

DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(Central Johannesburg TVET College)
(Maluti TVET College)
(Western Cape CET College)

OTHER POSTS

<u>POST 31/19</u>	:	<u>ASSISTANT DIRECTOR: PARTNERSHIPS AND LINKAGES REF NO: CJC/PL/16/2025</u>
<u>SALARY</u>	:	R582 444 per annum (Level 10), plus benefits as applicable in the Public Sector
<u>CENTE</u>	:	Central Johannesburg TVET College (Central Office)
<u>REQUIREMENTS</u>	:	Grade 12 certificate or equivalent. An appropriate Diploma / Bachelor's Degree in Business Management or Administration, Project Management, Marketing or equivalent qualification. 3-5 years' work experience in a Project Management or Business Development environment of which three years should be at supervisory level. Computer literate and competent in Word/Excel/PowerPoint/Outlook/Teams. Good verbal and written communication skills. Presentation and report writing skills. A valid driver's licence. Strong interpersonal, analytical, client orientation, motivational, negotiation and problem-solving skills. Good administrative, planning and organising, financial management; project management, team leadership and people management skills. Ability to work under pressure and willingness to work extended hours when required. A proven record in working successfully with diverse populations. A positive attitude and ability to plan and adapt to change. Ability to collaborate effectively with college departments and cross-functional teams.
<u>DUTIES</u>	:	Facilitate the management of partnerships. Ensure compliance with partnership processes and guidelines. Establish and maintain a database of key related industries / professional bodies and access regular input from these representatives. Manage and participate in key customer stakeholder interactions (SETAs, community forums, business and all spheres of government departments). Participate in SETA related curriculum initiatives. Identify and establish partnerships for programmatic support (e.g. equipment, staff and student bursaries, interns, site visits, etc). Identify and exploit opportunities for generation of funding and income for the College. Identify appropriate partner(s) for collaboration in pursuit of the College's strategic objectives. Coordinate the submission of proposals for funding and/or donations. Develop proposals for partnering on specific practical opportunities aligned with the core business of the College. Maintain and update schedule of local government projects and opportunities. Conduct research for college projects. Facilitate and maintain student work placement and work integrated learning. Manage all human, financial and other resources of the unit. Manage performance, conduct and discipline of employees. Ensure that all employees are trained and developed to be able to deliver work of the required standard efficiently and effectively. Compile and submit reports to management, college council and all other interested parties.
<u>ENQUIRIES</u>	:	Mr. B Khakhu Tel No: (011) 351 6000
<u>APPLICATIONS</u>	:	All applications are to be sent via online application link to https://cjc83.ngnscan.co.za/apply
<u>NOTE</u>	:	Scanned Applications must consist of: a duly completed and signed online version of Z83 form, stating the post you are applying for and the relevant reference number, a recently updated CV. The communication from HR Department regarding the requirements for certified documents will be limited to shortlisted candidates. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately for every post you wish to apply for. Set of scanned documents must be attached separately for each post you wish to apply for as per the online application form. Failure to submit the requested documents will result in your application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). No emailed, faxed, posted or hand delivered applications will be considered. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with

the shortlisted and successful candidates. All shortlisted candidates may be subjected to qualification and citizen verification, etc. If you are not contacted after 60 days of the closing date of the applications, please consider your application unsuccessful. The Central Johannesburg TVET College is an equal opportunity employer.

<u>CLOSING DATE</u>	:	12 September 2025 at 16:00
<u>POST 31/20</u>	:	<u>ASSISTANT DIRECTOR: STUDENT REGISTRATION & MANAGEMENT INFORMATION SYSTEM REF NO: CJC/SRM/17/2025</u>
<u>SALARY</u>	:	R582 444 per annum (Level 10), plus benefits as applicable in the Public Sector.
<u>CENTE</u>	:	Central Johannesburg TVET College (Central Office)
<u>REQUIREMENTS</u>	:	Grade 12 certificate or equivalent. A recognised three (3) year National Diploma (NQF level 6) in Business Administration, Public Management / Administration, Information Management, Computing or equivalent qualification. 3-5 years working experience in Information Technology, administration department, management information systems, information and data processing or any relevant knowledge. Valid drivers license. Experience in the post schooling education and training (PSET) sector will be an added advantage. Knowledge of registry duties, practices as well as the ability to capture, analyse and interpret data. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of data storage and retrieval procedures. Knowledge of policies and governance environment of TVET Colleges including the TVETMIS and annual reporting requirements by the Higher Education Institutions. Knowledge and understanding of Information Management. Knowledge, understanding, application and interpretation of office management, ITS / Coltec, etc, data warehouse and IT prescripts. Proven presentation and report writing skills. Good communication and people empowerment skills. Advanced computer literacy, including MSWord, MS Excel and MS PowerPoint. Proven ability to effectively manage change. Project management, leadership, administrative, planning and organizing skills.
<u>DUTIES</u>	:	Manage the administration of the overall student registration. Develop, review and monitor the implementation of policies and procedure in relation to student registration, admission, scheduling and records. Provide workshops on the implementation of policies and procedure in relation to student registration, admission, scheduling and records. Manage student registration and ensure proper procedures are followed. Develop and review registration documents for accuracy. Manage the database for new graduates and alumni. Ensure provisioning of pre-entry support services to student during the registration process in relation to (financial aid, bursaries, student accommodation). Provide guidance and testing of students, with regard to choice of and placement within programmes. Maintain and update database of students enrolled within programmes. Ensure that student orientations are conducted. Ensure that students' information is captured accurately on Information Technology System (ITS). Set up the management information system in readiness for enrolment and support other processes. Control the quality of captured data and report if there are errors. Maintain the college TVET MIS system. Manage student data. Use various tools, extract data to facilitate statistical reporting. Interact with service provider regarding upgrades and request for assistance. Maintain data and compile statistical reports on staff as well as student registration and academic performance. Maintain, capture and validate inputs captured on student and other related systems. Set up the student system for registration of students and ensure creditability and reliability. Management of human, physical and financial resources.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. B Khakhu Tel No: (011) 351 6000
	:	All applications are to be sent via online application link to https://cjc283.ngnscan.co.za/apply
<u>NOTE</u>	:	Scanned Applications must consist of: a duly completed and signed online version of Z83 form, stating the post you are applying for and the relevant reference number, (b) a recently updated CV. The communication from HR Department regarding the requirements for certified documents will be limited to shortlisted candidates. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately for every post you wish to apply for. Set of scanned documents must be attached separately for each post you wish

to apply for as per the online application form. Failure to submit the requested documents will result in your application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). No emailed, faxed, posted or hand delivered applications will be considered. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to qualification and citizen verification, etc. If you are not contacted after 60 days of the closing date of the applications, please consider your application unsuccessful. The Central Johannesburg TVET College is an equal opportunity employer.

<u>CLOSING DATE</u>	:	12 September 2025 at 16:00
<u>POST 31/21</u>	:	<u>SENIOR MANAGEMENT INFORMATION SYSTEMS OFFICER REF NO: CJC/SMIS/18/2025</u>
<u>SALARY</u>	:	R397 116 per annum (Level 08), plus benefits as applicable in the Public Sector
<u>CENTE</u>	:	Central Johannesburg TVET College (Central Office)
<u>REQUIREMENTS</u>	:	Grade 12 certificate or equivalent. A recognised three (3) year National Diploma (NQF level 6) / Bachelor's Degree in Information Management / Data Management or equivalent qualification. 3-5 years working experience in Data Management / TVETMIS environment or any relevant knowledge. Computer literate and competent in Word/Excel/PowerPoint/Outlook/Teams. Good verbal and written communication skills. Presentation and report writing skills. A valid driver's licence. Knowledge of policies and governance environment of TVET Colleges including knowledge of the TVETMIS and annual reporting requirements by the Higher Education Institutions. Knowledge and understanding of Information Management. Knowledge, understanding, application and interpretation of office management, data warehouse and IT prescripts. Good administrative, planning, organizing, problem solving, project management, team leadership, analytical, client orientation and team leadership skills.
<u>DUTIES</u>	:	Ensure proper management of TVETMIS as well as the capturing and extraction of College data. Perform validation of data on a regular basis. Set up the system in readiness for enrolment and support other business processes. Control the quality of captured data and report if there are errors. Maintain the college TVETMIS. Manage student and staff data. Use various tools and extract data to facilitate statistical reporting. Interact with the service provider regarding upgrades and request for assistance. Capture all the approved enrolments / registrations and assessments on the system by the predetermined time. Ensure the compilation and submission of reports. Provide statistical information weekly, monthly, quarterly etc. Ensure the compilation, monitoring of academic examination and staff statistics of the college and submit reports on quarterly basis to management and DHET. Compile monthly, quarterly and annual reports as requested. Ensure the maintenance and capturing of inputs captured on COLTECH system and other related systems. Set up the student system for registration of students and ensure creditability and reliability. Monitor the capturing, quality control, validation, run procedure, create file and ensure that entries are submitted on time. Ensure efficient and effective administration of all academic related student system administration for programmes, course and qualification. Oversee the load general system, student programmes, lecturing timetables, assessment marks, class groups, census dates and academic qualifications curriculum. Maintain calculation criteria as per guidelines from Head Office. Ensure that MIS licenses are renewed before expiry dates. Ensure the effective and efficient maintenance of the TVETMIS. Management of human, physical and financial resources.
<u>ENQUIRIES</u>	:	Mr. B Khakhu Tel No: (011) 351 6000
<u>APPLICATIONS</u>	:	All applications are to be sent via online application link to https://cjc283.ngnscan.co.za/apply
<u>NOTE</u>	:	Scanned Applications must consist of: a duly completed and signed online version of Z83 form, stating the post you are applying for and the relevant reference number, a recently updated CV. The communication from HR Department regarding the requirements for certified documents will be limited to shortlisted candidates. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately for every post you wish to apply for. Set of scanned documents must be attached separately for each post you wish

to apply for as per the online application form. Failure to submit the requested documents will result in your application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). No emailed, faxed, posted or hand delivered applications will be considered. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to qualification and citizen verification, etc. If you are not contacted after 60 days of the closing date of the applications, please consider your application unsuccessful. The Central Johannesburg TVET College is an equal opportunity employer.

<u>CLOSING DATE</u>	:	12 September 2025 at 16:00
<u>POST 31/22</u>	:	<u>SENIOR STATE ACCOUNTANT: MANAGEMENT ACCOUNTING REF NO: CJC/SSAM/19/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 116 per annum (Level 08), plus benefits as applicable in the Public Sector Central Johannesburg TVET College (Central Office) Grade 12 certificate or equivalent. An appropriate three (3) year Diploma / Bachelor's Degree in Accounting / Financial Management or equivalent qualification. 3-5 years' experience in the financial and / or management accounting environment. Knowledge of the Public Service Financial legislations, NSFAS regulations, PERSAL, etc. Experience in preparations of annual financial statements and interaction with external auditors. Computer literate and competent in Word/Excel/PowerPoint/Outlook/Teams. Good verbal and written communication skills, presentation and report writing skills. A valid driver's licence. Analytical and ability to pay attention to detail. Ability to work under pressure and willingness to work extended hours when required.
<u>DUTIES</u>	:	Coordinate, review, analyse and quality assure the financial supporting information for planning purposes. Coordinate and review the necessary financial supporting documents required for the strategic and annual performance planning process. Analyse and quality assure the relevant financial information required in the evaluation and development of business and project plans. Check and verify the supporting information for various financial planning processes. Coordinate, review, analyse and quality assure the budget preparation process. Develop templates for the collection of budget information from line functionaries. Align budget statements with the annual performance plan, strategic plan and national spending priorities. Analyse and interpret the requirements for the monthly cash flow and adjusted cash flow as prescribed and recommend corrective action where required. Undertake the planning and supervise the preparation and consultation process in the implementation of the estimates for adjustments. Assess where shifting of funds / virements is required and possible by reviewing expenditure against budget and make recommendations. Supervise the recording of adjustments and provide feedback to the relevant components. Provide information for the preparation of the annual financial statements. Ensure that all shifts / virements are included in the adjusted budget. Analyse requests for roll overs and make recommendations in compliance with prescripts (including funds committed but not spent). Administer college revenue and receivables for student accounts. Provide internal control over revenue, receivables and expenditure. Improve cash flow through accelerated debt collection strategies. Handle and resolve campuses' queries on student accounts. Assist with the implementation of debt management policies. Supervise the collection of revenue from debtors. Compile ad-hoc financial reports. Ensure that accurate and valid tuition fees are loaded on MIS system. Monitor student fees on student statement for accuracy. Provide accurate financial and management reports on all projects undertaken by the college. Supervise staff in the unit.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. B Khakhu Tel No: (011) 351 6000 All applications are to be sent via online application link to https://cjc83.ngnscan.co.za/apply
<u>NOTE</u>	:	Scanned Applications must consist of: a duly completed and signed online version of Z83 form, stating the post you are applying for and the relevant reference number, a recently updated CV. The communication from HR Department regarding the requirements for certified documents will be limited to shortlisted candidates. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately for every post you wish to apply for.

Set of scanned documents must be attached separately for each post you wish to apply for as per the online application form. Failure to submit the requested documents will result in your application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). No emailed, faxed, posted or hand delivered applications will be considered. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to qualification and citizen verification, etc. If you are not contacted after 60 days of the closing date of the applications, please consider your application unsuccessful. The Central Johannesburg TVET College is an equal opportunity employer.

<u>CLOSING DATE</u>	:	12 September 2025 at 16:00
<u>POST 31/23</u>	:	<u>SENIOR INFORMATION TECHNOLOGY TECHNICIAN REF NO: CJC/SIT/20/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 116 per annum (Level 08), plus benefits as applicable in the Public Sector Central Johannesburg TVET College, Central Office Grade 12 certificate. Recognised three (03) year Bachelor's Degree / National Diploma in Information Technology (IT) (NQF 6) or equivalent. ITIL V3/4 Foundation or COBIT 5. Software, Hardware and Network experience. HCIA-DATA COM, HCIA STORAGE, MCSE, CCNA will serve as advantage. Minimum of 3 years in IT support environment. A valid driver's license. Good server administration skills. Knowledge and understanding of desktop, networking and voice communication infrastructure (VoIP), IT security, help desk operations, PERSAL, ITS/MIS and Pastel systems. Effective customer relation and good time management, problem solving and interpersonal skills. Ability to prioritize projects and assignments. Full comprehension of IT second and third line support. Ability to work under pressure and willingness to work extended hours when required. A proven record in working successfully with diverse populations. A positive attitude and ability to plan and adapt to change. Ability to collaborate effectively with college departments and cross-functional teams.
<u>DUTIES</u>	:	Ensure management of service desk and desktop support services. Ensure installation, maintenance, support of telephone systems and network infrastructure. Oversee the provision of technical support of the configuration, installation, repair and replacement of computers/laptops, printers and telephones. Ensure management and configuration of active directory, DHCP and WI-FI servers. Ensure the rendering of IT information management services. Plan, develop and improve computer based information systems, server administration, security of all technology and network configurations. Perform system backups. Support, maintain and repair ICT assets (hardware and software). Compile and submit reports to the IT Assistant Director. Ensure liaison with the service provider in terms of upgrading of software licences and related procurement. Facilitate ICT training. Support IT related projects and any related task as maybe required. Supervise IT Technicians, Financial and other resources of the unit. Ensure completion of Performance Agreements by IT Technicians. Support and monitor the performance of IT Technicians.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. B Khakhu Tel No: (011) 351 6000 All applications are to be sent via online application link to https://cjc83.ngnscan.co.za/apply
<u>NOTE</u>	:	Scanned Applications must consist of: a duly completed and signed online version of Z83 form, stating the post you are applying for and the relevant reference number, a recently updated CV. The communication from HR Department regarding the requirements for certified documents will be limited to shortlisted candidates. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately for every post you wish to apply for. Set of scanned documents must be attached separately for each post you wish to apply for as per the online application form. Failure to submit the requested documents will result in your application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). No emailed, faxed, posted or hand delivered applications will be considered. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be

subjected to qualification and citizen verification, etc. If you are not contacted after 60 days of the closing date of the applications, please consider your application unsuccessful. The Central Johannesburg TVET College is an equal opportunity employer.

CLOSING DATE

: 12 September 2025 at 16:00

POST 31/24

: **COUNCIL SECRETARY (GOVERNING COUNCIL)**
(3 Year Contract)

SALARY

: R397 116 per annum (Level 08)

CENTRE

: Maluti TVET College

REQUIREMENTS

: Recognised National Diploma in Public Administration /Business Management / Office Management (NQF Level 6) or equivalent qualification. 3-5 years in Public Administration environment. Valid driver's license (except for persons with disabilities); Competencies and attributes: Knowledge and understanding of Public Administration. Knowledge of the relevant legislation, policies, prescripts and procedures. Basic knowledge of Financial Administration. Administrative, Planning and organizing, financial management, Report writing, Communication and interpersonal, Problem solving, Computer literacy, Analytical, Client oriented Project management, Team leadership and People management.

DUTIES

: Provide administrative coordination and support in the regional office Draft all letters, submissions and memorandums. Preparing supporting documents for meetings, receiving and distribution of stationery to the relevant officials. Receive and consolidate monthly reports. Assist in co-ordinate of college inputs for annual, quarterly, monthly reports, and cash flow statements. Assisting in the establishment and implementation of effective records and document management systems in the office of the Principal. Assist in providing secretariat support to College Council, Council Committees, Academic Board and other external stakeholders. Coordinate all logistical arrangements for travelling and meetings etc. Processing of claims for travelling and meetings etc. Arrange all meetings, proceedings and activities of the above structures. Compile agenda, minutes, reports and other records of the above structures. Distribution of relevant documents for meetings of above structures. Assist in keeping a register of resolutions and supporting all relevant Council Members/Managers/Officials through continuous correspondence to remind them of what needs to be done. Safekeeping of approved minutes are signed off and safely kept. Assist in drafting all presentation, speeches, reports of the Principal and Council Committees related to meetings of above structures. Assist in the provision of strategic management, monitoring and evaluation services. Assist in coordinating operational and strategic planning process. Assist in coordinate and compile strategic and operational plans. Assist in facilitating the development and implementation of service delivery improvement plans and initiatives. Assist in coordinating and compiling institutional performance and strategic reports. Assist in conducting an assessment on college effectiveness and efficiency in supporting the attainment of service delivery objectives. Perform any other duty related to the post.

ENQUIRIES

: Mr L Ubisi Tel No: (058) 303 1732

APPLICATIONS`

: All applications should be posted, hand delivered or emailed to: Human Resource Management Human Resource Management Maluti TVET College: Corporate Office or Maluti TVET College: Corporate Office Private Bag X33, Corner High & Broster Street, Bethlehem, 9700 Email applications can be forwarded to this email address: college.council@malutitvet.co.za

NOTE

: Applications quoting the relevant reference number must be submitted on a new Z83 form (effective from 01 January 2021) obtainable from any Public Service department as well as Maluti TVET College Corporate Office or from Maluti TVET College Official website www.malutitvet.co.za. 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 not required to submit copies of qualifications and other relevant documents on application but submit a completed Z83 Form and a detailed curriculum vitae. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews following communication from HR. Applications received after the closing date will NOT be accepted. Shortlisted candidates will be subjected to a vetting process: criminal record, citizenship, credit record checks, and qualifications. Shortlisted candidates will be subjected to a skills/knowledge/competence test. Foreign qualifications must be accompanied by a SAQA evaluation report. Immigrants should apply for work permits before assumption of duty. Maluti TVET College is an equal opportunity affirmative action employer. Preference will be given to Indians and Coloured as per the EE targets of the College. People with disability are encouraged to apply. It is the College's intention to promote equity (race, gender and disability) through the filling of this post. NB: Please consider your application as unsuccessful should you not be contacted within 60 days from the closing date of this advertisement. Correspondance will be limited to shortlisted candidates only. Successful candidate may be required to work at other places as may reasonably be required by the Department and the College. Maluti TVET College reserves the right to withdraw the mentioned advert.

<u>CLOSING DATE</u>	:	12 September 2025
<u>POST 31/25</u>	:	<u>INFORMATION TECHNOLOGY (IT) REF NO: CJC/ICT/21//2025</u> (This is a three (03) year contract College Council post)
<u>SALARY</u>	:	R325 101 per annum (Level 07), plus benefits as applicable in the Public Sector
<u>CENTRE</u>	:	Central Johannesburg TVET College, Central Office
<u>REQUIREMENTS</u>	:	Grade 12. An appropriate Bachelor's Degree / National Diploma (NQF Level 6) in Information Technology or equivalent qualification. ITIL V3/4 Foundation and Knowledge of ITS System or any MIS system. A minimum of one (1) to two (2) years' work experience in the Information and Communication Technology (ICT) field as an IT Technician. Experience at a technical level in the ICT environment in the Public Service will serve as an added advantage. Good customer care and client-oriented focus. Good communication skills (verbal and written), Troubleshooting and problem-solving skills. Knowledge and understanding of IT LAN and WAN Support, IT Security. Knowledge of Office365. Knowledge and troubleshooting PERSAL and ITS system. A valid driver's license.
<u>DUTIES</u>	:	Configuration and maintenance of desktops, notebooks (including Apple Mac) and mobile devices (iPad and tablets). Installing and upgrading applications (e.g) Microsoft Office 365, Adobe Reader, etc). Creation of user accounts on Active Directory and email accounts (using O365, Adobe Reader, etc.). Connect users both network and local printers. Ensure network availability for all ICT infrastructures. Add computers to the domain. Installation and updating of antivirus software. Upgrading of operating systems. Liaise with external vendors and service providers. Analyse and resolve user technical problems. Receive and prioritise end user support calls and request. Troubleshooting less complex problems with remote and local users online, telephonically and/or by visiting user sites to analyse, diagnose and resolve application and operating system related problems. Update the IT asset register. Maintain records of licenses permitting the use of specific software. Perform system backups. Implement appropriate security measures to safeguard data and restricted access appropriately.
<u>ENQUIRIES</u>	:	Mr. B Khakhu Tel No: (011) 351 6000
<u>APPLICATIONS</u>	:	All applications are to be sent via online application link to https://cjc83.ngnscan.co.za/apply
<u>NOTE</u>	:	Scanned Applications must consist of: a duly completed and signed online version of Z83 form, stating the post you are applying for and the relevant reference number, (b) a recently updated CV. The communication from HR Department regarding the requirements for certified documents will be limited to shortlisted candidates. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately for every post you wish to apply for.

Set of scanned documents must be attached separately for each post you wish to apply for as per the online application form. Failure to submit the requested documents will result in your application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). No emailed, faxed, posted or hand delivered applications will be considered. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to qualification and citizen verification, etc. If you are not contacted after 60 days of the closing date of the applications, please consider your application unsuccessful. The Central Johannesburg TVET College is an equal opportunity employer.

<u>CLOSING DATE</u>	:	12 September 2025 at 16:00
<u>POST 31/26</u>	:	<u>PLACEMENT CLERK</u> Nature of Appointment: Permanent
<u>SALARY CENTRE</u>	:	R228 321 per annum (Level 05) Central Office (Malutivvet/PlacementCEN001/2025) Corporate Office (Malutivvet/PlacementCORP002/2025)
<u>REQUIREMENTS</u>	:	National Senior Certificate/Grade 12/ Standard 10/NCV Level 4 3 Years National Diploma/Degree in Management Assistant, Office Management or Business Management. Minimum of 1-year experience in the administration of projects. Valid driver's license; Competencies and attributes: Be able to work under pressure. Be customer orientated. Attention to detail and excellent organizational skills. Good communication skills (written and orally). Computer Literacy (MS Word, MS Excel and MS Power point). Knowledge of SETA's may be an added advantage.
<u>DUTIES</u>	:	Applying for discretionary grants from various funders on behalf of the College. Ensure the orientation and induction of interns and host employers so that they understand the work placement process, the level of support available and are fully equipped to undertake successful work placement. Organise work placements and support students in the work placement process. To organise and attend placement visits to monitor the progress of students and deal effectively with any issues/concerns that arise. To assist with work placement correspondence and telephone enquiries internally and externally. Implementing student work-readiness programs including resume writing, interview preparation workshops, etc. Organizing group networking events for all partners- students, businesses and stakeholders. Maintaining a current database of employers and student placements. Writing reports and assisting with internship and experiential program processes and procedures.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr GD Mokoena Tel No: (058) 303 1732 All applications should be posted, hand delivered or emailed to: Human Resource Management Human Resource Management Maluti TVET College: Corporate Office or Maluti TVET College: Corporate Office Private Bag X33, Corner High & Broster Street, Bethlehem, 9700 Email applications can be forwarded to this email address: Hrrecruitment@malutivvet.co.za
<u>NOTE</u>	:	Applications quoting the relevant reference number 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.malutivvet.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 not required to submit copies of qualifications and other relevant documents on application but submit a completed Z83 Form and a detailed curriculum vitae. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews following communication

from HR. Applications received after the closing date will NOT be accepted. Shortlisted candidates will be subjected to a vetting process: criminal record, citizenship, credit record checks, and qualifications. Shortlisted candidates will be subjected to a skills/knowledge/competence test. Foreign qualifications must be accompanied by a SAQA evaluation report. Immigrants should apply for work permits before assumption of duty. Maluti TVET College is an equal opportunity affirmative action employer. Preference will be given to Indians and Coloured as per the EE targets of the College. People with disability are encouraged to apply. It is the College's intention to promote equity (race, gender and disability) through the filling of this post. NB: Please consider your application as unsuccessful should you not be contacted within 60 days from the closing date of this advertisement. Correspondance will be limited to shortlisted candidates only. Successful candidate may be required to work at other places as may reasonably be required by the Department and the College. Maluti TVET College reserves the right to withdraw the mentioned advert.

<u>CLOSING DATE</u>	:	12 September 2025
<u>POST 31/27</u>	:	<u>ADMINISTRATION CLERK: HUMAN RESOURCES MANAGEMENT REF NO: WCCETC/SS/2025/01</u> Permanent
<u>SALARY</u>	:	R228 321 per annum (Level 05)
<u>CENTRE</u>	:	Western Cape CET College: Central Office: Bellville
<u>REQUIREMENTS</u>	:	National Senior Certificate (Grade 12). National Diploma or Degree in Human Resource Management/Development will be an added advantage. One (1) to two (2) years relevant experience in Human Resource Management environment. Knowledge: Public Service Regulations, Public Service Act, Human Resources legislations and policies, Conditions of Service, Recruitment and Selection processes, Human Resources Development and PERSAL. Skills: Good verbal and written communication, Problem solving, Planning and Organising, Teamwork, Computer Literacy and Ability of work under pressure. Experience in Public Service Education and Training (PSET) will be an added advantage.
<u>DUTIES</u>	:	Responsible for Recruitment and Selection processes. Responsible for Appointments and Transfers. Implementation of all Conditions of Service and Employee benefits. Processing all types of Service Terminations. Responsible for personnel and salary administration. Administer the implementation of Performance Management Development System, Integrated Quality Management System and assist with coordination of training for staff. Administration of Training and Development. Accurate recordkeeping of HR documents. Handling all HR related enquiries.
<u>ENQUIRIES</u>	:	Ms. N Gwayi Tel No: (021) 180 1025
<u>APPLICATIONS</u>	:	Applications can be electronically submitted via email to Recruit@WC.CETC.edu.za
<u>NOTE</u>	:	Applications received after the closing date or faxed applications will not be considered. Note: Applications must be submitted on a duly completed Z83 (effective from 01 January 2021) form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . Applicants are not required to submit any copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. Certified copies of qualifications and other relevant documents will be submitted by shortlisted candidates. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications. The Western Cape Community Education and Training College (WCCETC) is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment

Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of WCCETC will be taken into consideration. People with Disabilities will be accommodated within reasonable limits. Therefore, preference will be given to candidates whose appointment will assist the WCCETC in achieving its Employment Equity targets in terms of the WCCETC's Employment Equity Plan.

<u>CLOSING DATE</u>	:	12 September 2025 @16:00
<u>POST 31/28</u>	:	<u>ADMINISTRATION CLERK (CORPORATE SERVICES) REF NO: WCCETC/SS/2025/02</u> Permanent
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 per annum (Level 05) Western Cape CET College: Central Office: Bellville National Senior Certificate (Grade 12). National Diploma or Degree in Office Administration/Management will be an added advantage. One (1) to two (2) years relevant experience in Administration. Knowledge of relevant legislation, prescripts, policies and procedures, Basic knowledge of financial Management, Record management of documents. Computer literacy. Experience in Public Service Education and Training (PSET) will be an added advantage.
<u>DUTIES</u>	:	Provide a clerical support service to the manager. Planning and scheduling of conferences and travelling arrangements. Perform general financial-related duties. Contract and document control management. Assist with planning and organising of corporate services events. Remains up to date regarding prescripts/ policies and procedures applicable to Corporate Services to ensure efficient and effective support to the manager.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. N Gwayi Tel No: (021) 180 1025 Applications can be electronically submitted via email to Recruit@WC.CETC.edu.za
<u>NOTE</u>	:	Applications received after the closing date or faxed applications will not be considered. Note: Applications must be submitted on a duly completed Z83 (effective from 01 January 2021) form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . Applicants are not required to submit any copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. Certified copies of qualifications and other relevant documents will be submitted by shortlisted candidates. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications. The Western Cape Community Education and Training College (WCCETC) is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of WCCETC will be taken into consideration. People with Disabilities will be accommodated within reasonable limits. Therefore, preference will be given to candidates whose appointment will assist the WCCETC in achieving its Employment Equity targets in terms of the WCCETC's Employment Equity Plan.
<u>CLOSING DATE</u>	:	12 September 2025 @16:00
<u>POST 31/29</u>	:	<u>CLEANER REF NO: WCCETC/SS/2025/03</u> Permanent
<u>SALARY CENTRE REQUIREMENTS</u>	:	R138 486 per annum (Level 02) Western Cape CET College: Central Office: Bellville Minimum educational qualification: Grade 10, Basic literacy and numeracy skills. Experience in a cleaning environment will be advantageous.

<u>DUTIES</u>	:	Competencies (knowledge/skills): Knowledge of Occupational Health and Safety. Appropriate knowledge with the use of cleaning equipment, cleaning materials and cleaning detergents, communication verbal and written.
	:	Cleaning of offices, boardroom, kitchen and restrooms. Dusting, sweeping, scrubbing, mopping, vacuuming, cleaning walls and windows. Emptying bins, collecting and removing waste papers. Keeping stock of cleaning detergents and utensils. Safeguarding of cleaning equipment and requesting cleaning materials. Arranging and preparing refreshments for meetings. Cleaning of restrooms.
<u>ENQUIRIES</u>	:	Ms. A Sikhosana Tel No: (021) 180 1026
<u>APPLICATIONS</u>	:	Applications can be electronically submitted via email to Recruit@WC.CETC.edu.za
<u>NOTE</u>	:	Applications received after the closing date or faxed applications will not be considered. Note: Applications must be submitted on a duly completed Z83 (effective from 01 January 2021) form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . Applicants are not required to submit any copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. Certified copies of qualifications and other relevant documents will be submitted by shortlisted candidates. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications. The Western Cape Community Education and Training College (WCCETC) is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of WCCETC will be taken into consideration. People with Disabilities will be accommodated within reasonable limits. Therefore, preference will be given to candidates whose appointment will assist the WCCETC in achieving its Employment Equity targets in terms of the WCCETC's Employment Equity Plan.
<u>CLOSING DATE</u>	:	12 September 2025 @16:00

2025/2027 GRADUATE INTERNSHIP AND WORK INTEGRATED LEARNING PROGRAMME

OTHER POSTS

<u>POST 31/30</u>	:	<u>FREE STATE CET CURRICULUM & INSTITUTIONAL SUPPORT</u> <u>REGIONAL OFFICE REF NO: DHET/CETC/2025/08</u> Branch: Community Education and Training Period: Fixed 24 Months Contract Graduate Intern and WIL Student
<u>STIPEND</u>	:	R7 860.40 per month for Graduate Intern R6 659.40 for WIL Student per month
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	National diploma/Degree in Information Technology/Office Administration/ Human Resource Management/Financial Management/ Marketing.N6 certificate in Marketing Management/Human Resource Management/ Financial Management/ Management Assistant.
<u>ENQUIRIES</u>	:	Ms L. Tshetlanyane Tel No: (012) 312 5125
<u>APPLICATIONS</u>	:	Interested applicants must submit their applications to: The Director-General, Department of Higher Education and Training, Private Bag X174, Pretoria, 0001 Attention to Training and Development unit or Hand deliver at: 123 Francis Baard Street (Cnr Sophie De Bruyn and Francis Baard Streets), Pretoria, Reception area or email it to: Internship2025@dhet.gov.za quoting the Reference Number as per the advert.

<u>NOTE</u>	:	Applications must be submitted on a Z83 form, obtainable from any Public Service Department website, stating the field of study the intern is applying for as well as a comprehensive Curriculum Vitae only. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Failure to submit the required documents will result in the application not being considered. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. Applicants applying for more than one field of study must submit a separate Z83 form as well as the required documentation mentioned above to the relevant application address provided. Applicants must meet the following requirements: have satisfied the academic requirements for the advertised field of study as detailed below, should not have previously served as a Graduate Intern or contract worker in the Public Service. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Applications received after the closing date or e-mailed will not be considered. Applicants who participated on the internship programme in the past will be disqualified. Note: "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender and disability) in the organisation. People living with disability are encouraged to apply."The Department of Higher Education and Training would like to invite all qualifying applicants to apply for Graduate Internship and Work Integrated Learning (WIL) programme for the financial year 2025/2026 to 2026/2027. The Internship Programme is meant to provide work exposure to graduates and WIL students in their relevant field of studies. The applicants must be unemployed at the Public Services or never participated in any Internship programme and must be a South African. Please complete New Z83 form and attach your comprehensive. It is the Department's intention to promote equity (race, gender and disability) through the filling of this Internship and Work Integrated Learning programme posts with a candidate whose appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
<u>CLOSING DATE</u>	:	12 September 2025, Time 15:00
<u>POST 31/31</u>	:	<u>FREE STATE CET COLLEGE REF NO: DHET/CETC/2025/09</u> Branch: Community Education and Training Period: Fixed 24 Months Contract Graduate Intern and WIL Student
<u>STIPEND</u>	:	R7 860.40 per month for Graduate Intern R6 659.40 for WIL Student per month
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	National diploma/Degree in Information Technology/Office Administration/Human Resource Management/Financial Management/Marketing.N6 certificate in Marketing Management/Human Resource Management/ Financial Management/ Management Assistant.
<u>ENQUIRIES</u>	:	Ms L. Tshetlanyane Tel No: (012) 312 5125
<u>APPLICATIONS</u>	:	Interested applicants must submit their applications to: The Director-General, Department of Higher Education and Training, Private Bag X174, Pretoria, 0001 Attention to Training and Development unit or Hand deliver at: 123 Francis Baard Street (Cnr Sophie De Bruyn and Francis Baard Streets), Pretoria, Reception area or email it to: Internship2025@dhet.gov.za quoting the Reference Number as per the advert.
<u>NOTE</u>	:	Applications must be submitted on a Z83 form, obtainable from any Public Service Department website, stating the field of study the intern is applying for as well as a comprehensive Curriculum Vitae only. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Failure to submit the required documents will result in the application not being considered. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. Applicants applying for more than one field of study must submit a separate Z83 form as well as the required documentation mentioned above to the relevant application address provided. Applicants must meet the following requirements: have satisfied the academic requirements for the advertised field of study as detailed below, should not have previously

served as a Graduate Intern or contract worker in the Public Service. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Applications received after the closing date or e-mailed will not be considered. Applicants who participated on the internship programme in the past will be disqualified. Note: "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender and disability) in the organisation. People living with disability are encouraged to apply."The Department of Higher Education and Training would like to invite all qualifying applicants to apply for Graduate Internship and Work Integrated Learning (WIL) programme for the financial year 2025/2026 to 2026/2027. The Internship Programme is meant to provide work exposure to graduates and WIL students in their relevant field of studies. The applicants must be unemployed at the Public Services or never participated in any Internship programme and must be a South African. Please complete New Z83 form and attach your comprehensive. It is the Department's intention to promote equity (race, gender and disability) through the filling of this Internship and Work Integrated Learning programme posts with a candidate whose appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.

<u>CLOSING DATE</u>	:	12 September 2025, Time 15:00
<u>POST 31/32</u>	:	<u>LIMPOPO CET COLLEGE REF NO: DHET/CETC/2025/10</u> Branch: Community Education and Training Period: Fixed 24 Months Contract Graduate Intern and WIL Student
<u>STIPEND</u>	:	R7 860.40 per month for Graduate Intern R6 659.40 for WIL Student per month
<u>CENTRE REQUIREMENTS</u>	:	Polokwane National diploma/Degree in Information Technology/Public Management/Human Resource Management/Financial Management/Marketing/Project Management/ Psychology.N6 certificate in Marketing Management/Human Resource Management/ Financial Management/ Management Assistant.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms L. Tshetlanyane Tel No: (012) 312 5125 Interested applicants must submit their applications to: The Director-General, Department of Higher Education and Training, Private Bag X174, Pretoria, 0001 Attention to Training and Development unit or Hand deliver at: 123 Francis Baard Street (Cnr Sophie De Bruyn and Francis Baard Streets), Pretoria, Reception area or email it to: Internship2025@dhet.gov.za quoting the Reference Number as per the advert.
<u>NOTE</u>	:	Applications must be submitted on a Z83 form, obtainable from any Public Service Department website, stating the field of study the intern is applying for as well as a comprehensive Curriculum Vitae only. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Failure to submit the required documents will result in the application not being considered. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. Applicants applying for more than one field of study must submit a separate Z83 form as well as the required documentation mentioned above to the relevant application address provided. Applicants must meet the following requirements: have satisfied the academic requirements for the advertised field of study as detailed below, should not have previously served as a Graduate Intern or contract worker in the Public Service. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Applications received after the closing date or e-mailed will not be considered. Applicants who participated on the internship programme in the past will be disqualified. Note: "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender and disability) in the organisation. People living with disability are encouraged to apply."The Department of Higher Education and Training would

like to invite all qualifying applicants to apply for Graduate Internship and Work Integrated Learning (WIL) programme for the financial year 2025/2026 to 2026/2027. The Internship Programme is meant to provide work exposure to graduates and WIL students in their relevant field of studies. The applicants must be unemployed at the Public Services or never participated in any Internship programme and must be a South African. Please complete New Z83 form and attach your comprehensive. It is the Department's intention to promote equity (race, gender and disability) through the filling of this Internship and Work Integrated Learning programme posts with a candidate whose appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.

<u>CLOSING DATE</u>	:	12 September 2025, Time 15:00
<u>POST 31/33</u>	:	<u>GAUTENG CET CURRICULUM & INSTITUTIONAL SUPPORT REF NO: DHET/CET /2025/11</u> Branch: Community Education and Training Period: Fixed 24 Months Contract Graduate Intern
<u>STIPEND</u>	:	R7 860.40 per month
<u>CENTRE</u>	:	Marshalltown (JHB)
<u>REQUIREMENTS</u>	:	National Diploma/ Bachelor's Degree in Public Management/ Office Management.
<u>ENQUIRIES</u>	:	Ms L. Tshetlanyane Tel No: (012) 312 5125
<u>APPLICATIONS</u>	:	Interested applicants must submit their applications to: The Director-General, Department of Higher Education and Training, Private Bag X174, Pretoria, 0001 Attention to Training and Development unit or Hand deliver at: 123 Francis Baard Street (Cnr Sophie De Bruyn and Francis Baard Streets), Pretoria, Reception area or email it to: Internship2025@dhet.gov.za quoting the Reference Number as per the advert.
<u>NOTE</u>	:	Applications must be submitted on a Z83 form, obtainable from any Public Service Department website, stating the field of study the intern is applying for as well as a comprehensive Curriculum Vitae only. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Failure to submit the required documents will result in the application not being considered. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. Applicants applying for more than one field of study must submit a separate Z83 form as well as the required documentation mentioned above to the relevant application address provided. Applicants must meet the following requirements: have satisfied the academic requirements for the advertised field of study as detailed below, should not have previously served as a Graduate Intern or contract worker in the Public Service. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Applications received after the closing date or e-mailed will not be considered. Applicants who participated on the internship programme in the past will be disqualified. Note: "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender and disability) in the organisation. People living with disability are encouraged to apply."The Department of Higher Education and Training would like to invite all qualifying applicants to apply for Graduate Internship and Work Integrated Learning (WIL) programme for the financial year 2025/2026 to 2026/2027. The Internship Programme is meant to provide work exposure to graduates and WIL students in their relevant field of studies. The applicants must be unemployed at the Public Services or never participated in any Internship programme and must be a South African. Please complete New Z83 form and attach your comprehensive. It is the Department's intention to promote equity (race, gender and disability) through the filling of this Internship and Work Integrated Learning programme posts with a candidate whose appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
<u>CLOSING DATE</u>	:	12 September 2025, Time 15:00

<u>POST 31/34</u>	:	<u>GITO REF NO: DHET/CS/2025/12</u> Branch: Corporate Services Period: Fixed 24 Months Contract Graduate Intern and WIL Student
<u>STIPEND</u>	:	R7 860.40 per month for Graduate Intern R6 659.40 for WIL Student per month
<u>CENTRE</u>	:	Pretoria Head Office
<u>REQUIREMENTS</u>	:	National diploma/Degree in Information Technology N6 certificate in Information Technology.
<u>ENQUIRIES</u>	:	Ms L. Tshetlanyane Tel No: (012) 312 5125
<u>APPLICATIONS</u>	:	Interested applicants must submit their applications to: The Director-General, Department of Higher Education and Training, Private Bag X174, Pretoria, 0001 Attention to Training and Development unit or Hand deliver at: 123 Francis Baard Street (Cnr Sophie De Bruyn and Francis Baard Streets), Pretoria, Reception area or email it to: Internship2025@dhet.gov.za quoting the Reference Number as per the advert.
<u>NOTE</u>	:	Applications must be submitted on a Z83 form, obtainable from any Public Service Department website, stating the field of study the intern is applying for as well as a comprehensive Curriculum Vitae only. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Failure to submit the required documents will result in the application not being considered. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. Applicants applying for more than one field of study must submit a separate Z83 form as well as the required documentation mentioned above to the relevant application address provided. Applicants must meet the following requirements: have satisfied the academic requirements for the advertised field of study as detailed below, should not have previously served as a Graduate Intern or contract worker in the Public Service. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Applications received after the closing date or e-mailed will not be considered. Applicants who participated on the internship programme in the past will be disqualified. Note: "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender and disability) in the organisation. People living with disability are encouraged to apply."The Department of Higher Education and Training would like to invite all qualifying applicants to apply for Graduate Internship and Work Integrated Learning (WIL) programme for the financial year 2025/2026 to 2026/2027. The Internship Programme is meant to provide work exposure to graduates and WIL students in their relevant field of studies. The applicants must be unemployed at the Public Services or never participated in any Internship programme and must be a South African. Please complete New Z83 form and attach your comprehensive. It is the Department's intention to promote equity (race, gender and disability) through the filling of this Internship and Work Integrated Learning programme posts with a candidate whose appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
<u>CLOSING DATE</u>	:	12 September 2025, Time 15:00
<u>POST 31/35</u>	:	<u>GITO INFORMATION & KNOWLEDGE MANAGEMENT REF NO: DHET/CS/2025/13</u> Branch: Corporate Services Period: Fixed 24 Months Contract Graduate Intern
<u>STIPEND</u>	:	R7 860.40 per month
<u>CENTRE</u>	:	Pretoria Head Office
<u>REQUIREMENTS</u>	:	Bachelor/Bachelor of Arts in Information Science/ Library and Information Science.
<u>ENQUIRIES</u>	:	Ms L. Tshetlanyane Tel No: (012) 312 5125
<u>APPLICATIONS</u>	:	Interested applicants must submit their applications to: The Director-General, Department of Higher Education and Training, Private Bag X174, Pretoria, 0001 Attention to Training and Development unit or Hand deliver at: 123

NOTE

Francis Baard Street (Cnr Sophie De Bruyn and Francis Baard Streets), Pretoria, Reception area or email it to: Internship2025@dhet.gov.za quoting the Reference Number as per the advert.

: Applications must be submitted on a Z83 form, obtainable from any Public Service Department website, stating the field of study the intern is applying for as well as a comprehensive Curriculum Vitae only. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Failure to submit the required documents will result in the application not being considered. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. Applicants applying for more than one field of study must submit a separate Z83 form as well as the required documentation mentioned above to the relevant application address provided. Applicants must meet the following requirements: have satisfied the academic requirements for the advertised field of study as detailed below, should not have previously served as a Graduate Intern or contract worker in the Public Service. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Applications received after the closing date or e-mailed will not be considered. Applicants who participated on the internship programme in the past will be disqualified. Note: "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender and disability) in the organisation. People living with disability are encouraged to apply." The Department of Higher Education and Training would like to invite all qualifying applicants to apply for Graduate Internship and Work Integrated Learning (WIL) programme for the financial year 2025/2026 to 2026/2027. The Internship Programme is meant to provide work exposure to graduates and WIL students in their relevant field of studies. The applicants must be unemployed at the Public Services or never participated in any Internship programme and must be a South African. Please complete New Z83 form and attach your comprehensive. It is the Department's intention to promote equity (race, gender and disability) through the filling of this Internship and Work Integrated Learning programme posts with a candidate whose appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.

CLOSING DATE

: 12 September 2025, Time 15:00

POST 31/36

: **GITO (SERVICES DESK) REF NO: DHET/CS /2025/14**

Branch: Corporate Services

Period: Fixed 24 Months Contract

Graduate Intern

STIPEND

: R7 860.40 per month

CENTRE

: Pretoria Head Office

REQUIREMENTS

: National diploma/ Degree in Information Technology

ENQUIRIES

: Ms L. Tshetlanyane Tel No: (012) 312 5125

APPLICATIONS

: Interested applicants must submit their applications to: The Director-General, Department of Higher Education and Training, Private Bag X174, Pretoria, 0001 Attention to Training and Development unit or Hand deliver at: 123 Francis Baard Street (Cnr Sophie De Bruyn and Francis Baard Streets), Pretoria, Reception area or email it to: Internship2025@dhet.gov.za quoting the Reference Number as per the advert.

NOTE

: Applications must be submitted on a Z83 form, obtainable from any Public Service Department website, stating the field of study the intern is applying for as well as a comprehensive Curriculum Vitae only. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Failure to submit the required documents will result in the application not being considered. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. Applicants applying for more than one field of study must submit a separate Z83 form as well as the required documentation mentioned above to the relevant application address provided. Applicants must meet the following requirements: have satisfied the academic requirements for the advertised field of study as detailed below, should not have previously served as a Graduate Intern or contract worker in the Public Service. All

appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Applications received after the closing date or e-mailed will not be considered. Applicants who participated on the internship programme in the past will be disqualified. Note: "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender and disability) in the organisation. People living with disability are encouraged to apply."The Department of Higher Education and Training would like to invite all qualifying applicants to apply for Graduate Internship and Work Integrated Learning (WIL) programme for the financial year 2025/2026 to 2026/2027. The Internship Programme is meant to provide work exposure to graduates and WIL students in their relevant field of studies. The applicants must be unemployed at the Public Services or never participated in any Internship programme and must be a South African. Please complete New Z83 form and attach your comprehensive. It is the Department's intention to promote equity (race, gender and disability) through the filling of this Internship and Work Integrated Learning programme posts with a candidate whose appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.

<u>CLOSING DATE</u>	:	12 September 2025, Time 15:00
<u>POST 31/37</u>	:	<u>GITO (APPLICATION DEVELOPMENT MANAGEMENT) REF NO: DHET/CS/2025/15</u> Branch: Corporate Services Period: Fixed 24 Months Contract Graduate Intern
<u>STIPEND</u>	:	R7 860.40 per month
<u>CENTRE</u>	:	Pretoria Head Office
<u>REQUIREMENTS</u>	:	National diploma/ Bachelor of Social Science in Information Technology/ Computer Sciences.
<u>ENQUIRIES</u>	:	Ms L. Tshetlanyane Tel No: (012) 312 5125
<u>APPLICATIONS</u>	:	Interested applicants must submit their applications to: The Director-General, Department of Higher Education and Training, Private Bag X174, Pretoria, 0001 Attention to Training and Development unit or Hand deliver at: 123 Francis Baard Street (Cnr Sophie De Bruyn and Francis Baard Streets), Pretoria, Reception area or email it to: Internship2025@dhet.gov.za quoting the Reference Number as per the advert.
<u>NOTE</u>	:	Applications must be submitted on a Z83 form, obtainable from any Public Service Department website, stating the field of study the intern is applying for as well as a comprehensive Curriculum Vitae only. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Failure to submit the required documents will result in the application not being considered. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. Applicants applying for more than one field of study must submit a separate Z83 form as well as the required documentation mentioned above to the relevant application address provided. Applicants must meet the following requirements: have satisfied the academic requirements for the advertised field of study as detailed below, should not have previously served as a Graduate Intern or contract worker in the Public Service. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Applications received after the closing date or e-mailed will not be considered. Applicants who participated on the internship programme in the past will be disqualified. Note: "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender and disability) in the organisation. People living with disability are encouraged to apply."The Department of Higher Education and Training would like to invite all qualifying applicants to apply for Graduate Internship and Work Integrated Learning (WIL) programme for the financial year 2025/2026 to 2026/2027. The Internship Programme is meant to provide work exposure to graduates and WIL students in their relevant field of studies. The applicants

must be unemployed at the Public Services or never participated in any Internship programme and must be a South African. Please complete New Z83 form and attach your comprehensive. It is the Department's intention to promote equity (race, gender and disability) through the filling of this Internship and Work Integrated Learning programme posts with a candidate whose appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.

<u>CLOSING DATE</u>	:	12 September 2025, Time 15:00
<u>POST 31/38</u>	:	<u>INFORMATION KNOWLEDGE AND RECORDS MANAGEMENT REF NO: DHET/CS/2025/16</u> Branch: Corporate services Period: Fixed 24 Months Contract Graduate Intern and WIL Student
<u>STIPEND</u>	:	R7 860.40 per month for Graduate Intern R6 659.40 for WIL Student per month
<u>CENTRE</u>	:	Pretoria Head Office
<u>REQUIREMENTS</u>	:	National diploma/Degree in Public Administration/ Archives and Records Management. N6 certificate in Management Assistant.
<u>ENQUIRIES</u>	:	Ms L. Tshetlanyane Tel No: (012) 312 5125
<u>APPLICATIONS</u>	:	Interested applicants must submit their applications to: The Director-General, Department of Higher Education and Training, Private Bag X174, Pretoria, 0001 Attention to Training and Development unit or Hand deliver at: 123 Francis Baard Street (Cnr Sophie De Bruyn and Francis Baard Streets), Pretoria, Reception area or email it to: Internship2025@dhet.gov.za quoting the Reference Number as per the advert.
<u>NOTE</u>	:	Applications must be submitted on a Z83 form, obtainable from any Public Service Department website, stating the field of study the intern is applying for as well as a comprehensive Curriculum Vitae only. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Failure to submit the required documents will result in the application not being considered. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. Applicants applying for more than one field of study must submit a separate Z83 form as well as the required documentation mentioned above to the relevant application address provided. Applicants must meet the following requirements: have satisfied the academic requirements for the advertised field of study as detailed below, should not have previously served as a Graduate Intern or contract worker in the Public Service. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Applications received after the closing date or e-mailed will not be considered. Applicants who participated on the internship programme in the past will be disqualified. Note: "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender and disability) in the organisation. People living with disability are encouraged to apply."The Department of Higher Education and Training would like to invite all qualifying applicants to apply for Graduate Internship and Work Integrated Learning (WIL) programme for the financial year 2025/2026 to 2026/2027. The Internship Programme is meant to provide work exposure to graduates and WIL students in their relevant field of studies. The applicants must be unemployed at the Public Services or never participated in any Internship programme and must be a South African. Please complete New Z83 form and attach your comprehensive. It is the Department's intention to promote equity (race, gender and disability) through the filling of this Internship and Work Integrated Learning programme posts with a candidate whose appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
<u>CLOSING DATE</u>	:	12 September 2025, Time 15:00

<u>POST 31/39</u>	:	<u>INFORMATION KNOWLEDGE AND RECORDS MANAGEMENT REF NO: DHET/CS/2025/17</u> Branch: Corporate services Period: Fixed 24 Months Contract Graduate Intern
<u>STIPEND</u>	:	R7 860.40 per month for Graduate Intern
<u>CENTRE</u>	:	Pretoria Head Office
<u>REQUIREMENTS</u>	:	National Diploma/Degree in Management Assistant/ Records Management.
<u>ENQUIRIES</u>	:	Ms L. Tshetlanyane Tel No: (012) 312 5125
<u>APPLICATIONS</u>	:	Interested applicants must submit their applications to: The Director-General, Department of Higher Education and Training, Private Bag X174, Pretoria, 0001 Attention to Training and Development unit or Hand deliver at: 123 Francis Baard Street (Cnr Sophie De Bruyn and Francis Baard Streets), Pretoria, Reception area or email it to: Internship2025@dhet.gov.za quoting the Reference Number as per the advert.
<u>NOTE</u>	:	Applications must be submitted on a Z83 form, obtainable from any Public Service Department website, stating the field of study the intern is applying for as well as a comprehensive Curriculum Vitae only. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Failure to submit the required documents will result in the application not being considered. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. Applicants applying for more than one field of study must submit a separate Z83 form as well as the required documentation mentioned above to the relevant application address provided. Applicants must meet the following requirements: have satisfied the academic requirements for the advertised field of study as detailed below, should not have previously served as a Graduate Intern or contract worker in the Public Service. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Applications received after the closing date or e-mailed will not be considered. Applicants who participated on the internship programme in the past will be disqualified. Note: "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender and disability) in the organisation. People living with disability are encouraged to apply."The Department of Higher Education and Training would like to invite all qualifying applicants to apply for Graduate Internship and Work Integrated Learning (WIL) programme for the financial year 2025/2026 to 2026/2027. The Internship Programme is meant to provide work exposure to graduates and WIL students in their relevant field of studies. The applicants must be unemployed at the Public Services or never participated in any Internship programme and must be a South African. Please complete New Z83 form and attach your comprehensive. It is the Department's intention to promote equity (race, gender and disability) through the filling of this Internship and Work Integrated Learning programme posts with a candidate whose appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
<u>CLOSING DATE</u>	:	12 September 2025, Time 15:00
<u>POST 31/40</u>	:	<u>CORPORATE COMMUNICATIONS REF NO: DHET/CS/2025/18</u> Branch: Corporate services Period: Fixed 24 Months Contract Graduate Intern
<u>STIPEND</u>	:	R7 860.40 per month for Graduate Intern
<u>CENTRE</u>	:	Pretoria Head Office
<u>REQUIREMENTS</u>	:	National diploma/Degree in Media Studies/ Business Communication/ Communication Science/ International Communications/ Public Relations/ Journalism/ Public Administration/ Public Affairs/ Local government/ Graphic Design/ Marketing.
<u>ENQUIRIES</u>	:	Ms L. Tshetlanyane Tel No: (012) 312 5125
<u>APPLICATIONS</u>	:	Interested applicants must submit their applications to: The Director-General, Department of Higher Education and Training, Private Bag X174, Pretoria, 0001 Attention to Training and Development unit or Hand deliver at: 123

Francis Baard Street (Cnr Sophie De Bruyn and Francis Baard Streets), Pretoria, Reception area or email it to: Internship2025@dhet.gov.za quoting the Reference Number as per the advert.

NOTE

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CLOSING DATE

: 12 September 2025, Time 15:00