

ADVERTISEMENT OF VACANT POSTS AT SOUTH WEST GAUTENG TVET COLLEGE INTERNAL & EXTERNAL ADVERT

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.

CIVIL STAFF POSITION

1. Campus Manager – Roodepoort Campus (PL5) Permanent

REF: CM/RDPT/01/2026

Salary Scale: R657 492.00 per annum (excluding benefits)

Inherent Requirements Of The Job

- Grade 12/ Matric or equivalent
- An appropriate Bachelor's degree OR an equivalent recognized three-year tertiary qualification which includes teaching as a qualification (minimum of REQV 13).
- Registration with SACE.
- Minimum of seven (7) years' working experience in the relevant field.
- Minimum of three years' supervisory experience.

Responsibilities / Key Performance Areas

- 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 and 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.

Knowledge, skills & abilities

- Moderator and Assessor Certificate will be an added advantage.
- Proven managerial and leadership skills.
- Thorough knowledge and understanding of the relevant legislation and the TVET landscape.
- A thorough knowledge of the Continuing Education and Training Act, 16 of 2006 as amended.
- Advanced Computer skills.
- Report Writing Skills.
- Communication Skills.
- A valid Driver's License.
- Good Analytical Skills.
- The ability to liaise at the highest level.
- The ability to work under pressure.
- Leadership and strategic thinking Skills.
- Managerial, supervisory, problem solving, motivational, negotiation and good interpersonal skills.
- Diversity Management Skills.
- Good interpersonal skills.
- Thorough knowledge and understanding of the relevant legislation related to NCV, Engineering/ Business Studies programmes across the College and the new TVET College landscape

PUBLIC SERVICE POSTS

2. Assistant Director: Internal Audit and Quality Assurance (SL9) REF:ASD/IAQA/01/2026 Permanent (Re-Advert)

Salary Scale: R 487 197,00 – R 573 897,00 per annum (excluding benefits)

SITE: College Head Office (Molapo, Soweto)

Minimum Requirements

- Matric/ Grade 12
- 3 Year National Diploma or Bachelor's degree in Internal Audit or relevant qualification at NQF Level 6/7 as recognized by SAQA
- 3-5 years' working experience in Internal Audit
- Experience in the development of policies/implementation strategies
- Valid driver's license

Responsibilities / Key Performance Areas

- 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, and People management

Values Required

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

3. Payroll Officer, Ref No: HO/PO/01/2026 Permanent (Re-advert)

Salary Scale: R 338 106,00 – R 398 277,00 per annum (excluding benefits)

Minimum Requirements

- Matric / Grade 12
- National Diploma /Degree in Accounting, Finance, HR, Public Admin or any related field
- Minimum 3 years' experience in payroll
- Valid driver's License
- Good communication and administration skills
- Basic finance understanding and accuracy
- Attention to detail.

Main function

- Identify staff salary scale and types of appointments.
- Capture Notch, allowances and benefits according to the salary mandate received from HR.
- Print a proforma run and check is captured corresponds with the mandate.
- Print a signed run and take it to finance department for payments.
- Print pays lips and distribute them to campuses.
- Prepare third parties/beneficiaries and send them to finance for payment.
- Prepare and file EMP 201 and EMP 501.
- Issue IRP5 to staff.
- Communicate and send monthly salaries to schedules to 3rd parties
- Reconciliation.

- Payment requisitions
- Attend general payroll and HR queries
- Resolve payroll discrepancies by collecting and analyze information.
- Provide payroll information by answering questions and request.
- Maintain payroll operations by following policies and procedures.
- Maintain employee confidence and protect payroll operations by keeping information confidential.
- Oversee the running of payroll.

Skills required

- Good coordination, communication and analytical skills and be able to do follow ups.
- Good decision making, escalate issues if necessary.
- Be able to work under pressure and within a team.

4. Executive Member: Business Development Manager

Permanent – Council Paid

South West Gauteng TVET College hereby requests applications of prospective candidates for the following posts based at the Head Office:

Job Title: Business Development Manager

Ref No: BDM/OP/SWGC/2026 – Head Office

Salary: SL11

Basic Salary: R896 436 - R1 059 105 per annum

Job Requirements

- Matric or Grade 12 certificate or equivalent. National Diploma/Degree in Business Administration, Project Management, Education or related field/relevant qualification. A post graduate qualification in a relevant field will be an added advantage.
- Five (5) years relevant experience including project of which 3 years must be supervisory and managerial experience.
- Strong understanding and knowledge of the TVET sector environment.
- Strong understanding and knowledge of SETA's functionality and operations.
- Ability to develop and ensure the execution of strategic plans for business development unit that is aligned to the organisation goals and objectives.
- Ability to manage complex projects.
- Stakeholder management skills.
- Budget and financial management skills.

- Excellent verbal and written communication skills.
- Computer literacy and a valid driver's licence

Job Purpose

To manage the business development unit which has been established by the college with the following objectives.

- Manage the third-stream incomes generation of the college.
- Manage the college with the application for funds for all new and existing college business ventures.
- Assist the college to find incomes that will assist with the college strategic plan.
- Manage all college accreditation
- Manage, reporting and monitor all MOA's and SLA's performance

Key Responsibilities Areas

- Develop strategic plans, policies and system to extra income generation strategy and college growth and sustainability opportunities.
- Source strategic partnerships that support the college third stream income.
- Ensure the contribution towards the sustainability of all new and existing business units of the College in terms of funding and growth opportunities.
- Monitor the implementation of all projects and ensure that they are aligned with projected income.
- Lead the development, review and implementation of Centres of Specialisation (COS) occupational programmes in line with DHET directives.
- Lead the development of proposals, applications to source funding from provincial, national and international funders, donors and sponsors.
- Provide direction in the development and management of Memorandum of Understandings and Service Level Agreements as may arise from time to time.
- Provide reports in relation to the functionality and performance of the business unit to the relevant stakeholders

Job Qualities

- Able to meet the deadlines and work overtime including the weekend
- Accuracy, attention to detail and Work under pressure
- Honest, reliable and have good communication skills

- Keep project record up to date
- Extensive travelling
- Keep and take the minutes of the meeting
- Help set up the project meeting

Essential Skills:

- **Organizational Skills:** Managing multiple tasks, deadlines, and priorities effectively.
- **Communication Skills:** Clearly and effectively communicating with team members and stakeholders.
- **Attention to Detail:** Ensuring accuracy in project documentation and data.
- **Problem-Solving Skills:** Identifying and resolving project-related issues.
- **Technical Skills:** Proficiency in project management software and other relevant tools.
- **Teamwork:** Collaborating effectively with project managers and other team member

Performance Indicators

- Timely submission of project reports and documentation.
- Compliance with funder and institutional requirements.
- Accurate financial and administrative records.
- Effective coordination and stakeholder support.

Reporting

- Directly to the College Principal

5. ICT Facilitator – One Year Contract (Renewable) College Council

South West Gauteng TVET College hereby requests applications of prospective candidates for the following post based at the Head Office:

Job Title: Facilitator – ICT

Reference Numbers: OP/ICT/GT/2026

SALARY: REQV 13: R281 319.00 per annum plus benefits

REQV 14: Salary: R366 051.00 per annum plus benefits

Job Requirements

- A National Senior Certificate/Grade 12 or equivalent.
- A diploma, degree, or industry-recognized certifications in Information Technology (e.g., CompTIA, Cisco, Microsoft etc.)
- 1 -3 Years practical work experience in teaching and learning in the field
- Registration as Assessor and Moderator will be advantage.
- Valid Driver's Licence.
- Must have good presentation skills

Job Purpose

- To plan, prepare and conduct the facilitation and assessment of learners.
- To facilitate and assess ICT Occupational Related Programmes in accordance with the approved curriculum, occupational qualifications and industry standards. The incumbent will provide theoretical and practical training, ensure learner competence, promote workplace readiness and contribute to the successful implementation of occupational programmes within the College.

Key Responsibilities Areas

- Develop and administer formative and summative assessments.
- Assess learner competence according to QCTO and SETA requirements.
- Maintain assessment records and learner portfolios of evidence.
- Participate in internal moderation and quality assurance processes.
- Provide academic support and feedback to learners
- Maintain accurate learner attendance registers and progress reports.
- Assist with learner enrolment and orientation processes.
- Ensure compliance with College policies and DHET requirements.
- Support certification and learner placement processes
- Deliver theory and practical training in relevant field.
- Facilitate theoretical and practical classes in relevant.
- Prepare lesson plans, assessments, and learning materials.
- Assess, moderate, and record student performance.
- Maintain a safe and well-managed workshop environment.
- Provide academic support and guidance to students.
- Participate in curriculum development and departmental meetings.
- Perform administrative duties related to teaching and learning.
- Support college initiatives and continuous improvement.

- Ensure the curriculum implementation in accordance with QCTO and DHET policies and guidelines.
- Ensure standardisation of teaching, learning, assessment and moderation practices across campuses.
- Coordinate development and review of learning materials and assessment tools.
- Promote innovative teaching methodologies and blended learning approaches.
- Ensure compliance with QCTO, SETA, DHET and other regulatory requirements.
- Ensure proper maintenance of student records, portfolios of evidence and assessment documentation.
- Prepare reports for internal and external quality assurance bodies.
- Collaborate with industry partners to secure workplace opportunities for students.
- Represent the College in Occupational Programme forums and sector engagements.
- Manage performance agreements and performance reviews of staff reporting to the division.
- Promote teamwork, accountability and a high-performance culture.
- Prepare and manage the divisional budget in line with College financial policies.
- Ensure effective utilisation of teaching and learning resources, equipment and infrastructure.
- Compile monthly, quarterly and annual reports on Occupational Programmes.
- Analyse programme performance data and implement improvement strategies.
- Ensure accurate reporting to DHET, SETAs, QCTO and College Management.

Job Qualities

- Excellent project management and organisational skills.
- Strong financial and resource management abilities.
- Good communication, presentation, and report-writing skills.
- Ability to work under pressure and meet deadlines.
- Computer literacy in MS Office and educational management systems.
- Able to meet the deadlines and work overtime including the weekend
- Accuracy, attention to detail and Work under pressure
- Honest, reliable and have good communication skills
- Keep project record up to date
- Extensive travelling

Key Competencies

- Excellent communication and presentation skills.

- Strong practical ICT management skills.
- Ability to facilitate occupational and skills training programmes.
- Good administrative and report-writing skills.
- Ability to work independently and within a team.
- Good interpersonal and learner support skills.
- Knowledge of QCTO, SETA, and DHET policies and procedure

Essential Skills:

- **Organizational Skills:** Managing multiple tasks, deadlines, and priorities effectively.
- **Communication Skills:** Clearly and effectively communicating with team members and stakeholders.
- **Attention to Detail:** Ensuring accuracy in project documentation and data.
- **Problem-Solving Skills:** Identifying and resolving project-related issues.
- **Technical Skills:** Proficiency in project management software and other relevant tools.
- **Teamwork:** Collaborating effectively with project managers and other team member

Conditions of Service:

In addition to the salary package above, the Facilitator will be expected to adhere to the following:

- 40 hours work per week.
- Minimum of 21 working days annual leave per annum.

6. Driving Simulator Facilitator – One Year Contract (Renewable) College Council

South West Gauteng TVET College hereby requests applications of prospective candidates for the following post based at George Tabor Campus:

Job Title: Facilitator – Driving Simulator

Reference Numbers: OP/CDS/GT/2026

SALARY: REQV 13: R281 319.00 per annum plus benefits

REQV 14: Salary: R366 051.00 per annum plus benefits

Job Requirements

- A National Senior Certificate/Grade 12 or equivalent

- National Diploma and or Degree in Transport
- Code A and EC Driver's License
- 1 - 3 Years' experience within the licensing environment
- Registration as Assessor and Moderator will be advantage
- National Certificate: Professional Driving Drivers Licence saqa 50285
- Must have good presentation skills

Job Purpose

- To plan, prepare and conduct the facilitation and assessment of learners.
- To facilitate and assess Driving Simulator Occupational Related Programmes in accordance with the approved curriculum, occupational qualifications and industry standards. The incumbent will provide theoretical and practical training, ensure learner competence, promote workplace readiness and contribute to the successful implementation of occupational programmes within the College.

Key Responsibilities Areas

- Prepare the College Students for Testing and Licensing
- Train the Students on the learners license
- Co-ordinating activities associated with the examination and testing of licences and issuing of learners and driving licenses.
- Train the students on the application of procedures associated with the vehicle testing.
- Attend to administrative reporting and recordkeeping requirements

Job Qualities

- Excellent project management and organisational skills.
- Strong financial and resource management abilities.
- Good communication, presentation, and report-writing skills.
- Ability to work under pressure and meet deadlines.
- Computer literacy in MS Office and educational management systems.
- Able to meet the deadlines and work overtime including the weekend
- Accuracy, attention to detail and Work under pressure
- Honest, reliable and have good communication skills
- Keep project record up to date
- Extensive travelling

Key Competencies

- Excellent communication and presentation skills.
- Strong practical Driving Simulator management skills.
- Ability to facilitate occupational and skills training programmes.
- Good administrative and report-writing skills.
- Ability to work independently and within a team.
- Good interpersonal and learner support skills.
- Knowledge of QCTO, SETA, and DHET policies and procedure

Essential Skills:

- **Organizational Skills:** Managing multiple tasks, deadlines, and priorities effectively.
- **Communication Skills:** Clearly and effectively communicating with team members and stakeholders.
- **Attention to Detail:** Ensuring accuracy in project documentation and data.
- **Problem-Solving Skills:** Identifying and resolving project-related issues.
- **Technical Skills:** Proficiency in project management software and other relevant tools.
- **Teamwork:** Collaborating effectively with project managers and other team member

Conditions of Service:

In addition to the salary package above, the Facilitator will be expected to adhere to the following:

- 40 hours work per week.
- Minimum of 21 working days annual leave per annum.

7. OC: Hairdresser – One Year (Renewable) College Council

South West Gauteng TVET College hereby requests applications of prospective candidates for the following post based at the Head Office:

Job Title: Facilitator – Hairdresser - Occupational Programmes

Reference Numbers: OP/HAI/ROD/2026

SALARY: REQV 13: R281 319.00 per annum plus benefits

REQV 14: Salary: R366 051.00 per annum plus benefits

Job Requirements

- A National Senior Certificate/Grade 12 or equivalent.
- An appropriate Hairdresser Qualification. Trade Test Certificate in Hairdresser.
- Facilitator and Assessor with three years Industry experience.
- Registration as Assessor and Moderator will be advantage.
- Drivers Licence.
- Must be computer literate.
- Must have good presentation skills

Job Purpose

- To facilitate and assess Hairdresser Occupational Programmes in accordance with the approved curriculum, occupational qualifications and industry standards. The incumbent will provide theoretical and practical training, ensure learner competence, promote workplace readiness and contribute to the successful implementation of occupational programmes within the College.

Key Responsibilities Areas

- Develop and administer formative and summative assessments.
- Assess learner competence according to QCTO and SETA requirements.
- Maintain assessment records and learner portfolios of evidence.
- Participate in internal moderation and quality assurance processes.
- Provide academic support and feedback to learners
- Maintain accurate learner attendance registers and progress reports.
- Assist with learner enrolment and orientation processes.
- Ensure compliance with College policies and DHET requirements.
- Support certification and learner placement processes
- Deliver theory and practical training in relevant field.
- Facilitate theoretical and practical classes in relevant.
- Prepare lesson plans, assessments, and learning materials.
- Assess, moderate, and record student performance.
- Maintain a safe and well-managed workshop environment.
- Provide academic support and guidance to students.
- Participate in curriculum development and departmental meetings.
- Perform administrative duties related to teaching and learning.
- Support college initiatives and continuous improvement.

- Ensure the curriculum implementation in accordance with QCTO and DHET policies and guidelines.
- Ensure standardisation of teaching, learning, assessment and moderation practices across campuses.
- Coordinate development and review of learning materials and assessment tools.
- Promote innovative teaching methodologies and blended learning approaches.
- Ensure compliance with QCTO, SETA, DHET and other regulatory requirements.
- Ensure proper maintenance of student records, portfolios of evidence and assessment documentation.
- Prepare reports for internal and external quality assurance bodies.
- Collaborate with industry partners to secure workplace opportunities for students.
- Represent the College in Occupational Programme forums and sector engagements.
- Manage performance agreements and performance reviews of staff reporting to the division.
- Promote teamwork, accountability and a high-performance culture.
- Prepare and manage the divisional budget in line with College financial policies.
- Ensure effective utilisation of teaching and learning resources, equipment and infrastructure.
- Compile monthly, quarterly and annual reports on Occupational Programmes.
- Analyse programme performance data and implement improvement strategies.
- Ensure accurate reporting to DHET, SETAs, QCTO and College Management.

Job Qualities

- Excellent project management and organisational skills.
- Strong financial and resource management abilities.
- Good communication, presentation, and report-writing skills.
- Ability to work under pressure and meet deadlines.
- Computer literacy in MS Office and educational management systems.
- Able to meet the deadlines and work overtime including the weekend
- Accuracy, attention to detail and Work under pressure
- Honest, reliable and have good communication skills
- Keep project record up to date
- Extensive travelling

Key Competencies

- Excellent communication and presentation skills.

- Strong practical Hairdresser and salon management skills.
- Ability to facilitate occupational and skills training programmes.
- Good administrative and report-writing skills.
- Ability to work independently and within a team.
- Good interpersonal and learner support skills.
- Knowledge of QCTO, SETA, and DHET policies and procedure

Essential Skills:

- **Organizational Skills:** Managing multiple tasks, deadlines, and priorities effectively.
- **Communication Skills:** Clearly and effectively communicating with team members and stakeholders.
- **Attention to Detail:** Ensuring accuracy in project documentation and data.
- **Problem-Solving Skills:** Identifying and resolving project-related issues.
- **Technical Skills:** Proficiency in project management software and other relevant tools.
- **Teamwork:** Collaborating effectively with project managers and other team member

Conditions of Service:

In addition to the salary package above, the Facilitator will be expected to adhere to the following:

- 40 hours work per week.
- Minimum of 21 working days annual leave per annum.

8. OC: CHEF - One Year Contract (Renewable) College Council

South West Gauteng TVET College hereby requests applications of prospective candidates for the following post based at Roodepoort Campus:

Job Title: Facilitator – Chef - Occupational Programmes

Reference Numbers: OP/CHEF/ROD/2026

SALARY: REQV 13: R281 319.00 per annum plus benefits

REQV 14: Salary: R366 051.00 per annum plus benefits

Job Requirements

- A National Senior Certificate/Grade 12 or equivalent.
- An appropriate Chef Qualification. Trade Test Certificate in Chef.
- Facilitator and Assessor with three years Industry experience.
- Registration as Assessor and Moderator will be advantage.
- Drivers Licence.
- Must be computer literate.
- Must have good presentation skills

Job Purpose

- To facilitate and assess Chef Occupational Programmes in accordance with the approved curriculum, occupational qualifications and industry standards. The incumbent will provide theoretical and practical training, ensure learner competence, promote workplace readiness and contribute to the successful implementation of occupational programmes within the College.

Key Responsibilities Areas

- Develop and administer formative and summative assessments.
- Assess learner competence according to QCTO and SETA requirements.
- Maintain assessment records and learner portfolios of evidence.
- Participate in internal moderation and quality assurance processes.
- Provide academic support and feedback to learners
- Maintain accurate learner attendance registers and progress reports.
- Assist with learner enrolment and orientation processes.
- Ensure compliance with College policies and DHET requirements.
- Support certification and learner placement processes
- Deliver theory and practical training in relevant field.
- Facilitate theoretical and practical classes in relevant.
- Prepare lesson plans, assessments, and learning materials.
- Assess, moderate, and record student performance.
- Maintain a safe and well-managed workshop environment.
- Provide academic support and guidance to students.
- Participate in curriculum development and departmental meetings.
- Perform administrative duties related to teaching and learning.
- Support college initiatives and continuous improvement.
- Ensure the curriculum implementation in accordance with QCTO and DHET policies and guidelines.

- Ensure standardisation of teaching, learning, assessment and moderation practices across campuses.
- Coordinate development and review of learning materials and assessment tools.
- Promote innovative teaching methodologies and blended learning approaches.
- Ensure compliance with QCTO, SETA, DHET and other regulatory requirements.
- Ensure proper maintenance of student records, portfolios of evidence and assessment documentation.
- Prepare reports for internal and external quality assurance bodies.
- Collaborate with industry partners to secure workplace opportunities for students.
- Represent the College in Occupational Programme forums and sector engagements.
- Manage performance agreements and performance reviews of staff reporting to the division.
- Promote teamwork, accountability and a high-performance culture.
- Prepare and manage the divisional budget in line with College financial policies.
- Ensure effective utilisation of teaching and learning resources, equipment and infrastructure.
- Compile monthly, quarterly and annual reports on Occupational Programmes.
- Analyse programme performance data and implement improvement strategies.
- Ensure accurate reporting to DHET, SETAs, QCTO and College Management.

Job Qualities

- Excellent project management and organisational skills.
- Strong financial and resource management abilities.
- Good communication, presentation, and report-writing skills.
- Ability to work under pressure and meet deadlines.
- Computer literacy in MS Office and educational management systems.
- Able to meet the deadlines and work overtime including the weekend
- Accuracy, attention to detail and Work under pressure
- Honest, reliable and have good communication skills
- Keep project record up to date
- Extensive travelling

Key Competencies

- Excellent communication and presentation skills.
- Strong practical Chef and salon management skills.
- Ability to facilitate occupational and skills training programmes.

- Good administrative and report-writing skills.
- Ability to work independently and within a team.
- Good interpersonal and learner support skills.
- Knowledge of QCTO, SETA, and DHET policies and procedure

Essential Skills:

- **Organizational Skills:** Managing multiple tasks, deadlines, and priorities effectively.
- **Communication Skills:** Clearly and effectively communicating with team members and stakeholders.
- **Attention to Detail:** Ensuring accuracy in project documentation and data.
- **Problem-Solving Skills:** Identifying and resolving project-related issues.
- **Technical Skills:** Proficiency in project management software and other relevant tools.
- **Teamwork:** Collaborating effectively with project managers and other team member

Conditions of Service:

In addition to the salary package above, the Facilitator will be expected to adhere to the following:

- 40 hours work per week.
- Minimum of 21 working days annual leave per annum.

9. POST: FACILITATOR – FITTER AND TURNER TRADE

SOUTH WEST GAUTENG TVET COLLEGE: MOLAPO CAMPUS

THIS POST WILL BE APPOINTED ON A CONTRACT BASIS FOR A 3 YEAR PERIOD.

SALARY: REQV 13: R270 498.00 per annum plus benefits

REQV 14: R351 972.00 per annum plus benefits

REQUIREMENTS:

- Qualified as a Fitter & Turner with trade test passed, A diploma or equivalent qualification at REQV 13 level.
- 3 – 5 years or appropriate artisan experience as a Fitter & Turner in industry with specific experience in the following areas: Tools, equipment, machinery and materials, Basic

engineering and rigging, Fabrication of components/work pieces, Disassemble, clean, inspect, overhaul and replace mechanical sub-assemblies, Fault finding and reporting, Pneumatic systems, Install and commission mechanical sub-assemblies and machines, Lubricating systems, Machining theory, Reading, understanding and drafting engineering drawings, Design specifications and standards, Marking off techniques, Understanding, fabricating and developing pipe systems, Welding: Shielded Metal Arc, Manual Metal Arc, Gas Metal Arc, Oxy Fuel processes, Thermal and plasma cutting, Pipe development drawing principles and techniques, Pressure testing, Air arc carbon gouging.

- Education, Training and Development Practice (ETDP) or related qualification will be an added advantage.
- Qualification as a registered Assessor and/or Moderator for the Fitter & Turner trade will be an added advantage.
- 2 years or more training/workshop mentoring experience will be an added advantage

SKILLS SET:

- The preferred candidate will have knowledge of the Fitter & Turner industry, the legislative and regulatory environment, as well as knowledge of and experience in implementing Occupational Health and Safety regulations and requirements.
- Good verbal and written communication skills, including presentation or lecturing and report writing skills.
- He/she will have planning and organizing skills, including lesson planning skills, analytical skills, conceptual ability and the ability to assess learners.
- Computer literacy in Microsoft Suite
- A valid driver's license.
- The preferred candidate will have the ability to take on a leadership and mentorship role, will be focused on customer service, be disciplined and professional and will have excellent interpersonal skills.
- He/she will be responsible for his/her own continuous professional development

KEY PERFORMANCE AREAS

The incumbent will be responsible for:

- Providing theoretical and practical training applicable to the Fitter & Turner trade, and according to predetermined curriculum and lesson frameworks.

- Assess and/or moderate theoretical and practical competencies of learners in the programmes against pre-determined requirements.
- Ensure that training equipment, workshops and related resources are available and in working order and conduct regular inventory control.
- Perform administrative and management functions, including preparing and submitting reports to relevant authorities, preparation of training registers, preparation and completion of learner files, and any other administration required by oversight bodies.
- Attend industry and training workshops, as well as any other prescribed training to ensure own continuous professional development.
- Ensure training environment and activities are compliant to all safety, health and environmental requirements.
- Plan delivery of the occupational qualification in such a way that the learners are prepared to complete and pass the relevant assessments and trade test.
- Manage the scheduling of learner for theory and industry placement/practical components of the programme.

CONDITIONS OF SERVICE:

In addition to the salary package above, the Facilitator will be expected to adhere to the following:

- 40 hours work per week.
- Minimum of 21 working days annual leave per annum.

10. Senior Administration Officer – Occupational Programmes Three Years

Contract College Council

South West Gauteng TVET College hereby requests applications of prospective candidates for the following post based at the Head Office:

Job Title: Senior Administration Officer – Occupational Programmes

Ref No: SAO/OP/HO/2026

Salary: R413 001 - R486 501 per annum (Level 08).

Job Requirements

- Matric/Grade 12 Certificate.

- Recognised National Diploma in Public Administration / Business Management / Management Assistant / Office Management (NQF Level 6) or equivalent qualification with a minimum of two to three (2-3) years' appropriate experience in a PSET Administration environment.
- Computer Literacy certificate.
- Valid driver's license.

Job Purpose

- To provide the administration support that will give scarce skills to the youth of the area that will result in employment and address socio economic issues and effective implementation of College's Occupational Programmes.

Key Responsibilities Areas

- Providing the administration support in relation to Planning, Managing and Monitoring of the Occupational Programmes.
- Develop, review and monitor the implementation of policies and procedure in relation to QCTO student registration, admission, scheduling and records.
- Developing and implementing plans for occupational student enrolment and registration.
- Administration of the college occupational programmes, partnerships and linkages
- Recruitment of occupational programmes students and placements.
- Uploading learners on College MIS and SETA indicium.
- Assist with the Accreditation document compilation for QCTO and SETA's.
- Administration of the learners timesheets and stipend payments.
- Administration of service providers claims as per set tranche deliverables.
- Monitoring of learners progress in the workplace and receiving of the workplace report.
- Host employer negotiation for WBE/WIL Placement coordination.
- Attend SETA Meetings and report to the relevant Manager.
- Administration and Coordination occupational programmes inductions/orientations
- Capturing and updating learner data on Performance Report Workbook
- Serving as a point of contact for program participants, staff, and external stakeholders, and facilitating communication between them.
- The role involves managing budgets, coordinating training, and providing support to staff and participants.
- Maintain and update database of students enrolled within programmes.
- Managing program documentation, handling logistics for events, and reporting on program performance.

- Providing support to campuses during registration.
- Monitoring and verifying enrolments.
- Provide the logistical support to the Occupational Programmes Manager
- Manage the occupational, entrepreneurship and strategic projects staff
- Any other duties as delegated by the Managers

Job Qualities

- Able to meet the deadlines and work overtime including the weekend
- Accuracy, attention to detail and Work under pressure
- Honest, reliable and have good communication skills
- Keep project record up to date
- Extensive travelling
- Keep and take the minutes of the meeting
- Help set up the project meeting
- Reporting and ensuring that Managers are Informed

Essential Skills:

- **Organizational Skills:** Managing multiple tasks, deadlines, and priorities effectively.
- **Communication Skills:** Clearly and effectively communicating with team members and stakeholders.
- **Attention to Detail:** Ensuring accuracy in project documentation and data.
- **Problem-Solving Skills:** Identifying and resolving project-related issues.
- **Technical Skills:** Proficiency in project management software and other relevant tools.
- **Teamwork:** Collaborating effectively with project managers and other team member

11. Senior Administration Officer – Workplace Based Learning Coordinator **Three-years contract**

South West Gauteng TVET College hereby requests applications of prospective candidates for the following post based at the Head Office:

Job Title: Senior Administration Officer – Workplace Based Learning Coordinator

Ref No: SAO/OP/HO/2026

Salary: R413 001 - R486 501 per annum (Level 08).

Job Requirements

- Matric/Grade 12 Certificate.
- Recognised National Diploma in Public Administration / Business Management / Management Assistant / Office Management (NQF Level 6) or equivalent qualification with a minimum of two to three (2-3) years' appropriate experience in a PSET Administration environment.
- Computer Literacy certificate.
- Valid driver's license.

Job Purpose

- To provide the administration support that will give scarce skills to the youth of the area that will result in employment and address socio economic issues and effective implementation of College's Occupational Programmes.

Key Responsibilities Areas

- Develop and implement workplace-based exposure strategies and annual operational plans.
- Coordinate student placements for internships, apprenticeships, learnerships, work-integrated learning (WIL), and workplace-based exposure programmes.
- Manage and respond the diary of the executive manager
- Facilitate student preparation, placement, monitoring, and exit processes.
- Render the administrative or secretariat duties for the executive manager
- Support and Maintain an effective placement database and tracking system
- Host employer negotiation for WBE/WIL Placement coordination.
- Attend SETA Meetings and report to the relevant Manager.
- The role involves managing budgets, coordinating training, and providing support to staff and participants.
- Maintain and update database of students enrolled within programmes.
- Managing program documentation, handling logistics for events, and reporting on program performance.
- Facilitate workplace readiness programmes and employability skills workshops.
- Support academic departments in integrating workplace-based learning into curricula.
- Ensure quality assurance of workplace-based learning processes.
- Providing support to campuses during registration.

- Provide guidance and support to students before, during, and after workplace placement.
- Conduct workplace visits and monitor learner progress.
- Address workplace-related challenges and resolve placement issues.
- Ensure completion of logbooks, workplace assessments, and employer evaluation
- Establish and maintain partnerships with employers, industry associations, municipalities, government departments, and private sector organizations.
- Negotiate Memoranda of Understanding (MOUs), Service Level Agreements (SLAs), and placement agreements.
- Organize employer engagement sessions, industry forums, and stakeholder meetings.
- Promote college programmes and workplace-based learning opportunities.
- Provide the logistical support to the Occupational Programmes Manager
- Any other duties as delegated by the Managers

Job Qualities

- Able to meet the deadlines and work overtime including the weekend
- Accuracy, attention to detail and Work under pressure
- Honest, reliable and have good communication skills
- Keep project record up to date
- Extensive travelling
- Keep and take the minutes of the meeting
- Help set up the project meeting
- Reporting and ensuring that Managers are Informed

Essential Skills:

- **Organizational Skills:** Managing multiple tasks, deadlines, and priorities effectively.
- **Communication Skills:** Clearly and effectively communicating with team members and stakeholders.
- **Attention to Detail:** Ensuring accuracy in project documentation and data.
- **Problem-Solving Skills:** Identifying and resolving project-related issues.
- **Technical Skills:** Proficiency in project management software and other relevant tools.
- **Teamwork:** Collaborating effectively with project managers and other team member

Reporting

- Directly to the Assistant Director Curriculum Implementation - Occupational Programmes and Ministerial Programmes, Deputy Principal Academic Affairs and Registrar.

12. Administration Officer – Job Placement Officer X 3 Posts (Dobsonville, Roodepoort and Molapo Campus) Three years contract

Job Title: Administration Officer – Job Placement Officer X 3 Posts (Dobsonville, Roodepoort and Molapo Campus)

Ref No: SAO/OP/HO/2026

Salary: R338 106 per annum excluding the benefits (Level 07)

Job Requirements

- Matric/Grade 12 Certificate.
- Recognised National Diploma in Public Administration / Business Management / Management Assistant / Office Management (NQF Level 6) or equivalent qualification with a minimum of two to three (2-3) years' appropriate experience in a PSET Administration environment.
- Computer Literacy certificate.
- Valid driver's license.

Job Purpose

- To provide the administration support that will give scarce skills to the youth of the area that will result in employment and address socio economic issues and effective implementation of College's Occupational Programmes.

Key Responsibilities Areas

- Develop and maintain partnerships with employers, industry bodies, government departments, and private sector organizations.
- Identify and secure workplace opportunities for students and graduates.
- Conduct regular employer visits to promote college programmes and student placement services.

- Negotiate placement agreements and workplace learning opportunities
- Coordinate the placement of students into internships, learnerships, apprenticeships, and employment opportunities.
- Match student qualifications, skills, and career interests with available opportunities.
- Maintain a database of students seeking placement and graduates available for employment.
- Assist graduates with job applications and placement processes
- Conduct career guidance, employability, and work-readiness workshops.
- Assist students with CV writing, interview preparation, and job search techniques.
- Facilitate career exhibitions, employer presentations, and recruitment drives.
- Promote entrepreneurship and self-employment opportunities where appropriate
- Collaborate with SETAs, industry associations, municipalities, NGOs, and government agencies to identify employment opportunities.
- Participate in industry forums and networking events.
- Strengthen partnerships that contribute to student employability and workplace exposure
- Track and monitor student placements and employment outcomes.
- Compile monthly, quarterly, and annual placement reports.
- Maintain accurate records of employer engagements and placement statistics.
- Monitor employer and student satisfaction regarding placement programmes
- Ensure all placement activities comply with relevant policies, procedures, and legislative requirements.
- Maintain confidential student and employer records.
- Manage placement documentation, agreements, and databases.
- Support audits and quality assurance processes relating to placement activities
- Promote college programmes and workplace-based learning opportunities.
- Provide the logistical, secretariat and administrative support to the senior administrative officer
- Any other duties as delegated by the Managers

Job Qualities

- Able to meet the deadlines and work overtime including the weekend
- Accuracy, attention to detail and Work under pressure
- Honest, reliable and have good communication skills
- Keep project record up to date
- Extensive travelling

- Keep and take the minutes of the meeting
- Help set up the project meeting
- Reporting and ensuring that Managers are Informed

Essential Skills:

- Excellent communication and interpersonal skills.
- Relationship management and stakeholder engagement.
- Networking and negotiation skills.
- Report writing and presentation skills.
- Planning and organizational skills.
- Computer literacy (MS Office Suite and database management).
- Problem-solving and analytical thinking.
- Ability to work independently and under pressure

Reporting

- Directly to the Assistant Director Curriculum Implementation - Occupational Programmes and Ministerial Programmes, Deputy Principal Academic Affairs and Registrar.

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, initialized, and originally signed NEW Z83 form obtainable from any Public Service Department. Failure to initialize, originally sign and date the Z83 form will result in the application being rejected and it 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. Successful 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 mentioned adverts.

Re-Advertised posts: Candidates who previously applied for the posts are encouraged to re-apply

Closing date: 24 July 2026 @ 13:30 pm

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

Any queries regarding the above positions may be directed to Mr. Thando Khuse 010 141 1020, Mr. Ramagodi T Dikotla 010 141 1060, Ms. Mmatshapo 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.

NOTE: All shortlisted candidates, including the SMS, shall undertake entry assessments. One All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. successful candidate will be required to write a competency assessment, sign an annual performance agreement, disclose his/her financial interest and be subjected to security clearance.