



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

POST: ADMIN CLERKS: ADMINISTRATION SERVICES (SALARY LEVEL 5) X 3

SALARY: R228 321.00 per annum plus benefits

NUMBER OF POSITIONS	CAMPUS	REFERENCE NUMBERS
1	CARLETONVILLE	CV/ADMIN/CLERK/01
1	RANDFONTEIN	RFT/ADMIN/CLERK/02
1	KRUGERSDORP WEST	KDW/ADMIN/CLERK/03

POST DESCRIPTION	PERMANENT (PERSAL APPOINTMENT)
MINIMUM REQUIREMENTS	Matric/Grade12/ Level 4 Certificate plus a recognised 3-year National Diploma/Degree in Public administration/ Management Assistant/office Management and Technology or any other relevant qualification. Minimum of 2 years experience in administration.Relevant work experience in typing/secretary. Must be computer literate (MS Word, Excel, PowerPoint, Outlook and Internet). A valid driver's license will be an added advantage. Must be computer literate.
COMPETENCIES, KNOWLEDGE, AND SKILLS	Must have knowledge and understanding of the registration processes and procedure. Ability to communicate well with people at different levels and backgrounds. Must have knowledge of switchboard operation. Must have good telephone etiquette. Ability to capture data. Should have sound organisational skills, planning, organising, communication, customer services and report writing skills. High level of integrity and loyalty. A valid driver's license will be an added advantage.
DUTIES	Administer and assist with student registration processes in line with the college's Standard Operating Procedures (SOPs). Capture and verify student information on the BMS system, print and distribute control lists and class registers. Verify data before submission to the Department of Higher Education and Training (DHET). Screen and process online applications. Attend to student and public enquiries. Operate the campus switchboard and direct calls appropriately. Capture student marks and absenteeism accurately. Maintain updated student academic records and ensure all information is securely stored and accessible when required. Capturing and administration of requisition forms, receive goods and services, verify deliveries against relevant documents, and follow up on outstanding orders. Ensure proper documentation and filing for all procurement-related transactions at campus level. Provide administrative support services (application of college bursaries) to the campus management team.

POST: ADMINISTRATIVE CLERK: FINANCE (SALARY LEVEL 5)

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

DURATION: 1 Year (Fixed-Term Contract)

POST DESCRIPTION	CONTRACT (COLLEGE COUNCIL APPOINTMENT)
CENTRE	CORPORATE OFFICE
DURATION	1 YEAR
REFERENCE NUMBER	CARL/FINANCE/04
MINIMUM REQUIREMENTS	Matric/grade 12 certificate including recognised 3-year National Diploma or Degree in Finance/financial Accounting/Cost and Management Accounting/Internal Auditing. A minimum of 1 to 2 years relevant experience in a finance environment. Must be computer literate.
COMPETENCIES, KNOWLEDGE, AND SKILLS	Must have basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge of (PFMA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operation, ability to perform adequately and methodically under pressure. Knowledge of COLTECH, SAGE evolution and other relevant business information management systems. Should have good administrative, basic numeracy, accuracy, people management, communication, problem solving, planning, and organising skills.
DUTIES	Render financial accounting transactions. Receive invoices, check correctness, verification, and approval. Process invoices (capture payments). Perform salary administration support services. Perform bookkeeping support services. Capture all financial transactions and clear suspense accounts. Provide support in the administration of debtors and creditors. Process electronic banking transactions and compile journals. Render budget support services. Assist in administration and controlling of petrol cards and college car bookings. Assist with the coordination of bursary allocations. Performing bank reconciliations. Administer the ordering of stationery and textbooks to students. Record issued stock. Administer asset management services. Assist with managing of all asset movement within the College. Capturing and recording of all physical (movable and immovable) assets in the physical asset management registers.





POST: LECTURER (PL1): ELECTRICAL ENGINEERING STUDIES (N4 – N6)

SALARY: REQV13: R270 498.00 per annum plus benefits

REQV14: R351 972.00 per annum plus benefits

POST DESCRIPTION	PERAMANENT (PERSAL APPOINTMENT)
CENTRE	WESTONARIA
REFERENCE NUMBER	WESTONARIA/ELEC/PL1/05
MINIMUM REQUIREMENTS	<p>Matric/Grade12 Certificate plus a recognised 3-year National Diploma/Degree in Education or equivalent, relevant Professional Qualification in Education. Must have Electrical Trade certificate</p> <p>Must be registered with the South African Council for Educators (SACE). Must be computer literate (MS Word, Excel, Powerpoint, Outlook and Internet). Must be able to teach Electrical Engineering subjects N4 to N6. Online teaching experience will be an added advantage. A valid driver's license will be an added advantage. Must have knowledge and understanding of all the policies and regulations governing the TVET Sector. Must have knowledge and understanding of the National Examination policies and guidelines. Must have an understanding of the functioning of NCV programmes. Must be able to function independently effectively and efficiently and in a team. Must have good communication, problem solving, time management, teaching, and assessment skills.</p>
COMPETENCIES, KNOWLEDGE, AND SKILLS	<p>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 and Electrical workshop management. Recording and analysing data. Knowledge of digital learning. Knowledge of relevant prescripts, legislation and policies governing the TVET Sector. Assessor and Moderator certificate will be an added advantage.</p>
DUTIES	<p>Planning and implementation of the subject related plan according to the programme. Deliver quality service to students. Conduct classroom management according to the official syllabus, 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 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.</p>



POST: STUDENT SUPPORT LIAISON OFFICERS (SALARY LEVEL 7) X 2

SALARY: R325 101.00 per annum plus benefits

NUMBER OF POSITIONS	CAMPUS	REFERENCE NUMBERS
1	RANDFONTEIN	RFT/SSLO/06
1	WESTONARIA	WESTONARIA/SSLO/07

POST DESCRIPTION	PERMANENT (PERSAL APPOINTMENT)
MINIMUM REQUIREMENTS	Matric/Grade 12 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 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.
COMPETENCIES, KNOWLEDGE, AND SKILLS	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.
DUTIES	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 programmes. 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 desk. Implement the sport, recreation, arts, and culture programs for student in the Campus. Implement the disability desk. forge partnerships wit different stakeholders. Facilitate student governance and student leadership development and exit support programmes. Implement the tracking program for the students.



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. Please take note that shortlisted candidates may be subjected to competency assessment.**

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 Admin Clerks: Administration Services – adminclerks2025@westcol.co.za
- For Admin Clerk: Finance – adminfinance2025@westcol.co.za
- For PL1- Electrical Engineering Lecturer - eleclecturer2025@westcol.co.za
- For Student Support Liaison Officer: Student Support Services – sslo2025@westcol.co.za

CLOSING DATE: FRIDAY, 28 NOVEMBER 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: Mr Peter Motai (Chief Personnel Officer) at (011) 692 4004 Ext: **1010/1061/1062**.