



**LETABA TVET COLLEGE IS AN EQUAL OPPORTUNITY, AFFIRMATIVE ACTION EMPLOYER. IT IS THE INTENTION TO PROMOTE REPRESENTATIVITY 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 - PROJECT MANAGEMENT (6 MONTHS CONTRACT)**  
**SALARY : R 270 498 PER ANNUM (PL1) PLUS 37% IN LIEU OF BENEFITS**  
**REF NO : LET 21/05/2025**  
**CENTRE : GIYANI CAMPUS**

**REQUIREMENTS:** Grade 12 or NCV L4 or equivalent qualification and an appropriate recognised 3-year National Diploma in Project Management/ Bachelor's Degree in Commerce or any other relevant qualification majoring in Project Management with knowledge of Financial Management. A professional qualification in Education and relevant working experience in the 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 the 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 : FACILITATOR/ASSESSOR - SKILLS PROGRAMMES (FRESH DAIRY PRODUCTS MAKER) X2 (3 MONTHS CONTRACT)**  
**SALARY : R270 498 PER ANNUM (PL1) PLUS 37% IN LIEU OF BENEFITS**  
**REF NO : LET 22/05/2025**  
**CENTRE : CENTRAL OFFICE**

**REQUIREMENTS:** Grade 12 or NCV L4 or equivalent qualification and an appropriate recognised three-year National Diploma/Bachelor's Degree in Hospitality/Food Services 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 facilitation and assessment of FoodBev/QCTO/CATHSSETA-related programmes 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 Occupational Certificate: Fresh Dairy Products Maker NQFL4 Skills programme by FoodBev SETA/QCTO, ensure that the students prepare the PoEs in line with the FoodBev SETA/QCTO standards, coordinate the induction for the selected learners before commencement of the training, ensure that the College facilitates institutional training and conducts assessments in line with FoodBev SETA/QCTO standards. Guide the College to facilitate and assess the structured learning component of the programmes, both theory and practical components in line with the processes and guidelines of FoodBev SETA/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 FoodBev SETA/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 FoodBev SETA/QCTO requirements.

**POST : GENERAL ADMINISTRATION CLERK (6 MONTHS CONTRACT)**  
**SALARY : R228 321 PER ANNUM (SL5) PLUS 37% IN LIEU OF BENEFITS**  
**REF NO : LET 23/05/2025**  
**CENTRE : MODJADJI CAMPUS**

**REQUIREMENTS:** Grade 12 or NCV L4 certificate in Office Administration. Excellent communication and interpersonal relations skills. Client focus and innovative thinking. Experience as an Administrative Clerk in the public sector will serve as an added Advantage. 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 license.

**DUTIES:** Render general administrative support services to Campus Examination and Assessment section and Modjadji Campus Management and staff, which include, but not limited to, typing of documents, electronic and manual filing, data capturing, including registration of students, responsible

for reception, making and receiving calls/faxes, providing clerical support. Render general administration support services to Campus and/or Central office Management and staff.

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

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

**REF NO : LET 17/02/2025 (RE-ADVERT)**

**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. 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, assisted 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 the initial assessment. Present moderation reports to the Management of Letaba TVET College.

**REQUIRED DOCUMENTS:** Z83 Application for Employment Form indicating correct reference number, comprehensive Curriculum Vitae, copies of qualifications including academic records/transcripts, ID, and SACE certificate for lecturing posts. 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. Re-advert.

Re-advertised post: People who applied before are encouraged to reapply.

**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. Faxed or emailed applications will not be considered.

**CLOSING DATE: 13 JUNE 2025 AT 16:00**

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

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



**MR MB MOSHOMA  
ACTING PRINCIPAL**