



# higher education & training

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA



**WATERBERG**  
TVET COLLEGE

*Together ensuring success*

#### CENTRAL OFFICE

Postnet Suite #59 • Private Bag x2449 • Mokopane 0600 • C/o Totius & Hooge Streets  
Tel: 015 – 492 9000/9007 • Fax: 015 – 492 9042  
[www.waterbergcollege.co.za](http://www.waterbergcollege.co.za) • [hq@waterbergcollege.co.za](mailto:hq@waterbergcollege.co.za)

## 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 2022/22 - ASSISTANT DIRECTOR: EXAMINATION SERVICES (SL 10)

**SALARY:** R477 090.00 per annum plus benefits

**SITE:** Central Office (Mokopane)

**Requirements:** National Senior Certificate/Grade 12/ Standard 10 or NCV Level 4 \* National Diploma/Degree/Equivalent qualification \* A recognised Teachers qualification \* Minimum of five (5) years lecturing experience \* Three (3) – five (5) years' experience in the management of assessment and examinations \* Valid SACE certificate. Credit bearing Assessor certificate \* Credit-bearing Moderator certificate \* Recommendation: Unendorsed valid driver's license \* Proven computer literacy, including advanced Microsoft Office suite (Word, Excel, Power-Point and Outlook) \* An extensive knowledge of the DHET Examination and Assessment Policies and revised ICASS guidelines \* Excellent leadership and management skills and principles Contract management principles and practices \* Basic budgeting principles and practices \* Excellent verbal and written communication skills \* Must be able to work under pressure and adapt to changes in the TVET sector \* Computer literate on assessment & examination e-learning platforms.

**Duties:** Manage the college examination and assessments section \* Standardisation of ICASS assessments throughout campuses \* Coordinate collaboration groups on the setting of quality and standardised assessment tasks and the moderation thereof \* Coordinate the Site-Based Assessments (SBA) as per DHET Policies and Guidelines \* Manage the internal marking centres at campuses \* Oversee the process of internal marking. Coordinate the marker and moderator applications to DHET \* Ensuring the submissions of all term marks to MIS are done timeously \* Verification of submitted college term marks on assessments and final resulting \* Support the integrity of the implementation of ISAT at all campuses \* Provide assessment and examination support to all campuses \* Monitor all campuses on the implementation of examination related policies \* Ensuring the state of examination readiness at all campuses \* Manage the process of resolving pending results \* Monitor and support distribution point managers \* Oversee the implementation of DHET/College management plans concerning assessments and examinations \* Be the liaising person between the college and DHET on all the examination and assessment related matters \* Develop, review and implement the college examination related policies \* Provide guidance and assistance to the graduation committee \* Writing reports as and when required, inclusive of broad management and academic board reports.

#### ENGINEERING AND SKILLS TRAINING CENTRE

Tel: 015 - 633 6772/0  
Fax: 015 - 633 6589  
[lebowakgomo@waterbergcollege.co.za](mailto:lebowakgomo@waterbergcollege.co.za)

#### HOTEL SCHOOL

Tel: 015 – 491 8139/4216  
Fax: 015 – 491 8969  
[hotelschool@waterbergcollege.co.za](mailto:hotelschool@waterbergcollege.co.za)

#### BUSINESS STUDIES CENTRE

Tel: 015 – 483 2441/5  
Fax: 015 – 483 1555  
[mahwelereng@waterbergcollege.co.za](mailto:mahwelereng@waterbergcollege.co.za)

#### IT AND COMPUTER SCIENCE CENTRE

Tel: 015 – 483 0090/1  
Fax: 015 – 483 0066  
[mokopane@waterbergcollege.co.za](mailto:mokopane@waterbergcollege.co.za)

## **REF: WTVET 2022/23 - ASSISTANT DIRECTOR: CURRICULUM DEVELOPMENT AND IMPLEMENTATION – OCCUPATIONAL PROGRAMMES (SL 10)**

**SALARY:** R477 090.00 per annum plus benefits

**SITE:** Central Office (Mokopane)

**Requirements:** A recognised National Diploma (NQF 6) in Public Administration/ Project Management/Artisan Development or related qualification \* Three (3) - five (5) years in Education/Teaching/Occupational Training environment in the PSET or related field \* Knowledge of PSET and CET Act \* Knowledge of Skills Development Act, Public Service Regulations and Public Service Act, Labour Relations Act. Knowledge of the Public TVET sector and its regulatory and legislative framework \* Knowledge and understanding of the Higher Education sector \* Planning and organizing, financial management, report writing, communication interpersonal and problem solving skills \* Presentation and facilitation skills. Analytical \* Client oriented \* Project management \* People management \* Unendorsed valid driver's license \* Extensive knowledge of academic assessment and moderation procedures \* Technical skills associated with the tools and environment relating to occupational programme delivery \* Knowledge of learnership and occupational programme protocols and procedures (QCTO & SETA-related) \* Proven computer literacy, including advanced Microsoft Office suite (Word, Excel, Power-Point and Outlook)

**Duties:** Identify and manage appropriate learnerships and other occupational programmes including the appointment of contract project staff as required \* Identify programme gaps, conduct feasibility assessments and introduce new, responsive programmes \* Develop a responsive, flexible curriculum based on industry needs \* Facilitate new programme decisions and manage the planning process. Implement and maintain programme quality systems and processes including assessment, moderation and performance records \* Develop and manage occupational programme budgets and report on programme performance \* Identify learner material, equipment and other resource requirements \* Oversee the development of project plans, including milestones, resource requirements and timeframes \* Compile the project budgets and manage all related expenditure \* Track progress against targets and budgets \* Report on learnership project progress and performance \* Review the learnership policy and monitor compliance \* Manage the registration of students and the signing of contracts. Establish and maintain records, registers and document management systems for students and facilitators \* Manage the payments to facilitators and learnership delivery sites \* Manage and oversee the performance and development of learnership facilitators. Identify facilitator skills and performance gaps and facilitate interventions \* Ensure the implementation of best teaching practices across the programmes (e.g. lesson plans) \* Report to the Academic Board \* Coordinate meetings with all stakeholders, sponsors and clients to provide progress updates \* Ensure compliance with partnership processes and guidelines \* Manage and participate in key stakeholder interactions (SETA's, community forums, local business and local government) \* Participate in SETA-related curriculum initiatives. Establish and maintain programme-related industry links to ensure programme relevance \* Ensure facilitators/teaching staff interaction with industry applications, technologies and related job skill requirements \* Establish and maintain a database of key related industries/professional bodies and access regular input from these representatives \* Identify partnerships regarding programmatic support (e.g. equipment, interns, site visits) \* Address concerns and issues raised by project team members and stakeholders \* Identify work environment simulation needs for each learnership and prepare a plan of specific requirements including resourcing options \* Identify simulation options at the College (in collaboration with the Business Development Unit) \* Implement systems to monitor the quality of workplace experience \* Formulate job profiles for all posts within the Unit \* Conduct meetings with internal staff, plan and assign work within the Unit \* Manage the Unit's budget and cash flow \* Compile the annual operational plan \* Conduct performance appraisals with Unit staff and arrange and monitor individual development.

## **REF: WTVET 2022/24 - ASSISTANT DIRECTOR (FACILITIES AND RECORDS MANAGEMENT) (SL 9)**

**SALARY:** R382 245.00 per annum plus benefits

**SITE:** Central Office (Mokopane)

**Requirements:** Recognised National Diploma (NQF 6)/Degree in Building Management/Safety Management/ Construction Management or related qualification \* Three (3) - five (5) years' experience in Facilities Management, SHERQ and OHS environment \* Knowledge of Public Service Act and Regulations, Occupational Health and Safety Act, Immovable Asset Management Act \* Telephone Management systems, fire control system and facilities management system \* Knowledge of Occupational Health Safety Act 85 of 1993 and related regulations.

**Duties:** Oversee maintenance of buildings and premises \* Monitor and report on infrastructure development and maintenance as well as performance in accordance with the relevant Laws and Regulations \* Manage the contractors and service providers' functions by ensuring that all deliverables are met within the reasonable and agreed timelines \* Compile, implement and monitor maintenance plans regarding machinery, tools and equipment; Ensure compliance to SHERQ and OHS Act \* Develop and implement policies related to SHERQ and occupational health and safety \* Oversee fleet management \* Develop and implement fleet management policies \* Maintain physical security functions including key control, personnel, document and surveillance security \* Development, review and monitor the implementation of security policy \* Responsible for security and access control at facilities \* Ensure adherence to contractors Service Level Agreements \* Records Management \* Prepare monthly, quarterly and annual reports for Management and Council \* Manage human, financial and other resources of the unit.

## **REF: WTVET 2022/25 - ASSISTANT DIRECTOR: LABOUR RELATIONS (SL 9)**

**SALARY:** R382 245.00 per annum plus benefits

**SITE:** Central Office (Mokopane)

**Requirements:** National Senior Certificate/Grade 12 /NCV Level 4. National Diploma/Degree(NQF 6) in Labour Relations/Human Resource Management/Labour Law \* Minimum of five years relevant experience in Labour relations environment \* Three (3) years' experience at supervisory level \* Extensive experience and knowledge in PERSAL \* Proven computer literacy, including advanced Microsoft Office suite (Word, Excel, Power-Point and Outlook) with PERSAL Introduction certificate \* Knowledge of Labour Relations Act, Basic Conditions of Employment Act, Public service Act, Employment Equity Act, Public service regulations, Human resource Management Policies and Public Finance Management Act \* Skills needed: Negotiating, verbal and written communication, presentation, interpretation of legislations/policies, problem solving, management and organising \* Unendorsed valid driver's license is essential as travelling and extended working hours may be required.

**Duties:** Ensure effective and sound administration of Employment Relations \* Process and finalise all misconduct cases. Coordinate and provide support in terms of representing the college in all disputes referred to the Commission for Conciliation \* Mediation and Arbitration \* Develop and manage the information and records of all activities in the Labour Relations unit \* Coordinate and finalise all disciplinary case for the college \* Finalise all grievances and complaints received from employees \* Supervision of junior personnel in the unit \* Write reports and submissions \* Perform any other duties related to the post.

## **REF: WTVET 2022/26 - EDUCATION SPECIALIST (SAFETY IN SOCIETY) (PL 2)**

**SALARY:** R353 979.00 per annum plus benefits

**SITE:** Business Studies Centre (Mahwelereng)

**Requirements:** Grade 12/NCV L4 plus Diploma/Degree (NQF 6) in Criminal/Policing/Law/Public Safety (Attach Academic record) \* A professional Teachers Qualification \* A minimum of three (3) years' experience of teaching in Safety in Society or Law enforcement environment. Experience in a TVET sector will be an added advantage. Must be qualified as an Assessor and Moderator \* Registration with SACE. Knowledge of Report 191 and NCV Programmes \* Proven computer literacy, including advanced Microsoft Office suite (Word, Excel, Power-Point and Outlook) \* Excellent communication and presentation skills. Report writing skills and ability to work independently \* Must be willing to travel and able to work under pressure \* Unendorsed valid driver's license.

**Duties:** Teach NCV Level 2 - Level 4/Report 191 programmes \* Oversee the curriculum unit at centre level \* Liaise with curriculum coordinator and Centre Manager on all curriculum matters \* Supervise ICASS and ISAT processes. Establish subject committees \* Attend all workshops and training on curriculum issues \* Provide all relevant academic statistics and information to curriculum coordinator and Centre Managers \* See to it that all teaching and learning materials and equipment are ordered for academic programmes \* Manage the curriculum budget in your unit.

## **REF: WTVET 2022/27 - LECTURER (MECHANICAL ENGINEERING (AUTOMOTIVE REPAIR AND MAINTENANCE) (PL 1)**

**SALARY:** R214 908.00 per annum plus benefits

**SITE:** Engineering and Skills Training Centre  
(Lebowakgomo)

**Requirements:** Grade 12/NCV Level 4 plus Diploma/Degree (NQF 6) in Mechanical Engineering \* Teacher's qualification \* Trade test certificate in Auto-motive trade will be an added advantage \* Registered with SACE \* Proven computer literacy, including advanced Microsoft Office suite (Word, Excel, Power-Point and Outlook) \* Unendorsed valid driver's license.

**Duties:** Not limited to: Undertake all teaching and learning functions related to Auto-motive Repair and maintenance in the National Certificate Vocational NCV Level 2 – Level 4 programmes and relevant subjects in Report 191(NATED)/Occupational Programmes\* Perform relevant administrative duties and assist with extra-curricular activities.

## **REF: WTVET 2022/28 - SENIOR STUDENT SUPPORT SERVICES OFFICER (SL8)**

**SALARY:** R321 543.00 per annum plus benefits

**SITE:** Central Office (Mokopane)

**Requirements:** Grade 12 / Matric / Level 4 Certificate \* A Bachelor's Degree/Diploma (NQF 6) in Psychology / Bachelor of Arts in Social Work (Majoring in Psychology) or equivalent qualification in student support services \* Three (3) - five (5) years' experience in Student support administration / Teaching and Learning environment or related field \* Registered with SACSSP/HPCSA \* Unendorsed valid driver's license \* Competencies, Knowledge and Skills: Knowledge of PSET and CET Act \* Knowledge and understanding of Student Support Services Manual \* Knowledge and understanding of electoral processes and National Academic Support guidelines on student leadership governance policy for TVET Colleges \* Knowledge of Teaching and Learning \* Knowledge of career guidance and extra-curricular activities \* Knowledge of Skills Development Act, Public Service Regulations and Public Service Act and Labour Relations Act \* Understanding of the National Student Financial Aid Scheme and related legislation \* Knowledge of the Public TVET sector and its regulatory and legislative framework \* Knowledge of the Ethical regulatory and legislative framework \*

Knowledge and understanding of the Higher Education sector \* Knowledge of Education Act \* Knowledge of Disability Policies and Framework \* Report Writing.

**Duties:** Ensure the provisioning of student support services and student placement assessment \* Ensure the provisioning of student counselling (Career and Clinical) \* Ensure the provisioning of career guidance and academic support for students \* Ensure facilitation of student governance and student leadership development and exit support programme \* Management of human, physical and financial resources \* Ensure successful implementation of DHET and SSS Annual Plans \* Provision of clinical supervision will be an added advantage \* Undertake other duties assigned as by immediate supervisor \* Provision of administrative support and comply with DHET and College Policies and Procedures.

## **REF: WTVET 2022/29 - SENIOR RISK AND FRAUD PREVENTION OFFICER (SL 8)**

**SALARY:** R321 543.00 per annum plus benefits

**SITE:** Central Office (Mokopane)

**Requirements:** Recognised National Diploma/Degree (NQF 6) in Risk Management/Internal Audit or equivalent qualification \* Two (2) - three (3) years' experience in Audit, Risk, Fraud, Ethics and Integrity Management or related field \* Knowledge of the relevant prescripts, legislation and regulations \* Knowledge and understanding of the Risk, Fraud, Ethics and Integrity Management environment \* Skills: Planning and organising, financial management, report writing, communication and interpersonal, problem solving, analytical, client oriented, project management, team leadership, people management \* Values/attributes: Client service focus, integrity, committed, proactive, loyal \* Proven computer literacy, including advanced Microsoft Office suite (Word, Excel, Power-Point and Outlook)

**Duties:** Ensuring overall supervision and facilitating the provision of risk management services \* Ensuring overall supervision and facilitating the provision of fraud and anti-corruption services \* Ensuring overall supervision and facilitating the provision of ethics and integrity management services \* Ensuring overall supervision and facilitating risk, fraud, ethics and integrity management awareness and training \* Supervising human, physical and financial resource.

## **REF: WTVET 2022/30 - SENIOR IT TECHNICIAN (SL 8)**

**SALARY:** R321 543.00 per annum plus benefits

**SITE:** Central Office (Mokopane)

**Requirements:** An appropriate recognized three (3) year National Diploma or Bachelor's Degree in Computer Science or Information Technology or equivalent qualification in IT \* Three (3) years relevant experience in ICT enterprise environment. \* A+, N+, CCNA or any networking certification will be an added advantage \* Unendorsed valid driver's license \* Knowledge of networking concepts; DNS, DHCP, TCP/IP, Routing; Messaging infrastructure; Desktop infrastructure support; Enterprise Antivirus support; VPN Technologies and concepts; Virtualization Technologies; Firewall technologies and principles \* Desktop infrastructure support; Enterprise Antivirus support; VPN Technologies and concepts; Virtualisation Technologies; Firewall technologies and principles; Computer and network security principles; Server Operating Systems and ITIL.

**Duties:** Administer and monitor IT security and electronics access \* Distribute and install LAN and WAN access to students and staff according to the College policy and needs \* Set up, manage and maintain LAN, WAN, Email and internet & intranet connections to all four sites \* Trouble shooting, resolving and documenting all ICT software and hardware maintenance \* Distribute and install software and hardware for use by students and staff according to the College policy and needs \* Maintain and monitor software and hardware systems \* Report on redundant hardware and software \* Advice on updating and upgrades \* Keep up to date with the latest developments of hardware and software in education \* Ensure secure access of the College internet and intranet connection \* Ensure that the

College website is continuously updated with current approved information \* Network Maintenance, monitoring and administration of core network and server infrastructure and Services \* Maintenance and monitoring of security environments (patch management, Antivirus, firewalls, Intrusion Prevention) \* Maintaining virtual server infrastructure and services \* Implement appropriate security measures to safeguard data and restrict access appropriately \* Maintaining messaging and VOIP infrastructure services \* Managing, monitoring and maintaining onsite and offsite backups \* Maintain enterprise infrastructure monitoring and reporting technologies \* Implementation and support of Server Operating systems.

### **REF: WTVET 2022/31 - IT TECHNICIAN (SL 7)**

**SALARY:** R261 372.00 per annum plus benefits

**SITE:** Central Office (Mokopane)

**Requirements:** National Senior Certificate/Grade 12 /NCV Level 4 \* National Diploma/Degree in Information Technology \* Minimum of three (3) years relevant experience in IT Environment \* Two (2) – three (3) years' experience in Computers and servers or at least MCSE 2000 qualification \* Experience in hands-on hardware troubleshooting \* Experience in equipment support \* Unendorsed valid driver's license \* Working technical knowledge of the latest operating systems, network protocols and standards \* Thorough understanding of PC, network and hardware

**Duties:** Provide individual support and training upon request \* Maintain and update inventory of software, hardware and resources \* Building of PCs. Creating User accounts \* Provide telephonic support \* Ensure technology equipped with the latest hardware and software \* Manage Anti-virus protection and software installation \* Desktop and printer management \* Install, configure new computers and other IT equipment \* Perform any other duties related to the post.

### **REF: WTVET 2022/32 - PRACTITIONER: HUMAN RESOURCE DEVELOPMENT (SL 7)**

**SALARY:** R261 372.00 per annum plus benefits

**SITE:** Central Office (Mokopane)

**Requirements:** Recognized National Diploma/Degree in Human Resource Management/ Development (NQF level 6) or relevant qualification, PERSAL Certificates \* A Certificate in facilitation/ Assessor/ Moderator will be an added advantage \* Two (2) – three (3) years' relevant experience in Human Resource development environment \* Knowledge and understanding of the application of Public Service legislative framework (PSA, PFMA, PSR Skills Levey Act, SDA etc.) \* Proven computer literacy, including advanced Microsoft Office suite (Word, Excel, Power-Point and Outlook) \* Unendorsed valid driver's license.

**Duties:** Develop Training plan and co-ordinate training \* Prepare and submit WSP/ATR. Manage and co-ordinate performance management \* Prepare and submit employment equity \* Knowledge and understanding of coordination and facilitation of training \* Knowledge and understanding of application of Employment Equity Act \* Knowledge and understanding of PMDS and IQMS \* Coordination and of training \* Knowledge and understanding of application of Employment Equity Act \* Knowledge and understanding of PMDS and IQMS \* Coordination and facilitation of training programmes.

### **REF: WTVET 2022/33 - CHIEF ADMINISTRATION CLERK: HR ADMIN (SL 7)**

**SALARY:** R261 372.00 per annum plus benefits

**SITE:** Central Office (Mokopane)

**Requirements:** An appropriate three (3) years Recognized National Diploma/Degree in Human Resource Management/Development (NQF level 6) \* Relevant PERSAL Certificates \* 2-3 years' relevant experience in Human Resource Management / Administration

environment \* Extensive knowledge on PERSAL \* System Good verbal and written communication skills, including presentation and report writing-skills \* Recommendations: Understanding and utilisation of the PERSAL system \* Knowledge and understating of the application of Public Service legislative framework (PSA, PFMA, PSR etc.) \* Knowledge and understand of human resource prescripts and practice \* Proven computer literacy, including advanced Microsoft Office suite (Word, Excel, Power-Point and Outlook) \* Unendorsed valid driver's license

**Duties:** Render conditions of services and remuneration of employees (leave, housing, medical, injury on duty, long service recognition, overtime, relocation, pension, allowances, PILIR etc.) \* Implement termination of services \* Render Recruitment and Selection services in line with the Departmental policy and delegation (Advertisements, appointments, transfers, verification of qualifications, secretariat functions at interviews, absorptions, probation periods etc.) \* Supervisor human resources / staff.

## **REF: WTVET 2022/34 - EMPLOYEE HEALTH AND WELLNESS OFFICER (SL 7)**

**SALARY:** R261 372.00 per annum plus benefits

**SITE:** Central Office (Mokopane)

**Requirements:** Senior Certificate or equivalent \* Appropriate Degree/ National Diploma(NQF6) in Psychology or BA Social Science, Social work, BA Psych, BA Behavioral sciences with Psychology as a major subject, with 2-3 years' experience working in EHP environment \* Proven computer literacy, including advanced Microsoft Office suite (Word, Excel, Power-Point and Outlook) \* Knowledge on employee Health and Wellness Integrated strategic Framework in the Public Service \* Sound knowledge of all four EHW Pillars, an in – depth knowledge in conducting counselling, psycho – education, and trauma debriefing \* Understanding of all PILIR processes and COID Act \* Interpersonal relations skills \* Communication skills (Written, presentation, verbal and listening) \* Analytical thinking, problem – solving and decision-making skills, presentation skills, strategic capability, change of management skills, report writing skills, client orientation, confidentiality, and code of ethics \* Understanding of Public Service legislation, regulations, and policies \* Unendorsed valid driver's license

**Duties:** Administer the Employee Health and Wellness Programme \* Assist with planning, coordination, and implementation of all Health and Wellness interventions. Assist with the evaluation of the impact of employee health and wellness programmes \* Provide advice and guidance to management and staff on EHW related matters \* Ensure the monitoring and evaluation of the EHW, Benchmark EHW practices to ensure best practice in all EHW programmes for the College staff \* Promote health awareness and the facilitation of health – related events, activities, and interventions (Wellness Day, HIV/AIDS etc.) \* Conduct counselling, psycho – education and trauma – debriefing \* Facilitate 40 and monitor the implementation of any required recommendations made by the service providers \* Ability to unpack and analyse the implementation of incapacity leave and the management of sick leave trends, compiling submission on ill-health Retirement for the employees \* Managing wellness centre, providing first– Aid to employees and management administration of Injury on duty \* Active case management, effective record management.

## **REF: WTVET 2022/35-38 - SECRETARY TO THE DEPUTY PRINCIPAL (SL 5) x4 POSTS**

**SALARY:** R176 310.00 per annum plus benefits

**SITE:** Central Office (Mokopane)

**REF: WTVET 2022/35 - Corporate Services (1)**

**REF: WTVET 2022/36 - Academic Services (1)**

**REF: WTVET 2022/37 - Financial Services (1)**

**REF: WTVET 2022/38 - Registration Services (1)**

**Requirements:** Matric/Grade12/NCVL4 certificate and recognized National Diploma in Public Administration/Business Management/Office Management (NQF Level 6) or equivalent qualification \* Knowledge and Understanding of the TVET/CET Administration \* Minimum of one (1) – two (2) years' experience in secretarial duties and general administration \* Knowledge of administrative procedures \* Basic knowledge of Financial Administration and Projects \* Proven computer literacy, including advanced Microsoft Office suite (Word, Excel, Power-Point and Outlook) \* Good interpersonal skills, problem solving, decision making as well as excellent communication (written and verbal) skills \* Excellent planning and organisational skills \* Must be able to work independently \* Willingness to work under pressure \* Unendorsed valid driver's license.

**Duties:** Attending to internal as well as external stakeholders \* Report writing and preparing reports \* Schedule meetings and keep minutes \* Managing the diary of the relevant Deputy Principal \* Manage the Office as well as the relevant resources of the Deputy Principal \* Typing of documents, render logistical arrangement, coordinate and arrange meetings \* Manage travel and accommodation arrangements for the relevant Division \* Handle confidential documents with integrity and any other related administration duties as deemed necessary \* Assist with the management and reporting of staff performance in the relevant Division \* Process and manage all travel arrangement for the Deputy Principal \* Process all travel and subsistence claims and invoices, draft all routine correspondence and reports and administers matters like leave registers and telephone accounts \* Overall management of the office administration function.

## **REF: WTVET 2022/39-42 - SECRETARY TO CAMPUS MANAGER (SL 5) x4 POSTS**

**SALARY:** R176 310.00 per annum plus benefits

**SITES:**

**REF: WTVET 2022/39 - Business Studies Centre (Mahwelereng)**

**REF: WTVET 2022/40 - Engineering and Skills Training Centre (Lebowakgomo)**

**REF: WTVET 2022/41 - IT and Computer Science Centre (Mahwelereng)**

**REF: WTVET 2022/42 - Thabazimbi Campus (Regorogile)**

**Requirements:** Matric/Grade 12/NCV level 4 Certificate plus N6 Certificate or NCV Level 4 in Management Assistant or Office Administration or equivalent qualification \* Minimum of one (1) year experience in secretarial duties and general administration \* Knowledge of administrative procedures, sound organizational skills, good people skills \* High level of reliability and flexibility, sound written and verbal communication skills, client orientation and customer focus, able to work in a high-pressure environment, innovation and networking skills \* Proven computer literacy, including advanced Microsoft Office suite (Word, Excel, Power-Point and Outlook) \* Unendorsed valid driver's license.

**Duties:** Attending to internal as well as external stakeholders. \* Report writing and preparing reports \* Schedule meetings and keep minutes \* Managing the diary of the Campus Manager \* Manage the Office as well as the relevant resources of the Campus Manager \* Typing of documents, render logistical arrangement, coordinate and arrange meetings \* Manage travel and accommodation arrangements for the relevant Division \* Handle confidential documents with integrity and any other related administration duties as deemed necessary \* Assist with the management and reporting of staff performance in the relevant Division \* Process and manage all travel arrangement for the Campus Manager \* Process all travel and subsistence claims and invoices, draft all routine correspondence and reports and administers matters like leave registers and telephone accounts \* Overall management of the office administration function.



**REF: WTVET 2022/43 - REGISTRATION CLERK (STUDENT  
SUPPORT ASSISTANT) (SL 5)**

**SALARY:** R176 310 per annum plus benefits

**SITE:** Thabazimbi Campus (Regorogile)

**Requirements:** Matric/Grade 12 or N(CV) Level 4; (REQV 13) and post matric qualification or recognized three (3) year National Diploma NQF (6) in Business Administration, Public Management/ Administration or equivalent qualification will be an added advantage \* 1-2 years in Student Support Administration environment or related field \* Broad knowledge of students financial aid services and administration \* Problem solving skills \* Clear understanding of Student Wellness Systems \* Student tracking knowledge \* Any counselling/HIV Aids training or certificate will serve as an added advantage \* Participation in sports, arts and cultural activities will add as an advantage \* Proven computer literacy, including advanced Microsoft Office suite (Word, Excel, PowerPoint and Outlook) \* Unendorsed valid driver's license.

**Duties:** Provides career guidance to students \* Facilitates and provides for referrals in counselling to peer and individual students \* Provides information to students with regard to bursaries as made available by donor organization \* Support Campus SRC training and provides guidance to the Campus SRC on administrative matters \* Facilitates support for extra mural activities and students involvement in community programmes \* Disciplinary policy, offer support in implementation of students wellness programmes at Campus level \* Administer all bursaries \* Participate in social responsibility programmes of the Campus with students \* Facilitate peer training and counselling sessions for the students \* Advise Management on critical student issues for attention.

**REF: WTVET 2022/44 - ADMINISTRATIVE CLERK (HR TRAINING)  
(SL 5)**

**SALARY:** R176 310.00 per annum plus benefits

**SITE:** Central Office (Mokopane)

**Requirements:** Grade 12 Certificate Appropriate National Diploma (NQF 6) in Human Resource Management, Public Management or related field \* One (1) - two (2) years' in Human Resource Management \* Good verbal and written communication \* Knowledge and understanding of TVET sector \* Proven computer literacy, including advanced Microsoft Office suite (Word, Excel, PowerPoint and Outlook) \* Unendorsed valid driver's license.

**Duties:** Provide and facilitate training and development programmes (training, bursaries, internship and learnership \* Coordinate the delivery of external and in-house training as and when requested \* Render logistical support in the arrangement of external and internal trainings \* Assist in the recruitment and selection of interns and learners. \* Receive and capture bursary application \* Offer admin support for quality assurance of all learners and skills programme \* Reporting and record keeping in line with SETA and college requirements \* Record keeping and filling of information.

**REF: WTVET 2022/45 - ADMINISTRATIVE CLERK (PMDS) (SL 5)**

**SALARY:** R176 310.00 per annum plus benefits

**SITE:** Central Office (Mokopane)

**Requirements:** Grade 12 or equivalent \* Recognized National Diploma in Human Resource Management/ Development (NQF level 6) or relevant qualification \* One (1) - two (2) years in Human Resource Management \* Good verbal and written communication \* Knowledge and understanding of TVET sector \* Proven computer literacy, including advanced Microsoft Office suite (Word, Excel, PowerPoint and Outlook) \* Unendorsed valid driver's license.

**Duties:** Render administrative support in the implement of PMDS and IQMS for College staff \* Provide assistance with the completion of PMDS and IQMS documents \* Collate and capture Half Yearly and Annual PMDS and IQMS Assessments for College staff \* Capture

PMDS and IQMS scores on PERSAL and update the database \* Capture and maintain database for all PMDS and IQMS matters.

**REF: WTVET 2022/46-47 - ADMINISTRATIVE CLERK: FINANCE  
(SUPPLY CHAIN) (SL 5) x2 POSTS**

**SALARY:** R176 310.00 per annum plus benefits

**SITES:**

**REF: WTVET 2022/46 - Engineering and Skills Training (Lebowakgomo)**

**REF: WTVET 2022/47 - Thabazimbi Campus (Regorogile)**

**Requirements:** Grade 12/NCV Level 4 with minimum of one (1) - two (2) years' experience in Supply Chain Management environment, demand/ acquisition processes or financial administration \* National Diploma in Logistics/Purchasing/Supply Chain/Business Management/Public Procurement or Accounting relevant fields will be an added advantage \* Knowledge and understanding of Public Finance Management Act (PFMA), BBBEE Act, CIDB Act, PPPFA, Supply Chain Principles and National Treasury regulations \* Understanding of tendering processes from beginning to an end.

**Duties:** Supply Chain Administrative day to day duties for procurement of goods and services for the College in line with SCM policy \* Execution of daily requisitions from end user to place purchase orders \* Updating of supplier database in line with Central Supplier Database requirements \* Sourcing of quotations from suppliers in line with end user's specifications and as per National Treasury Guidelines \* Evaluation of quotations to ensure that they comply with the standard requirements and procedures of SCM \* Supplier negotiations to ensure cost effectiveness of SCM transactions \* Assist during the bid advertisement process and tender briefings sessions \* Compile SCM reports on orders issued and contracts register \* Assist with administrative duties for filing of documents, follow ups with suppliers on outstanding orders and to keep records of all delivered assets for Assets Register update \* Provide Secretariat duties for Bid Committees as an when required \* Ensure proper filling and safekeeping of documents for audit purposes \* Ensure proper recording and administration of stores \* Any other duties assigned by the supervisor.

**REF: WTVET 2022/48-49 - REGISTRY CLERK (SL 5) x2 POSTS**

**SALARY:** R176 310.00 per annum plus benefits

**SITE:** Central Office (Mokopane)

**REF: WTVET 2022/48 - HR Administration (1)**

**REF: WTVET 2022/49 - Records (1)**

**Requirements:** Senior Certificate/Grade 12 with appropriate experience \* Three (3) year tertiary qualification (NQF Level 6) or equivalent plus relevant working experience in Records will be an added advantage \* Knowledge of the National Archives and Records of South Africa Act, No 43 of 1996 and Information Act (PAIA), as amended \* Knowledge of disposal of records \* Proven computer literacy, including advanced Microsoft Office suite (Word, Excel, PowerPoint and Outlook) \* Ability to identify and arrange different types of records \* Customer care and client orientation skills \* Ability to work under pressure and take initiatives \* Proven communication, organizing and interpersonal skills \* Unendorsed valid driver's license.

**Duties:** Keep registers, e.g. for stamps, registered mail, certified mail and others \* Keep the file index up to date and maintain files \* Administer the flow of files, records, track, trace files, filling of documents and manage sensitive documentation \* Receive, sort or prepare incoming or outgoing mail within the unit \* File Management, retrieve files on-site and off-site storage \* Control movement and access to files \* Scanning, capturing of files on the system \* Register supply of files to officials and maintain register \* Issue file reference number according to the approved File Plan \* Facilitate disposal of files. Safe custody of all DPW records \* Ensure proper supervision of mail and postage services \* Render Courier Service, package documents \* Ensure proper receipt, recording, scanning and distribution of invoices to Line function within a required time frame.

## **REF: WTVET 2022/50-53 - ADMIN CLERK (FINANCE) (SL 5) x4 POSTS**

**SALARY:** R176 310.00 per annum plus benefits

**SITES:**

**REF: WTVET 2022/50 - Business Studies Centre (Mahwelereng)**

**REF: WTVET 2022/51 - Engineering and Skills Training Centre (Lebowakgomo)**

**REF: WTVET 2022/52 - IT and Computer Science Centre (Mahwelereng)**

**REF: WTVET 2022/53 - Thabazimbi Campus (Regorogile)**

**Requirements:** Grade 12 certificate or equivalent \* A recognised three-year (3) National Diploma in Financial Management/Business Management (NQF level 6) or equivalent/related qualification will be added advantage \* One (1) - two (2) years' experience financial management environment \* Knowledge: Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial data via an accounting system \* Basic knowledge of the Public Service financial legislations, procedures and treasury regulations (PFMA, CET Act, GRAP) \* Knowledge of basic financial operating systems \* Proven computer literacy, including advanced Microsoft Office suite (Word, Excel, Power-Point and Outlook) \* Unendorsed valid driver's license.

**Duties:** Record Financial Accounting transactions timeously and in accordance with internal controls \* Supply Chain Administrative day to day duties for procurement of goods and services for the College in line with SCM policy \* Execution of daily requisitions from end user to place purchase orders \* Updating of supplier database in line with Central Supplier Database requirements \* Sourcing of quotations from suppliers in line with end user's specifications and as per National Treasury Guideline \* Ensure proper filling and safekeeping of documents for audit purposes \* Ensure proper recording and administration of stores \* Assist in financial reporting \* Any other duties assigned by the supervisor \* Assist in financial reporting.

### **NOTE:**

Visit the COLLEGE WEBSITE for requirements, duties and responsibilities: [www.waterbergcollege.co.za](http://www.waterbergcollege.co.za) \* **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, 30 SEPTEMBER 2022 at 14:00**

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