



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

**ERRATUM:** KINDLY NOTE THAT THE PROJECT ADMINISTRATION OFFICERS (REFERENCE NUMBER: CORP/PROJ-ADM/07) POSTS WHICH WERE ADVERTISED ON THE SUNDAY TIMES NEWSPAPER ON 23 FEBRUARY 2025 FOR CORPORATE OFFICE HAVE BEEN AMENDED PLEASE SEE THE RE-ADVERT BELOW:

**POST: PL1 LECTURER: BUSINESS STUDIES NC(V)**

**SALARY: R270 498.00 (REQV 13) OR R351 972.00 (REQV14) per annum plus benefits**

<b>POST DESCRIPTION</b>	<b>NEW VENTURE CREATION</b>  • L2 – L4
<b>CAMPUS</b>	<b>KRUGERSDORP CENTRAL</b>
<b>REFERENCE NUMBER</b>	<b>KC/PL1/NEW-VENT/NCV/01</b>
<b>MINIMUM REQUIREMENTS</b>	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.
<b>COMPETENCIES, KNOWLEDGE, AND SKILLS</b>	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.
<b>DUTIES</b>	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.

WESTCOL TVET COLLEGE  
CORPORATE OFFICE PARK  
PRIVATE BAG X 17, RANDFONTEIN 1760  
2025 -05- 30  
Reg: 03858  
TEL: 011 692-4082  
FAX: 011 692 4080

M.H.

**POST: PL1 LECTURER: NC (V) STUDIES**

**SALARY: R270 498.00 (REQV 13) OR R351 972.00 (REQV14) per annum plus benefits**

<b>POST DESCRIPTION</b>	<b>ENGLISH FAL, LIFE SKILLS AND COMPUTER LITERACY</b> <ul style="list-style-type: none"><li>• L2 – L4</li></ul>
<b>CAMPUS</b>	<b>RANDFONTEIN</b>
<b>REFERENCE NUMBER</b>	<b>RFT/PL1/ENG-LIFE/02</b>
<b>MINIMUM REQUIREMENTS</b>	Matric/Grade 12 Certificate plus a recognised 3-year National Diploma/Degree in Communication/English/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.
<b>COMPETENCIES, KNOWLEDGE, AND SKILLS</b>	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.
<b>DUTIES</b>	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.

WESTCOL TVET COLLEGE  
CORPORATE OFFICE PARK  
PRIVATE BAG X 17, RANDFONTEIN 1760  
2025 -05- 30  
Reg: 03858  
TEL: 011 692-4082  
FAX: 011 692 4080

M.H.



**POST: ASSISTANT DIRECTOR: CURRICULUM IMPLEMENTATION - OCCUPATIONAL PROGRAMMES (SALARY LEVEL 10)**

**SALARY: R582 444.00 per annum plus benefits**

<b>POST DESCRIPTION</b>	<b>PERMANENT (PERSAL APPOINTMENT)</b>
<b>CENTRE</b>	<b>CORPORATE OFFICE</b>
<b>REFERENCE NUMBER</b>	<b>CORP/ASD/CURROCC/03</b>
<b>MINIMUM REQUIREMENTS</b>	Matric/Grade12 Certificate plus a recognised 3-year National Diploma or Degree in Education or any other relevant qualification. Must have a minimum of 3 to 5 years relevant work experience in education or teaching and learning environment preferably in the Public Sector or Institutions of Higher Learning, of which 3 years should be on a supervisory level. Must have a valid driver's license. Must be computer literate.
<b>COMPETENCIES, KNOWLEDGE, AND SKILLS</b>	Knowledge of the relevant prescripts, legislation and regulations governing the TVET and Public Service sector. Knowledge of the Public TVET sector and its regulatory and legislative framework. Knowledge and understanding of the Higher Education sector. Must have good verbal and written communication, inter-personal, people management, planning and organising, presentation, report writing, problem solving, analytical, client oriented and project management skills. Must be committed and proactive.
<b>DUTIES</b>	<p><b>1. Oversee Curriculum Management and Administration:</b> Develop, implement, and monitor policies and procedures for occupational programme implementation in alignment with QCTO requirements and DHET regulations. Facilitate the implementation of newly accredited occupational qualifications across campuses. Ensure that curriculum delivery is aligned with QCTO-registered qualifications, including full qualifications, part qualifications, and skills programmes. Coordinate the registration of occupational qualifications and learning components (e.g., Knowledge, Practical, and Workplace Modules) with SAQA and relevant SETAs where applicable. Develop and update institutional policies and guidelines for the management of occupational curriculum implementation (e.g., work placement coordination, practical simulation guidelines). Support the development of a College Implementation Plan (CIP) for each occupational programme, ensuring structured learning pathways and adherence to programme rules. Monitor the implementation of assessment strategies, including Integrated Summative Assessments (ISATs) and External Integrated Summative Assessments (EISAs). Provide regular implementation and performance reports to the college executive, DHET, QCTO, and other oversight bodies. Ensure that campuses are capacitated to deliver occupational programmes effectively, including through lecturer orientation, training, and compliance monitoring.</p> <p><b>2. Oversee Academic and Workplace-Based Learning Services:</b> Coordinate academic support and capacity building for facilitators, assessors, and moderators in occupational qualifications. Facilitate workplace-based learning by establishing and maintaining partnerships with industry stakeholders and SETAs for work placement opportunities. Support the identification and placement of learners into appropriate workplace sites as part of the occupational qualification requirements.</p>

WESTCOL TVET COLLEGE  
CORPORATE OFFICE PARK  
PRIVATE BAG X 17, RANDFONTEIN 1760  
2025 -05- 30  
Reg: 03858  
TEL: 011 692-4082  
FAX: 011 692 4080

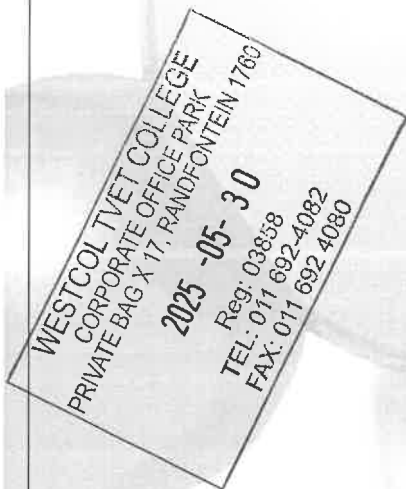
m.m.

Monitor workplace training compliance, including site readiness, mentorship, and alignment with workplace learning modules. Plan and monitor the delivery of the three learning components: Knowledge (classroom-based), Practical (simulated training), and Workplace (on-the-job learning). Track learner progress through logbooks, formative assessments, and workplace reports.

**3. Ensure Quality Curriculum Delivery and Assessment Practices:** Implement systems for the internal moderation and quality assurance of occupational learning and assessment. Coordinate the readiness and administration of External Integrated Summative Assessments (EISAs) in accordance with QCTO and Assessment Quality Partner (AQP) guidelines. Support facilitators with lesson planning, instructional strategies, and intervention planning for learners requiring additional academic support. Conduct regular class and practical observation visits to ensure curriculum fidelity and identify areas for support or intervention.

**4. Guide Programme Planning, Enrolment, and Career Development:** Assist with programme approval, student recruitment, selection, and enrolment for occupational qualifications. Provide structured career guidance aligned to occupational pathways and labour market demand. Ensure that learners receive induction and orientation aligned to the occupational programme structure and expectations. Track enrolment, retention, and completion data to ensure targets are met and learners are supported to succeed.

**5. Provide and Manage Learning Materials and Resources:** Coordinate the sourcing, development, and dissemination of QCTO-aligned learner guides, facilitator guides, assessment tools, and logbooks. Identify and procure tools, equipment, consumables, and other learning resources required for practical and simulated learning. Maintain inventory and usage tracking systems for occupational learning materials and equipment. Ensure compliance with occupational health and safety standards in practical training environments.



**POST: SENIOR STATE ACCOUNTANT: MANAGEMENT ACCOUNTING (SALARY LEVEL 8)**

**SALARY: R397 116.00 per annum plus benefits**

<b>POST DESCRIPTION</b>	<b>PERMANENT (PERSAL APPOINTMENT)</b>
<b>CENTRE</b>	<b>CORPORATE OFFICE</b>
<b>REFERENCE NUMBER</b>	<b>CORP/SSA/04</b>
<b>MINIMUM REQUIREMENTS</b>	Matric/Grade12 Certificate plus a recognised 3-year National Diploma or Degree in Accounting / Financial Management/ Cost and Management Accounting or any other relevant qualification. Must have a minimum of 3 to 5 years relevant work experience in a financial management or finance environment. Supervisory experience will be an added advantage. Must have a valid driver's license. Must be computer literate.
<b>COMPETENCIES, KNOWLEDGE, AND SKILLS</b>	Knowledge of the TVET sector prescripts, regulations and legislative framework. Knowledge of Public Service Act and Regulations. Must have knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Must have knowledge of financial accounting procedures, methods

M.H.



	and principles established for the processing of specific salary/ financial transactions. Must have knowledge of the Public Service legislations, procedures, and Treasury Regulations (PFMA, GRAP, Financial Manual). Knowledge of financial operating systems (COLTECH, SAGE, BAS, COLTECH, PASTEL etc). Should have good numeracy, accuracy, report writing, problem solving, planning, organising, team leadership and communication skills.
<b>DUTIES</b>	Assist in the facilitation of the annual budgeting process. Conduct monthly budgetary and expenditure analysis. Analyse and interpret monthly cash flow and adjusted cash flow. Assist in the facilitation of budget adjustments process services. Analyse expenditure trends and reconciliation against budget and cash flow projections. Supervise and coordinate the budget adjustment process. Coordinate, review, analyse and quality assure the management accounting reporting processes. Perform BAS/PERSAL reconciliation and financial declarations. Provide support in terms of accounts control. Gather and summarise financial data and compile financial and non-financial reports. Monitor tax administration and reconciliation. Monitor irregular and wasteful expenditure and ensure that measures are in place to prevent such. Supervise human, physical, and financial resources.

**POST: SENIOR OCCUPATIONAL HEALTH AND SAFETY OFFICER (SALARY LEVEL 8)**

**SALARY: R397 116.00 per annum plus benefits**

<b>POST DESCRIPTION</b>	<b>PERMANENT (PERSAL APPOINTMENT)</b>
<b>CENTRE</b>	<b>CORPORATE OFFICE</b>
<b>REFERENCE NUMBER</b>	<b>CORP/OHS/05</b>
<b>MINIMUM REQUIREMENTS</b>	Matric/Grade12 Certificate plus a recognised 3-year National Diploma or Degree in Safety Management/ Building Management/ Construction Management or any other relevant qualification. Must have a minimum of 3 to 5 years relevant work experience in facilities management, SHERQ and OHS environment. Supervisory experience will be an added advantage. Must have a valid driver's license. Must be computer literate.
<b>COMPETENCIES, KNOWLEDGE, AND SKILLS</b>	Must have knowledge of Public Service Act and Regulations, Occupational Health and Safety Act and Asset Management Act. Knowledge and understanding of fire control system and facilities management system. Should have good project management, administrative, report writing, problem solving, people management, presentation, planning and organising skills.
<b>DUTIES</b>	Ensure the overall supervision, coordination and proper implementation of safety, health, environment, risk and quality programmes in the college. Ensure and monitor the implementation and compliance of OHS programmes. Ensure overall supervision and coordinate the establishment of the OHS committee. Conduct OHS training and continuous educational programmes. Develop, implement, and monitor Safety, Health, Environment, Risk and Quality management systems in the college. Identify hazards and risks at the college and initiate appropriate prevention systems.

WESTCOL TVET COLLEGE  
CORPORATE OFFICE PARK  
PRIVATE BAG X 17, RAINIERWATERS 1700  
2025-05-30  
Reg: 038538  
TEL: 011 692-4032  
FAX: 011 692-4030

**POST: SENIOR JOB PLACEMENT OFFICER (SALARY LEVEL 8)**

**SALARY: R397 116.00 per annum plus benefits**

<b>POST DESCRIPTION</b>	<b>PERMANENT (PERSAL APPOINTMENT)</b>
<b>CENTRE</b>	<b>CORPORATE OFFICE</b>
<b>REFERENCE NUMBER</b>	<b>CORP/PLACEMENT/06</b>
<b>MINIMUM REQUIREMENTS</b>	Matric/Grade12 Certificate plus a recognised 3-year National Diploma or Degree in Business Administration/Public Management/Marketing/ Public Relations or any other relevant qualification. Must have a minimum of 3 to 5 years relevant work experience in business development or partnership and linkages. Supervisory experience will be an added advantage. Must have a valid driver's license. Must be computer literate.
<b>COMPETENCIES, KNOWLEDGE, AND SKILLS</b>	Must have knowledge of Public Service Act and Regulations. Knowledge of employment service market and industry operations. Should have good communication, project management, administrative, report writing, problem solving, people management, presentation, planning and organising skills.
<b>DUTIES</b>	Ensure the overall supervision and facilitation of student placement. Ensure the overall supervision, co-ordination and facilitation of job readiness training. Ensure the overall supervision, establishment and maintenance of stakeholder relationships with commerce, industry and other relevant stakeholders. Ensure the overall supervision, development and management of the student tracking system. Ensure the overall supervision and development of quality electronic report and statistics for the college. Ensure the overall supervision, monitoring and evaluation of workplace practices and work-based assessment for students. Ensure the overall supervision and management of employer, placement database and conduct skills coordination.

M. H.

WESTCOL TVET COLLEGE  
CORPORATE OFFICE PARK  
PRIVATE BAG X 17, RANDFONTEIN 1760  
**2025-05-30**  
Reg: 03858  
TEL: 011 692 4082  
FAX: 011 692 4080





**POST: SENIOR REGISTRATION OFFICER (SALARY LEVEL 8)**

**SALARY: R397 116.00 per annum plus benefits**

<b>POST DESCRIPTION</b>	<b>PERMANENT (PERSAL APPOINTMENT)</b>
<b>CENTRE</b>	<b>CORPORATE OFFICE</b>
<b>REFERENCE NUMBER</b>	<b>CORP/REG/07</b>
<b>MINIMUM REQUIREMENTS</b>	Matric/Grade12 Certificate plus a recognised 3-year National Diploma or Degree in Public Management/ Administration/ Business Administration or any other relevant qualification. Must have a minimum of 3 to 5 years relevant work experience in administration or registration services preferably in the Public Sector or Institutions of Higher Learning. Supervisory experience will be an added advantage. Must have a valid driver's license. Must be computer literate.
<b>COMPETENCIES, KNOWLEDGE, AND SKILLS</b>	Must have 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. Must have good verbal and written communication, inter-personal, people management, planning and organising, presentation, report writing, problem solving, analytical, client oriented and project management skills.
<b>DUTIES</b>	Ensure overall supervision and coordination of student registration at all campuses. Provide efficient and effective student registration administration services in the college. Provide guidance to students regarding subject choices and placements withing the programmes. Coordinate recordkeeping of registration data. Develop and implement management plans for student enrolment and registration. Management of student enrolment in line with targets. Responsible to develop and implement plans to ensure compliance to the enrolment standardization processes of admission, enrolment, and registration across delivery sites. Provide support to campuses on administration matters and record management. Coordination and management of the preliminary entry files verification of all student data prior to submissions to DHET. Lead screening and selection processes in preparation for the Selection Committee. Provide support with the validity, completeness testing, survey hub process and audits. Implement the Central Application System from DHET. Ensure the overall supervision and maintenance of MIS licenses are renewed before expiry dates. Conduct systems monitoring and provide support to campuses and all college systems end users.

WESTCOL TVET COLLEGE  
CORPORATE OFFICE PARK  
PRIVATE BAG X 17, RANDFONTEIN 1760  
2025 -05- 30  
Reg: 03858  
TEL: 011 692-4082  
FAX: 011 692 4030

M.H.

**POST: SENIOR MARKETING AND COMMUNICATION OFFICER (SALARY LEVEL 8)**

**SALARY: R397 116.00 per annum plus benefits**

<b>POST DESCRIPTION</b>	<b>PERMANENT (PERSAL APPOINTMENT)</b>
<b>CENTRE</b>	<b>CORPORATE OFFICE</b>
<b>REFERENCE NUMBER</b>	<b>CORP/MARKETING/08</b>
<b>MINIMUM REQUIREMENTS</b>	Matric/Grade12 Certificate plus a recognised 3-year National Diploma or Degree in Communication/Marketing/Public Relations or any other relevant qualification. Must have a minimum of 3 to 5 years relevant work experience in marketing or communication. Supervisory experience will be an added advantage. Must have a valid driver's license. Must be computer literate.
<b>COMPETENCIES, KNOWLEDGE, AND SKILLS</b>	Must have knowledge of the TVET sector regulations and legislative framework. Knowledge of social media practice and channels. Understanding of the importance of brand guidelines. Knowledge and understanding of stakeholder management. Knowledge and understanding of digital marketing, website management and maintenance. Must have good marketing, verbal and written communication, interpersonal, people management, planning and organising, presentation, report writing, problem solving, analytical, client oriented and project management skills.
<b>DUTIES</b>	Ensure overall supervision and provisioning of marketing, promotions and branding services. Ensure overall supervision and provision of public relations and media liaison services. Ensure overall supervision and provisioning of photographic services and drafting of articles. Ensure overall supervision and provisioning of communication services at all college events. Ensure overall supervision and regularly maintenance of the content, design and layout of the college website. Provide internal and external communication services.

WESTCOL TVET COLLEGE  
CORPORATE OFFICE PARK  
PRIVATE BAG X 17, RANDFONTEIN 1760  
**2025-05-30**  
Reg: 03858  
TEL: 011 692-4082  
FAX: 011 692 4080

M.H.



**POST: SENIOR RISK AND FRAUD PREVENTION OFFICER (SALARY LEVEL 8)**

**SALARY: R397 116.00 per annum plus benefits**

<b>POST DESCRIPTION</b>	<b>PERMANENT (PERSAL APPOINTMENT)</b>
<b>CENTRE</b>	<b>CORPORATE OFFICE</b>
<b>REFERENCE NUMBER</b>	<b>CORP/RISK/09</b>
<b>MINIMUM REQUIREMENTS</b>	Matric/Grade12 Certificate plus a recognised 3-year National Diploma or Degree in Risk Management/Internal Audit or any other relevant qualification. Must have a minimum of 3 to 5 years relevant work experience in risk, fraud, investigations and ethics management. Supervisory experience will be an added advantage. Must have a valid driver's license. Must be computer literate.
<b>COMPETENCIES, KNOWLEDGE, AND SKILLS</b>	Must have knowledge and experience in setting up and managing fraud hotline requests will be an added advantage. Certified Internal Auditor (CIA) and Certification in Risk Management Assurance (CRMA) qualifications would be an added advantage. Must have a valid driver's license. Must be computer literate. Knowledge of Risk Management principles, practices, and procedures. Knowledge of the National Treasury Risk Management Framework in the Public Sector. Knowledge and understanding of the Risk, Fraud, Ethics and Integrity Management environment. Knowledge of conducting fraud awareness and risk training sessions, implementation of appropriate fraud detection techniques and software. Should have good report writing, analytical, project management, planning, organising, problem-solving skills and be able to identify and mitigate risks effectively.
<b>DUTIES</b>	Ensure overall supervision and facilitate the provision of risk management services. Identify risks at the college. Facilitate the strategic, operational and process level risk assessment. Compile risk register for strategic, operation and process level. Provide risk management reports. Reporting monthly to management and quarterly to the Audit and Risk Committee. Facilitate the development and maintenance of internal anti-corruption system. Facilitate the fraud or corruption risk assessments. Conduct investigations on allegations of corruption. Facilitate the promotion of the implementation of code of conduct, remunerative work, financial disclosure system, conflict of interests and gift register. Facilitate trainings, workshops and awareness campaigns on risk, fraud, ethics and integrity management in the college.

WESTCOL TVET COLLEGE  
CORPORATE OFFICE PARK  
PRIVATE BAG X 17, RANDFONTEIN 1769  
2025 -05- 30  
Reg: 03858  
TEL: 011 692-4082  
FAX: 011 692 4080



M.H.

**POST: IT TECHNICIANS (SALARY LEVEL 7) X5 POSTS**

**SALARY: R325 101.00 per annum plus benefits**

NUMBER OF POSTS	CAMPUS/SITE	REFERENCE NUMBERS
1	CARLETONVILLE	CARL/IT/10
2	CORPORATE OFFICE	CORP/IT/11
1	KRUGERSDORP CENTRAL	KC/IT/12
1	KRUGERSDORP WEST	KW/IT/13

POST DESCRIPTION	PERMANENT (PERSAL APPOINTMENT)
<b>MINIMUM REQUIREMENTS</b>	Matric/Grade12 Certificate plus a recognised 3-year National Diploma or Degree in Information Technology/ Computer Science or any other relevant qualification. Must have a minimum of 1 to 2 years relevant work experience in IT environment. Supervisory experience will be an added advantage. Must have a valid driver's license. Must be computer literate.
<b>COMPETENCIES, KNOWLEDGE, AND SKILLS</b>	Must have knowledge and understanding of IT hardware and software. Knowledge and understanding of desktop, networking, and voice communication infrastructure. Knowledge and understanding of IT help desk operation and program installations. Knowledge of IT first and second line of support. Knowledge and understanding of MIS, BAS, PERSAL, COLTECH and any related desktop systems. Should have good communication, time management, report writing, problem solving, client orientated, planning, organising, team leadership, people management skills. Ability to interact with service providers.
<b>DUTIES</b>	Setup user account on desktop and laptop (mailbox and windows). Unlocking of password using Admin Pack. Setting up desktop, printers, and data projectors. Assist in maintaining a service catalogue and standard operating procedures. Perform backups information, anti-virus support and offsite storage. Perform trouble shooting and diagnosis. Support the availability of emails services, internet services, application services on workstation and availability of connection to transversal mainframe system. Perform installation, configuration, testing and upgrade tasks that may require some research and analysis. Verify network cabling. Perform PC installations and software installations. Provide technical support of the configuration, installation, repair and replacement of computers, printers, and telephones. Provide support of data migration during computer setup. Render IT information management services. Plan, develop and improve computer-based information systems. Maintain information management systems such as database to ensure integrity and security of data. Provide assistance on ICT related project activities. Assist in the development, implementation, and monitoring of ICT policies.

WESTCOL TVET COLLEGE  
 CORPORATE OFFICE PARK  
 PRIVATE BAG X 17, RANDFONTEIN 1760  
 2025 -05- 30  
 Reg: 03858  
 TEL: 011 692-4082  
 FAX: 011 692 4080

m.H.



**POST: STUDENT SUPPORT LIASON OFFICERS (SALARY LEVEL 7) X3 POSTS**

**SALARY: R325 101.00 per annum plus benefits**

NUMBER OF POSTS	CAMPUS	REFERENCE NUMBERS
1	CARLETONVILLE	CARL/SSLO/14
1	KRUGERSDORP CENTRAL	KC/SSLO/15
1	RANDFONTEIN	RFT/SSLO/16

POST DESCRIPTION	PERMANENT (PERSAL APPOINTMENT)
<b>MINIMUM REQUIREMENTS</b>	Matric/Grade12 Certificate plus a recognised Degree in Psychology/ Social Science/ Social Work or any other relevant qualification. Must have a minimum of 2 to 3 years relevant work experience in Student Support Services and administration in a teaching and learning environment. Supervisory experience will be an added advantage. Must have a valid driver's license. Must be computer literate.
<b>COMPETENCIES, KNOWLEDGE, AND SKILLS</b>	Must have knowledge and understanding of Student Support Services Framework. Knowledge of career guidance and extra-curricular activities. Must have knowledge of Ethical regulatory and legislative framework, Public Service Regulations, Public Service Act, National Student Financial Aid Scheme, and other related legislation. Should have good communication, administrative, report writing, problem solving, people management, presentation, project management, team leadership, planning and organising skills.
<b>DUTIES</b>	Provide student support services at the college. Manage the pre induction and induction of students at the Campus. Prepare weekly and monthly reports. Provide Psychosocial support to students. Assist with academic support plan for students. Address socio-economic students matters appropriately including substance and alcohol abuse and other related matters. Conduct home visits when necessary and interview / counsel students and other relevant stakeholders to identify contributing factors associated with low attendance concerns. Support students by establishing and delivering absence reduction programs. Provide student counselling or referral services. Implement student work placement and Work Integrated Learning (WIL) policies and entrepreneurship programmes. Provide career guidance, counselling, and academic support for students. Implement the sport, recreation, arts, and culture programs for student in the campus. Implement the disability desk. Forge partnerships with different stakeholders. Facilitate student governance and student leadership development and exit support programmes. Implement the tracking program for the students.

WESTCOL TVET COLLEGE  
CORPORATE OFFICE PARK  
PRIVATE BAG X 17, RANDFONTEIN 1760  
2025 -05- 30  
Reg: 03858  
TEL: 011 692-4082  
FAX: 011 692 4080

M.H.

**POST: CAMPUS ADMINISTRATORS (SALARY LEVEL 7) X2 POSTS**

**SALARY: R325 101.00 per annum plus benefits**

NUMBER OF POSTS	CAMPUS	REFERENCE NUMBERS
1	CARLETONVILLE	CARL/CA/17
1	KRUGERSDORP WEST	KW/CA/18

POST DESCRIPTION	PERMANENT (PERSAL APPOINTMENT)
<b>MINIMUM REQUIREMENTS</b>	Matric/Grade12 Certificate plus a recognised 3-year National Diploma or Degree in Office Management and Technology/Public Management/Management Assistant or any other relevant qualification. Must have a minimum of 1 to 2 years relevant work experience in the administration environment. Supervisory experience will be an added advantage. Must have a valid driver's license. Must be computer literate.
<b>COMPETENCIES, KNOWLEDGE, AND SKILLS</b>	Must have knowledge and understanding of office administration. Knowledge of Public Service prescripts, regulations and legislations. Knowledge and understanding of the TVET sector administration. Understanding of corporate governance and any other related legislation. Should have good planning, organising, report writing, presentation, communication, leadership and good decision-making skills.
<b>DUTIES</b>	Management of campus and student administration function, including the implementation of Standard Operating Procedure on student enrolment. Thorough working knowledge of student enrolment, linking of lecturers and students, creating and printing control lists and registers, capturing of marks and absenteeism, enrolment reports. Process the details of applications for programmes and credits. Prepare reports, presentations, and other correspondence. Arrange meetings, conferences, workshops, and other gatherings as required by campus management. Coordinate leave forms and submit them at corporate office. Coordinate PMDS & IQMS documents and submit to corporate office. Monitor the attendance register for all staff at the campus. Provide procurement services. Complete requisition forms, receive goods and services. Verify the correctness of goods and services supplied against the appropriate documentation. Put processes in place for proper record keeping (storage and retrieval) of all student data. Provide finance and asset management services at the campus. Assist in the development, implementation, and monitoring of data policies on student enrolments.

WESTCOL TVET COLLEGE  
CORPORATE OFFICE PARK  
PRIVATE BAG X 17, RANDFONTEIN 1760  
2025 -05- 30  
Reg: 03858  
TEL: 011 692-4082  
FAX: 011 692 4080

M. H.



**POST: PERSONAL ASSISTANT: OFFICE OF THE PRINCIPAL (SALARY LEVEL 7)**

**SALARY: R325 101.00 per annum plus benefits**

<b>POST DESCRIPTION</b>	<b>PERMANENT (PERSAL APPOINTMENT)</b>
<b>CENTRE</b>	<b>CORPORATE OFFICE</b>
<b>REFERENCE NUMBER</b>	<b>CORP/PA/19</b>
<b>MINIMUM REQUIREMENTS</b>	Matric/Grade12 Certificate plus a recognised 3-year National Diploma or Degree in Office Management and Technology/Public Management/Management Assistant/Secretarial or any other relevant qualification. Must have a minimum of 3 to 5 years relevant work experience in rendering support service to Senior Management. Supervisory experience will be an added advantage. Must have a valid driver's license. Must be computer literate.
<b>COMPETENCIES, KNOWLEDGE, AND SKILLS</b>	Must have knowledge and understanding of relevant legislation, prescripts, policies, and procedures. Basic knowledge of Financial Management. Record management of documents. Good telephone etiquette. Sound planning and organising skills. Good people skills. High level of reliability. Written and verbal communication skills. Ability to act with tact and discretion. Ability to do research, analyse documents and situations. Maintain confidentiality. Willingness to work extra hours when required.
<b>DUTIES</b>	Provide a secretarial support service to the principal. Performs advanced typing work. Operate and ensure that office equipment is in good working order. Records the engagements of the principal. Coordinates with and advises the principal regarding engagements. Compiles realistic schedules of appointments. Renders administrative support services. Ensures effective flow of information and documents to and from the office of the principal. Ensures the safekeeping of all documentation in the office of the principal in line with relevant legislation and policies. Ensures that travel arrangements are well coordinated. Handles the procurement of standard items like stationery, refreshments for the activities of the principal and unit. Obtains the necessary signatures on documents. Provides support to the manager in the office of the principal regarding meetings. Records minutes, decisions or resolutions taken and communicates to relevant role players, follow-up on progress made. Coordinates logistical arrangements for meetings when required. Keeps record of expenditure commitments, monitors expenditure and alerts the principal of possible over and under spending. Checks and correlates BAS reports to ensure that expenditure is allocated correctly. Remains up to date with the prescripts, policies, and procedures applicable to his /her work terrain to ensure efficient and effective support to the principal. Remains abreast with the procedures and processes that apply in the office of the principal.

WESTCOL TVET COLLEGE  
CORPORATE OFFICE PARK  
PRIVATE BAG X 17, RANDFONTEIN 1760  
2025 -05- 30  
Reg: 03858  
TEL: 011 692-4082  
FAX: 011 692 4080

m. H.

**POST: PROJECT ADMINISTRATION OFFICERS (SALARY LEVEL 7) RE-ADVERT****SALARY: R325 101.00 per annum plus 37% in lieu of benefits**

<b>POST DESCRIPTION</b>	<b>CONTRACT (COLLEGE COUNCIL APPOINTMENT)</b>
<b>CENTRE</b>	<b>CORPORATE OFFICE</b>
<b>NUMBER OF POSTS</b>	<b>2</b>
<b>DURATION</b>	<b>1 YEAR</b>
<b>REFERENCE NUMBER</b>	<b>CORP/PROJ-ADM/20</b>
<b>MINIMUM REQUIREMENTS</b>	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.
<b>COMPETENCIES, KNOWLEDGE, AND SKILLS</b>	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.
<b>DUTIES</b>	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.

WESTCOL TVET COLLEGE  
CORPORATE OFFICE PARK  
PRIVATE BAG X 17, RANDFONTEIN 1760  
2025 -05- 30  
Reg: 03858  
TEL: 011 692-4082  
FAX: 011 692 4080

M.H.



**higher education  
& training**

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA



**westcol**  
Technical and Vocational Education and Training College

**POST: SECRETARY: DEPUTY PRINCIPAL CORPORATE SERVICES (SALARY LEVEL 5)**

**SALARY: R228 321.00 per annum**

<b>POST DESCRIPTION</b>	<b>PERMANENT (PERSAL APPOINTMENT)</b>
<b>CENTRE</b>	<b>CORPORATE OFFICE</b>
<b>REFERENCE NUMBER</b>	<b>CORP/SECRETARY-DPC/21</b>
<b>MINIMUM REQUIREMENTS</b>	Matric/Grade12 Certificate plus a recognised 3-year National Diploma or Degree in Management Assistant/ Office Management and Technology or any other relevant qualification. Relevant work experience in typing/secretary/personal assistant will be an added advantage. A valid driver's license will be an added advantage. Must be computer literate.
<b>COMPETENCIES, KNOWLEDGE, AND SKILLS</b>	Must have knowledge and understanding of record management. Ability to communicate well with people at different levels and backgrounds. Must have good telephone etiquette. High level of reliability. Should have sound organisational skills. good planning, organising, communication, customer services, report writing skills. High level of integrity and loyalty. Ability to act with tact and discretion.
<b>DUTIES</b>	Provide a secretarial and administration support service to the Deputy Principal: Corporate Services including drafting correspondence and making travel arrangements. Receive, screen and refer telephone calls. Record minutes of the meetings as requested by the Deputy Principal: Corporate Services. Ensure record keeping and filing of documents in the office of the Deputy Principal: Corporate Services and the unit where required. Receive, record and distribute all incoming and outgoing documents. Collect all relevant documents to enable the Deputy Principal: Corporate Services to prepare for meetings. Arrange meetings and events for the office of Deputy Principal: Corporate Services and the unit. Identify venues, invite role players, organise refreshments and set up schedules for meetings and events. Provide a clerical support service to the Deputy Principal: Corporate Services. Administrate internal and external correspondences. Manage the diary of the Deputy Principal: Corporate Services daily. Take custody of confidential and important documents.

WESTCOL TVET COLLEGE  
CORPORATE OFFICE PARK  
PRIVATE BAG X 17, RANDFONTEIN 1760  
**2025 -05- 30**  
Reg: 03858  
TEL: 011 692-4082  
FAX: 011 692 4080



M.H.

**POST: SECRETARY: DEPUTY PRINCIPAL REGISTRATION SERVICES (SALARY LEVEL 5)**

**SALARY: R228 321.00 per annum plus benefits**

<b>POST DESCRIPTION</b>	<b>PERMANENT (PERSAL APPOINTMENT)</b>
<b>CENTRE</b>	<b>CORPORATE OFFICE</b>
<b>REFERENCE NUMBER</b>	<b>CORP/SECRETARY-DPR/22</b>
<b>MINIMUM REQUIREMENTS</b>	Matric/Grade12 Certificate plus a recognised 3-year National Diploma or Degree in Management Assistant/ Office Management and Technology or any other relevant qualification. Relevant work experience in typing/secretary/personal assistant will be an added advantage. A valid driver's license will be an added advantage. Must be computer literate.
<b>COMPETENCIES, KNOWLEDGE, AND SKILLS</b>	Must have knowledge and understanding of record management. Ability to communicate well with people at different levels and backgrounds. Must have good telephone etiquette. High level of reliability. Should have sound organisational skills. good planning, organising, communication, customer services, report writing skills. High level of integrity and loyalty. Ability to act with tact and discretion.
<b>DUTIES</b>	Provide a secretarial and administration support service to the Deputy Principal: Registration Services including drafting correspondence and making travel arrangements. Receive, screen and refer telephone calls. Record minutes of the meetings as requested by the Deputy Principal: Registration Services. Ensure record keeping and filing of documents in the office of the Deputy Principal: Registration Services and the unit where required. Receive, record and distribute all incoming and outgoing documents. Collect all relevant documents to enable the Deputy Principal: Registration Services to prepare for meetings. Arrange meetings and events for the office of Deputy Principal: Registration Services and the unit. Identify venues, invite role players, organise refreshments and set up schedules for meetings and events. Provide a clerical support service to the Deputy Principal: Registration Services. Administrate internal and external correspondences. Manage the diary of the Deputy Principal: Registration Services daily. Take custody of confidential and important documents.

WESTCOL TVET COLLEGE  
CORPORATE OFFICE PARK  
PRIVATE BAG X 17, RANDFONTEIN 1760  
2025 -05- 30  
Reg: 03858  
TEL: 011 692-4082  
FAX: 011 692 4080

M.H.



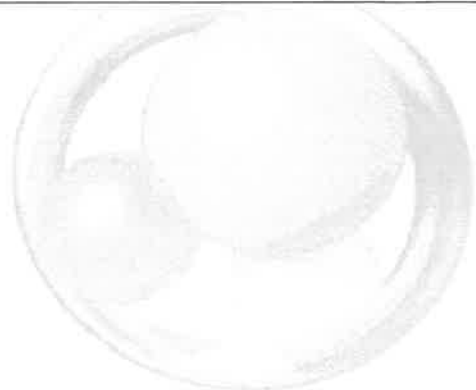


**POST: ADMIN CLERK: SUPPLY CHAIN AND ASSET MANAGEMENT (SALARY LEVEL 5)**

**SALARY: R228 321.00 per annum plus 37% in Lieu of benefits**

<b>POST DESCRIPTION</b>	<b>CONTRACT (COLLEGE COUNCIL APPOINTMENT)</b>
<b>CENTRE</b>	<b>CORPORATE OFFICE</b>
<b>DURATION</b>	<b>2 YEARS FIXED - TERM CONTRACT</b>
<b>REFERENCE NUMBER</b>	<b>CORP/SUPPLY/23</b>
<b>MINIMUM REQUIREMENTS</b>	Matric/Grade12 Certificate plus a recognised 3-year National Diploma or Degree in Supply Chain Management/Public Management/ Financial Management or any other relevant qualification. Relevant work experience in supply chain or asset management will be an added advantage. A valid driver's license will be an added advantage. Must be computer literate.
<b>COMPETENCIES, KNOWLEDGE, AND SKILLS</b>	Must have basic knowledge and understanding of supply chain and asset management duties and practices. Basic understanding of GRAP principles and updating of Fixed Asset Registers. Knowledge of assets acquisition and disposal procedure. Knowledge of fixed assets management and compilation of a GRAP compliant assets register. Knowledge of Public sector Supply Chain policies, prescripts and relevant legislation on SCM practices. Knowledge of procurement and ERP systems such as Sage Evolution, Pastel. Should have good planning, organising, communication, customer services, report writing skills. High level of integrity and loyalty.
<b>DUTIES</b>	Placing and issuing of orders. Render asset management clerical support. Compile and maintain records (asset records/databases). Check and issue furniture, equipment and accessories to components and individuals. Identify redundant, non-serviceable and obsolete equipment for disposal. Verify asset register. Render demand and acquisition clerical support. Update and maintain a supplier (including contractors) database. Register suppliers on the system. Request and receive quotations. Capture specification on the electronic purchasing system. Place orders. Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusion process. Compile draft documents as required. Render logistical support services. Productiondoc.docx. Place orders for goods. Receive and verify goods from suppliers. Capture goods in registers databases. Receive request for goods from end users. Issue goods to end users. Maintain goods register. Update and maintain register of suppliers.

WESTCOL TVET COLLEGE  
CORPORATE OFFICE PARK  
PRIVATE BAG X 17, RANDFONTEIN 1760  
**2025-05-30**  
Reg: 03858  
TEL: 011 692-4082  
FAX: 011 692 4080



m.H.

**POST: ADMIN CLERK: MARKETING AND COMMUNICATION (SALARY LEVEL 5)**

**SALARY: R228 321.00 per annum plus 37% in Lieu of benefits**

<b>POST DESCRIPTION</b>	<b>CONTRACT (COLLEGE COUNCIL APPOINTMENT)</b>
<b>CENTRE</b>	<b>CORPORATE OFFICE</b>
<b>DURATION</b>	<b>2 YEARS FIXED - TERM CONTRACT</b>
<b>REFERENCE NUMBER</b>	<b>CORP/MARKETING/24</b>
<b>MINIMUM REQUIREMENTS</b>	Matric/Grade12 Certificate plus a recognised 3-year National Diploma or Degree in Communication/Marketing/Public Relations or any other relevant qualification. Relevant work experience in marketing or communications will be an added advantage. A valid driver's license will be an added advantage. Must be computer literate.
<b>COMPETENCIES, KNOWLEDGE, AND SKILLS</b>	Knowledge of social media practice and channels. Understanding of the importance of brand guidelines, graphic design and applying across a range of channels. Knowledge and understanding of stakeholder management. Knowledge of events management. Knowledge and understanding of website maintenance Knowledge of policies and governance environment of TVET Colleges including knowledge of the annual reporting requirements by the Higher Education Institutions. Knowledge and understanding of digital marketing.
<b>DUTIES</b>	Assist in marketing, promotions and branding services. Assist in the coordination of public relations and media liaison services. Assist in the coordination of photographic services and drafting of articles. Assist in the coordination of college events and communication administration services. Assist in updating the content, design and layout of the college website.

WESTCOL TVET COLLEGE  
CORPORATE OFFICE PARK  
PRIVATE BAG X 17, RANDFONTEIN 1760  
2025 -05- 30  
Reg: 03858  
TEL: 011 692-4082  
FAX: 011 692 4080

M. H.



higher education  
& training

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA



**westcol**  
Technical and Vocational Education and Training College

**POST: CLEANERS (SALARY LEVEL 2) X8 POSTS**

**SALARY: R138 486.00 per annum plus benefits**

NUMBER OF POSTS	CAMPUS	REFERENCE NUMBERS
2	CARLETONVILLE	CARL/CLEANER/25
2	KRUGERSDORP CENTRAL	KC/CLEANER/26
2	KRUGERSDORP WEST	KW/CLEANER/27
2	RANDFONTEIN	RFT/CLEANER/28

POST DESCRIPTION	PERMANENT (PERSAL APPOINTMENT)
<b>MINIMUM REQUIREMENTS</b>	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.
<b>COMPETENCIES, KNOWLEDGE, AND SKILLS</b>	Should be committed, hardworking and must be able and willing to work long hours and under pressure. 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.
<b>DUTIES</b>	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.

WESTCOL TVET COLLEGE  
CORPORATE OFFICE PARK  
PRIVATE BAG X 17, RANDFONTEIN 1780  
2025 -05- 30  
Reg: 03858  
TEL: 011 692-4082  
FAX: 011 692 4080

M. H.

**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.**

**Alternatively,** 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, 13 JUNE 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. Qualifying applicants who previously applied for the Project Administration Officers positions, with Reference Number: CORP/PROJ-ADM/07 are encouraged to re-apply.
4. Please send separate applications for each post, include a correct reference number and indicate the position you are applying for.
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.

**All enquiries should be directed to: The Human Resource Office at (011) 692 4004 Ext: 1057/1061/1062.**

