

# 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)



WATERBERG  
TVET COLLEGE  
Together ensuring success

## REF: WTVET 2022/54-58 - SUPERVISOR CLEANING SERVICES (SL 4) x5 POSTS

**SALARY:** R145 281 per annum plus benefits

**SITES:**

REF: WTVET 2022/54 - Central Office (Mokopane)

REF: WTVET 2022/55 - Business Studies Centre (Mahwelereng)

REF: WTVET 2022/56 - Engineering and Skills Training Centre (Lebowakgomo)

REF: WTVET 2022/57 - IT and Computer Science Centre (Mahwelereng)

REF: WTVET 2022/58 - Thabazimbi Campus (Regorogile)

**Requirements:** ABET Level 4/ Standard 8/ grade 10 \* One (1) - two (2) years' experience in cleaning Services environment \* Knowledge of facilities policies \* Knowledge of relevant legislation, prescripts, policies and procedures \* Knowledge of hygiene. Storage requirement. Must be computer literacy \* Must be able to communicate verbally in English \* Must be physically healthy \* Knowledge on how to handle cleaning equipment, when to use different types of cleaning materials \* Previous experience as a Supervisor will be an added advantage

**Duties:** Oversee Cleaning Services of offices, corridors, general kitchens, restrooms, elevators and boardroom \* Manage and ensure the maintenance of cleaning materials and equipment \* Ensure maintenance and replacement of cleaning machines and equipment's. Make requisition and issue cleaning materials \* Supervise Cleaners \* Perform Administrative and related functions \* Provide guidance and advice to cleaners \* Develop and update the cleaning roster.

## REF: WTVET 2022/59-62 -

### DRIVER/MESSENGER (SL 4) x4 POSTS

**SALARY:** R145 281 per annum plus benefits

**SITES:**

REF: WTVET 2022/59 - Business Studies Centre (Mahwelereng)

REF: WTVET 2022/60 - Engineering and Skills Training Centre (Lebowakgomo)

REF: WTVET 2022/61 - IT and Computer Science Centre (Mahwelereng)

REF: WTVET 2022/62 - Thabazimbi Campus (Regorogile)

**Requirements:** Minimum of Gr 12 or equivalent \* Must be able to communicate in English (read, write and speak) \* Must be physically healthy \* Must have a valid driver's license as well as a valid Professional Driver's Permit (PDP) \* Must be able to read maps and use a GPS or other similar applications \* Must have at least one (1) year driving experience \* Must be available to work flexi hours.

**Duties:** Collect, deliver and distribute documents and articles \* Drive students and staff members \* Ensure that the itinerary of campus vehicles is completed \* Daily inspections to ensure that the vehicles are roadworthy and report damage to the vehicle \* Complete monthly transport reports \* Ensure that vehicles are kept clean \* Report all defects to Supervisor \* Keep records on License renewals and due services.

## REF: WTVET 2022/63-65 - DATA CAPTURER (SL 4) x3 POSTS

**SALARY:** R145 281 per annum plus benefits

**SITES:**

REF: WTVET 2022/63 - Business Studies Centre (Mahwelereng)

REF: WTVET 2022/64 - Engineering and Skills Training Centre (Lebowakgomo)

REF: WTVET 2022/65 - IT and Computer Science Centre (Mahwelereng)

**Requirements:** An appropriate NC(V) Level 4 Certificate in Office Administration \* National Diploma/Bachelor's Degree in Administration will be an added advantage \* Certificate in computer literacy i.e., MS Office Word, Excel, Power Point, Outlook \* Good typing skills \* Knowledge of Coltech will be an added advantage. Must be able to work under pressure to ensure that deadlines are adhere to \* A minimum of two (2) years working experience in a Data Capturing environment will also be an added advantage \* Good communication and interpersonal

relations skills \* Client focus and innovative thinking \* Ability to work under pressure with little or no supervision. A valid driver's license.

**Duties:** Collect data from various sections \* Capture student information during registration \* Check and verify the correctness of all data and keep original records of all work received for verification of captured marks and student attendance on Coltech \* Print class registers, mark sheets and other records as per request \* Ensure that all data received and captured are kept confidential and safe \* Adhere to deadlines \* Keep records of all data received for capturing \* Filing of records as required by campus management and policies \* Responsible for the safekeeping of equipment \* Report all system errors or malfunctioning equipment to the supervisor to ensure that there are no delays in the capturing of data.

## REF: WTVET 2022/66 - RECEPTIONIST (SL 4)

**SALARY:** R145 281 per annum plus benefits

**SITES:** Thabazimbi Campus (Regorogile)

**Requirements:** NQF Level 4/Grade 12 and one (1) year working experience as a Receptionist or Secretary or a National Management Assistant Certificate N5 or higher. Excellent verbal English communication skills, speak, read and write \* Knowledge of telephone and reception etiquette \* Knowledge of the TVET sector and programmes offered at Mopani TVET College \* Computer literate with basic typing skills \* Must be able to deal with public and stressful situations in a polite professional manner \* A certificate or other in Client Service will be an added advantage.

**Duties:** Receive visitors in a helpful polite manner, handle enquiries and refer to the relevant Sections or Mangers \* Keep records of all visitors and enquiries \* Operate the Switchboard, by answering, transferring all incoming calls in a friendly and professional manner \* Take and deliver messages \* Manage the Reception Area and ensure all safety and health protocols are adhered to \* Ensure that the reception area is clean and neat at all times \* Responsible for the safekeeping of all furniture and equipment in the reception area.

## REF: WTVET 2022/67-69 - HANDYMAN (SL 3) x3 POSTS

**SALARY:** R124 434.00 per annum plus benefits

**SITES:**

REF: WTVET 2022/67 - Central Office (Mokopane)

REF: WTVET 2022/68 - Business Studies Centre (Mahwelereng)

REF: WTVET 2022/69 - Thabazimbi Campus (Regorogile)

**Requirements:** Grade 10/STD 8 or any relevant qualification \* One (1) - two (2) years' experience, Semiskilled Manual \* Knowledge of infrastructure maintenance \* Must have a valid Driver's License \* Artisan Trade experience and any electrical skills will be an added advantage. Knowledge of infrastructure policies \* Knowledge of relevant legislation, prescripts, policies, and procedures \* Knowledge of building laws \* Safe keeping of tools \* Storage requirement.

**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 \* Report defects \* Safekeeping of maintenance tools and supplies.

## REF: WTVET 2022/70-72 - GROUNDSMAN (SL 2) x3 POSTS

**SALARY:** R102 534.00 per annum plus benefits

**SITES:**

REF: WTVET 2022/70 - Central Office (Mokopane)

REF: WTVET 2022/71-72 - Thabazimbi Campus (Regorogile) (x2)

**Requirements:** An appropriate ABET qualification or Grade 8 as minimum requirement. Senior Certificate or Grade 12 or NVC Level 4 Certificate will

be an added advantage \* One (1) year experience in gardening and cleaning \* Ability to work under pressure with little or no supervision

**Duties:** Cleaning and maintain grounds and repair tools and structures such as buildings, fences and benches using hand and power tools \* Mix spray or spread fertilizer, herbicides or insecticides onto grass, shrubs and trees using hand or automatic sprayers or spreaders \* Provide proper upkeep of sidewalks, driveways, parking lots, fountains, planters and other ground features \* Maintain existing grounds/ gardens by caring for sod, plants and trees \* Rake and mulch leaves, irrigate plants and lawns \* Sweep parking lots, walkways, grounds.

## REF: WTVET 2022/73-78 - CLEANER (SL 2) x6 POSTS

**SALARY:** R102 534.00 per annum plus benefits

**SITES:**

REF: WTVET 2022/73 - Central Office (Mokopane)

REF: WTVET 2022/74-78 - Thabazimbi Campus (Regorogile) (x5)

**Requirements:** ABET Level 4 / Standard 8 / Grade 10 \* Zero (0) - one (1) year working experience in the cleaning services \* Good communication skills.

**Duties:** Clean offices' corridors and boardroom \* Dust and wax furniture \* Sweep, scrub and wax floors \* Vacuum and shampoo floors, walls, windows \* Emptying and cleaning dirt bins \* Collect and remove papers, freshen the office areas \* Perform cleaning in the kitchen by washing of basins and keeping of stock utensils \* Perform cleaning of restrooms by refilling hand wash liquid, replacing toilet papers, hand towels and refreshers \* Emptying and washing waste bins \* Maintain cleaning materials and equipment by reporting broken cleaning machine \* Report any defects in the work place, equipment to immediate supervisor.

### NOTE:

Applications must be submitted on new Z83 form obtainable from all Government Departments or can be downloaded from [www.dpsa.gov.za](http://www.dpsa.gov.za). \* **Applicants are to specify the centre on Z83 form, which must be completed in full, originally signed, with reference number indicated and dated by the applicant** \* Application should be accompanied by a recent updated comprehensive CV and copies of qualifications including academic records/transcripts and ID document \* The certified copies must not be older than 6 months \* Only short-listed applicants are required to submit certified copies of their educational qualifications and other relevant documents on or before the day of the interviews \* Foreign applicants should attach: SAQA Evaluation results, passport, Work permit and police clearance \* **PEOPLE WITH DISABILITY ARE ENCOURAGED TO APPLY** \* Failure to submit the requested documents will result in your application not being considered \* The College will not carry any related costs (transport, accommodation, and meals) for candidates attending interviews \* The employer reserves the right not to fill the posts \* Suitable candidates will be subjected to a personnel suitability check (i.e. verification of educational qualifications, previous work experience, citizenship, reference checks, criminal record check, verification of financial/assets record check and security vetting) \* Applications received after the closing date whether posted or hand-submitted will not be considered \* If you have not heard from us within 90 days of the closing date, please accept that your application has been unsuccessful.

### SUBMIT APPLICATION TO:

The Principal, Waterberg TVET College, Postnet Suite #59, PRIVATE BAG X2449, MOKOPANE, 0600

OR

Hand deliver at: Central Office (Waterberg TVET College), Corner Hooge and Totius Streets, MOKOPANE (entrance in Hooge street).

**CLOSING DATE: Friday, 7 October 2022 at 14:00**

**ENQUIRIES: Mr LF Mpebe on 015 492 9000/9021**