projectors \* Configuring mainframe applications \* Provide support for data migration during 107 computer setups \* Provide telephonic support \* Troubleshooting of all issues reported \* Gather and analyse users' issues in ICT and provide solutions \* Provide support for identified Level 8 AND Level 910 issues where configuration solutions have already been documented on the ITIL IT helpdesk services \* Provide first-level contact and convey resolutions to customer issues as requested by Level 8/9 \* Perform any other related function as requested by Supervisor.

**REF: WTVET 2025/19-20 - FINANCIAL AID OFFICER(S) (x2)**

**REF: WTVET 2025/19 - Engineering and Skills Training Centre (Lebowakgomo) (x1) (Permanent)**  
**REF: WTVET 2025/20 - Thabazimbi Campus (Regorogile) (x1) (Permanent)**  
**SALARY:** R325 101 per annum (Salary Level 7)  
**Requirements:** A recognized three-year National Diploma/Degree in Financial Management (NQF Level 6) \* Two (2) to three (3) years' experience in financial environment.  
**Skills and knowledge:** Knowledge of CET and PSET \* Knowledge of PSA and PSR, Act 2016 \* Knowledge of PFMA and Departmental policies \* Knowledge of Coltech system \* Basic knowledge of practices as well as the ability to capture data, operate computer and collate financial statistics \* Basic knowledge of the Public Service Financial legislation procedures and Treasury Regulations (PFMA, DORA, PSA, PSR, PPPFMA, Financial Manual) \* Knowledge of financial operating systems \* Computer Literacy (MS Word, MS Excel, MS Power Point) \* Planning and organizing skills \* Good verbal and written communication \* Ability to perform routine tasks \* Flexibility \* Accuracy.  
**Duties:** Coordinate student bursary schemes and financial administrative support services in the Campus \* Administer the bursary and financial schemes application process for the campus in line with NSFAS guidelines, funder MOU/SLA and policies \* Review applications for financial aid \* Analyse NSFAS provisionally funded student data \* Coordinate the authorization of disbursement funds \* Facilitate applications for other financial schemes e.g. WRSETA, HEWSETA etc. \* Report on all bursary and financial aid allocations to financial aid committee and stakeholders \* Supervise staff.

**PLEASE NOTE THE FOLLOWING:** Applications must be submitted on the new Z83 form obtainable from any public service department or from the Waterberg TVET College website [www.waterbergcollege.co.za](http://www.waterbergcollege.co.za) \* The application form should be fully completed, dated and signed/initialized and accompanied by unendorsed valid driver's license, (where applicable), certified copy of ID (both sides if it is a smart card ID) not older than six months and a comprehensive CV with contact details of at least three references \* Certified copies of qualifications and academic transcripts will be required only from shortlisted/interviewed applicants \* Foreign qualifications must be accompanied by a SAQA evaluation report \* Immigrants should apply for Work permits before assumption of duty \* People with disability are encouraged to apply \* NB: If you are not contacted within 60 days from the closing date of this advertisement please consider your application unsuccessful \* Correspondence will be limited to short-listed candidates only \* Successful candidate will be subjected to the security screening \* The College reserves the right to withdraw any of the positions and not appoint \* NO FAXED OR EMAILED APPLICATIONS WILL BE ACCEPTED.

**APPLICATIONS SHOULD BE FORWARDED TO:**  
**POSTAL ADDRESS:** The Principal, Waterberg TVET College, Postnet Suite #59, PRIVATE BAG X2449, MOKOPANE, 0600 OR **HAND DELIVERIES:** The Principal, Waterberg TVET College, Central Office, Corner of Hooge and Totius Streets, MOKOPANE, 0601.

**CLOSING DATE FOR SUBMISSIONS:** Friday, 29 August 2025 at 14:00. Enquiries: Ms A Makondo on 015 - 492 9000/8