

**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 representivity: (race, gender and disability) in the Department through the filling of posts and a candidate whose appointment, transfer or promotion will promote representivity will receive preference.

**NOTE: Do not separate the Z83 and CV. Scan all these into single document. Scanned Applications must consist of fully completed and signed new Z83 Form, obtainable from any Public Service Department or on the internet at [www.gov.za](http://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: 25 July 2025 @16:00, incomplete applications and applications received after the closing date will not be considered.**

**PLEASE FORWARD YOUR APPLICATIONS: [recruitment@khc.edu.za](mailto:recruitment@khc.edu.za)**

**Kindly quote name of the post you are applying for and its reference number in the subject line. No faxed, postal or hand delivered applicants will be accepted.**

**POST DESCRIPTION:** Assistant Director: Registration Services **Ref No: KHC/2025/07/REG**

**SALARY LEVEL:** SL10

**NATURE OF POST:** Permanent

**NOTCH:** R582 444 per annum

**CENTRE:** King Hintsa TVET College-Central Office

**Requirements:** Matric or NCV Level 4 with a recognised 3 year National Diploma/Degree in Business Administration, information System/Technology Public Administration or any other relevant equivalent qualification ; 5 years' experience in the Administration/Data management environment or any relevant field, in which 3 years must be supervisory experience in the Administration environment or relevant field; Valid driver's licence; Knowledge of registry duties, practices as well as the ability to process information , and assist with data management; Working knowledge and understanding of the legislative framework governing the Public Service; Knowledge of storage and retrieval procedures in terms of the working environment.

**DUTIES:** Develop review and monitor the implementation of policies and procedure in relation to student registration, admission, scheduling and records; Provide workshops on the implementation of policies and procedure in relation to student registration, admission, scheduling and records; Develop marketing strategies to attract new potential students; Manage student registration and ensure proper procedure are followed; Develop and review registration document for accuracy; Manage the database for new graduates and alumni into the job market; Ensure provisioning of pre-entry support services to student during the registration process in relation to (financial aid, bursaries, student accommodation) ;Provide guidance and testing of students, with regard to choice of and placement within programmes; Maintain and update database of students enrolled within programmes ;Ensure that student orientation is conducted in to the college and campuses; Ensure that learner's information are captured on Information Technology System (ITS)

**ENQUIRIES:** Mr. O Kalimashe and Ms. P Soyizwapi@ 047 401 6400

**POST DESCRIPTION:** Assistant Director Labour Relations **Ref No: KHC/2025/07/LR**

**SALARY LEVEL:** SL9

**NATURE OF POST:** Permanent

**NOTCH:** R 468 459 per annum

**CENRE:** King Hintsa TVET College- Admin Centre.

**Requirements:** Matric or NCV Level 4 with a recognised 3-year Degree/National Diploma in Industrial Relations/Labour Law and/or Human Resource Management. A minimum of five (5) years of relevant experience within a Labour Relations portfolio within public or private entities. 3 years at the Supervisory level. Sound knowledge of labour legislation and prescripts within the TVET or Public sector domain. Sound Knowledge of LRA, BCEA, PSA, PSR, CET ACT 2006, and CET Amendment Act 2012, Higher Education sector and relevant public service regulations and policies Demonstrable experience in project management, collective bargaining and LR processes. Sound conflict-handling and communication skills. Good organisational and interpersonal skills.

Computer literate (MS Word, MS Excel, MS PowerPoint, and Outlook). Good communication skills (written and verbal). Strategic thinking and meticulous record keeping. Willingness to travel and a valid driver's licence.

**DUTIES:** Investigate misconduct cases and compile investigation reports. Management of Discipline, represent the Department during a formal disciplinary hearing, provide advice on informal disciplinary hearings and ensure the implementation of disciplinary sanctions. Investigate and finalise all grievances and complaints received from employees in the Department / Colleges. Coordinate and provide support in terms of representing the Department in all disputes referred to the Public Service Sectoral Bargaining Council/General Public Service Sectoral Bargaining Council/Education Labour Relations Council and the Commission for Conciliation, Mediation and Arbitration. Manage the information and records of all activities in the Labour Relations in the region. Manage resources of the section. Monitor precautionary suspensions in the region. Render advisory services to management and employees on dispute prevention and resolution. Monitor and evaluate labour relations trends in the region. Facilitate training and advocacy on labour relations matters in the region. Attend Departmental Multi-Lateral Labour Forums in the region and Colleges. Ensure compliance on capturing of cases on PERSAL. Provide monthly and quarterly reports to Head Office.

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

**POST DESCRIPTION:** Assistant Director: Office of the Principal (Office Manager) **Ref No:** KHC/2025/07/GOV

**SALARY LEVEL:** SL9

**NATURE OF POST:** Permanent

**NOTCH:** R 468 459 per annum

**CENTRE:** King Hintsa TVET College

**Requirements:** Matric or NCV Level 4 with a recognised 3-year National Diploma/Degree in /Public Management/ Business Management / Office Management and Technology / Social Sciences or related qualification. A qualification in monitoring & Evaluation will be an added advantage. At least 5 years' relevant experience in strategic planning and public/ corporate administration environment. Knowledge of Public Service legislations and policies. Knowledge of PSET. Knowledge and understanding of the TVET/ CET Administration and the Higher Education sector. Understanding of corporate governance and Cost centre budgetary, expenditure and cash flow management. Knowledge of Employment Equity Act, Public Service Regulations and Public Service Act, Labour Relations Act and any other related legislation. Must have a valid driver's licence.

**DUTIES:** Render administrative/executive support services in the office of the principal. Provide secretariat support to College Council, Council Committees, Academic Board, Senior Management, and other approved committees. Provide strategic management, monitoring, and evaluation services. Records management. Management of all humans, financial and other resources of the unit. Ensure completion of performance agreements by all employees in the unit, Supervision of staff

**Enquiries:** Mr. O Kalimashe or Ms. S Soyizwapi at 047 401 6400

**POST Description** Management Information Systems Officer **Ref No:** KHC2025/07/MISO

**SALARY LEVEL:** SL8

**NATURE OF POST:** Permanent

**NOTCH:** R 397 116 per annum

**CENTRE:** King Hintsa TVET College-Central Office

**Requirements:** Matric or NCV Level 4 with a recognised 3-year Diploma/Degree in Information Technology/Information Management/Computer Science/Computing. Minimum of 3-5 years working experience in Data Management and TVET MIS and ITS environment will be an added advantage. Valid Driver's License. PSET sector and ITS experience will be an added advantage.

**DUTIES:** To be the first point of contact (first line support) for resolving MIS queries using ITS and liaising directly with college staff. Assist in end user training and supporting documentation. To document processes and procedures as required. Assist with data updates and maintenance in line with funding body regulations and guidelines to ensure college compliance. Support data validation using SQL Server Business Intelligence Reporting Services. Monitoring & Reporting on student numbers funded and current. Assisting in the configuration and administration of: Timetable; Curriculum; and registers including periods, class, room, and staff activities. Support Database Developer in Centralised Integrated Report System (CIRS) report maintenance. Maintaining and amending student Learning programmes through the Programme Change, Leavers, Progression, and Completion/achievement processes. Scheduling and reporting. Assisting with Exams administration including exam entry and amendment files, downloading / processing results and ensuring exams are run in accordance with DHET regulations. Administrative support to the MIS department. Enforcing College procedures. General administration duties. To undertake any other duties commensurate with the post.

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

**POST DESCRIPTION:** Transport Officer **Ref No:** KHC2025/07/FAC

**SALARY LEVEL:** SL7

**NATURE OF POST:** Permanent

**NOTCH:** R 325 101 per annum

**CENTRE:** King Hintsa TVET College.

**REQUIREMENTS:** Matric or NCV Level 4 with a recognised 3-year Diploma/Degree in Management, Public Management, Business Management. 3 years relevant experience in the Logistical and Transport environment. A valid driver's license. Skills and Competencies: Knowledge of Transport and Travel policies administrative delegations and prescripts. Leadership skills, Analytical skills; Good Financial Management; Computer literacy. Communication skills (written and verbal); Report writing skills; Problem solving skills; Planning and organising skills. Application and interpretation of legislation. Ability to work under pressure.

**DUTIES:** Provide day to day management of vehicles in terms of usage and maintenance. Ensure log sheets are controlled and completed for all trips. Keep maintenance schedules and coordinate maintenance requirements. Compile accidents reports and make follow ups. Manage travel arrangements. Handle queries and liaise with different departments/units on fleet vehicles and travel related issues. Ensure verification of travel documents and issuing of order numbers. Manage processing of payments timeously. Verify the authenticity, accuracy and correctness of invoices of services rendered. Supervision of College Drivers. Ensure traffic fines are processed. Manage the budget and administrative related services of the section. Monitor compliance to Transport and Travel Policies and advise accordingly.

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

**POST DESCRIPTION:** Financial Aid (Bursary) Officer **Ref No:** KHC/2025/07/FA

**NATURE OF POST:** Permanent

**SALARY:** R 325 101 per annum SL7

**CENTRE:** King Hintsa TVET College – Msobomvu Campus

**REQUIREMENTS:** Recognized three (3) year National Diploma in Financial Management/Accounting (NQF level 6). 3-5 years' experience in bursary / financial aid services. Basic knowledge of financial functions, practices as well

as the ability to capture data, operate computer and collate financial statistics. Basic knowledge of the Public Service financial legislations, procedures and Treasury Regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual).

Knowledge of basic financial operating systems (ITS etc.). Must have a valid driver's licence.

**DUTIES:** conduct Nsfas online applications. Capture application on the system. Attend to student queries at Campus level. Organise and / contract the filling system as required. Assist with the coordination of bursary application processes. Assist with Coordinating and monitoring of financial aid processes. Assist with analysing the NSFAS provisionally funded students. Assist with the coordination of bursary allocations. Assist with the coordination of providing feedback to students relating to the progress of the bursary process as communicated by NSFAS. Assist in reporting on all bursary allocations and progress.

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

**POST DESCRIPTION:** Examination Officer **Ref No:** KHC/2025/07/EXM

**NATURE OF POST:** Permanent

**SALARY:** R325 101 per annum SL7

**CENTRE:** King Hintsa TVET College – Centane Campus

**REQUIREMENTS:** Grade 12, Recognised Degree/Diploma in Education/ Administration or equivalent qualification, 1-2 years in the examination services / Teaching and Learning environment/ related field. Knowledge of White Paper on PSET, Knowledge of the Public TVET sector and its regulatory and legislative framework. Knowledge and understanding of the Higher Education sector. Knowledge and understanding of TVETMIS, and ITS. Knowledge of practice notes, national, provincial policy frameworks relevant to Education, Training and Development. Must have a valid driver's licence.

**DUTIES:** Capture term marks and Examination Marks. Issuing the of results and Certification. Verifying of question papers and answer books. Organise and/or construction the filling system as required. Assist lecturers with ITS during enrolment. Ensure accuracy of information. Capture test and year marks as well as attendance of learners. Record, organise, store and retrieve related information and documents. Other offices administration duties as allocated.

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

**POST DESCRIPTION:** Academics and Student Support Services Officer **Ref No:** KHC/2021/11/02

**NATURE OF POST:** Permanent

**SALARY:** R325 101 per annum SL7

**CENTRE:** King Hintsa TVET College-Central Office

**REQUIREMENTS:** M+3 years Degree or National Diploma in Social Science/Psychology/Education or equivalent qualification. 3-5 years in the Student Support Administration Education /Teaching and Learning environment/related field. Knowledge of PSET Act and CET Act, knowledge and understanding of Student Support Service Act, knowledge and understating of electoral processes. Knowledge of Teaching and Learning. Knowledge of career guidance and extra-curricular activities. Knowledge of Skills Development Act, Public Service Act, Public Service Regulations and Labour Relations Act. Knowledge of the National Student Financial Aid Scheme and related legislation. Knowledge of Public TVET sector and its regulation and legislative framework. Knowledge of Ethical Regulatory and legislative framework. Knowledge and understating of the Higher Education sector. Knowledge of Education Act. Good communication and interpersonal skills. Computer literacy. A valid driver's license.

**DUTIES:** Provide student support services. Provide student counselling or referral services.

Implement student work placement and Work Integrated Learning (WIL) policies.

Provide career guidance, counselling and academic support for students.

Implement the sport, recreation. Arts and culture programs for student in the campus.

Facilitate student governance and student leadership development and exit support programme.

Supervise staff.

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

**POST DESCRIPTION:** Debtors Clerk **Ref No:** KHC/2025/07/DC

**NATURE OF POST:** Permanent

**SALARY:** R 228 321 per annum SL5

**CENTRE:** King Hintsa TVET College

**REQUIREMENTS:** Grade 12/NCV L4 or Equivalent. Minimum of 1-year relevant working experience in Financial Accounting will be an added advantage. Have proven competencies in: Communication (Verbal and Written), Analytical and Problem solving, Attention to detail, Interpersonal relations, Planning and organising skills, Basic Numeracy and Accuracy.

**DUTIES:** Render Financial Accounting transactions: Receive invoices, check invoices for correctness, verification, and approval (internal control), Process invoices (e.g., Capture payments), Collect cash, receive and capture cash payments as well as file all documents. Perform Salary Administration support services inclusive but not limited to: Receive salary advice, Process advice (e.g. check advices for correctness, capture salaries, bonuses, salary adjustments, capture all deductions etc). Perform bookkeeping support services: Capture financial transaction, clear suspense accounts, record debtors and creditors, process electronic banking transactions and compile journals.

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

**Post Description:** Secretary to Deputy Principal Finance **Ref No:** KHC/2025/07/SEC

**SALARY:** R 228 321 per annum SL 5

**Centre:** Admin Centre

**REQUIREMENTS:** Grade 12/ Matric certificate Recognized National Diploma in Public Administration/Business Management/Office Management (NQF Level 6) or equivalent qualification Knowledge and Understanding of the TVET/CET Administration. Basic knowledge of Financial Administration and Projects. Proven computer literacy, including advanced Microsoft Office suite (Word, Excel, Power-Point and Outlook).

**DUTIES:** Draft all letters, submissions, and memorandums. Preparing supporting documents for meetings, receive and distribution of stationery to the relevant officials. Assisting in the establishment and implementation of effective records and document management systems in the office of the Deputy Principal Innovation. Ensuring meetings are effectively organised and liaising with the Chair to plan meetings. Coordinate all logistical arrangements for travelling and meetings etc. Processing of claims for travelling and meetings etc, Arrange all meetings, proceedings and activities of the above structures, compile agenda, minutes, reports and other records of the above structures, distributions of relevant documents for meetings of the above structures.

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

**Post Description:** Administration Clerk: Supply Chain Management **Ref No:** KHC/2025/07/SCM

**Nature of Post:** Permanent

**Salary:** R 228 321 per annum SL 5

**Centre:** King Hintsa TVET College-Central Office

**Requirements:** Grade 12/NCV Level 4 with 2-3 years' experience in Supply Chain Management environment Certificate in Financial Accounting Systems (FIS), Diploma in Finance, Accounting, Internal Auditing, will be an added advantage. Knowledge and understanding of Public Finance Management Act (PFMA) and Treasury regulations.

**Duties:** Sourcing of quotations as per National Treasury Guidelines. Receive and assess quotations to ensure that they comply with the minimum requirements and procedures of SCM Ensure proper filling and safekeeping of documents. Ensure timeous processing of payments to suppliers. Receiving and issuing of stock items. Prepare

request for invoices to Funders and follow up on their payments. Perform other duties as delegated by the Supervisor.

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

**POST DESCRIPTION:** Lab/ Workshop Assistants x 5 Posts **Ref No:** KHC2025/07/Lab

**NATURE OF POST:** Permanent (Persal)

**SALARY:** R228 321 per annum SL05

**CENTRE:** King Hintsa TVET College. (Teko, Centane, Dutywa, Willowvale, Msobomvu Campus)

**REQUIREMENTS:** Grade 12 or equivalent and specialized experience or post-secondary training. Working knowledge of and experience configuring desktop computers and Local Area Networks.

**DUTIES:** Assists in planning and presents learning experiences for K-5 students to explain computer usage and help them become computer literate. Demonstrates and assists students in developing skills in keyboarding, mouse control and the use of various computer software applications. Develops lesson plans and instructional materials suitable for verbal, auditory and visual instruction of students with a wide range of mental, physical and emotional maturities. Establishes and maintains standards of student behavior necessary to achieve a functional learning atmosphere in the classroom. Sets up computers for classroom instruction; installs computer printers and software; troubleshoots network, software and hardware malfunctions. Maintains adequate number of working copies of software and handouts for classes; maintains list of software and its recommended classroom usage. Assists professional staff in administering standardized tests in accordance with District testing program guidelines. Maintains various records such as weekly class schedules and lab usage logs.

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

**POST Description:** Admin Clerk: Human Resources Management **Ref No:** KHC/2025/07/HRM

**SALARY:** R228 321 per annum

**CENTRE:** Willowvale Campus

**REQUIREMENTS:** A Senior certificate with appropriate experience in HR Administration. (A National Diploma in Human Resources Management will be an added advantage). Valid driver's license.

**DUTIES:** Handle the administrative processes with regards to recruitment, selection, and placement, which entail: Advertising vacancies, processing of applications, attending interviews, writing submissions for appointments and appointment letters, prepare and provide employment statistics to the Head of Human resources. Ensure adherence to effective implementation of policies regulations and Acts regarding HR. Process appointments, transfers, promotions, relocations. Maintain and provide related statistical information. Management of learners or interns within the unit.

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