



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



SOUTH WEST GAUTENG TECHNICAL AND VOCATIONAL™
EDUCATION AND TRAINING COLLEGE
EDUCATION OF DISTINCTION

Vacancies

The following vacancies currently exist at South West Gauteng TVET College, although the employer for staff members employed in these positions, will be the Department of Higher Education and Training.

All positions advertised, are for permanent appointment, **unless indicated otherwise**:

JOB TITLE: CAMPUS MANAGER (2 POSTS)
GRADE: DEPUTY CHIEF EDUCATION SPECIALIST PL5
REF NO: **MOL/CM/2025 AND RDPT/CM/2025**
SALARY SCALE: **R 599 247.00 pa**

Minimum appropriate qualification and training required:

- An undergraduate Qualification three or four years (RQV 13/14) professional teaching and /or industry related qualification coupled with PGCE as recognized by SAQA.
- SACE registration.
- Valid Driver's Licence

Appropriate period and type of experience required:

- 7 years teaching experience
- At least 2 years on PL3.

KNOWLEDGE:

- Knowledge and understanding of organizational culture and human behaviour.
- Strategic leadership, management
- Budgeting and monitoring of expenditure patterns
- Knowledge and understanding of relevant legislation
- Knowledge of Treasury Regulations and PFMA
- Management of resources and the college landscape
- Knowledge of policy development, interpretation and implementation
- Knowledge and understanding of the Human Resource, SSS, Finance, Assets, Management environment.
- A thorough knowledge of the Continuing Education and Training Act, 16 of 2006 as amended.
- Thorough knowledge and understanding of the relevant legislation related to NCV, Engineering/ Business Studies programmes across the College and the new TVET College landscape
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SKILLS

- Leadership and strategic thinking skills
- Project management skills
- Problem solving skills
- Numeracy skills
- Literacy skills
- Typing skills
- Analytical skills.
- Financial management skills
- Influencing skills
- Motivational skills
- Interpersonal skills
- Presentation and written communication skills
- Team Leadership skills
- Planning and organizing skills
- People Management skills
- Monitoring and evaluation
- Negotiation skills
- Computer skills
- Driving skills

VALUES AND ATTITUDES

- Professional
- Innovative
- Committed
- Loyal
- Integrity
- Transparent

RESPONSIBILITIES / KEY PERFORMANCE AREAS

- Manage curriculum implementation and academic support.
- Responsible for the overall management of the Campus.
- Responsible for the professional development of both academic and support staff members.
- Responsible for keeping complete accounting records of all assets and any other financial transactions of the Campus.
- Monitor and evaluate campus administration processes.
- Effective management of discipline and conflict management within the campus.
- Prepare management plan to achieve targets as well as the needs of clients, educators, students and others.
- Manage the implementation of the enrolment processes.
- Responsible for the effective and efficient utilisation of resources allocated to the campus.

- Assist with formulation, implementation and monitoring of policies and procedures to ensure effective and efficient management of the campus and the College as a whole.
- Responsible for the implementation of internal audit and risk management systems at the campus.
- Serves as an advisory to College Senior Management, College Council and its sub-Committees.
- Provide professional support to the College Council and its sub-Committees in respect of its functions i.e., Strategic Plan, etc.
- Plan and budget in terms of a medium-term expenditure and manage projects within the set budget.
- Play an active role in promoting extra and co-curricular activities on the Campus.
- Oversee all Student Support Services activities and the general welfare of the students.
- Keep abreast with the latest research in the field of education.
- Liaise with all College Stakeholders.
- Encourage and support initiatives with Universities, University of Technology and other agencies in relation to education and training.
- Responsible for segregation of duties for both academic and support staff equitably.

SENIOR LECTURERS / EDUCATION SPECIALISTS (PL2)

Roodepoort Campus: SL NCV Fundamental Studies English FAL

Reference: SL/RDPT/EFAL/2025 re advert

Salary scale: R412 551.00 pa

Requirements:

- ❖ Matric/NQF Level 4 Certificate plus a recognized National Diploma/Degree in Education and/or in the relevant field.
- ❖ In-depth knowledge of the subject programme or subjects (Attach transcript).
- ❖ SACE registration.
- ❖ Assessor/Moderator qualification will serve as an advantage.
- ❖ Knowledge of legislation governing the sector.
- ❖ At least 2 - 3 years' lecturing experience.
- ❖ Valid Driver's Licence

Duties:

- Manage enrolment in line targets within the section.
- Ensure effective curriculum delivery on different modes including blended learning.
- Develop and implement assessment plans in line with the division and campus plans.
- Monitoring of student and lecturer attendance, develop and implement strategies to improve attendance.
- Monitor and report on student and lecturer performance.
- Develop and implement an improvement plan to improve student performance.
- Supervise lecturers, conduct meetings, monitor lecturer performance, compile results analysis.
- Ensure that ICASS requirements and external examinations rules and regulations are complied with.
- Responsible for leave management of his/her section.
- Assist the HOD with administrative duties.

- Responsible for work allocation, time tabling and optimal utilization of staff with the section.
- Coordinate the work of subject committees and provide them with support.
- Compile quality reports and ensure that reports are submitted on time.
- Provide resources that support teaching and learning to staff members.
- Ensure that there is discipline amongst students and staff members.
- Be responsible for the effective functioning of the department and organize relevant curricular activities so as to ensure that the subject, learning area or phase and the education of the learners are promoted in a proper manner.
- Assist with planning and management of text books, equipment, etc.

Senior Human Resource Officer (Generalist): Salary Level 8

Reference: SHRO/HO/2025

Salary Scale: R376 413.00 pa

Minimum appropriate qualification and training required:

- Appropriate National Diploma (NQF 6) in Human Resource Management, Public Management.
- Valid Driver's License.

Appropriate period and type of experience required:

- 3-5 years in Human Resource Management environment or related field

KNOWLEDGE

Indicate the appropriate broad and specific knowledge required:

- Knowledge of HRM processes and practices
- Knowledge of PERSAL
- Personnel Administration Standards and CORE
- Public Service Regulations and PFMA
- Public Service Act
- Knowledge of Recruitment, Training, PMDS and IQMS procedures and processes
- Basic knowledge of Health and Wellness policies, processes and systems
- Knowledge and understanding of the TVET/ CET Administration
- Knowledge and understanding of the Higher Education sector

SKILLS

- Human Resource Administration and Development
- Investigations and negotiations
- Administrative
- Planning and organizing
- Financial management
- Report writing
- Communication and interpersonal
- Problem solving
- Computer literacy
- Analytical

- Client oriented
- Project management
- Team leadership
- People management
- Presentation skills

VALUES AND ATTITUDES

- Client service focus
- Integrity
- Committed
- Proactive
- Loyal
- Ethics

Supervise and administer conditions of service, remuneration of employees and Human Resource Records Management

- Administer Pension, Housing Allowance and Long Service benefits etc in accordance with the Regulator's Conditions of Service Policy.
- Ensure that new employees complete contract of employment.
- Administer employee leave.
- Ensure staff files are maintained (employment contracts, details, leave forms etc).
- Administer all termination requests.
- Administer the payroll for all employees and deal with all administration and queries relating to the Pension Fund and Medical Aid.
- Develop, review and ensure implementation of Records Management processes and systems.
- Ensure safekeeping of Human Resource Records.
- Administer all records required for auditing purposes.

Supervise and administer recruitment, selection processes and develop Human Resource Plan and Policies

- Receive request for advertisement of vacant posts in the College.
- Ensure preparations for interviews (arrangements of interviews such as dates, venues, and invitations to candidates).
- Compile reports for approval by Principal to appoint the suitable candidates on salary levels 2 to 8.
- Develop, implement the Employment Equity plan in the College and ensure compliance.
- Benchmark with Head Office and develop Human Resource Plan for the College.
- Conduct research and develop Human Resource strategies and policies.
- Establish Employment Equity Committee and report thereof

Supervise and implement Employee Health and Wellness Programmes in the College

- Promote work life balance for employees in each of the four life quadrants, namely: (work, family, friends and self).
- Organise College events in line with national events such as World AIDS Day, Candlelight Memorial, Cancer awareness etc.
- Promote the management of mental health and psychological illnesses interventions, stress management etc.
- Promote health and safety culture, and effective and efficient work performance
- Mainstream HIV & AIDS, TB and reduce the number of HIV infections through comprehensive HIV / STI prevention.
- Promote wellness College events (i.e. Wellness days, Sports Tournaments, etc.)
- Coordinate bereavements about College staff and their spouses and families

Supervise employees to ensure an effective financial accounting service. This would, inter alia, entail the following:

- General supervision of employees.
- Allocate duties and do quality control of the work delivered by supervisees.
- Advice and lead supervisees with regard to all aspects of the work.
- Manage performance, conduct and discipline of supervisees.
- Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively.
- Develop, implement and monitor work systems and processes to ensure efficient and effective functioning.

Bursary Clerk (Senior Admin Clerk) Salary Level 5

Reference Number: BUR/SAC/HO/2025

Salary Scale: R216 417.00

Minimum appropriate qualification and training required:

- Grade 12 / **(NQF Level 4)** Standard 10 or any relevant qualification.

Appropriate period and type of experience required:

0-1 year in related field

OBJECTIVES

- Assist with the coordination of bursary application processes
- Assist with coordinating and monitoring of financial aid processes
- Analyse NSFAS provisionally funded students
- Assist with the coordination of bursary allocations
- Assist with the coordination of providing feedback to students relating to the progress of the bursary process as communicated by NSFAS
- Assist in reporting on all bursary allocations and progress

KNOWLEDGE

Indicate the appropriate broad and specific knowledge required:

- Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics
- Basic knowledge of the Public Service financial legislations, procedures and Treasury Regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual).
- Knowledge of basic financial operating systems (uiITS etc.)

SKILLS

Indicate the appropriate skill and level required:

- Computer skills
- Planning and organizing
- Language
- Good verbal and written communication
- Basic numeracy skills
- Ability to perform routine tasks
- Ability to operate office equipment
- Flexibility
- Interpersonal Relations
- Accuracy
- Aptitudes of figures

VALUES

Indicate the appropriate values and attitudes required:

- Client service focus
- Integrity
- Committed
- Proactive
- Loyal
- Ethics

For any further information on the positions advertised, please refer to our website:
www.swgc.co.za

1. Applications should be sent to the Head Office and must be submitted with a fully completed, initialised, and originally signed **NEW Z83 form** obtainable from any Public Service Department. Failure to initialise, originally sign, date the Z83 form and complete the form in full as prescribed by the DPSA will result in the application being rejected. The application form must be accompanied by a comprehensive Curriculum Vitae, uncertified ID Copy, qualifications and transcripts.
2. Please send a separate application for each post, clearly state the correct reference number and the position you are applying for.
3. Only shortlisted candidates will be required to submit originally certified copies of qualifications with academic records/transcripts and other relevant supporting

documents on or before the day of the interview following communication from the HR Office.

4. Foreign qualifications must be accompanied by a SAQA evaluation report.
5. If you have not been contacted within six months after the closing date, please consider your application as unsuccessful.
6. Shortlisted candidates will be subjected to a vetting and financial disclosure process (criminal record, citizenship, qualification verification and employment verification).
7. The college reserves the right to withdraw any of the posts advertised above.
8. South West Gauteng TVET College is an equal opportunities employer and reserves the right not to fill the posts.
9. Persons with disability are encouraged to apply.

Closing date: 31 January 2025 AT 15:00

- **Any applications received after the above-mentioned date will not be considered.**

Applications for the above positions should be hand delivered or posted to the address below:

The Human Resources Unit
South West Gauteng TVET College
1822a Molele Street, cnr Koma Road
Molapo
Soweto
1818

Or

South West Gauteng TVET College
Human Resource Unit
Private Bag X33
Tshiawelo
1818

Any queries regarding the above positions may be directed to Ms. Mmatshupo Phokanoka and Ms. Lebo Masango on 010 141 1035 and 1015.

NO Emailed or faxed applications will be accepted. All costs incurred due to your application and interviews will be at your own expense.

