



INTERNAL APPLICANTS ARE INVITED TO APPLY FOR THE FOLLOWING ACTING POST AT MALUTI TVET COLLEGE:

POSITION : ACTING CAMPUS MANAGER
POST LEVEL : PL5
COLLEGE APPOINTMENT : 6 MONTHS
CENTRE : MAIN CAMPUS
REFERENCE : MALUTITVET/MAIN-014/2026

POST REQUIREMENTS:

- ❖ National Senior Certificate/ Grade 12/ Standard 10, 3-year Recognized Bachelor's Degree National Diploma/qualification.
- ❖ A recognized professional teachers' qualification.
- ❖ Minimum of 7 years' experience in the TVET sector delivering Academic Programmes.
- ❖ A minimum of three years' experience at Senior Education Specialist Level.
- ❖ Extensive knowledge of the CET Act, PFMA, and all other related education and training legislation
- ❖ Extensive knowledge and understanding of the TVET sector
- ❖ Sound knowledge and experience of financial management, project management, and HR development strategies
- ❖ Strong interpersonal, communication, motivational, negotiation, and problem-solving skills
- ❖ Well-developed organisational planning and excellent management skills

RECOMMENDATIONS:

- ❖ Computer Literacy (MS Word, MS Excel, MS Power Point)
- ❖ Credit Bearing Assessor and Moderator Certificate
- ❖ Valid SACE registration
- ❖ Unendorsed Drivers Licence

CORE DUTIES:

- ❖ Lead and co-ordinate day-to-day management of campus activities
- ❖ Lead and support designated staff to ensure that learners' entitlements are achieved and improved
- ❖ Support and contribute to the implementation of the college's transformation policies and strategic plans
- ❖ Lead and coordinate the construction and development of the campus plan

- ❖ Promote the college's strategies for the development and effective use of information and learning technologies
- ❖ Maintain contact with parents, guardians, and sponsors concerning the behaviour and performance of learners
- ❖ Develop strong, vibrant relationships with social, sporting, and community organisations
- ❖ Provide relevant and timely management of information
- ❖ Contribute to the audit review and monitoring process related to corporate objectives
- ❖ Manage facilities and infrastructure and learner support services and network with industries
- ❖ Be accountable for institutional quality assurance at campus level
- ❖ Manage curriculum implementation and academic support
- ❖ To ensure outstanding service delivery and a positive academic and campus experience for the students.
- ❖ To compile and oversee the implementation of the teaching and learning plan.
- ❖ To oversee the delivery of quality teaching and learning across all programs at the campus.
- ❖ To provide lecturer development support at regular basis.
- ❖ To develop, implement, and monitor academic and curriculum policies to ensure compliance.
- ❖ Support implementation of new programmes, qualifications, and curriculum.
- ❖ Coordinate implementation of the TVET Instruction - ICASS guidelines for Report 191 and NC(V).
- ❖ To oversee the admission processes to ensure that campus targets are met
- ❖ To analyse the assessments and examination results and oversee the implementation of intervention plans for critical subjects.
- ❖ To plan and carry out class visits for the purpose of lecturer development and support.
- ❖ Coordinate provision of learner material, equipment, consumables and other resources required for teaching and learning.
- ❖ To manage human, financial and other relevant resources of the campus.
- ❖ Provide required support to college executive and oversight bodies.

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.malutivet.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 and certified copies (not older than 6 months) of ID (both sides if it is a smart card ID), academic certificates and any other relevant documents. Foreign qualifications must be accompanied by a SAQA evaluation report.

Maluti TVET College is an equal opportunity affirmative action employer. The Employment Equity plan of the College shall inform the employment decision. It is the College's intention to promote equity (race, gender and disability) through the filling of this post.

NB: An employee's last performance cycle score over a maximum period of twelve (12) months preceding the acting appointment will be taken into account. Correspondance will be limited to shortlisted candidates only. Maluti TVET College reserves the right to withdraw the mentioned advert.

NB: The position is for internal applicants only. The College reserves the right not to appoint.

NO FAXED, EMAILED OR POSTED APPLICATIONS WILL BE ACCEPTED

All applications should be hand delivered to:

**Mr GD Mokoena
Maluti TVET College
Corporate Office**

Enquiries: 058 303 1732

Closing Date: 17 April 2026

