

**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: 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, 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: 05 September 2025 @16:00, incomplete applications and applications received after the closing date will not be considered. PLEASE FORWARD YOUR APPLICATIONS TO THE EMAIL ADDRESS PROVIDED NEXT TO EACH POST THAT YOU ARE APPLYING FOR.

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: Lab Assistant: with **Ref No: KHC2025/LA WIL**, (Readvertisement – candidates previously applied are encouraged to reapply)

NATURE OF POST: Permanent

SALARY: R 228 321 per annum SL 5

CENTRE: King Hintsa TVET College- Willowvale campus

Email: willowvalelab@khc.edu.za

REQUIREMENTS: NCV Level 4 Information Technology, or diploma in Information Technology will be an added advantage. Minimum of 0 – 3 years' experience. CompTIA N+, CompTIA A+ and Microsoft Certified IT Professional will be an added advantage, Knowledge in hands-on hardware troubleshooting. Knowledge in equipment support. Unendorsed Valid Driver's Licence will be added advantage. Working technical knowledge of the latest operating systems, network protocols and standards. Thorough understanding of PC, network, and hardware. Working knowledge of and experience configuring desktop computers and Local Area Networks.

DUTIES: Set up workstations with computers and necessary peripheral devices (routers, printers etc.), Check computer hardware (HDD, mouses, keyboards etc.) to ensure functionality, Install and configure appropriate software and functions according to specifications, Develop and maintain local networks in ways that optimize performance, Provide orientation and guidance to users on how to operate new software and computer equipment, Perform troubleshooting to diagnose and resolve problems (repair or replace parts, debugging etc.), Identify computer or network equipment shortages and place orders. 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.

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

POST DESCRIPTION: Lab Assistant: with **Ref No: KHC2025/LA DUT**, (Readvertisement – candidates previously applied are encouraged to reapply)

NATURE OF POST: Permanent

SALARY: R 228 321 per annum SL 5

CENTRE: King Hintsa TVET College-Dutywa campus

Email: dutywalab@khc.edu.za

REQUIREMENTS: NCV Level 4 Information Technology, or diploma in Information Technology will be an added advantage. Minimum of 0 – 3 years' experience. CompTIA N+, CompTIA A+ and Microsoft Certified IT Professional will be an added advantage, Knowledge in hands-on hardware troubleshooting. Knowledge in equipment support. Unendorsed Valid Driver's Licence will be added advantage. Working technical knowledge of the latest operating systems, network protocols and standards. Thorough understanding of PC, network, and hardware. Working knowledge of and experience configuring desktop computers and Local Area Networks.

DUTIES: Set up workstations with computers and necessary peripheral devices (routers, printers etc.), Check computer hardware (HDD, mouses, keyboards etc.) to ensure functionality, Install and configure appropriate software and functions according to specifications, Develop and maintain local networks in ways that optimize

performance, Provide orientation and guidance to users on how to operate new software and computer equipment, Perform troubleshooting to diagnose and resolve problems (repair or replace parts, debugging etc.), Identify computer or network equipment shortages and place orders. 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.

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

POST DESCRIPTION: Lab Assistant: with **Ref No: KHC2025/LA TEK**, (Readvertisement – candidates previously applied are encouraged to reapply)

NATURE OF POST: Permanent

SALARY: R 228 321 per annum SL 5

CENTRE: King Hintsa TVET College-Teko campus

Email: tekolab@khc.edu.za

REQUIREMENTS: NCV Level 4 Information Technology or Engineering related qualification will be an added advantage. Minimum of 0 – 3 years' experience. CompTIA N+, CompTIA A+ and Microsoft Certified IT Professional will be an added advantage, Knowledge in hands-on hardware troubleshooting. Knowledge in equipment support. Unendorsed Valid Driver's Licence will be added advantage. Working technical knowledge of the latest operating systems, network protocols and standards. Thorough understanding of PC, network, and hardware. Working knowledge of and experience configuring desktop computers and Local Area Networks.

DUTIES: Set up workstations with computers and necessary peripheral devices (routers, printers etc.), Check computer hardware (HDD, mice, keyboards etc.) to ensure functionality, Install and configure appropriate software and functions according to specifications, Develop and maintain local networks in ways that optimize performance, Provide orientation and guidance to users on how to operate new software and computer equipment, Perform troubleshooting to diagnose and resolve problems (repair or replace parts, debugging etc.), Identify computer or network equipment shortages and place orders. 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.

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

POST DESCRIPTION: Electrical Workshop Assistant with **Ref No: KHC2025/WA MSO** (Readvertisement – candidates previously applied are encouraged to reapply)

NATURE OF POST: Permanent

SALARY: R 228 321 per annum SL 5

CENTRE: King Hintsa TVET College-Msobomvu Campus

Email: msobomvulab@khc.edu.za

REQUIREMENTS: Grade 12/NCV/N3, Trade certificate (Electrician), Driver's licence. At least 1 year of working experience in the electrical field.

DUTIES: Ensure that tools and spare parts are available and ready for use. Conduct minor electrical maintenance in the workshop. Support Artisan/facilitators with technical tasks when preparing for learner practical. Perform small scale electrical installations. Test and repair various electrical equipment, ensuring optimal functionality. Clean electrical equipment regularly to maintain safety and efficiency. Identify and document defects and perform required tasks to address them. Ensure that tools and spare parts are available and ready for use. The workshop Assistant is responsible for maintaining high quality instructional support, help maintain a safe workshop environment and ensure the proper care of all equipment and its essentials. In addition, the workshop Assistant will oversee the daily operations of the workshop. Work closely with Electrical Engineering Senior Lecturer and lecturers. Assist the lecturers in the preparation of class and workshop teaching aids. Assist students as directed by the lecturers with the development of appropriate instructional materials. Assist Senior Lecturer and lecturers in maintaining inventory. Provide a safe environment for the students and monitor the workshop to ensure proper care and security of all materials and equipment. Assist lecturers with the supervision of students in the workshop. Ensure that all teaching materials and equipment are available for class use. Under supervision of the Senior Lecturer, assist with the special needs students. Participate in professional development activities offered by the department and/or by the college. Work a flexible schedule as determined by the Senior lecturer activities. Serve as a tutor for students. Follow the proper procedures for requesting instructional supplies, expendable supplies, and turn in timesheets on a timely basis. Assist in purchasing of equipment and consumables. Support the recruitment activities of the College by participating in career days and other activities to promote the College's programs and curricula. Follow the academic calendar and other policies and procedures adopted by the Academic Development Committee. Provide information and/or data to the requesting officer so that proper reports may be completed and filed with the proper educational agency, funding agency, or accrediting agency. Perform other duties assigned by the Senior Lecturer, Head of Department and Campus Manager.

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

POST DESCRIPTION: Kitchen Workshop Assistant: with **Ref No: KHC2025/LA CEN;** (Readvertisement – candidates previously applied are encouraged to reapply)

NATURE OF POST: Permanent

SALARY: R228 321 per annum SL 5

CENTRE: King Hintsa TVET College-Centane campus

Email: centanelab@khc.edu.za

REQUIREMENTS: NCV Level 4/Grade 12, or Diploma in Hospitality/Culinary/Cookery/Hotel and Catering Management/Nutrition/Food Science/Food Service Management or any relevant qualification in Hospitality. Must have at least 1 years of work experience in the hospitality industry. Must have some computer knowledge. Must have knowledge of culinary arts.

DUTIES: Must be able to assist in the development of appropriate recipes. Must have effective communication skills. Must be able to show enthusiasm, take initiative, have organizational skills and supervisory abilities. Must monitor and ensure proper care and security of all Culinary Arts resource materials and equipment. Must be able to work outside regular working hours. The Kitchen Assistant is responsible for maintaining high quality instructional support, help maintain a safe kitchen environment and ensure the proper care of all culinary arts kitchen equipment and its essentials. In addition, the Kitchen Assistant will oversee the daily operations of the Culinary Arts Kitchen Workshop. Work closely with Hospitality Program Head and lecturers. Assist the Culinary Arts lecturers in the preparation of class and laboratory teaching aids. Assist the Culinary Arts students as directed by the lecturers with the development of appropriate instructional materials. Assist Program head and lecturers in maintaining food product inventory and the culinary arts garden. Provide a safe environment for the students and monitor Culinary Arts Kitchen workshop to ensure proper care and security of all materials and equipment. Assist the Culinary Arts lecturers with the supervision of students in the Culinary Arts kitchens. Ensure that all teaching materials and equipment are available for practical use. Organize Culinary Arts Kitchen by taking inventory of materials, groceries, supplies and equipment which are available for students and lecturers. Under supervision of Program head, assist with the special needs of students. Participate in professional development activities offered by the department and/or by the college. Work a flexible schedule as determined by Program head activities. Serve as a tutor for students enrolled in Hospitality classes. Follow the proper procedures for requesting instructional supplies, expendable supplies, and turn in timesheets on a timely basis. Assist in purchasing food products for student kitchen activities and submit required receipts and accounting documents promptly. Support the recruitment activities of the College by participating in career days and other activities to promote the College's programs and curricula. Follow the academic calendar and other policies and procedures adopted by the Academic development committee. Provide information and/or data to the requesting officer so that proper reports may be completed and filed with the proper educational agency, funding agency, or accrediting agency. Perform other duties assigned by the Program head, Head of Division and Campus Manager.

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