



higher education  
& training

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA

**TALETSO**  
SECHENGALE VOCASIONALE EDUCASION AND TRAINING

**SABS**  
ISO 9001

## CENTRAL OFFICE

Taletso Technical and Vocational Education and Training (TVET) College invites interested, suitably, qualified, innovative, result-oriented and self-driven individuals to apply for the following College posts, which will be filled in accordance with the Continuing Education and Training (CET) Act, Act 16 of 2006.

- POST** : Assistant Director: Head of Administration  
Permanent
- SALARY** : R393 711 per annum (Level 09)
- CENTRE** : Lehurutshe Campus Ref No: 01/02/2023  
Lichtenburg Campus Ref No: 02/02/20-23
- CLOSING DATE** : 17 March 2023. 15h00
- REQUIREMENTS** : Degree/National Diploma(NQF 6) in Public Management/ Public Administration /Office Management or equivalent qualification, 3-5 years relevant supervisory experience in Administration related to educational environment / HRM / Finance and SCM or relevant environment, Knowledge of office administration, Knowledge of HRM, Knowledge of Public Service legislations and policies, Knowledge of PSET, Knowledge and understanding of the TVET/ CET Administration , Understanding of the Higher Education sector, Understanding of corporate governance, Understanding Cost center budgetary, expenditure and cash flow management ,Employment Equity Act, Public Service Regulations and Public Service Act, Labour Relations Act and any other related legislation, Planning and organizing, Financial management, Report writing Communication and interpersonal relations, Problem solving , Computer literacy, team leadership and must have a valid drivers' licence.
- DUTIES** : Oversee the academic and student administration support services, Oversee student registration and examination administration process, Oversee and coordinate human resource administration services, Coordinate and gather campus information as and when requested by central office and department Oversee and Coordinate financial, asset and supply chain management services, Oversee campus infrastructure, maintenance and fleet management services, Provide general administration support services and maintain a proper filing system , Management of human, physical and financial resources, Ensure completion of performance agreements by all employees in the unit.
- ENQUIRIES** : Mailula N.W/ Ms Matokong A/Ms Tlhako E Tel No: 018 384 2346/7/8
- APPLICATIONS** : Should be sent to: Private Bag X128, Mmabatho, 2375 or hand delivered to 2766 DR Albert Luthuli Drive, Kgora Building, Mafikeng. Central Office of Taletso TVET College.
- FOR ATTENTION** : The Deputy Principal Corporate Services.
- 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](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. A complete set of application should be

### CENTRAL OFFICE

Telephone: +27(0)18 384 2341/3/4/5/6/50  
Facsimile: +27(0)18 3847511

### MAFIKENG CAMPUS

Telephone: +27(0)18 384 6213/4/5/6  
Facsimile: +27(0)18 3846217

### LEHURUTSHE CAMPUS

Telephone: +27(0)18 363 4127/87  
Facsimile: +27(0)18 363 3884

### LICHTENBURG CAMPUS

Telephone: +27(0)18 632 4317  
Facsimile: +27(0)18 632 3364

Private Bag X 128, MMABATHO, 2735; 2766 Dr. Albert Luthuli Road, Kgora Building, Mmabatho  
[info@taletsocollege.edu.za](mailto:info@taletsocollege.edu.za) | [www.taletsocollege.edu.za](http://www.taletsocollege.edu.za)

submitted separately for every post that you wish to apply for. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application.

---

**CENTRAL OFFICE**

Telephone: +27(0)18 384 2341/3/4/5/6/50  
Facsimile: +27(0)18 3847511

**MAFIKENG CAMPUS**

Telephone: +27(0)18 384 6213/4/5/6  
Facsimile: +27(0)18 3846217

**LEHURUTSHE CAMPUS**

Telephone: +27(0)18 363 4127/87  
Facsimile: +27(0)18 363 3884

**LICHTENBURG CAMPUS**

Telephone: +27(0)18 632 4317  
Facsimile: +27(0)18 632 3364

Private Bag X 128, MMABATHO, 2735; 2766 Dr. Albert Luthuli Road, Kgora Building, Mmabatho  
[info@taletsocollege.edu.za](mailto:info@taletsocollege.edu.za) | [www.taletsocollege.edu.za](http://www.taletsocollege.edu.za)