



**LETABA TECHNICAL  
AND VOCATIONAL EDUCATION  
AND TRAINING COLLEGE**



**higher education  
& training**  
Department  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA

**LETABA TVET COLLEGE IS AN EQUAL OPPORTUNITY, AFFIRMATIVE ACTION EMPLOYER. IT IS OUR INTENTION TO PROMOTE REPRESENTIVITY IN THE PUBLIC SECTOR THROUGH THE FILLING OF THESE POSTS. APPLICATIONS ARE INVITED FROM SUITABLY QUALIFIED AND EXPERIENCED CANDIDATES FOR APPOINTMENT IN THE FOLLOWING VACANT POSITIONS.**

**POST : TEMPORARY LECTURER: SAFETY IN SOCIETY (6 MONTHS CONTRACT)**  
**SALARY : R 256 395 (PL1) PLUS 37% IN LIEU OF BENEFITS**  
**REF NO : LET 11/02/2025**  
**CENTRE : GIYANI CAMPUS**

**REQUIREMENTS:** Grade 12 or NCV Level 4 or any relevant equivalent qualification and an appropriate recognised 3-year National Diploma/ Bachelors' Degree in Policing/Criminology/Law/Criminal Justice or any relevant equivalent qualification. A professional qualification in Education and relevant working experience in the Education sector, Assessor/Moderator qualification will serve as an added advantage. Knowledge of theory and practice in the relevant field. Sound communication skills. Computer literacy is highly recommended. SACE registration is a must.

**DUTIES:** The successful candidate(s) will be required to lecture NCV and report 191. Management of students and administration of records. Classroom facilitation. Ensure provisioning of quality education and training in line with the College/DHET requirements. Assess students' performance. Liaise with students, parents and other relevant stakeholders. Support student development and performance. Monitor the students in the workplace. Report to management from time to time.

**POST : TEMPORARY LECTURER: ENGLISH FAL (6 MONTHS CONTRACT)**  
**SALARY : R 256 395 (PL1) PLUS 37% IN LIEU OF BENEFITS**  
**REF NO : LET 12/02/2025**  
**CENTRE : GIYANI CAMPUS**

**REQUIREMENTS:** Grade 12 or NCV L4 or any relevant equivalent qualification and an appropriate recognized 3-year National Diploma / Bachelor's Degree in Education majoring in English or any other relevant qualification. Applicants must have a professional qualification in Education and relevant

working experience in the Education sector. Assessor/Moderator qualification will serve as an added advantage. Knowledge of theory and practice in the relevant field. Sound communication skills. Computer literacy is highly recommended. SACE registration is a must.

**DUTIES:** The successful candidate(s) will be required to lecture NCV and report 191. Management of students and administration of records. Classroom facilitation. Ensure provisioning of quality education and training in line with the College/DHET requirements. Assess students' performance. Liaise with students, parents and other relevant stakeholders. Support student development and performance. Monitor the students in the workplace. Report to management from time to time.

**POST : TEMPORARY LECTURER: FINANCIAL MANAGEMENT (6 MONTHS CONTRACT)**  
**SALARY : R 256 395 (PL1) PLUS 37% IN LIEU OF BENEFITS**  
**REF NO : LET 13/02/2025**  
**CENTRE : TZANEEN CAMPUS**

**REQUIREMENTS:** Grade 12 or NCV L4 or equivalent qualification and an appropriate recognised 3-year National Diploma/ Bachelor's Degree in Business Management or any other relevant qualification majoring in Financial Accounting. A professional qualification in Education and relevant working experience in Education sector will be an added advantage. Knowledge of theory and practice in the relevant field. Sound communication skills. Computer literacy is highly recommended. SACE registration is a must.

**DUTIES:** The successful candidate(s) will be required to lecture NCV and report 191. Management of students and administration of records. Classroom facilitation. Ensure provisioning of quality education and training in line with the College/DHET requirements. Assess students' performance. Liaise with students, parents and other relevant stakeholders. Support student development and performance. Monitor the students in the workplace. Report to management from time to time.

**POST : GENERAL ADMINISTRATION CLERK (12 MONTHS CONTRACT)**  
**SALARY : R216 417 PER ANNUM (SL5) PLUS 37% IN LIEU OF BENEFITS**  
**REF NO : LET 14/02/2025**  
**CENTRE : MODJADJI CAMPUS**

**REQUIREMENTS:** Grade 12 or NCV Level 4 in Financial Management or any relevant equivalent qualification. At least one year's working experience in Finance and/ or Supply Chain and Asset Management environment. Experience as an Administrative Clerk in a TVET sector will serve as an

added Advantage. A successful candidate must have a proven knowledge of SCM and Procurement Procedures, Public Finance Management Act, Preferential Procurement Policy Framework Act, SCM Guide for Accounting Officer/Authorities, Broad Base Black Economic Empowerment and SCM Practices Excellent communication and interpersonal relations skills. Client focused and innovative thinking. The ability to work under pressure with little or no supervision. Adhere to Batho Pele principles. Telephone etiquette. Must be computer literate and have a valid driver's licence.

**DUTIES:** Compile requisitions for goods and services. Receive requested goods / services from user departments/service providers and log them on a register. Receive, records and barcode assets. Request quotations for valid, accurate, complete, and approved requisitions. Safeguard and monitor movements of assets and inventory items. Follow up with suppliers on outstanding quotations requests. Update the Campus assets and stock register. Implement SCM Policies and other outstanding invoices. Issuing of textbooks to students and assets to end users. Follow up and reconcile students' accounts. Render general administration support services to Campus and/or Central office Management and staff.

**POST : FACILITATOR/ASSESSOR: SKILLS PROGRAMMES AND LEARNERSHIPS  
X4 (4 MONTHS CONTRACT)**

**SALARY : R256 395 PER ANNUM (PL1) PLUS 37% IN LIEU OF BENEFITS**

**REF NO : LET 15/02/2025**

**CENTRE : CENTRAL OFFICE**

**REQUIREMENTS:** Grade 12 or NCV L4 or equivalent qualification and an appropriate recognised three-year National Diploma/Bachelor's Degree in Civil Engineering and/ or any relevant equivalent qualification. Sound knowledge of theory and practice in the relevant field. Skills Development management qualification will be an added advantage. Relevant working experience in facilitating and assessment of CETA/QCTO Construction related programme and /or relevant field and experience in the SETA environment will be an added advantage. Available to work flexi-hours. Good communication and Problem solving, Report writing and presentation Skills. Must be Computer literate and have a valid driver's licence.

**DUTIES:** Facilitate training and conduct assessments on all the Units Standards/Modules on the POE for the National Certificate: Assistant Painter and Bricklayer programmes by Construction Education and Training Authority/QCTO, ensure that the students prepare the PoEs in line with the CETA/QCTO standards, Coordinate the induction for the selected learners before commencement of the training, ensure that College facilitate institutional training and conduct assessments in line with CETA/QCTO standards. Guide the College to facilitate and assess the structured learning component of the programmes both theory and practical component in line with the processes and guidelines of

CETA/QCTO. Provide learner support to ensure learners attain the required number of credits within the expected time frames, identify learners with special education and training needs and develop mechanisms to address those. Upload learners for registration and learner achievements to the CETA/QCTO MIS. Present monthly and quarterly progress reports to the Management of Letaba TVET College. Provide assessment reports and assist in uploading learner assessments on quality council MIS. Develop project implementation plans with timeframes for the structured learning and workplaces in line with CETA/QCTO requirements.

**POST : MODERATOR (CETA PROJECT AND NHBRC PROJECT)**

**REMUNERATION : TO BE PAID AT THE RATE BENCHMARKED WITH CETA**

**REF NO : LET 17/02/2025**

**REQUIREMENTS:** The incumbent must be linked with CETA/ QCTO as a Moderator in the Civil Engineering field.

**DUTIES:** Moderate all the Units Standards of the National Certificate: Assistant Painter and Bricklayer, Assistant by the Construction Education and Training Authority/QCTO and ensure that the compiled PoEs are in line with the CETA/QCTO standards. Identify assessment gaps and provide recommendations for closure of gaps after initial assessment. Present moderation reports to the Management of Letaba TVET College.

**REQUIRED DOCUMENTS:** **NEW Z83** Application for Employment Form indicating correct reference number, comprehensive Curriculum Vitae, copies of qualifications including academic records/transcripts and ID. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from the Human Resource Office. **NB:** Foreign applicants should attach the following documents: **SAQA EVALUATION CERTIFICATE, QUOTA WORK PERMIT, SACE AND POLICE CLEARANCE.** Interviewed candidates will be subjected to a competency assessment where necessary. The successful candidate will be required to participate in the integrated quality management system or to sign an annual performance agreement whichever is applicable and to sign an employment contract on appointment, disclose his/her financial interests and be subjected to security clearance.

**NB:** Coloureds, Indians, Whites, Africans and Persons with disabilities are encouraged to apply.

**SUBMIT APPLICATIONS TO:** The Principal, Letaba TVET College, Private Bag x 4017 Tzaneen, 0850 or hand deliver to: 1 Claude Wheatley Street, Tzaneen, Limpopo Province. Should you not receive

correspondence from us within three months after the closing date, consider your application as unsuccessful.

**CLOSING DATE: 20 MARCH 2025 AT 16:00**

**ENQUIRIES: MR KL MOJELA / MS PL MOKGOBI ON 015 307 5440**

**APPROVED / ~~NOT APPROVED~~**



**MR MB MOSHOMA**  
**ACTING PRINCIPAL**