



4DEPARTMENT OF HIGHER EDUCATION AND TRAINING AND WESTERN TVET COLLEGE INVITES ALL SUITABLE AND QUALIFIED CANDIDATES TO APPLY FOR THE FOLLOWING VACANCIES

POST: ASSISTANT DIRECTOR: REGISTRATION SERVICES (SALARY LEVEL 10) RE-ADVERT

SALARY: R582 444.00 per annum plus benefits

POST DESCRIPTION	PERMANENT (PERSAL APPOINTMENT)
CENTRE	CORPORATE OFFICE
REFERENCE NUMBER	CORP/ASD/REG/01
MINIMUM REQUIREMENTS	Matric/grade 12 certificate including recognised 3-year Diploma or Degree in Public Management/Public Administration/Business Administration or any other relevant qualification. A minimum of 3 to 5 years relevant work experience in registration services 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.
COMPETENCIES, KNOWLEDGE, AND SKILLS	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. Should have strong administrative, planning, organising, report writing, problem solving, project management and people management skills.
DUTIES	Manage the administration of the overall student registration. Develop, review, and monitor the implementation of policies and procedure in relation to student registration, admission, scheduling, and records. Develop and implement student enrolment and registration standard operating procedures which are aligned to those of the department. Establish and oversee the work of College Enrolment Committee as well as Student Selection Committee. Champion online application and registration processes. Provide workshops on the implementation of policies and procedure in relation to student registration, admission, scheduling, and records. Advise on the marketing strategies to attract new potential students. Manage the database for new graduates and alumni into the job market. Ensure provisioning of pre-entry support services to student during the registration process in relation to (financial aid, bursaries, student accommodation). Provide guidance and testing of students, with regards to choices of and placement within programmes. Ensure that student orientation is conducted into college and campuses. Develop and implement a filing system for student records. Conduct monitoring and verification of student records across the delivery system/sites. Oversee the provision of student financial aid and bursary services support. Ensure that the TVET Bursary Scheme is administered strictly according to the bursary rules and guidelines. Monitoring the tracking of student bursary requirements compliance and implement remedial initiative as required.

POST: ASSISTANT DIRECTOR: PROJECT MANAGEMENT (SALARY LEVEL 9) RE-ADVERT

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/02
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 Capital Infrastructure Efficiency Grant (CIEG) . 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 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.



POST: SENIOR RISK AND FRAUD PREVENTION OFFICER (SALARY LEVEL 8) RE-ADVERT

SALARY: R397 116.00 per annum plus benefits

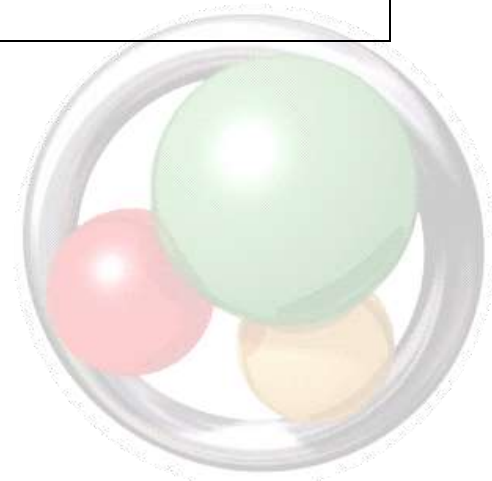
POST DESCRIPTION	PERMANENT (PERSAL APPOINTMENT)
CENTRE	CORPORATE OFFICE
REFERENCE NUMBER	CORP/RISK/03
MINIMUM REQUIREMENTS	Matric/Grade12 Certificate plus a recognised 3-year National Diploma or Degree in Risk Management/Internal Audit or any other relevant qualification. Must have a minimum of 3 to 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.
COMPETENCIES, KNOWLEDGE, AND SKILLS	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.
DUTIES	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.



POST: PL1 LECTURER: BUSINESS STUDIES NC(V)

SALARY: R270 498 (REQV 13) OR R351 972 (REQV14) per annum plus benefits

POST DESCRIPTION	NEW VENTURE CREATION AND BUSINESS PRACTICE <ul style="list-style-type: none">• L2 – L4
CAMPUS	KRUGERSDORP
REFERENCE NUMBER	KC/PL1/NEW-VENT/NCV/04
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 NC(V)

SALARY: R270 498 (REQV 13) OR R351 972 (REQV 14) per annum plus benefits

POST DESCRIPTION	MATHEMATICAL LITERACY <ul style="list-style-type: none">• L2 – L4
CAMPUS	KRUGERSDORP
REFERENCE NUMBER	KC/PL1/MATHS-LIT/NCV/05
MINIMUM REQUIREMENTS	Matric/Grade 12 Certificate plus a recognised 3-year National Diploma/Degree in Education with Mathematics as a major subject. 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.
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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.**

TO APPLY: Applications may be hand delivered, couriered **OR** emailed to the Principal, Western TVET College, Corporate Office Park: 42 Johnstone Street, Randfontein on or before the closing date and time as stipulated below. Kindly use the following email addresses:

- For Assistant Director: Registration Services – asdreg@westcol.co.za
- For Assistant Director: Project Management – asdpm@westcol.co.za
- For Senior Risk and Fraud Prevention Officer - snrrisk@westcol.co.za
- For PL1 Lecturer: Business Studies (New Venture and Business Creation) – new-vncv@westcol.co.za
- For PL1 Lecturer: Business Studies (Mathematical Literacy) – mlitncv@westcol.co.za

CLOSING DATE: FRIDAY, 19 SEPTEMBER 2025 AT 12:00

N.B

1. Foreign qualifications must be accompanied by a SAQA evaluation report.
2. Applicants should ensure that the **NEW Z83 Form** is fully completed, failure to do so will result in the application being rejected.
3. Candidates who have acted on higher positions are requested to submit their acting appointment letters covering the entire duration of their acting period.
4. A complete set of documents should be submitted separately for each post you are applying for and ensure that a correct reference number is clearly stated on your application.
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: Ms Mandisa Hlatshwayo (HR Manager) or Mr Peter Motai (Chief Personnel Officer) at (011) 692 4004 Ext: **1010/1061/1062**.