WATERBERG TVET COLLEGE (LIMPOPO PROVINCE) INVITES QUALIFIED AND EXPERIENCED CANDIDATES TO APPLY FOR THE FOLLOWING POSTS TO BE FILLED ACCORDING TO THE CETC ACT NO.16 OF 2006 (AS AMENDED)

WATERBERG TVET COLLEGE
Together ensuring success

REF: WTVET 2026/40 ASSISTANT DIRECTOR: CURRICULUM AND ACADEMIC SERVICES (PERMANENT)

SITE: Central Office (Mokopane)
SALARY: R605 742 per annum plus benefits (SL 10)

Requirements: Recognised National Diploma (NQF 6) in Education or related qualification * 3-5 years in Education/Teaching and Learning environment or related field * Knowledge of PSET and CET Act, Knowledge of Teaching and Learning, Knowledge of Skills Development Act, Public Service Regulations and Public Service Act, Labour Relations Act, Knowledge of the Public TVET sector and its regulatory and legislative framework, Knowledge and understanding of the Higher Education sector, Knowledge of Education Act.

Duties and Responsibilities: Develop, implement, monitor academic and curriculum policies * Support the implementation of new programmes, qualifications and revised National Curriculum (Vocational)/Occupational Programmes * Ensures the relevance and appropriateness of the content NCV programmes/Occupational programmes offered at the College in collaboration with the Senior Education Specialists * Develop policy/guidelines for management of curriculum (classroom management policy) * Monitoring the conduct of assessments on all programmes Provide required report to college executive and oversight bodies * Oversee coordinated curriculum delivery at all the colleges delivery site * Ensure the implementation of best practice teaching in collaboration with the campus manager * Provide academic support to lecturing staff * Plan for delivery of quality teaching and learning * Ensure that enrolment targets are set and achieved * Assist with admission processes * Assist students to have and receive the necessary career guidance to enable them to make informed programme choices * Conduct workshop for examiners officers at the beginning of every examination cycle * Develops in collaboration with ASD: Examination Services; Examination/Assessment Policies in line with DHET/QCTO requirements * Implement and monitor policies (examinations, assessment and moderations) and provide support * Coordinate activities for the development of learning materials * Identify learner material, equipment and other resources requirements * Dissemination of overall learning materials * Management of all Human, Financial and other resources of the unit.

REF: WTVET 2026/41 HEAD OF DIVISION (PERMANENT)

SITE: IT and Computer Science Centre (Mahwelereng)
SALARY: R535 146 per annum plus benefits (PL 3)

Requirements: An appropriate National Diploma or equivalent qualification in Education with focus on Hospitality, Tourism or a related discipline * A professional Teachers Qualification is a requirement * A minimum of five-years' experience with at least two-years in curriculum supervision * Experience in TVET sector will be an added advantage with emphasis on experience in teaching, practical assessment and academic supervision * Must be qualified as Assessor and Moderator and registered with relevant bodies * Registration with SACE * Knowledge of NCV and Occupational programmes * The incumbent should be able to lead lecturers across both fields and work effectively with industry partners * Relevant industry experience and experience delivering occupational programmes would be advantageous * A trade test in Hospitality field will be an added advantage Must be Computer literate, (Ms Word, Excel and PowerPoint) * Excellent communication and presentation skills * Report writing skills and ability to work independently * Must be willing to travel and able to work under pressure * A valid driver's licence.

Duties and Responsibilities: Develop teaching, practical training and assessment plans for each programme * Allocate teaching responsibilities, teach assigned subjects or modules, monitor curriculum coverage and arrange recovery classes when teaching time is lost * Plan and oversee practical sessions in planning and costing, food preparation, restaurant service and guest care * Ensure each student has sufficient practice and that lecturers assess hygiene, working methods, portion control and service quality * Guide lecturers in designing tasks that require students to advise visitors, plan and cost itineraries, handle reservations and respond to customer enquiries * Use Limpopo destinations and local tourism businesses to give students realistic assignments * Coordinate assessment schedules and internal moderation * Review assessment tasks, samples of marked work and records of practical competence * Resolve discrepancies with lecturers before results are submitted * Agree on work plans, observe lessons and practical sessions, and give lecturers feedback * Identify development needs and arrange mentoring, industry exposure or training in occupational programme delivery * Work with the College placement office and employers to secure suitable placements at hotels, lodges, restaurants and tourism businesses * Agree on learning tasks with workplace mentors, monitor student logbooks and address gaps in workplace experience * Prepare costed requests for ingredients, equipment, software and field activities * Monitor stock usage and waste, check the readiness of practical facilities and follow up on equipment faults and safety concerns * Use student results and employer feedback to recommend improvements * Support the introduction of occupational programmes by identifying lecturer, equipment and workplace requirements * Submit term reports on curriculum delivery, student achievement and actions requiring management attention.

REF: WTVET 2026/42 ASSISTANT DIRECTOR: INFRASTRUCTURE AND RECORDS MANAGEMENT (PERMANENT)

SITE: Central Office (Mokopane)
SALARY: R487 197 per annum plus benefits (SL 9)

Requirements: Recognised three-year degree or diploma in Logistics Management, Public Management, Supply Chain Management, Facilities Management, Real Estate or an equivalent qualification at NQF Level 6 * An Occupational Health and Safety (OHS) certificate will be an added advantage * 3-5 years in Facilities Management, SHERQ and OHS environment * Knowledge of Public Service Act and Regulations, Occupational Health and Safety Act, immovable Asset Management Act, Telephone Management system, fire control system and facilities management system * Knowledge of Occupational Health and Safety Act 85 of 1993 and related Regulations * A valid driver's licence.

Duties and Responsibilities: Develop and implement plans for the provision of a safe, healthy and conducive working and learning environment * Manage compliance with the Occupational Health and Safety Act and applicable regulations * Coordinate occupational health and safety inspections, risk assessments and corrective measures * Monitor the implementation of health and safety policies, procedures and programmes * Ensure that facilities are maintained in a condition that supports effective teaching, learning and administration * Coordinate the management of workplace incidents, emergencies and evacuation procedures * Monitor the availability and maintenance of safety equipment and signage * Liaise with relevant authorities and service providers on occupational health and safety matters * Prepare reports on environmental conditions, compliance and remedial actions * Develop and implement infrastructure maintenance plans for college facilities * Supervise the maintenance and repair of buildings, classrooms, offices, workshops, hostels and other institutional facilities * Coordinate planned, preventive and corrective maintenance activities * Identify infrastructure maintenance needs and prioritise work according to institutional requirements * Monitor contractors and service providers to ensure that maintenance work is completed in accordance with specifications, timelines and quality standards rendered * Maintain records of maintenance activities, defects, repairs and associated expenditure * Provide technical and operational input into infrastructure projects and refurbishment programmes * Liaise with the Infrastructure and Projects Directorate on maintenance-related matters * Coordinate fleet disposal processes in accordance with applicable legislation and College procedures * Maintain accurate records of vehicles, maintenance, services, licences and related documentation * Develop and implement safety and security plans for the College * Supervise the provision of security services at all campuses and College facilities * Monitor the performance of contracted security service providers * Develop and implement safety and security plans for the College * Supervise the provision of security services at all campuses and College facilities * Monitor the performance of contracted security service providers * Develop and implement plans for the provision of records management services * Ensure compliance with applicable records management legislation, policies and procedures * Develop and implement operational plans for the Facilities Management Division.

REF: WTVET 2026/43 SENIOR LECTURER FOR OCCUPATIONAL PROGRAMMES (Diesel Mechanic) (PERMANENT)

SITE: Central Office (Mokopane)
SALARY: R452 649 per annum plus benefits (PL 2)

Requirements: Grade 12 or equivalent, REQV 13/14 (National Diploma /Degree) or related qualification in Diesel Mechanic * Trade certificate * Recognized professional teacher qualification relevant to TVET * Minimum of 2-5 years teaching/lecturing experience * Qualified Assessor and Moderator. Valid SACE Registration * TVET Sector Knowledge * Computer Literacy. (MS Word, MS Excel, MS Power Point) * Ability to work under pressure and Valid driver's licence.

Abilities/Job knowledge: **Core Technical foundations/skills:** Ability to interpret complex engineering, technical diagrams and schematic layouts * Ability to use high-accuracy tools for measurement, e.g., veneer callipers, macro meters and dial indicators * Knowledge and application of OHS regulations, workshop safety rules and usage of protective clothing in training and workspace. **Practical Skills**: Understanding of different metals and their properties, heat treatment and how they behave under stress and temperature change * Proficiency in using fundamental workshop tools including grinders, drills, saws etc * Basic knowledge of welding, brazing and mechanical fastening.

TRADE-SPECIFIC Duties and Responsibilities: **Workshop Management & Safety Compliance**: Manage and oversee the diesel mechanics workshops, ensuring strict compliance with the Occupational Health and Safety (OHS) Act. This includes supervising tool stores, ordering specific consumables (such as lubricants, filters, and injectors), and maintaining machinery and diagnostic equipment. **Practical Training Delivery Oversight**: Coordinate the practical skills modules, ensuring learners gain hands-on experience in specialised areas like engine overhaul, fuel injection systems, air brakes, steering geometry, and diagnostic fault-finding. **Logbook Management**: Track and verify each learner's logbook progress. For diesel apprentices, these logbooks must precisely reflect the completion of both institutional practical tasks and workplace-based hours before they can sit for their trade test. **Workplace-Based Experience (WBE) Linkages**: Source and manage placements for students with accredited diesel workshops, fleet logistics companies, mining operations, or heavy-machinery industries for their mandatory Work-Integrated Learning (WIL) components. SETA and QCTO Liaison: Work directly with the merSETA (Manufacturing, Engineering and Related Services SETA) or CHIETA to ensure that learning material, facilitator qualifications, and trade-related assessments meet national standard guidelines. **Trade Test Readiness Evaluation**: Evaluate learners to determine their readiness for the External Integrated Summative Assessment (EISA), commonly known as the National Trade Test, ensuring they have met all foundational, practical, and workplace criteria.

OTHER Duties and Responsibilities: Oversees the delivery of QCTO (Quality Council for Trades and Occupations) or SETA-aligned occupational qualifications, bridging classroom theory, practical skills workshops, and workplace. **Programme Management and Coordination**: Plan, manage, and coordinate daily operations for occupational programmes, including knowledge modules, practical skills modules, and entrepreneurship or strategic projects. **Staff and Facilitator Supervision**: Supervise, guide, and evaluate occupational facilitators, practical trainers, and administrative support personnel. **Learner Administration and Tracking**: Manage learner enrolment, registration, attendance registers, time sheets, and stipend payments. **MIS and SETA Data Management**: Upload and update learner data on the college Management Information System (MIS) and SETA Indicium or related portal systems. **Industry and Employer Linkages**: Communicate and negotiate with external employers, industries, and host companies for Workplace-Based Experience (WBE) and Work-Integrated Learning (WIL) placements. **Quality and Compliance Oversight**: Ensure adherence to QCTO, DHET (Department of Higher Education and Training), and OHS (Occupational Health and Safety) regulations, maintaining logbooks and assessment records. **Assessment and Performance Monitoring**: Monitor student performance, coordinate formative and summative assessments (such as External Integrated Summative Assessments), and provide feedback or remedial support. **Reporting and Stakeholder Liaison:** Prepare and submit programmatic reports, attend SETA/college meetings, and manage service provider claims or deliverables

REF: WTVET 2026/44 SENIOR LECTURER FOR OCCUPATIONAL PROGRAMMES (Fitter and Turner/Boilermaker/Mechatronics) (PERMANENT)

SITE: Thabazimbi Campus (Regorogile)
SALARY: R452 649 per annum plus benefits (PL 2)

Requirements: Grade 12 or equivalent, REQV 13/14 (National Diploma /Degree) or related qualification in Fitter and Turner. * Trade certificate * Recognized professional teacher qualification relevant to TVET * Valid SACE Registration * Minimum of 2-5 years teaching/lecturing experience * Qualified Assessor and Moderator * Valid SACE Registration * TVET Sector Knowledge. Computer Literacy (MS Word, MS Excel, MS Power Point) * Ability to work under pressure and valid driver's licence.

Abilities/Job knowledge: **Core Technical foundations/skills**: Ability to interpret complex engineering, technical diagrams and schematic layouts * Ability to use high-accuracy tools for measurement, e.g., veneer callipers, macro meters and dial indicators * Knowledge and application of OHS regulations, workshop safety rules and usage of protective clothing in training and workspace. **Practical Skills**: Understanding of different metals and their properties, heat treatment and how they behave under stress and temperature change * Proficiency in using fundamental workshop tools including grinders, drills, saws etc. * Basic knowledge of welding, brazing and mechanical fastening. **Industrial Application and Synergy**: Knowledge of fabrication of heavy structural frame or pressure vessels * Machining of high-precision internal components and fitting into structures * Integration of sensors, wiring of PLCs and automation of systems.

Duties and Responsibilities: **Refer to REF: WTVET 2026/43 for OTHER Duties and Responsibilities that are also applicable to this position.**

REF: WTVET 2026/45 SENIOR RISK FRAUD AND INTEGRITY OFFICER (PERMANENT)

SITE: Central Office (Mokopane)
SALARY: R413 001 per annum plus benefits (SL 8)

Requirements: Grade 12 or equivalent. Recognised National Diploma (NQF 6) in Risk Management/Internal Audit or equivalent qualification * 3-5 years' experience in Risk, Fraud, Ethics and Integrity Management or related field * Knowledge of the relevant prescripts, legislation and regulations * Knowledge and understanding of the Risk Fraud, Ethics and Integrity Management environment * Computer Literacy. (MS Word, MS Excel, MS Power Point) * Effective communication skills (verbal and written) * Planning, organizing and financial management skills, interpersonal skills, time management skills, report writing skills

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Duties and Responsibilities: Identify risks at the College * Facilitate the strategic risk assessment * Facilitate the operational risk assessment * Facilitate the process level risk assessment * Compile risk register for strategic operational and process level * Provide Risk Management report to college management and Risk Management Committee on quarterly bases * Follow up on the implementation of the mitigating action plans that were put in place to reduce the risk to an acceptable level * Facilitate the development and maintenance of internal anti-corruption system * Facilitate the Fraud/Corruption risk assessments * Conduct investigations on allegations of corruption * Facilitate the promotion of the implementation of code of conduct e.g., remunerative work and gift register * Facilitate the promotion of financial disclosure system * Facilitate training, workshops and awareness on risk, fraud, ethics and integrity management * Supervise human, physical and financial resources.

REF: WTVET 2026/46 SENIOR STATE ACCOUNTANT (PERMANENT)

SITE: Central Office (Mokopane)

SALARY: R413 001 per annum plus benefits (SL 8)

Requirements: Grade 12 or equivalent plus 3 years Diploma in Accounting or Financial Management or equivalent qualification (NQF 6) * 3-5 years working experience in the financial Management environment * Knowledge of financial functions, practises as well as ability to capture data, operate procedures as well as Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual) * Knowledge of Basic Financial Operating Systems * Planning and organising skills * Computer Literacy * Effective communication skills (verbal and written) * Ability to work under pressure * Valid driver's licence.

Duties and Responsibilities: Ensure overall supervision and coordination of the annual budgeting process * Ensure overall supervision and perform monthly budgetary and expenditure analysis * Ensure overall supervision, analyze and interpret the requirements for the monthly cash flow and adjusted cash flow as prescribed by Treasury and recommend corrective action where required * Ensure overall supervision and coordination of budget adjustments process * Ensure overall supervision and monitor expenditure trends and reconciliation against budget and cash flow projections * Ensure overall supervision, coordinate, review, analyse and quality assure the management accounting reporting processes * Supervise human, physical and financial resources.

REF: WTVET 2026/59 CHIEF ADMINISTRATIVE CLERK (PERMANENT)

SITE: Central Office (Mokopane)

SALARY: R338 106 per annum plus benefits (SL 7)

Requirements: Grade 12 or equivalent plus 3 years Diploma in HR or Public Management or equivalent qualification (NQF 6) * 2-3 years' experience in Human Resource Management * Relevant Persal Certificate or statement of results * Understanding and utilisation of the PERSAL system * Knowledge and understanding of human resource prescripts and practice * Knowledge and understanding of the application of Public Service legislative framework * Computer Literacy * Effective communication skills (verbal and written) Problem solving skills, Interpersonal skills, Time management skills, Report writing skills * Ability to work under pressure * Valid driver's licence.

Duties and Responsibilities: Render conditions of services and remuneration of employees (leave, housing, medical, injury on duty, long service recognition, overtime, relocation, pension, allowances, PILIR etc.) * Implement termination of services * Render Recruitment and Selection services in line with the Departmental policy and delegation * Advertisements, appointments, transfers, verification of qualifications, secretariat functions at interviews, absorptions, probation periods * Supervise human resources staff.

REF: WTVET 2026/60 STORES/CREDITORS CLERK (PERMANENT)

SITE: Central Office (Mokopane)

SALARY: R237 453 per annum plus benefits (SL 5)

Requirements: Grade 12 or equivalent plus 3 years Diploma in Financial Management, Supply chain * 1-2 years' experience in stores management * knowledge of Financial Management System and financial laws and regulations * Computer Literacy * Ability to work under pressure. * Valid driver's licence.

Duties and Responsibilities: Manage and record requisitions for moveable assets and consumable stock * Develop and maintain stock register on the system * Receive and check deliveries of requisitioned stock against approved requisitions, sign off on these and distribute to central office staff and campuses * Manage the stores/stock room and issues moveable assets and consumables to staff * Receive campus delivery notes and capture on the system * Check consumable stock levels at central office and campuses on weekly basis * Update consumable stock register daily * Conduct stock taking of all campuses stock in collaboration with central office on a quarterly basis * Submit monthly report on stock management to Senior State Accountant.

REF: WTVET 2026/61 ADMIN CLERK OCCUPATIONAL PROGRAMMES (PERMANENT)

SITE: Central Office (Mokopane)

SALARY: R237 453 per annum plus benefits (SL 5)

Requirements: Grade 12 or equivalent plus 3 years Diploma in Public Management or Management Assistant qualification * 1-2 years' experience in Clerical/Administration * Computer Literacy * Ability to capture data * Interpersonal skills * Report writing * Effective communication skills (verbal and written) * Valid driver's licence * Experience in Student Registration Systems and SETA Indicium will be an added advantage.

Duties and Responsibilities: Provide project support services in the Office of the Administrator * Keep a database of all projects * Assist with co-ordination of project reports * Coordinate inputs and prepare presentations for meetings * Render any other technical assistance required at project meetings * Assist with organizing project payments * Provide secretariat support at project meetings * Assist with the compilation of project close out reports * Manage the flow of information and documents in the Office * Provide administrative support for implementation of Occupational programmes * Offer support to the Learnerships and Skills units * Provide support on student administration matters * Assist with placement of students.

REF: WTVET 2026/62 - PERSONAL ASSISTANT OF PRINCIPAL (PERMANENT)

SITE: Central Office (Mokopane)

SALARY: R338 106 per annum plus benefits (SL 7)

Requirements: Senior certificate/Grade 12 certificate (Vocational) / (NCV) Level 4 certificate plus an undergraduate qualification (NQF Level 6) in Office Management, Management Assistance, Public Administration * A minimum of two (2) to three (3) years of employment experience in rendering a support service to senior management and secretarial support * Good interpersonal and communication skills to interface with people from various backgrounds * Experience in using computer applications in office management including MS Word, Excel, PowerPoint, and Outlook * Good organizational and basic events management skills * Ability to create and managing databases, presentations and financial matters will be an added advantage * A valid drivers licence.

Duties and Responsibilities: Provide administrative support in the managers' office * Manage and administer the Principal's diary and itinerary * Type and prepare all the necessary documentation for the Principal * Ensure the safekeeping and filing of all documentation and records in the office of the Principal in line with the relevant legislation and policies * Ensure the smooth running of the Principal's office by handling all correspondence and queries requiring the attention of the Principal * Respond to enquiries received from internal and external stakeholders * Obtain inputs, collate and compile reports, e.g., progress, monthly and management reports * Scrutinise routine submissions/reports and make notes and/or recommendations for the Principal * Respond to enquiries received from internal and external stakeholders * Clarify instructions and notes on behalf of the Principal * Handle and manage cash flow in the office of the Principal including petty cash * Perform routine duties in the office of the Principal including telephone, travel arrangements, hotel bookings and arranging appointments and meetings, taking minutes * Interface with clients and visitors.

PLEASE NOTE THE FOLLOWING:

Applications must be submitted on the new Z83 form obtainable from any public service department or from the Waterberg TVET College website www.waterbergcollege.co.za * The application form should be fully completed, dated and signed/initialised and accompanied by unendorsed valid driver's license, (where applicable), certified copy of ID (both sides if it is a smart card ID) not older than six months and a comprehensive CV with contact details of at least three references * Certified copies of qualifications and academic transcripts will be required only from shortlisted/interviewed applicants * Foreign qualifications must be accompanied by a SAQA evaluation report *Immigrants should apply for Work permits before assumption of duty * People with disability are encouraged to apply * NB: If you are not contacted within 60 days from the closing date of this advertisement please consider your application unsuccessful * Correspondence will be limited to short-listed candidates only * Successful candidate will be subjected to the security screening * The College reserves the right to withdraw any of the positions and not appoint * NO FAXED OR EMAILED APPLICATIONS WILL BE ACCEPTED.

APPLICATIONS SHOULD BE FORWARDED TO:

POSTAL ADDRESS: The Principal, Waterberg TVET College, Postnet Suite #59, PRIVATE BAG X2449, MOKOPANE, 0600 OR HAND DELIVERIES: The Principal, Waterberg TVET College, Central Office, Corner of Hooge and Totius Streets, MOKOPANE, 0601.

CLOSING DATE FOR SUBMISSIONS: Friday, 27 November 2026 at 14:00. Enquiries: Ms KE Mashilane on 015 - 492 9021