



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

POST: PL1 LECTURER: NC(V) STUDIES (CONTRACT: COLLEGE COUNCIL APPOINTMENT)

SALARY: REQV 13 – R256 395.00 per annum plus 37% in lieu of benefits

REQV 14 – R333 624.00 per annum plus 37% in lieu of benefits

POST DESCRIPTION	ENGLISH FAL, LIFE SKILLS AND COMPUTER LITERACY • L2 – L4
CAMPUS	RANDFONTEIN
NUMBER OF POSTS	1
DURATION	1 YEAR
REFERENCE NUMBER	RFT/PL1/ENG-FAL/NCV/01
MINIMUM REQUIREMENTS	Matric/Grade 12 Certificate plus a recognised 3-year National Diploma/Degree in English/Communications/Computer Related Studies or any other relevant qualification. Must have a professional qualification in Education. Must be registered with the South African Council for Educators (SACE). Must be computer literate. A valid driver's license will be an added advantage.
COMPETENCIES, KNOWLEDGE, AND SKILLS	Curriculum development and creation of a conducive learning environment. Lesson presentation and methodology. Lecture students in compliance with the college Annual Academic Plan and campus timetable. Assess students, maintain assessment records, and capture assessment marks electronically. Develop quality assessment tasks for students. Attend subject, invigilation, divisional meetings, and other meetings related to work. Classroom management. Recording and analysing data. Knowledge of digital learning. Knowledge of relevant prescripts, legislation and policies governing the TVET Sector. Assessor and Moderator qualification will be an added advantage.
DUTIES	Planning and implementation of the subject related plan according to the programme. Deliver quality service to students. Conduct classroom management according to policy and procedures. Assessment and moderation. Conducting classes according to the official syllabus. Keeping daily attendance register, which is audited. Tutoring of students during examination. Setting, marking, and moderating of internal and external assessments. Invigilating during all assessments and compile year marks. Finalising ICASS marks and final examination marks. Analyse results and submit reports. Participating in continuous professional development programmes.

POST: PL1 LECTURER: NC(V) STUDIES (CONTRACT: COLLEGE COUNCIL APPOINTMENT)

SALARY: REQV 13 – R256 395.00 per annum plus 37% in lieu of benefits

REQV 14 – R333 624.00 per annum plus 37% in lieu of benefits

POST DESCRIPTION	NEW VENTURE CREATION, LIFE SKILLS AND COMPUTER LITERACY <ul style="list-style-type: none">• L2 – L4
CAMPUS	RANDFONTEIN
NUMBER OF POSTS	1
DURATION	1 YEAR
REFERENCE NUMBER	RFT/PL1/NEW-VENT/NCV/02
MINIMUM REQUIREMENTS	Matric/Grade 12 Certificate plus a recognised 3-year National Diploma/Degree in Entrepreneurship/Business Management/Computer Related Studies or any other relevant qualification. Must have a professional qualification in Education. Must be registered with the South African Council for Educators (SACE). Must be computer literate. A valid driver's license will be an added advantage.
COMPETENCIES, KNOWLEDGE, AND SKILLS	Curriculum development and creation of a conducive learning environment. Lesson presentation and methodology. Lecture students in compliance with the college Annual Academic Plan and campus timetable. Assess students, maintain assessment records, and capture assessment marks electronically. Develop quality assessment tasks for students. Attend subject, invigilation, divisional meetings, and other meetings related to work. Classroom management. Recording and analysing data. Knowledge of digital learning. Knowledge of relevant prescripts, legislation and policies governing the TVET Sector. Assessor and Moderator qualification will be an added advantage.
DUTIES	Planning and implementation of the subject related plan according to the programme. Deliver quality service to students. Conduct classroom management according to policy and procedures. Assessment and moderation. Conducting classes according to the official syllabus. Keeping daily attendance register, which is audited. Tutoring of students during examination. Setting, marking, and moderating of internal and external assessments. Invigilating during all assessments and compile year marks. Finalising ICASS marks and final examination marks. Analyse results and submit reports. Participating in continuous professional development programmes.



POST: PL1 LECTURER: BUSINESS STUDIES NATED (CONTRACT: COLLEGE COUNCIL APPOINTMENT)

SALARY: REQV 13 – R256 395.00 per annum plus 37% in lieu of benefits

REQV 14 – R333 624.00 per annum plus 37% in lieu of benefits

POST DESCRIPTION	COMPUTER PRACTICE AND INFORMATION PROCESSING (INTRO) <ul style="list-style-type: none">• N4 – N6
CAMPUS	RANDFONTEIN
NUMBER OF POSTS	3
DURATION	1 YEAR
REFERENCE NUMBER	RFT/PL1/COMP-PAC/NATED/03
MINIMUM REQUIREMENTS	Matric/Grade 12 Certificate plus a recognised 3-year National Diploma/Degree in Education with Computer Application Technology or Information Processing as major subjects. Must be registered with the South African Council for Educators (SACE). Must be computer literate. A valid driver's license will be an added advantage.
COMPETENCIES, KNOWLEDGE, AND SKILLS	Curriculum development and creation of a conducive learning environment. Lesson presentation and methodology. Lecture students in compliance with the college Annual Academic Plan and campus timetable. Assess students, maintain assessment records, and capture assessment marks electronically. Develop quality assessment tasks for students. Attend subject, invigilation, divisional meetings, and other meetings related to work. Classroom management. Recording and analysing data. Knowledge of digital learning. Knowledge of relevant prescripts, legislation and policies governing the TVET Sector. Assessor and Moderator qualification will be an added advantage.
DUTIES	Planning and implementation of the subject related plan according to the programme. Deliver quality service to students. Conduct classroom management according to policy and procedures. Assessment and moderation. Conducting classes according to the official syllabus. Keeping daily attendance register, which is audited. Tutoring of students during examination. Setting, marking, and moderating of internal and external assessments. Invigilating during all assessments and compile year marks. Finalising ICASS marks and final examination marks. Analyse results and submit reports. Participating in continuous professional development programmes.

POST: ASSISTANT DIRECTOR: PARTNERSHIP AND LINKAGES (SALARY LEVEL 10) RE-ADVERT

SALARY: R552 081.00 per annum plus benefits

POST DESCRIPTION	PERMANENT (PERSAL APPOINTMENT)
CENTRE	CORPORATE OFFICE
REFERENCE NUMBER	CORP/ASD/PART-LINK/04
MINIMUM REQUIREMENTS	Matric/Grade12 Certificate plus a recognised 3-year National Diploma or Degree in Project Management/Marketing. Must have a minimum of 3 to 5 years relevant work experience in project management or business development of which 3 years should be on a supervisory level. Must have a valid driver's license. Must be computer literate. Must be able to build partnerships and mobilise resources.
COMPETENCIES, KNOWLEDGE, AND SKILLS	Knowledge of PFMA, Treasury Regulations, Public Service Act and Regulations and other related legislation. Knowledge and understanding of administration reporting processes and procedures. Should have strong marketing, negotiating, presentation, planning, organising, communication, team leadership, problem solving, analytical, people management and client-oriented skills.
DUTIES	Build a database of local and businesses and other linkages. Participate in business forums and identify project opportunities. Develop project proposals and plans for joint initiatives. Form partnership with industry and relevant stakeholders. Identify opportunities to generate income for the college. Identify appropriate business partners and service providers. Provide information on and reports on programmes, funding and partnerships. Develop and update schedule of local government projects and opportunities. Identify college synergies potential contributions to provincial departments. Build relationships with relevant stakeholders and establish a database of key contacts. Develop proposals for partnering with stakeholders aligned with college core business. Conduct visibility studies for all new and proposed projects. Partner with relevant research organisations. Negotiate and sign Memorandum of Understandings, service level agreements or contracts with clients. Develop the project and budget. Coordinate accreditation and application for new programme approval. Ensure that the 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 programmes. Ensure that an effective system is in place to assist student to find job placements. Identify potential partners and networks to benefit and support existing graduates.



POST: ASSISTANT DIRECTOR: FACILITIES AND RECORDS MANAGEMENT (SALARY LEVEL 9) RE-ADVERT

SALARY: R444 036.00 per annum plus benefits

POST DESCRIPTION	PERMANENT (PERSAL APPOINTMENT)
CENTRE	CORPORATE OFFICE
REFERENCE NUMBER	CORP/ASD/FAC-REC/05
MINIMUM REQUIREMENTS	Matric/Grade12 Certificate plus a recognised 3-year National Diploma or Degree in Building Management/ Safety Management/ Construction Management. A minimum of 3 to 5 years relevant work experience in facilities management, SHERQ and OHS of which 3 years should be on a supervisory level. Must have a valid driver's license. Must be computer literate.
COMPETENCIES, KNOWLEDGE, AND SKILLS	Knowledge of the TVET sector regulations and legislative framework. Knowledge of Public Service Act and Regulations, Occupational Health and Safety Act, Asset Management Act, fire control and facilities management systems. Should have strong administrative, planning, organising, report writing, project management, problem solving and people management skills.
DUTIES	Compile maintenance plan regarding machinery, tools, and equipment. Monitor the implementation of the maintenance plan. Optimise the utilisation of space in buildings and land. Identify potential risk hazards in the building and ensure there is proper signage in and around the buildings to minimise risks. Ensure provision of cleaning services. Develop and implement policies related to SHERQ and OHS. Conduct SHERQ and OHS awareness programmes. Ensure that first aiders, training and safety representatives at the college are appointed. Report and coordinate all IODs. Ensure control, supervision, and authorisation of all official usage of college vehicles. Ensure warranty management, maintenance, insurance, and licensing of vehicles. Ensure monitoring of logbooks and compliance with the procedures to be followed in accident cases and speed fines. Develop, review, and monitor the implementation of security policy. Responsible for security and access control in all college premises. Conduct preliminary theft investigation. Ensure proper control procedures and monitoring of the electronic security system.



POST: ASSISTANT DIRECTOR: PROJECT MANAGEMENT (SALARY LEVEL 9)

SALARY: R444 036.00 per annum plus 37% in lieu of benefits

POST DESCRIPTION	CONTRACT (COLLEGE COUNCIL APPOINTMENT)
CENTRE	CORPORATE OFFICE
DURATION	1 YEAR
REFERENCE NUMBER	CORP/ASD/PROJ/06
MINIMUM REQUIREMENTS	Matric/Grade12 Certificate plus a recognised 3-year National Diploma or Degree in Building Management/ Safety Management/ Civil Engineering/ Architecture/ Construction Management/Project Management or any other relevant qualification in Engineering. A minimum of 3 to 5 years relevant work experience in facilities management, SHERQ and OHS of which 3 years should be on a supervisory level. Must have a valid driver's license. Must be computer literate.
COMPETENCIES, KNOWLEDGE, AND SKILLS	Knowledge of the TVET sector regulations and legislative framework. Knowledge of Public Service Act and Regulations, Occupational Health and Safety Act, Asset Management Act, fire control and facilities management systems. Should have strong administrative, planning, organising, report writing, project management, problem solving and people management skills.
DUTIES	Compile maintenance plan regarding machinery, tools, and equipment. Monitor the implementation of the maintenance plan. Optimise the utilisation of space in buildings and land. Identify potential risk hazards in the building and ensure there is proper signage in and around the buildings to minimise risks. Ensure provision of cleaning services. Develop and implement policies related to SHERQ and OHS. Conduct SHERQ and OHS awareness programmes. Ensure that first aiders, training and safety representatives at the college are appointed. Report and coordinate all IODs. Ensure control, supervision, and authorisation of all official usage of college vehicles. Ensure warranty management, maintenance, insurance, and licensing of vehicles. Ensure monitoring of logbooks and compliance with the procedures to be followed in accident cases and speed fines. Develop, review, and monitor the implementation of security policy. Responsible for security and access control in all college premises. Conduct preliminary theft investigation. Ensure proper control procedures and monitoring of the electronic security system.



POST: PROJECT ADMINISTRATION OFFICERS (SALARY LEVEL 7)

SALARY: R376 413.00 per annum plus 37% in lieu of benefits

POST DESCRIPTION	CONTRACT (COLLEGE COUNCIL APPOINTMENT)
CENTRE	CORPORATE OFFICE
NUMBER OF POSTS	2
DURATION	1 YEAR
REFERENCE NUMBER	CORP/PROJ-ADM/07
MINIMUM REQUIREMENTS	Matric/Grade12 Certificate plus a recognised 3-year National Diploma or Degree in Financial Management/Public Management/Human Resource Management/Administration/Management Assistant/Business Management/Project Management or any other relevant 3-year qualification. Must have a minimum of 2 to 3 years proven work experience in the administration environment. Must be computer literate. Must have a valid driver's license.
COMPETENCIES, KNOWLEDGE, AND SKILLS	Must have excellent communication (written and verbal) and coordination skills. Attention to detail and accuracy in record-keeping. Strong organisational and multitasking skills. Knowledge of financial processes (e.g. payment processing, reconciliation). Ability to work under pressure. Must have good report writing skills.
DUTIES	To support the project management tasks, ensure smooth coordination, record-keeping, and administrative efficiency. Filing and Documentation Management: Maintain organized records of project-related documents. Ensure proper filing of invoices, contracts, and correspondence. Keep an updated document repository for reference and auditing. Preparing Payments and Invoice Processing: Verify and process payments for contractors, vendors, and service providers. Ensure invoices are correctly received, recorded, and approved. Maintain records of all financial transactions related to projects. Reconciliation of Expenses: Track project expenses against the allocated budget. Prepare financial reports and reconcile expenditures with financial records. Assist in identifying any discrepancies in payments or records. Meeting Coordination: Schedule project meetings and send out invitations. Prepare agendas, take minutes, and distribute meeting outcomes. Follow up on action items to ensure progress is maintained. Responsible for keeping Project documentation (including meeting minutes, agendas, SLA, contracts, and any other communications). Record Keeping & Reporting: Maintain up-to-date records of project progress, expenses, and compliance documents. Assist in generating reports for management on project status, risks, and budget utilization. Project and Maintenance Plan Compilation: Assist in developing and updating project timelines and maintenance plans. Ensure all updates and changes are properly documented. General Administrative Support: Provide administrative assistance to project managers. Ensure project workflows and deadlines are adhered to. Assist in procurement and logistics related to project needs.

POST: CLEANERS (SALARY LEVEL 2)

SALARY: R131 265.00 per annum plus 37% in lieu of benefits

POST DESCRIPTION	CONTRACT (COLLEGE COUNCIL APPOINTMENT)
CENTRE	CHAMDOR (KAGISO)
NUMBER OF POSTS	2
REFERENCE NUMBER	CORP/CLEANERS/08
MINIMUM REQUIREMENTS	Grade 10 or ABET Level 4. Knowledge of cleaning and maintenance procedures. Basic knowledge of safety requirements attached to the duties of the post. Knowledge of basic hand tools. Must have basic numeracy and literacy skills to read operating instructions and notices.
COMPETENCIES, KNOWLEDGE, AND SKILLS	Applicants should be committed, hardworking and must be able to work long hours and under pressure. Applicants must have good interpersonal relations and verbal communication skills. Knowledge of repetitive tasks. Knowledge of hygiene and facilities policies. Knowledge of relevant legislation, prescripts, policies, and procedures.
DUTIES	Maintaining the cleanliness of the building by performing various cleaning duties which includes but not limited to dusting and waxing office furniture, sweeping, scrubbing, and waxing of floors, cleaning walls, windows, and floors. Collecting and removing of waste papers. Freshen the office areas. Clean the college/campus kitchen and basins. Wash and pack kitchen utensils. Empty and wash waste bins and send recyclables to disposal area. Cleaning of foyers and corridors.





POST: GROUNDSMAN (SALARY LEVEL 2)

SALARY: R131 265.00 per annum plus 37% in lieu of benefits

POST DESCRIPTION	CONTRACT (COLLEGE COUNCIL APPOINTMENT)
CENTRE	CHAMDOR (KAGISO)
NUMBER OF POSTS	1
REFERENCE NUMBER	CORP/GROUND/09
MINIMUM REQUIREMENTS	Grade 10 or ABET Level 4. Knowledge of cleaning and maintenance procedures. Basic knowledge of safety requirements attached to the duties of the post. Knowledge of basic hand tools. Must have basic numeracy and literacy skills to read operating instructions and notices.
COMPETENCIES, KNOWLEDGE, AND SKILLS	Applicants should be committed, hardworking and must be able to work long hours and under pressure. Applicants must have good interpersonal relations and verbal communication skills. Knowledge of repetitive tasks. Knowledge of hygiene and facilities policies. Knowledge of relevant legislation, prescripts, policies, and procedures.
DUTIES	Maintenance of Premises: Maintain the cleanliness and upkeep of the premises, which includes daily cleaning tasks and ensuring that the yard is free from weeds and other obstructions. Routine gardening tasks to ensure that the premises remain tidy and welcoming for both employees and visitors. This includes tasks such as trimming and pruning flowers, trees, and bushes to maintain an aesthetically pleasing environment. Watering and Cultivating the Garden: Regular watering of plants, trees, and flowers to ensure they remain healthy. Soil cultivation for planting new trees and flowers. Mowing the Grass: Ensure the yard is neat and properly maintained. Removing Weeds and Garden Refuse. Application of Insecticides: Apply insecticides or other pest control methods. Maintenance of Equipment: Maintain the gardening tools and equipment used on the premises. Regular inspection of tools such as lawnmowers and trimmers.



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.**

Applications may be hand delivered **OR** couriered to the HR Manager, Western TVET College, Corporate Office Park: 42 Johnstone Street, Randfontein on or before the closing date and time as stipulated below.

PLEASE NOTE: NO FAXED or E-MAILED APPLICATIONS WILL BE ACCEPTED

CLOSING DATE: FRIDAY, 07 MARCH 2025 AT 12:00

N.B

1. Foreign qualifications must be accompanied by a SAQA evaluation report.
2. Candidates who have acted on higher positions are requested to submit their acting appointment letters covering the entire duration of their acting period.
3. For the **Cleaners** and **Groundsman** positions, preference will be given to the local residents.
4. If you have not been contacted within six months after the closing date, please consider your application as unsuccessful.
5. Successful candidates will be subjected to a vetting and financial disclosure process (criminal record, citizenship, qualification verification and employment verification).
6. Western TVET College is an equal opportunities employer and reserves the right not to fill the posts.
7. People with disability are encouraged to apply.

All enquiries should be directed to: Ms Mandisa Hlatshwayo (HR Manager) or Mr Peter Motai (Chief Personnel Officer) at (011) 692 4004 Ext: **1010/1061/1062**.

