



## higher education & training

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA

Corporate Office  
40 Cnr High & Broster Street  
Private Bag X33  
Bethlehem  
9700  
Tel: 058 303 1732  
Fax: 058 303 1748  
officeman.corp@malutitvet.co.za



### APPLICATIONS ARE INVITED FROM SUITABLY QUALIFIED CANDIDATES FOR THE FOLLOWING TEMPORARY POST AT MALUTI TVET COLLEGE:

POSITION	: LECTURER
POST LEVEL	: PL1
PROGRAMME	: OFFICE ADMINISTRATION
SALARY	: R351 972.00 P/A
REFERENCE	: MFC/001/OA/2025
COLLEGE APPOINTMENT	: 6 MONTHS CONTRACT

### MINIMUM REQUIREMENTS

- ❖ National Senior Certificate/Grade 12/Standard 10 /NCV Level 4.
- ❖ 3 years National Diploma/ Degree in Administration or Related Field.
- ❖ A recognised Teacher's qualification.
- ❖ Knowledge in specified area(s).
- ❖ Valid SACE Registration.

### RECOMMENDATIONS

- ❖ Qualified Assessor.
- ❖ Qualified Moderator.
- ❖ TVET Sector Knowledge.
- ❖ Unendorsed valid driver's license.
- ❖ Computer Literacy (MS Word, MS Excel, MS Power Point).
- ❖ Knowledge of the relevant legislative policies that governs the public TVET Colleges.
- ❖ Sound knowledge of DHET policies pertinent to teaching and learning.

### CORE DUTIES

- ❖ Planning and organisation of lessons in the above subject areas.
- ❖ Teaching and learning delivery.
- ❖ Conduct assessments and moderation.
- ❖ Handle all student related administrative duties.
- ❖ Compile PoA's, subject files & Student portfolio of evidence.
- ❖ Examination invigilation.
- ❖ Any other reasonable ADHOC duties allocated to the staff member.

Applications must be submitted on a new 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. With regards to completion of the Z83 form, Part A, C and D must be fully completed. Part B, all fields must be completed in full except Passport number: South African applicants need not provide passport numbers, an applicant has responded “no” to the question “Are you conducting business with the state? If yes, (provide the details)”, then it is acceptable for an applicant to indicate not applicable or leave blank to the question, “In the event that you are employed in the Public Service, will you immediately relinquish such business interests?”. “If your profession or occupation requires official registration, provide date and particulars of registration” – May be completed if your profession requires registration. The questions related to conditions that prevent re-appointment under part F must be answered. Applicants are required to submit the completed Z83 form, a detailed curriculum vitae accompanied by copies of formal qualifications, copies of academic transcripts, copy of unendorsed valid driver’s license (where applicable), copy of ID (both sides if it is a smart card ID) and any other relevant documents. Required documents need not be certified when applying for post, 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. Maluti TVET College is an equal opportunity affirmative action employer. Preference will be given to Indians, Coloured males and females as per the EE targets of the College. It is the College’s intention to promote equity (race, gender and disability) through the filling of this post.

**NB: Please consider your application as unsuccessful should you not be contacted within 60 days from the closing date of this advertisement. Correspondance will be limited to shortlisted candidates only. Shortlisted candidates will be subjected to security screening. 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 the mentioned advert. Applicants who previously applied need not re-apply as their applications will be considered.**

**NO FAXED OR EMAILED APPLICATIONS WILL BE ACCEPTED**

**All applications should be posted or hand delivered to:**

**Human Resource Management  
Maluti TVET College: Corporate Office OR  
Private Bag X 33  
BETHLEHEM  
9700**

**Human Resource Management  
Maluti TVET College: Corporate Office  
Corner High & Broster Street  
BETHLEHEM  
9700**

**Enquiries: Mr Mokoena GD - Tel: 058 303 1732**



**Closing Date: 06 February 2026 @ 13:00**