



**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 THE INTENTION TO PROMOTE REPRESENTIVITY IN THE PUBLIC SECTOR THROUGH THE FILLING OF THIS POST. APPLICATIONS ARE INVITED FROM SUITABLY QUALIFIED AND EXPERIENCED CANDIDATES FOR APPOINTMENT IN THE FOLLOWING VACANT POSITION.

**POST : SUPERVISOR: HOUSEKEEPING/ RESIDENCE X2
(12 MONTHS CONTRACT)**

SALARY : R255 450 PER ANNUM (SL6) PLUS 37% IN LIEU OF BENEFITS

REF NO : LET 07/08/2024 (MALE)

REF NO : LET 08/08/2024 (FEMALE)

CENTRE : MODJADJI CAMPUS

REQUIREMENTS: Grade 12 or NCV L4. At least one year's relevant experience in student leadership. Good verbal and written communication. Must be Computer literate. Preference will be given to former student leaders of Letaba TVET College.

DUTIES: Ensure the provision of an environment within the residence that is conducive to the development and success of its students at the residence. Ensure the well-being of students. Ensure student discipline, ensure that housing committee execute their responsibilities. Ensure that inventory of the house and its immediate precincts is maintained in good order and loss of and damage to movable assets are kept to a minimum. Monitor the provision of quality service of the residence and cleaning of the building. Expected to interact with students in a friendly and caring manner. Conduct regular fire, emergency and safety checks a drill in the residence in consultation with the health and safety officer. Required to perform additional responsibilities.

REQUIRED DOCUMENTS: **NEW Z83** Application for Employment Form indicating correct reference number, comprehensive Curriculum Vitae, copies of qualifications including academic records/transcripts and ID document. 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 AND POLICE CLEARANCE.** Interviewed candidates will be subjected to a competency assessment where

necessary. The successful candidate will be required to sign the annual performance agreement, 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: 30 SEPTEMBER 2024 AT 16:00

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



APPROVED / NOT APPROVED

MR MB MOSHOMA
ACTING PRINCIPAL

DATE