



POST: PL1 LECTURER: NCV STUDIES

TYPE: PERMANENT (PERSAL APPOINTMENT)

SALARY: R270 498 (REQV13) OR R351 972 (REQV14) per annum plus benefits

POST DESCRIPTION	MATHEMATICS AND MATHEMATICAL LITERACY LEVEL 2 - 4
CENTRE	RANDFONTEIN CAMPUS
REFERENCE NUMBER	MATHS/LIT/NCV/01
MINIMUM REQUIREMENTS	Matric/Grade12/NCV L4 Certificate plus a recognised 3-year National Diploma/Degree in Mathematics/ Mathematical Literacy or any other relevant qualification. Must have a professional qualification in Education, with Mathematics as a major subject, or relevant Professional Qualification in Education. Must be registered with the South African Council for Educators (SACE). Must be computer literate (MS Word, Excel, PowerPoint, Outlook and Internet). 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.

College Council

Ms S Xaba (Chairperson and External member), Advocate K Maja (Vice chairperson and External member) Dr S Xakaza-Kumalo (External member), Professor N Ngwenya (External member), Ms P Mokwena (External member), Mr E Khambule (External member), Mr T Mmotla (External member), Mr R Skosana (External member), Mr G Mogaladi (External member), Ms E Magasane-Lefakane (External member) Mr JT Ngcobo (Principal), Mr G Ndou (Academic Board Representative), Mr S Ngcaku (Support Staff Representative), Mr KN Mere (Academic Staff Representative), and SRC Representatives.



POST: PL1 – LECTURER (NCV)
TYPE: PERMANENT (PERSAL APPOINTMENT)
SALARY: R270 498 (REQV13) OR R351 972 (REQV14)

POST DESCRIPTION	ENGLISH FAL, LIFE SKILLS AND COMPUTER LITERACY
CENTRE	KRUGERSDORP WEST
REFERENCE NUMBER	ENG/LIFE/COMPUTER/KW/02
MINIMUM REQUIREMENTS	Matric/Grade 12/NCV L4 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.
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

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	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.



College Council

POST: PL2 – EDUCATION SPECIALIST: BUSINESS STUDIES NATED & NCV

TYPE: PERMANENT (PERSAL APPOINTMENT)

SALARY: R435 240 per annum plus benefits

POST DESCRIPTION	EDUCATION SPECIALIST (PL2)
CENTRE	KRUGERSDORP CENTRAL
REFERENCE NUMBER	EDUC/SPEC/KC/03
MINIMUM REQUIREMENTS	<p>Matric/Grade12/NCV L4 Certificate plus a recognised 3-year National Diploma/Degree in Education or, relevant Professional Qualification with Computer as a Major subject.</p> <p>The candidate must be able to teach a combination of Computer Practice/ Information Processing N4-N6 and Life skills/ Office Data Processing L2-L4.</p> <p>Must be registered with the South African Council for Educators (SACE).</p> <p>Must have 3 years relevant work experience of actual lecturing in the TVET College or another recognised Higher Learning Institution.</p> <p>Must be computer literate (MS Word, Excel, PowerPoint, Outlook and Internet).</p> <p>A valid driver's license will be an added advantage.</p>
COMPETENCIES, KNOWLEDGE, AND SKILLS	<p>Must have knowledge and understanding of the policies and regulations governing the TVET Sector.</p> <p>Must have knowledge and understanding of the National Examination policies and guidelines.</p> <p>Must have a thorough knowledge and understanding of all teaching and learning policies and guidelines.</p> <p>Must understand the functioning of NCV, Report 191, Occupational Programmes and working with SETAs and other stakeholders.</p>

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	<p>Must have excellent communication, problem solving, analytical, client orientated, team leadership, project and people management skills.</p> <p>Must be able to effectively and efficiently function independently and in a team.</p>
DUTIES	<p>Manage and coordinate students, lecturers and administrative processes within the division.</p> <p>Manage and coordinate teaching and learning to ensure the implementation of the curriculum as required by the legislation.</p> <p>Ensure effective and efficient utilisation of resources in the division and the campus.</p> <p>Manage and coordinate all academic activities within the division, including the management of timetables, attendance, staff allocation, ordering of textbooks, monitoring and evaluation of curriculum delivery.</p> <p>Provide academic support to lecturing staff and students.</p> <p>Keep the management abreast of all aspects of academic services and administration in the division.</p> <p>Prepare and manage work plans and report on all activities in the division.</p> <p>Manage and coordinate assessment and examination processes in the division, including development of question papers, timeous marking of scripts and the recording of results.</p> <p>Preparation of ICASS activities and verification of student marks.</p>

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Plan and implement quality assurance in the division,
including IQMS



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POST: STATE ACCOUNT: PAYROLL/FINANCIAL ACCOUNTING

TYPE: PERMANENT (PERSAL APPOINTMENT)

SALARY: R325 101 per annum plus benefits

POST DESCRIPTION	STATE ACCOUNTANT: Payroll/ Financial Accounting
CAMPUS	WESTERN TVET COLLEGE – CORPORATE OFFICE
REFERENCE NUMBER	CORP/SA/04
MINIMUM REQUIREMENTS	<p>Matric/Grade12 or NCV L4 certificate plus a recognised 3-year National Diploma or Degree in Accounting/ Financial Management/ Cost and Management Accounting (NQF level 6/7) as recognised by SAQA or relevant qualification. 2-3 years experience in financial environment</p> <p><u>Added advantage</u></p> <p>BAS and PERSAL certificate and Driver’s license</p>
COMPETENCIES, KNOWLEDGE, AND SKILLS	<p>Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial information</p> <p>Basic knowledge of the Public Service financial legislation, procedures and National Treasury Regulations (PFMA, DORA, PSA, PSR,).</p> <p>Knowledge of any basic financial operating systems (e.g.Pastel, PERSAL, BAS, LOGIS etc. Competencies, Knowledge and Skills: Must be computer literate (MS Word, Excel, PowerPoint, Outlook and Internet). Must have a valid driver’s license. Should have good numeracy, accuracy, report writing, problem-solving, planning, organising, team leadership and communication skills. Competencies, Knowledge and Skills:</p> <p>Computer skills, Planning and organizing, Language (Good verbal and written communication), basic numeracy skills, ability to perform routine tasks, ability to utilise computer equipment, flexibility, interpersonal relations, accuracy, aptitudes of figures</p>
DUTIES	<p>Implement Budget Control and expenditure</p> <p>Assist with budget control overspending in the institution</p> <p>verify and validate information collected from budget holders.</p>

College Council

compare and verify the comparison of expenditure against the budget.

identify variances and verify the identification of variances.

verify the capturing, allocations virements on budgets.

Provide support in terms of Accounts Control

Correct errors to ensure that the amounts in the Pastel accounting system are accurate, valid and complete.

verify and reconcile key general ledger accounts on Pastel.

Provide support on Income and Expenditure Management

prepare bank reconciliation where required.

Ensure that salaries control and related are reconciled and cleared monthly

Ensure that debit orders are valid, accurate and complete.

Assist with any ad hoc and other requests within the Finance division.

Prepare monthly income and expenditure reports for management and council committees.

Gather and summarize financial data and compile financial reports

prepare and reconcile monthly creditors

Monitor creditors age analysis

Assist with key lead schedules for the annual financial audit and respond to audit queries.

Monitor Tax Administration and Reconciliation

Process all monthly salaries and ensure processed correctly.

Monitor employee tax deductions and prepare payment packs for third party deductions.

manage requests and processing of tax directives where necessary. Oversee the distribution, management and control of IRP5/IT3(A) Certificates.

Manage the correction and submission of IRP5 certificates.

Prepare monthly payroll reconciliations

Ensure all salary monthly debit orders and deductions are valid

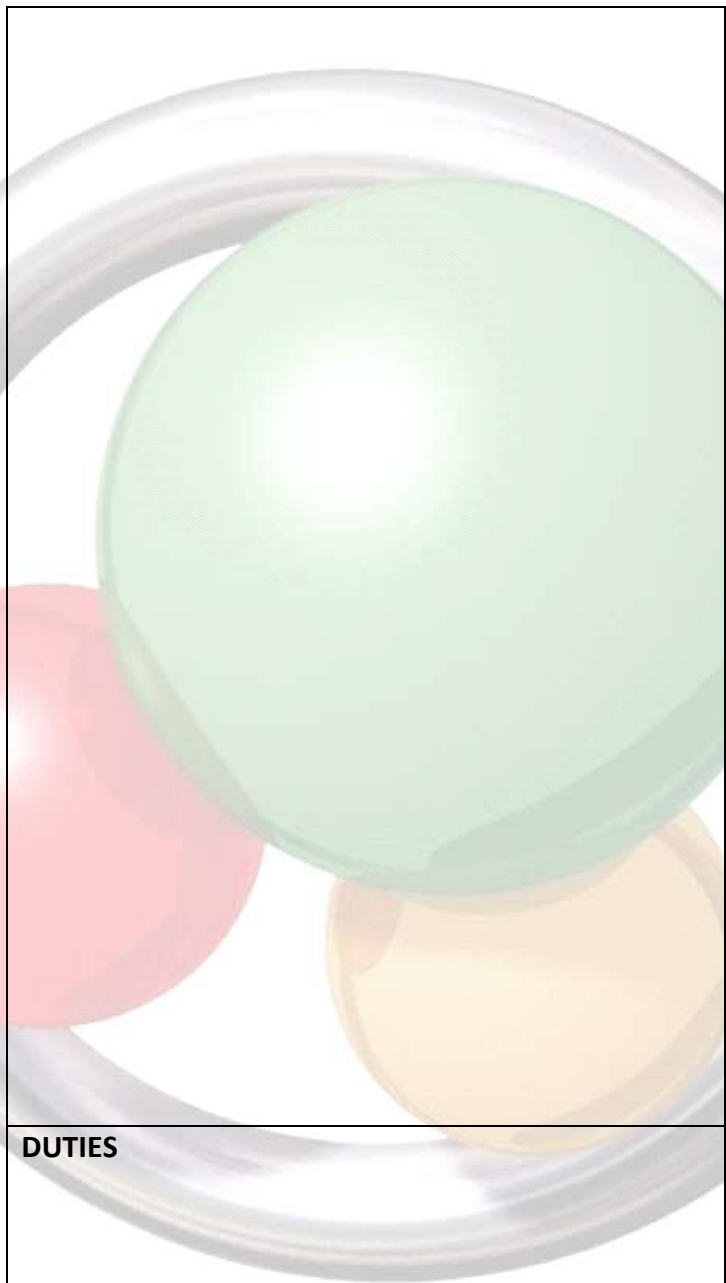
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POST: SENIOR STUDENT SUPPORT OFFICER
TYPE: PERMANENT (PERSAL APPOINTMENT)
SALARY: R397 116 per annum plus benefits

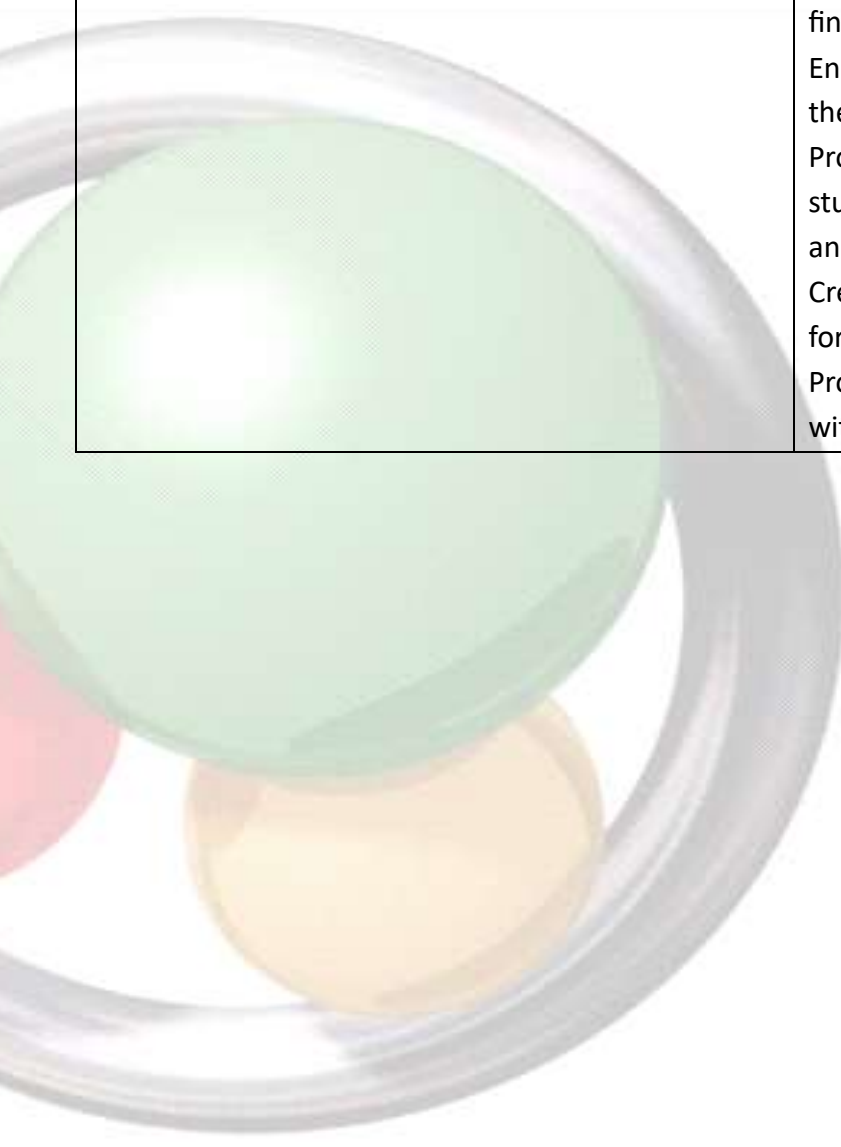
POST DESCRIPTION	SENIOR STUDENT SUPPORT OFFICER: STUDENT SUPPORT SERVICES
CENTRE	CORPORATE OFFICE
REFERENCE NUMBER	CORP/SSO/05
MINIMUM REQUIREMENTS	Minimum Requirements: Grade 12 / Matric / Level 4 Certificate. A Bachelor Degree in Psychology / Bachelor of Arts in Social Work or equivalent qualification. 3-5 years relevant work experience in Student support administration/Teaching and Learning environment or related field. Supervisory experience will be an added advantage. Must have a valid drivers license . Must be computer literate (MS Word, Excel, PowerPoint, Publisher, Outlook and Internet).
COMPETENCIES, KNOWLEDGE, AND SKILLS	<p>Knowledge of PSET and CET Act.</p> <p>Knowledge and understanding of Student Support Services Framework.</p> <p>Knowledge of career guidance and extra-curricular activities.</p> <p>Should have good communication, administrative, report writing, problem solving, people management, presentation, project management, team leadership, planning and organising skills.</p> <p>Knowledge of Ethical regulatory and legislative framework, Public Service Regulations, Public Service Act, National Student Financial Aid Scheme and other related legislation</p> <p>Knowledge and understanding of Student Support Services Act</p>

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	<p>Knowledge and understanding of electoral processes</p> <p>Knowledge of Teaching and Learning.</p> <p>Knowledge of Skills Development Act, Public Service Regulations and Public Service Act, Labour Relations Act.</p> <p>Knowledge of the National Student Financial Aid Scheme and related legislation</p> <p>Knowledge of the Public TVET sector and its regulatory and legislative framework.</p> <p>Knowledge of the Ethical regulatory and legislative framework.</p> <p>Knowledge and understanding of the PSET sector.</p> <p>Knowledge of Education Act. Administrative Planning and organizing</p> <p>Financial management</p> <p>Report writing</p> <p>Communication and interpersonal</p> <p>Problem solving</p> <p>Computer literacy</p> <p>Analytical</p> <p>Client oriented</p> <p>Project management</p> <p>Team leadership</p> <p>People management</p>
<p>DUTIES</p>	<p>Ensure the provisioning of Pre Entry, On Course and Exit Support for students</p> <p>Ensure the provisioning of career guidance, placement assessment for students</p> <p>Ensure the provisioning of student counselling and academic support</p> <p>Facilitate student governance and student leadership development and exit support programme</p> <p>Ensure the overall supervision and implementation of student work placement and Work Integrated Learning (WIL) policies.</p> <p>Ensure the overall supervision and facilitation of student governance, student leadership development and exit support programmes.</p>

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Ensure the overall supervision and implementation of sport, recreation, arts and culture

Ensure the management of human, physical and financial resources

Ensure the provision of health and wellness for the College

Provide structured exit support to assist students with career placement, further studies, and transition into the workforce

Create an alumni database to track and engage former students at the college.

Provision of administrative support and comply with DHET and College Policies and Procedure.



College Council

POST: CLEANERS (X2)
TYPE: PERMANENT (PERSAL APPOINTMENT)
SALARY: R138 486 per annum plus benefits

CORPORATE OFFICE (Number of posts)	1
KRUGERSDORP CENTRAL (Number of posts)	1

POST DESCRIPTION	<ul style="list-style-type: none"> CLEANER: CORPORATE OFFICE CLEANER: KRUGERSDORP CENTRAL
CENTRES	<ul style="list-style-type: none"> CORPORATE OFFICE KRUGERSDORP CENTRAL
REFERENCE NUMBERS	<ul style="list-style-type: none"> CORP/CLEANER/06 KC/CLEANER/07
MINIMUM REQUIREMENTS	Grade 10 or ABET Level 4.
COMPETENCIES, KNOWLEDGE, AND SKILLS	<p>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.</p>
DUTIES	<p>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.</p>

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**

College Council



of the interview following communication from the HR Office. **NB Please ensure that the Z83 form is completed in full. Incomplete Z83 will be disqualified.**

TO APPLY: Applications may be hand delivered **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 address to send job application for the position that you are applying for: recruitment2025@westcol.co.za in a pdf format and as one attachment. Please indicate the relevant reference number and job title on the subject line.

CLOSING DATE: FRIDAY, 24 OCTOBER 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**.

College Council