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 AND IT IS THE INTENTION TO PROMOTE REPRESENTIVITY IN THE PUBLIC SECTOR THROUGH THE FILLING OF THESE POSTS. APPLICATIONS ARE INVITED FROM SUITABLY QUALIFIED AND EXPERIENCED CANDIDATES TO APPLY FOR THE FOLLOWING VACANT POSITIONS.

POST : GIYANI CAMPUS MANAGER (PERMANENT) REF: LET 80/10/2026
POST : MAAKE CAMPUS MANAGER (PERMANENT) REF: LET 81/10/2026
SALARY : R657 492 PER ANNUM (PL5)

REQUIREMENTS: An appropriate bachelor's degree or equivalent qualification at REQV13 and a professional qualification in Education. At least eight years' relevant working experience of which five years should be on supervisory level. A Sound understanding and knowledge of the Post Education and Training Sector will be an added advantage. Willingness to travel and work extended hours .Ability to work independently as well as in a team. Sound understanding of prescripts governing the TVET sector this includes but is not limited to CET Act, Finance related policies, Labour Relations Act, Curriculum and Development Policies, QCTO policies etc. Computer Literacy. Good communication, negotiation and problem-solving skills. A valid driver's license.

DUTIES: Manage and lead all operational activities within the campus. Manage teaching and learning. Develop strategies to improve students' performance and development. Manage curriculum delivery, interventions and examinations. Ensure effective and efficient utilization of resources. Implement quality management systems, policies and processes for monitoring classroom practices, assessment and moderation. Manage and oversee the administration of all bursaries and the work placement of students and Lecturers. Support and contribute to the implementation of the College transformation and strategic plan. Contribute to the audit processes related to strategic objectives. Manage and monitor the implementation of student support, teaching and learning framework. Ensure the implementation of the students' fees structure and debt collection policy. Establish and maintain partnerships and linkages with internal and external stakeholders. Provide relevant and timely management information. Provide administrative and professional support to staff and students. Management the performance and development of the staff. Management campus resources and assets. Prepare and manage plans and report on all activities in the campus.

POST : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT (PERMANENT)**
SALARY : **R487 197 PER ANNUM (SL9)**
REF : **LET 82/10/2026**
CENTRE : **CENTRAL OFFICE**

REQUIREMENTS: An appropriate National Diploma (NQF level 6) in Human Resource Management or any other relevant equivalent qualification. Five years relevant working experience in Human Resource Management of which two years should be relevant supervisory experience. Knowledge and interpretation of applicable Public Service Legislation and policies. Willingness to travel and work extended hours. Knowledge of the Higher Education Sector and PERSAL system will be an added advantage. Conflict management skills regarding people management. Sound verbal and written communication skills. Project management, computer literacy, analytical and problem-solving skills. Accuracy in report writing and meeting tight deadlines. Good presentation and facilitation skills, and a valid driver's licence.

DUTIES: Oversee the recruitment and selection processes as per the applicable delegations. Management of HR Personnel records and bursaries administrations. Conduct Inductions for newly appointed staff. Coordinate and facilitate the training interventions. Develop and implement Workplace Skills Plan (WSP). Ensure and monitor correct application of PMDS and IQMS policies. Ensure that all relevant PMDS documents are submitted on time as per the policies. Ensure that all relevant PMDS information is captured on PERSAL. Implement wellness programmes and service within the college. Coordinate and manage health productivity programmes. Ensure proper implementation of disciplinary procedures, grievance procedures and code of conduct. Manage conditions of services (appointments, service terminations, leave management, housing allowances, medical subsidies, injury on duty, recognition of long services, overtime, relocations, pensions, transfers, allowances etc.). Conduct Exit Interviews on service terminations. Coordinate, develop, review, implement and monitor the college EE plan. Compile monthly and quarterly reports for College Management and Council.

POST : **ASSISTANT DIRECTOR: TVET - MIS (PERMANENT)**
SALARY : **R605 742 PER ANNUM (SL10)**
REF NO : **LET 83/10/2026**
CENTRE : **CENTRAL OFFICE**

REQUIREMENTS: An appropriate National Diploma (NQF level 6) in Information Technology or any other relevant equivalent qualification. Five years relevant working experience in Information Management System of which two years should be on relevant supervisory level. Sound

understanding of prescripts governing the TVET Sector this include but not limited to CET Act of 2006 as amended, Standard Operating Procedures (SOP) for registration; admission policy; TVET MIS etc. Good communication, negotiation and problem-solving skills. Must have a valid driver's licence. Experience in PSET Sector will serve as an added advantage.

DUTIES: Provide support to registration officials and users. Ensure that student registration system is maintained and monitored. Provide terminal access to users that need access to the student registration system. Ensure student registration system upgrade is done. Ensure access control and access rights are implemented in the student registration system. Ensure all registration setups (including occupational programmes) are installed, coordinated, maintained and monitored. Monitor and implement deadline dates for the submissions of enrolments and marks. Perform exam procedures. Liaise with DHET exam and registration section. Ensure that ICASS and ISAT weight values are setup and final marks calculated before submission to DHET. Submit and ICASS and ISAT marks. Import exam results; student enrolment and result queries. Ensure that backups are made on the registration system. Develop, manage and implement student registration services. Provide advice and guidance on the enrolment of students. Monitor the validate the reliability of registration documentation by conducting monitoring and support to all the delivery sites. Perform Management Information System with reference to registration and examination. Provide support to campuses to be able to print of attendance registers, student cards and examination entrance permits. Validate, correct and submit TVETMIS registration data on time as per DHET schedule. Provide high level reporting and statistical data analysis on registration and examination. Ensure that systems are in place to comply with DHET enrolment and Standard Operating Procedures. Liaise with registration service providers and arrange for training when needed. Monitor and/ or communicate with students through Short Message System (SMS). Capture online quarterly reports and submit it as per DHET schedules. Import and update student credits.

POST : CAMPUS COORDINATOR (HEAD OF DEPARTMENT) (PERMANENT)
SALARY : R535 146 PER ANNUM (PL3)
REF NO : LET 84/10/2026
CENTRE : MODJADJI CAMPUS

REQUIREMENTS: An appropriate bachelor's degree or equivalent relevant qualification at NQF level 7. At least five years' relevant working experience of which two years should be on a supervisory level. A Sound understanding and knowledge of the Post Education and Training Sector will be an added advantage. Willingness to travel and work extended hours. Ability to work independently as well as in a team. Sound understanding of prescripts governing the TVET sector this includes but is not limited to CET Act, Finance related policies, Labour Relations Act, Curriculum and Development

Policies, QCTO policies etc. Computer Literacy. Good communication, negotiation and problem-solving skills. A valid driver's license.

DUTIES: Coordinate and lead all operational activities within the campus. Coordinate teaching and learning. Develop strategies to improve students' performance and development. Coordinate curriculum delivery, interventions and examinations. Ensure effective and efficient utilization of resources. Implement quality management systems, policies and processes for monitoring classroom practices, assessment and moderation. Manage and oversee the administration of all bursaries and the work placement of students and Lecturers. Support and contribute to the implementation of the College transformation and strategic plan. Contribute to the audit processes related to strategic objectives. Manage and monitor the implementation of student support, teaching and learning framework. Ensure the implementation of the student's fees structure and debt collection policy. Establish and maintain partnerships and linkages with internal and external stakeholders. Provide relevant and timely management information. Provide administrative and professional support to staff and students. Management the performance and development of the staff. Management campus resources and assets. Prepare and manage plans and report on all activities in the campus.

POST : HEAD OF DEPARTMENT (HOD): ENGINEERING STUDIES (PERMANENT)
SALARY : R535 146 PER ANNUM (PL3)
REF NO : LET 85/10/2026
CENTRE : MAAKE CAMPUS

REQUIREMENTS: An appropriate recognized three years National Diploma/ Bachelor's Degree in Engineering Studies coupled with a professional qualification in Education. At least five (05) years teaching/lecturing experience of which three (3) years must be on supervisory or management level Post Level two (PL2). A Trade Certificate will be an added advantage. Knowledge of assessment and/ or evaluations or examinations. national examination and assessment policies. Strategic, project, financial and time management Skills. In- depth knowledge of legislative framework governing post school education and curriculum delivery in the TVET Sector. A sound knowledge of management, leadership and administration skills. Good technical, conceptual and human skills. Registration with SACE is compulsory. Must be computer literate and have a valid driver's license. Assessor and Moderator certificates.

DUTIES: Management of students, lecturers and curriculum delivery. Implementation of the administration processes within the engineering section. Ensure implementation of the campus curriculum as required. Ensure effective and efficient utilization of resources. Coordinate all academic activities within the section that will include student registration, teaching and learning, timetables,

attendance registers, Student Support Services, extra and co-curriculum activities. Monitoring and evaluation of teaching and learning. Develop and implement intervention strategies that will improve academic performance. Provide professional support to lecturing staff and students. Keep the management abreast of all aspects of academic services and administration in the section. Prepare and manage plans which also include Work Integrated Learning (WIL) for both the students and lecturers. Manage and supervise assessment and examination processes in the section including timeous marking of scripts and submission of marks, development of question papers and preparation of all ISAT, ICASS and all Occupational Programmes activities. Ensure that teaching and learning resources are procured in advance before the commencement of lectures; Ensure the Learner Management System and Campus Skills competitions are implemented in the campus, participate in the formulation and implementation of curriculum grand plan, participate in the College Strategic Plan activities; Ensure adherence to policy on the attendance and punctuality of classes. Participate in the planning and implementation of college ceremonies including graduation etc, Liaise with Campus Management on academic activities. Compile and submit the reports to the relevant authorities as and when required. Perform any other official activities allocated by the Supervisor.

POST : QUALITY ASSURANCE OFFICER (PERMANENT)
SALARY : R413 001 PER ANNUM (SL8)
REF NO : LET 86/10/2026
CENTRE : CENTRAL OFFICE

REQUIREMENTS: An appropriate recognized three years National Diploma/ Bachelor's Degree in Statistics or Auditing. At least three (3) years' experience in Auditing or Quality Assurance or related field. A qualification in Project management will be an added advantage. Knowledge of IS09001 code. Be able to use Microsoft packages. Good verbal and written communication skill. Ability to work individually and in a team. Ability to work under pressure. analytical, planning and organizing skills. Through understanding of Batho-Pele Principles. Computer literate. Valid driver's licence.

DUTIES: Preparation of all the quality system documents. Coordinating all Quality Assurance/Quality control activities. Ensuring the quality of accounting records, management, Council and DHET reports. Ensuring that all policies are reviewed and meets the required standard. Assisting the College with the coordination of audit information and recommends appropriate data gathering mechanism and procedures. Reviewing testing, quality control and other testing report for accuracy, completeness and compliance meet requirements to ensure that quality assurance standard and regulatory requirements are met. Coordinate the activities in line with the development of Strategic, Annual and Operational plans. Support the Audit and Risk Committee with administrative functions including different projects activities in the College. Review of College record management system to ensure

easy retrieval of documents. Work with the outsourced internal Auditors on the approved coverage plan activities. Quality controlling of all payments by the College. Compile quality assurance reports to all levels of College Management. Ensure College compliance regarding various matters. Reviewing the adequacy of the internal control and compliance matters to ensure that there is no infringement by the College.

POST : **SENIOR LABOUR RELATIONS OFFICER (PERMANENT)**
SALARY : **R413 001 PER ANNUM (SL8)**
REF NO : **LET 87/10/2026**
CENTRE : **CENTRAL OFFICE**

REQUIREMENTS: An appropriate recognized three year National Diploma/Bachelor's Degree in Labour Relations/ Labour Law, LLB or any relevant and equivalent qualification majoring in Labour Law or Labour Relations. Three (3) years relevant working experience of which two years experience must be in employee/ labour relations. Extensive knowledge of Labour legislation, negotiation dispute resolution, problem solving skills, written and oral communication. A valid driver's licence.

DUTIES: Provide conflict management Services. Advise management on the promotion of sound labour relations as well as employees. Deal with disputes, grievances, complaints and disciplinary cases and ensure compliance with prescribed time frames. Give constant feedback to management at all with regard to labour relations. Conduct training on labour relations. Facilitate transformation activities and engage with organised labour. Coordinate Employment equity of the College. Coordinate ethics and integrity.

POST : **CAMPUS ADMINISTRATOR (PERMANENT)**
SALARY : **R338 106 PER ANNUM (SL7)**
REF : **LET 88/10/2026**
CENTRE : **GIYANI CAMPUS**

REQUIREMENTS: An appropriate recognized three year National Diploma/Bachelor's Degree in Administration or any relevant equivalent qualification. Two years relevant working experience in an administration environment. Knowledge and understanding of the TVET sector. Knowledge of the Public Service legislations and policies. Experience in using Management Information System (MIS) will be an added advantage. Must be computer literate. A valid driver's licence.

DUTIES: Ensure the correct set up of the campus EMIS and to keep up the data capturing functions of the relevant staff. Assist with administrative, financial and personnel control/ monitor campus expenditure according to the approved campus budget. Attend inspection and campus audits and also instate effective control measures to ensure compliance. Supervision of all respective housekeeping functions and staff in respect of grounds and buildings. Maintain the general support services functions to education and training of the college strategic interventions. Liaise with all suppliers of goods and services to the campus to ensure that the procurement requirements are achieved.

POST : PERSONAL ASSISTANT: OFFICE OF THE PRINCIPAL (PERMANENT)
SALARY : R338 106 PER ANNUM (SL7)
REF NO : LET 89/10/2026
CENTRE : CENTRAL OFFICE

REQUIREMENTS: An appropriate recognized three years National Diploma/ Bachelor's Degree in Office Management, Management Assistant or equivalent qualification. A minimum of three years' office management/administrative/secretarial support experience. Project management will be an added advantage. Knowledge of manual and electronic filing system, document tracking, storage and retrieval. Planning and organizing skills. Ability to work independently and in a team. Good interpersonal and problem-solving skills. Excellent minutes taking and accurate typing skills (45 words per minutes). Good verbal and written communication skills. Computer literacy in Microsoft packages. Excellent business etiquette. Thorough understanding of Batho-Pele Principles.

DUTIES: Providing secretarial support to the Principal. Organising and attending meetings and ensuring that the principal is well prepared for meeting. Producing documents, briefing papers, reports and presentations. Organising and maintaining the diary of the Principal. Answering and screening calls. Receiving clients or visitors. Arranging and co-ordinating meetings. Workshops and appointments. Providing administrative support. Arranging travel and accommodation logistics for the Principal Compiling and submitting travel claims, cell phone claims, subsistence Rendering basic quality assurance on standard documents coming and leaving the office. Scan, tax, copy, manage and draft correspondence. Taking notes, keeping minutes of the meetings. Typing documents for the Principal. Managing the filing system of the office and retrieval of documents as and when required. Rendering general support to the office of the Principal. Managing and implementing project in the office of the Principal.

REQUIRED DOCUMENTS: **FULLY COMPLETED 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 Human Resources. **NB:** Foreign applicants should attach the following documents: **SAQA EVALUATION CERTIFICATE, SACE and QUOTA WORK PERMIT AND POLICE CLEARANCE. PEOPLE WITH DISABILITY ARE ENCOURAGED TO APPLY.** 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 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: Any vacancies on **Salary Level 8-10 (PL2-5)**, should be prioritized as follows 1. African Male, 2. African Female, 3. Coloured Male, 4. Coloured Female, 5 White Male, 6. Indian Male and 7. White Female respectively.

Any vacancies on **Salary Level 5-7 (PL1)**, should be prioritized as follows 1. African Males, 2. Coloured Male, 3. White Female, 4 White Male and 5. Indian Female respectively.

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 closing date, consider your application unsuccessful.

CLOSING DATE: 27 NOVEMBER 2026

ENQUIRIES: MS ML SEKWELA / MR KL MOJELA ON 015 307 5440

APPROVED / NOT APPROVED

DHET: LIMPOPO REGION
LETABA TVET COLLEGE
HUMAN RESOURCES MANAGEMENT
09 NOV 2026

MR PP MASHELE
COLLPRINCIPAL

TEL: 015 307 5440 FAX: 015 307 2204
Private Bag X 4017 Tzaneen 0850
generalassistant@letcol.co.za

DATE