



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

**ERRATUM**

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

**SALARY: R468 459.00 per annum plus 37% in lieu of benefits**

POST DESCRIPTION	CONTRACT (COLLEGE COUNCIL APPOINTMENT)
CENTRE	CORPORATE OFFICE
DURATION	1 YEAR
REFERENCE NUMBER	CORP/ASD/PM/01
MINIMUM REQUIREMENTS	Matric/grade 12 certificate including recognised 3-year Diploma or Degree in Building Management/Safety Management/Civil Engineering/Architecture Construction Management/ Project Management or a relevant Degree In Engineering. A minimum of 3 to 5 years relevant work experience in facilities management, SHERQ and OHS of which 2-3 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, fire control and facilities management systems. must demonstrate leadership, communication skills, and attention to detail while managing the entire lifecycle of the project. Should have strong administrative, planning, organising, report writing, project management, problem solving and people management skills.
DUTIES	Successful candidates will be responsible for the planning, execution, and success of a project which includes the following responsibilities: Manage the development or improvement of physical infrastructure to ensure college has adequate physical infrastructure and maintenance in line with <b>Capital Infrastructure Efficiency Grant (CIEG)</b> . Compile maintenance plan regarding machinery, tools, and equipment costing and submitted to DHET. Timeous reporting to different stakeholders. Determine and define project scope and objectives. Predict resources needed to reach objectives and manage resources in an effective and efficient manner. Prepare budget based on scope of work and resource requirements. Track project costs to meet budget. Develop and manage a detailed project schedule and work plan. Provide project updates on a consistent basis to various stakeholders about strategy, adjustments, and progress. Manage contracts with vendors and suppliers by assigning tasks and communicating expected deliverables. Monitor progress of the projects. Measure project performance to identify areas for

WESTCOL TVET COLLEGE  
CORPORATE OFFICE PARK  
PRIVATE BAG X 17, RANDFONTEIN 1760

2025-07-18

Reg: 03858  
TEL: 011 692 4082  
FAX: 011 692 4080

M.H.

Improvement. Engage with all levels of the organisation in a professional manner. Setup and manage project governing meetings at all levels of the project structure. Ensure that all stakeholders and project team members execute on their activities in terms of the project mandate. Identify potential risk hazards in the building and ensure there is proper signage in and around the buildings to minimise risks.

**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, 01 AUGUST 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. If you have not been contacted within six months after the closing date, please consider your application as unsuccessful.
4. Successful candidates will be subjected to a vetting and financial disclosure process (criminal record, citizenship, qualification verification and employment verification).
5. Western TVET College is an equal opportunities employer and reserves the right not to fill the posts.
6. 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.**

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