

<b><u>NOTE</u></b>	:	Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the most recent Z83 application for employment from issued by Minister for the Public Service and Administration in line with Regulation 10 of Public Services Regulation ,2016 and a detailed Curriculum Vitae, failure to do so will result in disqualification. The successful candidate will be required to enter into a contract of employment and a performance agreement. The candidate will be subjected to a security clearance and verification of qualifications. The candidate will have to disclose his/her financial interest. The department is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity: (race, gender and disability) in the Department through the filling of posts.
<b><u>CLOSING DATE</u></b>	:	03 December 2025
<b><u>POST 42/59</u></b>	:	<b><u>SENIOR ADMINISTRATION OFFICER: ASSETS REF NO: NCUTVET/DHET 2025/12</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R397 116 per annum (Level 08) Kimberley (Northern Cape Urban TVET College) Recognised three (3) National Diploma (NQF level 6) /Assets Management/ in Public Services, Financial Management or relevant equivalent qualification. 3-5 years working experience in assets environment or management of resources. Ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Demonstrate a sound understanding of the PFMA; Treasury regulations; PPFA, Supply Chain Management guidelines and other related prescripts. Knowledge of the Public sector procurement process, rules and regulations.
<b><u>DUTIES</u></b>	:	The incumbent is responsible: To ensure the safekeeping of the assets within the College. Regular spot check on manual and electronic registers/filling assets. Verify the asset to be disposed. Ensure that all the assets are captured on system. Ensure that storage according to the status of the Asset (obsolete/redundant. Ensure that both obsolete and redundant asset inventory sheet is up to date. Prepare reports on a monthly and yearly basis for all obsolete and redundant assets. Perform physical verification of all sites assets (office inspection). Conduct asset counts/verifications on a bi - annual y. Administer the bi - annual asset counts/verifications of all assets. Ensure all records are up to date and correct for financial purpose and audit. Ensure that movement form is approved before movement done. Prepare reports/statistics on movements done as required. Fleet administration and coordination.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	A Mhlauli - HR Unit Tel No: (053) 839 2099/053 839 2074 Please forward your application, Quoting the Reference Number and the position you applying for to: The HR Department, Northern Cape TVET College, Private Bag X5031, Kimberley, 8300 or email to Recruitment@ncutvet.edu.za or hand deliver to HR Department at 39 Long Street Kimberley
<b><u>NOTE</u></b>	:	Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the most recent Z83 application for employment from issued by Minister for the Public Service and Administration in line with Regulation 10 of Public Services Regulation, 2016 and a detailed Curriculum Vitae, failure to do so will result in disqualification. The successful candidate will be required to enter into a contract of employment and a performance agreement. The candidate will be subjected to a security clearance and verification of qualifications. The candidate will have to disclose his/her financial interest. The department is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity: (race, gender and disability) in the Department through the filling of posts.
<b><u>CLOSING DATE</u></b>	:	03 December 2025
<b><u>POST 42/60</u></b>	:	<b><u>CAMPUS ADMINISTRATOR REF NO: MALUTITVET/KCA-017/2025</u></b> College Council Appointment: 12 Months Contract
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R325 101 per annum (Level 07) Kwetlisong Campus Recognised National Diploma (NQF 6) in Office Management and Technology/Public Management or equivalent qualification. 2-3 years relevant

## **DUTIES**

experience in Administration environment. Competencies and Attributes: Knowledge of office administration. Knowledge of Public Service legislations and policies. Knowledge of Public Service legislations and policies. Knowledge of PSET. Knowledge and understanding of the TVET/ CET Administration. Understanding of the Higher Education sector. Understanding of corporate governance. Understanding Cost center budgetary, expenditure and cash flow management. Employment Equity Act, Public Service Regulations and Public Service Act, Labour Relations Act and any other related legislation.

Render administrative support services. Draw up a campus enrolment plan for both NCV and report 191. Gather departmental information and compile a report for A-TEAM and Campus Management. Prepare reports, presentations, and other correspondence. Arrange meetings, conferences, workshops and other gatherings as required. Provide other secretarial support services to campus management. Administer and coordinate human resource services. Coordinate Leave forms and submit to central office. Coordinate PMDS documents and submit to central office. Coordinate all relevant documentation pertaining to disciplinary cases and grievances. Follow up and resolve all human resource administration queries and issues emanating from campus staff. Maintain human resource records administration. Monitor the attendance register for staff. Coordinate the compilation of duty registers and payment for part-time lectures. Support the implementation college staff wellness programme at campus level. Provide procurement services. Recommend purchase requisitions to Campus Manager. Draft procurement memo. Draft procurement memo. Complete requisition form. Receive goods and services. Coordinate and submit invoices to central office for processing. Verify the correctness of goods and services supplied against the appropriate documentation. Follow-up on campus requisitions made. Maintain a proper filing system. Maintain files for all campus staff. Filing of all relevant documentation according to QMS requirements and national achieve Act. Keep record of postage received from central office and ensure that the distribution is done accordingly and register is kept by the relevant official. Administer student registration and examination process. Assist in the registration of students. Store student portfolios of evidence and student records. Scan documents of students. Capture and reconcile information for students. Ensure data exceptions and corrections. Process the details of applications for programmes and credits. Coordinate the student registration process. Coordinate the examination process.

## **ENQUIRIES APPLICATIONS**

Ms T Mathipe Tel No: (058) 303 1732

All applications should be posted or hand delivered to Human Resource Management: Maluti TVET College, Corporate Office, Private Bag X33, Bethlehem, 9700 or hand delivered at Maluti TVET College: Corporate Office, Corner High & Broster Street, Bethlehem, 9700. Email applications can be forwarded to [hrrcruitment@malutitvet.co.za](mailto:hrrcruitment@malutitvet.co.za) in pdf format and as one attachment. Indicate the relevant reference number and job title on the subject line.

## **NOTE**

Applications quoting the relevant reference number must be submitted on a Z83 form (effective from 01 January 2021) obtainable from any Public Service department as well as Maluti TVET College Corporate Office or from Maluti TVET College Official website [www.malutitvet.co.za](http://www.malutitvet.co.za). The Z83 form must be signed, initialed and dated. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83 it is acceptable for applicants to indicate refer to CV or see attached. However, the question related to conditions that prevent re-appointment under Part "F" must be answered. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed Z83 form and a detailed curriculum vitae. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from HR. Foreign qualifications must be accompanied by a SAQA evaluation report. Immigrants should apply for work permits before assumption of duty. Each post(s) advert must be accompanied by its own application for employment. Applicants who do not comply with the abovementioned instructions/ requirements, as well as applications received late will not be considered. Failure to submit all the requested documents will result in the application not being considered. Maluti TVET College is an equal opportunity affirmative action employer. Preference will be given to Indians and Coloured as per the EE targets of the College. People with disability are encouraged to apply. It is the College's intention to promote equity (race,

gender and disability) through the filling of this posts. NB: Please consider your application as unsuccessful should you not be contacted within 60 days from the closing date of this advertisement. Correspondence will be limited to shortlisted candidates only. All shortlisted candidates will be subjected to a skills/knowledge/competence exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Successful candidates may be required to work at other places as may reasonably be required by the Department and the College. Maluti TVET College reserves the right to withdraw any of the mentioned advert.

<b><u>CLOSING DATE</u></b>	:	05 December 2025 @13:00
<b><u>POST 42/61</u></b>	:	<b><u>STUDENT ACADEMIC SUPPORT OFFICER REF NO: NCUTVET/DHET 2025/13</u></b>
<b><u>SALARY</u></b>	:	R325 101 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Kimberley (Northern Cape Urban TVET College)
<b><u>REQUIREMENTS</u></b>	:	An appropriate recognised National Diploma (NQF 6) in Education, Psychology Social Science or relevant equivalent qualification. 2-3 years in Student Support Administration Education/Teaching and Learning environment or related field. Computer literacy in in the Microsoft suite. A valid driver's license is a prerequisite. Good verbal and written communication skills, including presentation and report writing-skills. Knowledge of White Paper on PSET Act. Knowledge of PSET and CET Act. Knowledge and understanding of Student Support Services Act. Knowledge and understanding of electoral processes.
<b><u>DUTIES</u></b>	:	The incumbent will be responsible for: Provide student support services. Provide student counselling or referral services. Implement student work placement and Work Integrated Learning (WIL) policies. Provide career guidance, counselling and academic support for students. Implement the sport, recreation, arts and culture programs for student in the campus. Facilitate student governance and student leadership development and exit support programme.
<b><u>ENQUIRIES</u></b>	:	A Mhlauli - HR Unit Tel No: (053) 839 2099/053 839 2074
<b><u>APPLICATIONS</u></b>	:	Please forward your application, Quoting the Reference Number and the position you applying for to: The HR Department, Northern Cape TVET College, Private Bag X5031, Kimberley, 8300 or email to Recruitment@ncutvet.edu.za or hand deliver to HR Department at 39 Long Street, Kimberley
<b><u>NOTE</u></b>	:	Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the most recent Z83 application for employment from issued by Minister for the Public Service and Administration in line with Regulation 10 of Public Services Regulation ,2016 and a detailed Curriculum Vitae, failure to do so will result in disqualification. The successful candidate will be required to enter into a contract of employment and a performance agreement. The candidate will be subjected to a security clearance and verification of qualifications. The candidate will have to disclose his/her financial interest. The department is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity: (race, gender and disability) in the Department through the filling of posts.
<b><u>CLOSING DATE</u></b>	:	03 December 2025
<b><u>POST 42/62</u></b>	:	<b><u>PRACTITIONER: EMPLOYEE HEALTH AND WELLNESS REF NO: NCUTVET/DHET 2025/14</u></b>
<b><u>SALARY</u></b>	:	R325 101 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Kimberley (Northern Cape Urban TVET College)
<b><u>REQUIREMENTS</u></b>	:	An appropriate Bachelor's Degree (NQF 7) in Psychology / BA. Social Work (Major in Psychology) or Sports Science, or relevant equivalent qualification and 2-3 years' experience in Employee Health and Wellness environment or related field. Computer literacy in in the Microsoft suite and a valid driver's license is a prerequisite. Good verbal and written communication skills, including presentation and report writing-skills. Knowledge of Basic knowledge of Health and Wellness policies, processes and systems.