



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

ADVERTISEMENT OF VACANT POSTS AT SOUTH WEST GAUTENG TVET COLLEGE

The following vacancies currently exist at South West Gauteng TVET College.

Please note that, unless indicated otherwise, the employer of these posts will be the Department of Higher Education and Training, although the appointed staff member/s will have their place of work at the indicated sites of South West Gauteng TVET College.

PUBLIC SERVICE [SUPPORT STAFF] POSITIONS

1. Assistant Director (Salary Level 10)

ASD: Farm Manager (SL10) REF:ASD/FM/11/2025

Salary Scale: R 582 444,00 – R 686 091,00 per annum (excluding benefits)

SITE: Land is Wealth College Farm (Hekpoort, Gauteng)

MINIMUM REQUIREMENTS

An undergraduate National Diploma (NQF Level 6) Agricultural Science/Animal Production/ Plant Production, as recognized by SAQA

3-5 years supervisory experience in a farming and production management environment
Valid driver's license

JOB DESCRIPTION / DUTIES OF THE POST

- Oversee the co-ordination of farming activities on site, which includes scheduling, production, irrigation, chemicals application, harvesting and grading.
- Manage the preparing of produce market, record keeping and facilitating disbursement to co-operatives which supplied product.
- Liaising with surrounding farmers operating in the vicinity for improving productivity and for best practices
- Oversee the facilitation on maintenance of farm-related equipment on site
- Ensure that contracts between farming co-operatives and administration of logistical services take place.
- Manage the preparation of production plans and scheduling of harvest and related marking activities.
- Performance and management of administrative and related functions
- Management of human-, physical and financial resources

KNOWLEDGE

Advanced knowledge of the Agri-food sector, plant production and reproduction, poultry, fertilizers, farm feeds, agricultural remedies.

Advanced knowledge of the Stock Remedies Act, the SA Abattoir Corporation Act, Marketing of Agricultural Products Act, Animal Diseases Act, Livestock Improvement Act, Veterinary and Para-veterinary Professions Act.

Knowledge of practice notes, National and Provincial policy frameworks relevant to Education, Training and Development.

Knowledge of Skills Development Act, Public Service Regulations, Public Service Act and Labour Relations Act.

Knowledge of the CET Act, Public TVET Sector and its regulatory and legislative framework.

Knowledge and understanding of the Higher Education sector.

SKILL SET

Advanced Administration, Planning and Organizing, Financial Management, Report Writing, Communication and Interpersonal skills, problem-solving, computer literacy, analytical and communication skills, as well as project management, team leadership, general management and negotiation skills, and a team player.

VALUES REQUIRED

Client service focus, integrity, commitment, proactivity, loyalty and ethics.

2. Assistant Director Salary Level 9

ASD: Internal Audit and Quality Assurance REF:ASD/IAQA/11/2025

Salary Scale: R 468 459,00 – R 561 894,00 per annum (excluding benefits)

SITE: College Head Office (Molapo, Soweto)

MINIMUM REQUIREMENTS

An undergraduate qualification and/or National Diploma of minimum three years (NQF Level 6) in Internal Audit or relevant qualification, recognized by SAQA'.

3-5 years' experience in Internal Audit

Experience in the development of policies/implementation strategies

Valid driver's license

JOD DESCRIPTION / DUTIES OF THE POST

- The preparation and execution of the internal audit plan
- The provision of secretarial support services to the audit committee

- Ensure that processes needed for quality management systems are established, implemented and maintained
- Oversee the development, implementation and monitoring of policies
- Managing of staff development

KNOWLEDGE

Advanced knowledge of the relevant prescripts, legislation and regulations
Advanced knowledge and understanding of the Internal Audit environment

SKILL SET

Planning and organizing
Financial management
Report writing
Communication and interpersonal skills
Problem solving
Computer literacy
Analytical
Client oriented
Project management
Team leadership
Planning and organizing
People management

VALUES REQUIRED

Client service focus, integrity, commitment, proactivity, loyalty and ethics.

Assistant Director Salary Level 9

3. ASD: Risk, Fraud, Ethics and Integrity Management REF: ASD/RISK/11/2025 (Re-advert)

Please note that applicants who previously applied are welcome to re-apply.

Salary Scale: R 468 459,00 – R 561 894,00 per annum (excluding benefits)

SITE: College Head Office (Molapo, Soweto)

MINIMUM REQUIREMENTS

An undergraduate qualification and/or National Diploma of minimum 3 years (NQF Level 6) in Risk Management/ Internal Audit, or relevant qualification as recognized by SAQA.

3 – 5 years' experience in Risk Management or Internal Audit, or related field.
Valid driver's license

JOB DESCRIPTION / DUTIES OF THE POST

- Develop, review and monitor the implementation of risk, fraud, ethics and integrity management policy.
- Provide Risk Management services
- Manage fraud and anticorruption services
- Management of all Human, Financial and other resources of the unit

KNOWLEDGE

Advanced knowledge of the relevant prescripts, legislation and regulations

Advanced knowledge and understanding of the Risk Management or Internal Audit environment

SKILL SET

- Planning and Organizing
- Financial Management
- Report Writing
- Communication and Interpersonal skills
- Problem Solving
- Computer literacy
- Analytical
- Client orientated
- Project Management
- Team leadership
- People Management

VALUES REQUIRED

Client service focus, integrity, commitment, proactivity, loyalty and ethics.

Assistant Director Salary Level 9

4. ASD: Management Accounting (SL9) REF:ASD/MA/11/2025

Salary Scale: R 468 459,00 – R 561 894,00 per annum (excluding benefits)

SITE: College Head Office (Molapo, Soweto)

MINIMUM REQUIREMENTS

- An undergraduate qualification and/or National Diploma of minimum 3 years (NQF Level 6) in Financial Management or related qualification recognized by SAQA.
- Three (3) years minimum experience in the financial and / or management accounting environment.
- A valid driver's license

JOB DESCRIPTION / DUTIES OF THE POST

- Planning: co-ordinate, review, analyse and quality assure the financial supporting information for planning purposes
- Budgeting: co-ordinate, review, analyse and quality assure the budget preparation processes
- Reporting: co-ordinate, review, analyse and quality assure the management accounting reporting processes
- Manage the operational processes, resources and procedures associated within the management accounting functions

KNOWLEDGE

- Advanced Knowledge of PSET and CET Act.
- Advanced knowledge and understanding PFMA.
- Advanced knowledge and understanding of Treasury Regulations.
- Advanced knowledge of Skills Development Act, Public Service Regulations, Public Service Act and Labour Relations Act.
- Advanced knowledge of the National Student Financial Aid Scheme and related legislation.
- Advanced knowledge of financial management systems.

SKILL SET

- Administrative
- Planning and organizing
- Financial management
- Report writing
- Communication and interpersonal skills
- Problem solving
- Computer literacy
- Analytical
- Client oriented
- Project management
- Team leadership
- People management

VALUES REQUIRED

Client service focus, integrity, commitment, proactivity, loyalty and ethics.

Assistant Director Salary Level 9

5. ASD: HEADS OF ADMINISTRATION (SL9) [6 posts]

Salary Scale: R 468 459,00 – R 561 894,00 per annum (excluding benefits)

SITES

Dobsonville Campus (Dobsonville, Soweto) **REF: ASD/HOAG/11/2025**

Georgev Tabor Campus (Dube, Soweto) **REF:ASD/HOAG/11/2025**

Molapo Campus (Molapo, Soweto) **REF:ASD/HOAM/11/2025**
Roodepoort Campus (Roodepoort) **[REF:ASD/HOAR/11/2025**
Roodepoort West Campus (Roodepoort) **[REF:ASD/HOARW/11/2025**
Technisa Campus (Randburg) **[REF:ASD/HOAT/11/2025**

MINIMUM REQUIREMENTS

- Recognized National Diploma (NQF Level 6) in Public Management, or in Administration, or equivalent and relevant qualification recognized by SAQA.
- 5 years relevant experience in Administration related to education, and/or HRH, and/or Finance and Supply Chain Management, or relevant environment.
- Valid driver's license

JOB DESCRIPTION / DUTIES OF THE POST

- Oversee the academic and student administration support services at campus
- Oversee student registration and examination administration processes at campus
- Oversee and co-ordinate human resources administration services at campus
- Oversee and co-ordinate financial-, asset- and supply chain services at campus
- Oversee infrastructure, maintenance and fleet management services at campus
- Provide general administration support services and maintain a proper filing system at campus
- Management of human, physical and financial resources at campus

KNOWLEDGE

- Advanced knowledge of office administration
- Advanced knowledge of human resources management
- Advanced knowledge of Public Service legislations and policies
- Advanced knowledge of the PSET sector
- Advanced knowledge and understanding of the Higher Education sector
- Advanced knowledge and understanding of TVET administration
- Advanced knowledge and understanding of Corporate Governance
- Understanding of Cost Center budgeting, expenditure and cash flow management
- Understanding of Employment Equity Act, Public Service Regulations, Public Service Act, Labour Relations Act, CET Act, and any other related legislation

SKILL SET

- Planning and organizing
- Financial management
- Report writing
- Communication and interpersonal skills
- Problem solving
- Computer literacy

- Analytical
- Client oriented
- Project management
- Team leadership
- People management

VALUES REQUIRED

Client service focus, integrity, commitment, proactivity, loyalty and ethics.

6. IT Technician (SL7): Roodepoort Campus (Roodepoort, Gauteng) **REF: IT/R/11/2025**
7. IT Technician (SL7): Roodepoort West Campus (Roodepoort, Gauteng) **REF: IT/RW/11/2025**

(2 Posts)

Minimum Requirements:

- An undergraduate qualification three (3) years (National Diploma NQF level 6) in Information Technology (IT)/ Computer Science or relevant qualification recognized by SAQA

Added Advantage

- A+
- ITIL v3 Foundation
- Valid code B driver's license

Appropriate period and type of experience required:

- At least **1-2** years' experience in IT environment
- Software and hardware support (Windows Microsoft)

Assist in management of Service Desk and Desktop support function services

- Setup user account on desktop and laptop (mailbox and windows)
- Unlocking of password using Admin Pack
- Setting up desktop, printers and data projectors
- Assist in maintaining a service catalogue and standard operating procedures
- Implementation of IT services Desk policies
- Perform backups information and anti-virus support and offsite storage
- perform trouble shooting and diagnosis
- Support the availability of emails services, internet services, application services on workstation and availability of connection to transversal mainframe system.

Install, maintain, support telephone system and network

- Perform installation , configuration , testing and upgrade tasks that may require some research and analysis

- Provide telephonic support
- Prove network cabling
- Perform PC installations and software installations

Provide technical support of the configuration, installation, repair and replacement of computers, printers and telephones

Configuring mainframe applications (BAS, LOGIS & PERSAL)

- Troubleshooting of all issues reported
- Rendering of IT information management services: Plan, develop and improve computer based information systems.
- Maintain information management systems such as database to ensure integrity and security of data
- Provide support of data migration during computer setup
- Gather and analyzes users' issues in ICT and provide solutions
- Provide assistance on ICT related project activities

8. Student Financial Aid/Bursary Officer (SL7): (Head Office) **REF: HO/STA/11/2025**
9. Student Financial Aid/Bursary Officer (SL7): (Roodepoort West Campus):**REF: RW/STA/11/2025**

(2 posts)

Minimum requirements:

- An undergraduate qualification Three (3) year National Diploma in Financial Management (**NQF level 6**) as recognised by SAQA.
- Valid Driver's Licence

Appropriate period and type of experience required:

- **1-2** years' experience in financial environment / finance environment

DUTIES AND RESPONSIBILITIES.

Coordinate administration of bursary application processes and financial aid schemes

- assist campuses with the application and claiming process
- liaise with campuses regarding outstanding application and SoPs
- extract the council approval data from Coltech for FAC approval
- Develop database of all student applications in terms of Department of Higher Education and Training and NSFAS requirements.

- develop database of all student applications in terms of college bursary requirement
 - Assist in logging and submitting all application and ensure all required information are attached to the application.
 - notify student support on gaps and non-compliance
 - monitor bursary and other awards in conjunction in relation to finance portfolio and college procedure
 - check bursary allocations and process
 - check bursaries are in line with NSFAS guidelines , funder MOU/SLA and policies
 - facilitate other financial aid schemes i.e. WRSETA, HWSETA
- issue proof of submission to student for complete

Coordinate the review application for financial Aid

- participate in evaluation financial status of the application in line with donor requirement
- anticipate in verifying supporting documents
- assist in determining eligibility of the applicants for considerations
- check accuracy of completed documents and proper documents are filed in the student 's files
- file of relevant document in the student files

Analyze NSFAS provisionally funded students

- assist in selecting applicant eligible for awarding financial aid
- partaking in notifying recipients, in writing on the outcome of application
- assist in offering alternative to unsuccessful applicants

Coordinate the authorize disbursement of funds

- liaise with debtor's Department/ finance for crediting of students' accounts
- submit interim reports NSFAS to effect payment
- cancel unclaimed awards and reallocate funds eligible students
- liaise with external service providers
- reconciliation of claims vs payouts
- write claims letters to NSFAS for signature of Principal

Report on all bursary and financial aid allocations to financial aid committee

- draft monthly /quarterly / annual reports on bursary and financial aid schemes
- produce status report on college financial aid and bursary to the relevant committee
- coordinate the preparation council approval data for submission to NSFAS
- draft summary of applicants for committee to approve
- assist management with the implementation of DHET bursary guidelines
- coordinate other financial aid schemes i.e. WRSETA, HWSETA

- draft final report for all funded to NSFAS
- attend NSFAS meetings
- print ITS exported forms
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Management of human, physical and financial resources:

- Render staff Management
- Ensure completion of performance agreements by all employees in the unit;
- Supervision of staff
- Apply discipline

Indicate the appropriate broad and specific knowledge required:

- Knowledge of CET and PSET
- Knowledge of PSA and PSR, 2016
- Knowledge of PFMA and Departmental policies
- Knowledge of Coltech
- Basic knowledge of 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 (ITS etc.)

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

10. State Accountant: Payroll Officer (SL7): (Head Office)**REF: HO/PO/11/2025**

Minimum Requirements

- A recognised 3-year National Diploma in Accounting/ Financial Management/ Cost and Management Accounting (NQF level 6) as recognised by SAQA or relevant qualification.

- Valid Driver's license.
- 2 to 3 years relevant work experience in financial management environment. Knowledge of any basic financial operating systems (e.g. Pastel, PERSAL, BAS, LOGIS etc. Competencies, Knowledge and Skills: Must be computer literate (MS Word, Excel, PowerPoint, Outlook and Internet).
- Added advantages: PERSAL certificate

Knowledge:

- Basic knowledge of the Public Service financial legislation, procedures and National Treasury Regulations (PFMA, DORA, PSA, PSR).
- Knowledge of any financial operating systems (PASTEL, PERSAL, BAS, LOGIS).
- Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial information.
- Should have good numeracy, accuracy, report writing, problem-solving, planning, organising, team leadership and communication skills.
- Computer skills, Planning and organizing, Language (Good verbal and written communication), basic numeracy skills, ability to perform routine tasks, ability to utilise computer equipment, flexibility, interpersonal relations, accuracy, aptitudes of figures.

Duties and Responsibilities:

Implementation of Budget Control and expenditure, assist with budget control overspending in the institution, verify and validate information collected from budget holders. Compare and verify the comparison of expenditure against the budget. Identify variances and verify the identification of variances. Verify the capturing, allocations virements on budgets. Provide support in terms of Accounts Control. correct errors to ensure that amount in the system are accurate, valid and complete. Provide support on income and expenditure management. Prepare bank reconciliation where required, ensure that salaries control and related are reconciled and cleared monthly. ensure that debit orders are valid, accurate and complete. Assist with any ad hoc and other requests within the Finance division. Prepare monthly income and expenditure reports for management and council committees. Gather and summarise financial data and compile financial reports. Prepare and reconcile for monthly creditor's, monitor creditors age analysis, assist with key lead schedules for the annual financial audit and respond to audit queries. salaries and debtors. Monitor Tax Administration and Reconciliation. Process all monthly salaries and ensure processed correctly. Monitor employee tax deductions and prepare payment packs for third party deductions. Manage requests and processing of tax directives where necessary. Administer employee tax deductions. Oversee the distribution, management and control of IRP5/IT3(A) Certificates. Prepare monthly payroll reconciliations, ensure all salary monthly debit orders and deductions are valid.

College Council contracts [Three (3)-year contracts]

1. Admin Clerk: SRC Administrator (SL5): (Head Office) **REF: HO/SRCA/11/2025**

Minimum Requirements:

- Grade 12/ Matric Certificate
- Valid Driver's License

Duties And Responsibilities:

- Ensure the implementation of the Student Support Services Manual
- Assist students with their enquires, logging queries and issues raised
- Advise students on procedures and processes
- Provide and advise the SRC elections with assistance from lecturers and students with regards to administration and resources
- Conduct SRC elections with assistance from lecturers and students
- Facilitate communication among students, SRC, Staff, Management and external partners
- Assist with SRC in organizing student events and activities at campus
- Assist with orientation and induction of new students
- Lead and participate in various recreational, educational and social activities
- To be able to work on weekends for co-curricular activities
- Render administrative services for student governance and student leadership development and exit support programme

2. Admin Clerk: Student Support (SL5): (Molapo Campus) **REF: SSS/MOL/ADM/11/2025**
3. Admin Clerk: Student Support (SL5): Dobsonville Campus **REF: SSS/DV/ADM/11/2025**

(2 posts)

Minimum requirements:

- Grade 12/ Matric Certificate
- Valid Drivers License

Minimum Experience:

- **1-2 years** in Student Support Administration environment or related field

Duties and Responsibilities:

- Assist in implementing student work placement and Work Integrated Learning (WIL) policies
- Render administrative services on career guidance, counselling and academic support for students
- Assist in implementing the sport, recreation, arts and culture programs for student in the campus.
- Render administrative services for student governance and student leadership development and exit support programme

Knowledge:

- Knowledge of PSET and CET Act.
- Knowledge and understanding of Student Support Services Act
- Knowledge and understanding of electoral processes
- Knowledge of Teaching and Learning.
- Knowledge of career guidance and extra-curricular activities
- Knowledge of Skills Development Act, Public Service Regulations and Public Service Act, Labour Relations Act.
- Knowledge of the National Student Financial Aid Scheme and related legislation
- Knowledge of the Public TVET sector and its regulatory and legislative framework.
- Knowledge of the Ethical regulatory and legislative framework.
- Knowledge and understanding of the Higher Education sector.
- Knowledge of Education Act.

Skills:

- Administrative
- Planning and organizing
- Financial management
- Report writing
- Communication and interpersonal
- Problem solving
- Computer literacy
- Analytical
- Client oriented
- Project management
- Team leadership
- People management

VALUES AND ATTITUDES

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

Admin Clerk: Assistant Governance Co-coordinator (SL/5) **REF: HO/AGC/11/2025**

Minimum Requirements:

- Grade 12/ Matric Certificate

- Qualification in Public Management, Public Administration, Assistant Management, Business Management or equivalent will be an added advantage.
- At least 12 months' Secretarial and/or administrative experience.
- Experience in governance will be added advantage
- Valid Driver's License

Candidates must possess the following skills:

- Good interpersonal and communication skills
- The candidate must be able to take minutes and write reports
- Planning, administrative and organizational skills
- The ability to work under pressure
- The candidate must also be able to write reports, the ability to work with an electronic diary, and experience in managing a filing system.
- The candidate must be able to work flexible hours/afterhours
- Ability to interact with people with a wide variety of backgrounds and levels
- Management and problem-solving skills
- The candidate must be computer literate, especially in the Microsoft suit of packages
- Knowledge of the CET Act, Act 16 Of 2006, is essential

Duties and Responsibilities

- Assist the governance coordinator to managing and coordinating administrative support functions pertaining to the College Council and its committees.
- Assist with preparing agendas and minutes/reports for Council meetings and sub-committees.
- Assist with Council and Sub-committees' administration, as and when requested.
- Track and maintain records of all financial transactions pertaining to Council and Sub-committee members.
- Manage all logistical arrangements for the office of the Governance coordinator.
- Prepare supporting documentation for Council meetings and Sub-committees.

Note:

All candidates for this post will be required to undertake a writing and/or computer test.

4. Student Counsellor (SL8): Head Office **REF: HO/SC/11/2025**

Minimum Requirements:

- An undergraduate qualification BA Degree, three (3) years (**NQF Level 7**) in Psychology / Social Science or relevant qualification recognised by SAQA.
- Valid Driver's Licence

Appropriate period and type of experience required:

3-5 years relevant experience in career development / guidance and counselling or relevant environment

KNOWLEDGE

Indicate the appropriate broad and specific knowledge required:

- Knowledge of career guidance
- Knowledge of career counselling
- Knowledge of career exhibitions
- PSET and CET Act
- Public Service prescripts
- DHET Policies
- Industrial operation
- Identification of opportunities in the market
- Labour Market
- Opportunity linkages with industries

SKILLS

Indicate the appropriate skill and level required:

- Excellent Communication (oral and written)
- Networking
- Negotiation
- Research
- Interpersonal
- Planning
- Organising
- Computer
- Promotion
- Placement

Indicate the appropriate values and attitudes required:

- Good interpersonal Relations.
- Always Professional and friendly
- Always willing to assist clients.
- Team player
- Reliability

Salary scales

SL10: R 582 444,00 – R 686 091,00 p/a (excluding benefits)
SL 9: R 468 459,00 – R 561 894,00 p/a (excluding benefits)
SL 8: R 397 116,00- R 467 790,00 p/a (excluding benefits)
SL 7: R 325 101,00 – R 382 959,00 p/a (excluding benefits)
SL 5: R 228 321,00 – R 268 950,00 p/a (excluding benefits)

Job descriptions and Job requirements for all of these posts can be found on the College's website – www.swgc.co.za

Further information and instructions:

- 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.
- The application Z83 form must be accompanied by a comprehensive Curriculum Vitae, certified copies of applicant's qualification's identity document, and drivers' licence with a 6 months certification period, in terms of DHET recruitment and selection policy effective from 03 May 2022 for all applications.
- 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.
- Please send a separate application for each post, clearly state the correct reference number and the position you are applying for.
- The employment equity plan of the department shall inform the employment decision. It is the college's intention to promote equity (race, gender and disability) through filling of posts.
- Correspondence will be limited to shortlisted candidates only.
- Shortlisted candidates will be subjected to a vetting process (criminal record, citizenship, qualification verification and employment verification).
- The college reserves the right to withdraw any of the post mentioned in this advertisement.
- South West Gauteng TVET College is an equal opportunities employer and reserves the right not to fill the posts.

Closing date: 28 November 2025 @13:00

- **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 1035/1015