

LETABA TVET COLLEGE IS AN EQUAL OPPORTUNITY, AFFIRMATIVE ACTION EMPLOYER. IT IS OUR 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 : ADMINISTRATION OFFICER: ACCREDITATION SERVICES (THREE YEAR CONTRACT)  
RE-ADVERT  
SALARY : R 325 101 (SL7) PER ANNUM PLUS 37% IN LIEU OF BENEFITS  
REF NO : LET 32/08/2025  
CENTRE : CENTRAL OFFICE

**REQUIREMENTS:** Grade 12 or NCV L4 and/ or any relevant equivalent qualification. An appropriate recognised three years National Diploma/Bachelor's Degree in Education/Business Management/ Human Resources Development/ ODETDP and/ or any relevant equivalent qualification. At least 2 years' relevant working experience in any related field. Knowledge and experience in the Training and Development Sector. Legislative framework governing the accreditation processes will serve as an added advantage. Sound knowledge of theory and practice in the relevant field. Knowledge of relevant legislative framework, prescripts, policies and procedures. Excellent communication and interpersonal relations skills. Problem solving and project management skills. The ability to work under pressure with little or no supervision. Telephone etiquette. Must be computer literate and have a valid driver's license.

**DUTIES:** Coordinate all the logical processes associated with projects and accreditation processes and requirements of occupational programmes offered at Letaba TVET College. Coordinate accreditation prescripts and training in conjunction with Business Development Managers and Human Resource Manager as required. Liaise with HOD's, Campus Managers, Academic Service Unit, QCTO, SETA and Industries. Collating, updating, storage of all data relating to all Letaba TVET employees' accreditations, the college learning program accreditations and pending accreditations. Prepare and arrange compliance with QCTO and NAMB for accreditation processes. Prepare business proposal and funding applications to the funders. Provide reports and recommendations in relation to accreditations. Liaise with key and relevant stakeholders. Responsible for the administration of accreditation applications and documents. Review all new submissions relating to accreditation applications. Preparing documents for evaluation processes. Ensuring all reports are in place before

site visits. Attend to service provider queries. Advise stakeholders regarding the development of appropriate QMS and learning materials. Liaise with SETA's regarding programme approvals.

**POST : TEMPORARY LECTURER: CIVIL ENGINEERING: CARPENTRY AND ROOFWORK (12 MONTHS CONTRACT)**  
**SALARY : R 270 498 (PL1) PER ANNUM PLUS 37% IN LIEU OF BENEFITS**  
**REF NO : LET 35/01/2026**  
**CENTRE : MAAKE CAMPUS**

**REQUIREMENTS:** Grade 12 or NCV Level 4 or any relevant equivalent qualification. An appropriate recognised 3-year National Diploma/ N6 plus Trade Certificate and /or Bachelor's Degree in Civil Engineering: Carpentry and Roofwork or any other relevant qualification. Applicants must have a Professional Qualification in Education. Facilitator/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, report 191 and occupational programme. 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: LIFE SKILLS AND COMPUTER LITERACY (12 MONTHS CONTRACT)**  
**SALARY : R 270 498 (PL1) PER ANNUM PLUS 37% IN LIEU OF BENEFITS**  
**REF NO : LET 36/01/2026**  
**CENTRE : MAAKE CAMPUS**

**REQUIREMENTS:** Grade 12 or NCV Level 4 or any relevant equivalent qualification. An appropriate recognised 3-year National Diploma/Bachelors' Degree in Education majoring in Computer Practice or any relevant equivalent qualification. Applicants must have a professional qualification in Education. Relevant working experience in the Education sector. Facilitator/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, report 191 and occupational programme. 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.

**REQUIRED DOCUMENTS FOR THE ABOVE POSTS:** Fully completed new Z83 Application for Employment Form indicating correct reference number, comprehensive Curriculum Vitae, copies of qualifications including academic records/transcripts, ID, drivers license and SACE certificate for lecturing post. 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-advertised post: People who applied before are encouraged to re-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. Faxed or emailed applications will not be considered.

**CLOSING DATE: 13 FEBRUARY 2026 AT 16:00**

**ENQUIRIES: MR KL MOJELA ON 015 307 5440**

**APPROVED / NOT APPROVED**

DHET : LIMPOPO REGION LETABA TVET COLLEGE HUMAN RESOURCE MANAGEMENT
2026 -01- 26
TEL: 015 307 5440 FAX: 015 307 2204 Private Bag X 4017 TZANEEN 0850 registry@letaba.tvtc.ac.za
MR MB MOSHOMA ACTING PRINCIPAL

DATE