



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



Tel : +27 47 401 6400
Fax : +27 47 401 6431
Email: info@kinghintsacollege.edu.za

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING.
KING HINTSA TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING (TVET) COLLEGE.**

The Department and the College is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representativity: (race, gender and disability) in the Department through the filling of posts and a candidate whose appointment, transfer or promotion will promote representativity will receive preference.

NOTE: The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate, and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date.

The successful candidate will be subjected to a security clearance and verification of qualifications. Interviewed candidates will be subjected to a competency assessment where necessary. Correspondence or communication will only be entered into with short-listed applicants. The College /Department reserves the right to withdraw any of the advertised posts at any time depending on the need.

CLOSING DATE 22 August 2025 @14:00, applications received after the closing date will not be considered. Readvertisement, those who previously applied are encouraged to re-apply.

APPLICATIONS: Please email to matron@khc.edu.za

POST DESCRIPTION: Residence Manager (Matron)

NATURE OF POST: College Council

SALARY: R193 359 per annum plus 37% in lieu of benefits

CENTRE: King Hintsa TVET College. Teko Campus

REF NO: KHC2025/08/Teko

Requirements: Grade 12/ NCV Level 4 certificate. Must be computer literate. Must have 1-2 years relevant experience/ capacity in dealing with young people. Must be able to work under pressure, unsupervised and willing to work extended hours. Must be able to develop and provide weekly reports. Must reside inside the campus according to the shifts and passionate to student wellbeing.

Duties: Responsible to assist and contribute to the supervision and care of learners in the student residence. Matron is responsible for overseeing the day-to-day domestic running of the residence, these will include cleaning, laundry, residence maintenance, student well-being. • Matron is required to liaise with Student Support Services Officer, College Nurse and any other student support related office and authorities including parents. Avail herself for the training and self-development Responsible for the intake and registration and allocation of students in residence and keeping records. The candidate must be firm yet fair, able to enforce rules and compliance as per the policy.

ENQUIRIES: Mr. O Kalimashe or Ms. P Soyizwapi at **047 401 6400**