



higher education  
& training

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA

**TALETSO**  
TECHNICAL VOCATIONAL EDUCATION AND TRAINING



## 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 permanent posts, which will be filled in accordance with the Continuing Education and Training (CET) Act, Act 16 of 2006.

**CLOSING DATE: 11 JULY 2025**

NOTE: Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za/documents](http://www.gov.za/documents). Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, duly signed and initialled by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. Applicants must submit fully completed and signed Z83 and CV only. The communication from the HR of the Department regarding the requirements of the certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following the communication from HR. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) (submit only when shortlisted). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). The department have the right not to appoint.

**BRANCH: TALETSO TVET COLLGE**  
**DIRECTORATE: ACADEMIC SERVICES**  
**POST: CAMPUS MANAGER, REF NO: CM/50/05/2025**  
**SALARY NOTCH: R632 205.00 per annum (PL5)**  
**CENTRE: Mafikeng Campus**

**REQUIREMENTS:** A recognised 3-year Diploma / bachelor's degree or an equivalent qualification, including a professional qualification in education coupled with a minimum of seven years' actual and appropriate experience, of which three years must be managerial experience. Management experience working at a TVET College in the teaching and learning discipline will be an added advantage. Ability to analyse, interpret policies and develop guidelines to support students on campus. A sound knowledge of the Continuing Education and Training Act 16 of 2006 (as amended). Knowledge of national examination and assessment policies. Good communication and writing skills. Computer literacy skills with specific reference to MS Word, Excel and PowerPoint. An ability to work in teams and under pressure. Strategic, project, financial and time management skills. A driver's licence and registration with SACE.

**DUTIES AND RESPONSIBILITIES:** Responsible for the general administration and development of the campus academic curriculum. Manage the overall operations of the campus and ensure that the campus teaching and learning take place smoothly. Manage students' academic performance and that of the lecturers and the administrative staff at the campus. Responsible for managing the Human Resource, Finance, and Infrastructure activities of the campus. Responsible for the effective implementation of DHET policies, plans, etc., to realise the TVET objective. Provide support, guidance, and mentorship to all managers of staff under their span of control. Coordinate and oversee student activities as well as organize events. Provide superlative customer care and service catering to customer needs. Create a positive and enthusiastic team spirit and maintain motivation and staff rapport effectively. Coordinate cordial and transparent communication between the campus, client, service providers, and Central Office. Liaise with divisions daily, both informally and at scheduled meetings, and communicate courteously to divisional heads, understanding their needs and expectations, and cooperating with them at all times. Control the expenses budget, deal with petty cash according to Central Office procedures, and maintain accurate accounting records and receipts.

**ENQUIRIES:** Mr NW Mailula , Tel 018 384 2346/50

**BRANCH: TALETSO TVET COLLGE**  
**DIRECTORATE: ACADEMIC SERVICES**  
**POST: ASSISTANT DIRECTOR: CURRICULUM DEVELOPMENT (MINISTERIAL PROGRAMMES), REF NO: CD/49/05/2025**  
**SALARY: R582 444 to R686 091 per annum (SL 10)**  
**CENTRE: Central Office**

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**REQUIREMENTS:** Matric Certificate/Grade 12. A recognised tertiary qualification (REQV 13) in the relevant field, including a professional teaching qualification. Five (5) years' experience in the TVET teaching environment, of which three (3) years must be at Campus Management level. A valid SACE certificate. A valid code B driver's licence.

**KNOWLEDGE:** 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.

**SKILLS:** Administrative, Planning and Organising, Financial Management, Report writing, Communication, Problem Solving, Analytical, Client-oriented, Project management. Team Leadership, People management.  
Values and attributes: Client service focus, Integrity, Committed, Proactive, Loyal, Ethics

**Duties:** Develop, implement, and monitor academic and curriculum policies. Develop, implement, and monitor all QMS documents related to Ministerial Programmes. Ensure that classroom management takes place. Support the implementation of new programmes, qualifications, and revised NV(C) and R191 programmes and qualifications, or any other Ministerial programmes. Coordinate review and implementation of the ICASS instructions for NC(V) and R191. Ensure the conduct of assessment on all ministerial programmes takes place. Provide required reports to the college executive and oversight bodies. Oversee coordinated curriculum delivery at all campuses. Ensure the implementation of best practice teaching in collaboration with the campus manager. Monitor the recording and implementation of memos and directives received from DHET. Provide academic support to lecturing staff. Design and provide the college Academic Year Planner to guide staff with the campus manager. Monitor compliance with the College Academic Year Planner. Plan for delivery of quality teaching and learning. Monitor the Teaching and Learning Plan. Ensure that enrolment targets are set in line with campus facilities. Assist with admission processes. Ensure that the Admission Policy and Programme Policy are kept updated. Report on results and any other relevant indicators. Manage and oversee other modes of delivery, e.g. part-time classes. Analyse results and plan for intervention of critical subjects (Intervention Plan). Monitor class visit for support of ICASS and ISAT. Plan for delivery quality teaching and learning. Oversee SBA processes. Oversee staff development where applicable. Coordinate activities for the acquiring of learning materials. Identify learner materials, equipment and other resource requirements. Assist and authorise requests for PPE. Disseminate overall learning materials. Support and assist with blended learning. Support and assist with a learning management system (LMS). Manage and oversee COLTECH or other relevant programmes at campuses. Render management services to the staff. Convene HODs meetings. Monitor the allocation of staff and resources on the timetable and planning documents. Provide and present Academic Board reports. Submit documentation to DHET for approval of new programmes/subjects. Manage and oversee the Pre-Vocational Learning Programme (PLP). Any other duties related to the post as requested by the DPA.

**ENQUIRIES:** Mr NW Mailula, Tel 018 384 2346/50

**BRANCH: TALETSO TVET COLLEGE**

**DIRECTORATE: ACADEMIC SERVICES**

**POST: ASSISTANT DIRECTOR: STUDENT SUPPORT SERVICES, REF NO: SSS/48/05/2025**

**SALARY: R582 444 to R686 091 per annum (SL 10)**

**CENTRE: Central office**

**REQUIREMENTS:** Grade 12 or equivalent. An appropriate Diploma/ Bachelor's Degree (NQF 7) in Psychology or BA. Social Work (Major in Psychology) or equivalent qualification. 3-5 years' supervisory experience at a salary level of 7 or 8 in an education/teaching and learning environment or a related field. Sound knowledge of career guidance, including the disability of students. Computer literate and competent in Word/Excel/PowerPoint/Outlook/Teams. Good verbal and written communication skills, presentation and report writing skills. A valid driver's licence. Strong interpersonal, communication, analytical, client-oriented, motivational, negotiation and problem-solving skills. Good administrative, planning and organising, financial management; report writing, project management, team leadership and people management skills. Ability to work under pressure and willingness to work extended hours when required. A proven record in working successfully with diverse populations. A positive attitude and ability to plan and adapt to change. Ability to collaborate effectively with college departments and cross-functional teams. An expert understanding of student academic support services. Ability to design and implement internal administration systems and controls to ensure sound student support. Tactical decision-making skills. Ability to manage sports, art and culture activities. Knowledge of PSET and CET Act. Knowledge of Teaching and Learning. Knowledge of Skills Development Act, Public Service Regulations, Public Service Act and Labour Relations Act. Knowledge of the National Student Financial Aid Scheme and related legislation. Knowledge of the Public TVET sector and its regulatory and legislative framework. Knowledge of the Ethical regulatory and legislative framework. Knowledge and understanding of the Higher Education sector. Knowledge of Education Act.

**DUTIES:** Oversee administration of the student support services unit. Overall management and coordination of the Student Support Services unit within the College. Management and provision of student counselling services. Management and provisioning of career guidance, counselling, and academic support for students. Management and facilitation of student governance and student leadership development. Manage mainstreaming of gender and disability within students. Management and implementation of

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sport, recreation, arts, and culture programs in the college. Management of all human, financial, and other resources of the unit. Regular reporting to Senior Management. Provide relevant and timely management information. General Instructions to Applicants \*Interviewed candidates may be subjected to competency assessment. \* Successful candidates will be required to sign an annual performance agreement and employment contracts on appointment. \* Successful candidates will be vetted, expected to disclose their financial interests, and may be subjected to security clearance. Applications must be submitted on Z83 forms obtainable from any public service entity. The fully completed forms must be accompanied by recent, comprehensive CVs as well as copies of all qualifications (including academic transcripts), IDs, and driver's licences. \* ONLY shortlisted candidates will be required to submit certified copies. It is the applicants' responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). \* Candidates whose appointment will promote representivity with respect to equity prescripts of the College will be afforded preference. \* Correspondence will be entered into only with shortlisted candidates. \* Applications received after the closing date or faxed will not be considered. The College reserves the right not to appoint should circumstances dictate.

**ENQUIRIES:** Mr NW Mailula, Tel 018 384 2346/50

**BRANCH: TALETSO TVET COLLEGE**  
**DIRECTORATE: ACADEMIC SERVICES**  
**POST: HOD ENGINEERING STUDIES x 2, REF NO: TSO/47/05/2025(MAFIKENG CAMPUS) , (LTX/47/05/2025)**  
**SALARY: R514 563.00 per annum (PL3)**  
**CENTRE: Mafikeng Campus, Lichtenburg Campus**

**REQUIREMENTS:** Grade 12 or equivalent. A recognised three (03) year Degree/National Diploma in Mechanical/ Electrical/ Civil Engineering or equivalent REQV 13 qualifications. A Teacher/Artisan qualification. At least five (05) years' lecturing experience, preferably in a TVET College, with three years at an academic supervisory level. Accreditation as an Assessor and Moderator. Ability to conduct practical training. Extensive knowledge of academic assessment and moderation procedures. Sound knowledge of the TVET College landscape, human resource management and labour relations. Ability to handle quantitative and qualitative information, analyse it and present it cogently and effectively as a basis for decision-making. Ability to handle pressure and meet deadlines. Strong leadership, communication, monitoring and evaluation, negotiation, networking, reporting and problem-solving skills. Strong events and project management skills. Ability to manage performance and provide critical feedback in an objective manner. Proven track record of successfully managing and coordinating the implementation of planned goals and working with a range of professional colleagues. SACE registration, Advanced computer skills (MS Word, MS Excel and PowerPoint). A valid driver's licence.

**DUTIES:** Management the theoretical and practical on-site teaching and training. Prepare departmental training schedules, timetables, and workloads of staff. Co-ordinate and manage the availability of learning material, equipment, and facilities. Manage the processes of planning for, control, monitoring, and reporting of all examinations, assessments, and marking (on and off-site). Manage and co-ordinate with the administration section regular stock taking of consumable material and assets of the department. Keep abreast of developments in respect of subject knowledge, technology, education, and training and contribute to the professional development of subordinates by giving guidance and sharing knowledge, ideas, and resources. Provide guidance on syllabi, curriculum, unit standards, theoretical and practical learning outcomes. Manage and monitor the compilation and maintenance of personal files, academic progress files, and other related administrative documents in accordance with DHET and College policies. Monitor and control the work of senior lecturers. Create an environment that is conducive to teaching and learning. Mentor and coach staff, especially experienced staff. Manage and monitor staff and student attendance. Manage and facilitate student work-based experience as well as lecturer workplace integrated learning. Ensure the smooth running of the department and submit regular reports to the academic programmes' coordinator, campus manager, as well as the vocational programmes manager. Chair the department's meetings. Ensure that students receive the necessary academic and social support services.

**ENQUIRIES:** Mr NW Mailula , Tel 018 384 2346/50

**BRANCH: TALETSO TVET COLLEGE**  
**DIRECTORATE: ACADEMIC SERVICES**  
**POST: ASSISTANT DIRECTOR: HEAD OF ADMINISTRATION x2 REF NO: MAF/HOA/45/05/2025 (MAFIKENG CAMPUS), REF NO: LE/HOA/46/05/2025 (LEHURUTSHE CAMPUS)**  
**SALARY: R468 459.00 to R551 823.00 per annum (Level 09)**  
**CENTRE: Mafikeng and Lehurutshe Campus**

**REQUIREMENTS:** Grade 12 or equivalent plus a recognised Degree/National Diploma(NQF Level 6 in Public Management/Public Administration/Office Management or equivalent qualification, 3-5 years relevant supervisory experience in Administration related to education/ HRM/Finance and SCM or relevant environment, knowledge of office administration, knowledge of HRM, Knowledge of Public Service legislation and policies, Knowledge of PSETA, Knowledge and understanding of the TVET/CET Administration, understanding of the Higher Education sector, understanding of corporate governance, understanding Cost centre budgetary, expenditure and cash flow management, Employment Equity Act, Public Service Regulations and Public Service Act, Labour

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Relation Act and any other related legislation, Planning and organising, 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 service, Oversee student registration and examination administration process, Oversee and coordinate human resource administration services, Coordinate and gather Campus information as when requested by central office and Department, Oversee and Coordinate financial, asset and supply chain management services, Oversee Campus infrastructure, Maintenance and fleet management service, provide general administration support services and maintain a proper filling system, Management of human, physical and Financial resources, Ensure completion of performance agreements by all employees in the unit.

**ENQUIRIES:** Mr NW Mailula, Tel 018 384 2346/50

**BRANCH: TALETSO TVET COLLEGE**

**DIRECTORATE: ACADEMIC SERVICES**

**POST: ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: SCM/44/05/2025**

**SALARY: R468 459.00 to R551 823.00 per annum (Level 09)**

**CENTRE: Central Office**

**REQUIREMENTS:** Matric or NCV Level 4 with a recognised 3 year degree/diploma in Supply Chain/Logistics/Finance equivalent qualification any other relevant equivalent qualification ; 5 years' experience in the Supply Chain environment or any relevant field, in which 3 years must be supervisory experience in Supply Chain environment or relevant field; Knowledge of the PFMA, PPPFA, Treasury Regulations, Supply Chain Framework Act and BBEE Act; Understanding of the Supply Chain Management cycle which includes demand, acquisition, logistics, and disposal and supplier relationship management; Understanding of Asset Management;

**KEY PERFORMANCE AREAS:** Develop, review, implement and monitor SCM policies in line with relevant legislation; Oversee the procurement of goods and services for the College; Oversee the administration of demand and acquisition; Ensure an up to date database of service providers; Analysis and planning of procurement requirements, the collating of information for the annual procurement plan; SCM record keeping and reporting; Oversee the management of assets of the College; Management of all Human, Financial and other resources of the unit.

**SKILLS AND COMPETENCIES:** Administrative; Planning and organizing; Financial management; Report writing; Communication and interpersonal; Problem solving; Computer literacy; Analytical; Client oriented; Project management; Team leadership; People management .

**ENQUIRIES:** Mr NW Mailula, Tel 018 384 2346/50

**BRANCH: TALETSO TVET COLLGE**

**DIRECTORATE: ACADEMIC SERVICES**

**POST: ASSISTANT DIRECTOR: INFORMATION TECHNOLOGY MANAGEMENT REF NO: IT/43/05/2025**

**SALARY: R468 459.00 to R551 823.00 per annum (Level 09)**

**CENTRE: Central office**

**REQUIREMENTS:** Grade 12 or equivalent plus a 3 Year tertiary qualifications in relevant areas and/or extensive administrative experience in the IT related field. Driver's license. 5 years applicable experience. Recommendations: Broad ICT procedures and practices. ICT Security practices. Information Management practices. Budgeting procedures and practices. Broad administrative knowledge. Personnel Evaluation procedures. Human resource management practices. Analytical Skills; Writing Skills and Computer literacy.

**DUTIES:** To manage both first- and second-line support to all users within the department. To support the development, management and control of ICT Systems including the departmental website. To manage the planning, implementation and maintenance of both external and internal information technology projects e.g. the roll-out of IT within the respective district offices. To plan, coordinate and manage ICT training for the component and the department at large. To develop and ensure the successful implementation of ICT procurement policies and strategies. To ensure the rendering of an effective and efficient secretariat and advisory service to the Departmental IT Committee in line with procurement and asset management procedures. SITA liaison and service level management (agreements). Keep and maintain a register of all IT equipment's in the Department, including the disposal thereof in terms of Treasury regulations.

**ENQUIRIES:** Mr NW Mailula, Tel 018 384 2346/50

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**BRANCH: TALETSO TVET COLLEGE**  
**DIRECTORATE: CORPORATE SERVICES**  
**POST: ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT: REF NO: ADH/42/05/2025**  
**SALARY: R468 459.00 to R551 823.00 per annum (Level 09)**  
**CENTRE: Central office**

**REQUIREMENTS:** Grade 12 Certificate and a three-year National Diploma/ in Human Resource Management/ Public Administration/Public Management, Personnel Management or equivalent relevant qualifications at NQF level 6 with 360 credits as recognized by SAQA. A minimum of three (3) years' experience in Human Resource Management environment of which 1 year should be on supervisory level, Knowledge of PERSAL. Shortlisted candidates will be required to submit PERSAL certificates/results. Extensive experience in Leave & Personnel Administration will be an added advantage. A driver's license. Skills and Competencies: Knowledge and understanding of Public Service Act. 1994, Knowledge of Public Service Regulation 2016, Labour Relations Act, Employment Equity Act. Basic Conditions of Employment Act, Knowledge of HRM policies, Knowledge of HR related standards, practices, processes and procedure, Knowledge of Batho Pele Principles, Knowledge of PERSAL system. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.

**DUTIES:** Implement efficient and effective recruitment and selection processes Ensure the administration of condition of service and benefit, Implement Performance Management and Development System and training initiatives, Ensure and implement labour relations matters and EHW programmes, Ensure the provision of efficient and effective provision of HR records management services. Supervise and develop staff.

**ENQUIRIES:** Ms Tihako E, Tel 018 384 2346/50

**BRANCH: TALETSO TVET COLLEGE**  
**DIRECTORATE: FINANCE AND ADMINISTRATION**  
**POST: ASSISTANT DIRECTOR: FINANCIAL MANAGEMENT REF NO: FM/41/05/2025**  
**SALARY: R468 459.00 to R551 823.00 per annum (Level 09)**  
**CENTRE: Central office**

**REQUIREMENTS:** Grade 12 or equivalent plus an appropriate recognized three-year National Diploma/Degree (NQF Level6/7) in Financial Management/ Accounting/Public Finance/ Cost and Management plus a minimum of 3 years relevant working experience in the financial management environment at a supervisory level and or at a post equivalent to salary level 8/7. Knowledge of PFMA, preferential procurement policy framework, Treasury Regulations, public sector procurement and Supply Chain Management. Knowledge of BAS (Basic Accounting System) & PERSAL. Excellent communication skills. Computer literacy in Excel, Access, Word and PowerPoint. Valid Driver's License.

**DUTIES:** Provide financial administration and procurement administration to the district office and schools. Maintain all the accounting records of the district. Assist with clearing of accounts. Assist in the preparation and administration of district budget allocation process. Budget forecasting and reporting. Prepare weekly Cash flow inputs (funds requisitioning). Prepare monthly and quarterly reports for the district. Assist in with the audit process and clearing of all audit queries. Report in writing any unauthorized, irregular or fruitless and wasteful expenditure. Implement and maintain asset management policies of the department. Co-ordination of Risk management processes. Ensure compliance with PFMA and Treasury Regulations and Accounting principles and Departmental policies, Financial Delegations and also through applicable compliance certificates.

**ENQUIRIES:** Mr NW Mailula, Tel 018 384 2346/50

**BRANCH: TALETSO TVET COLLEGE – 3 POSTS**  
**DIRECTORATE: ENGINEERING STUDIES**  
**CENTRE: MAFIKENG CAMPUS**  
**POST: SENIOR LECTURER, ENGINEERING STUDIES REF NO: SNRE/35/05/2025) x 3**  
**SALARY: R435 240.00 per annum (PL2)**

**DIRECTORATE: ENGINEERING STUDIES**  
**POST: SENIOR LECTURERS, ENGINEERING STUDIES: REF NO: SNRE34/05/2025) x1**  
**CENTRE: Lichtenburg Campus**  
**SALARY: R435 240.00 per annum (PL2)**

**REQUIREMENTS:** Matric certificate or equivalent qualification. A relevant Diploma or Degree in Engineering related studies. Level 6 or above. Advanced TVET Diploma will serve as advantage. Valid SACE registration. Minimum three (3) years' lecturing experience at a TVET college. Sound NCV or Report 191 subjects' knowledge and work-related applications. Computer literacy (MS Office). Knowledge of examinations and assessment policies. Leadership and management skills, good communication and interpersonal skills, passion for learning and teaching as well as good recordkeeping and administration skills. Ability to plan and

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good time management skills. Problem solving skills. Organization skills to ensure effective quality teaching and learning. Be able to make decisions on operational matters. A valid driver's license. Qualified assessor or have received such training will be an added advantage.

**DUTIES:** Undertake overall management of the division/section in the absence of the HOD. Guide support, monitor and assess the performance of lecturing staff. Recruit students and manage their induction. Liaise with HOD and ensure the implementation of work distribution and timetables for the division/section. Be a subject advisor. Ensure quality education in the field and adherence to college and subjects' policies. Manage examinations and related matters. Plan, manage and monitor departmental budgets. Manage requisition, distribution, and control of stock for the division/section. Assist with financial planning and financial control of the division/section. Liaise with students, parents, and employers. Assist with lecturing duties as required. Act as a link between staff, department, and senior management. Work together with Head of Department towards closure of non-conformances. Guide, support and monitor staff performance. Consider recommendations from staff for implementation and improvement of performance. Provide support and supervise all staff in the unit. Responsible for the identification and provision of staff development needs. Serve as a member of committees in the Campus/College as the need may arise. Monitor and control staff and student attendance by distribution and submission of registers for capturing. Prepare regular reports on staff performance. Management of performance appraisal of educators including annual revision of job descriptions. Provide, co-ordinate and monitor a schedule for class visits. Coordinate in-house staff training. Recruit, plan and manage Peer Tutoring Program at the campus level. Co-ordinate and schedule departmental meetings. Ensure the establishment and effectiveness of subject committees. Responsible for Research and Development in the department. Develop and implement strategies to enhance student performance and improve academic results. Coordinate assessment and moderation in the campus. Manage and supervise assessment and examination process in the section including timeous marking and moderation of question papers, preparation of ISAT and ICASS activities. Advise campus management regarding the allocation of work amongst staff. Maintain a comprehensive and up to date record of lecturing staff. Ensure POA's and POE'S are done timeously. Planning of students 'Work Based Exposure (WBE) and lecturers Workplace Integrated Learning (WIL), assist Senior Lecturers, Lecturers and Student Support Officers to provide academic support programmes. Communicate with industries/employers for placement of students and lecturers. Carry out all other duties including the administration duties related to the post. Coordinate Health, Safety, and wellness programmes on campus.

**ENQUIRIES:** Ms MA MATOKONG, Tel 018 384 2346/50

**DIRECTORATE: BUSINESS STUDIES**

**POST: SENIOR LECTURERS: BUSINESS STUDIES: REF NO: SNRB/33/05/20250) X2,**

**SALARY: R435 240.00 per annum (PL2)**

**CENTRE: Lichtenburg Campus**

**DIRECTORATE: BUSINESS STUDIES**

**POST: SENIOR LECTURERS: REF NO: SNRB/37/05/20250) X 1**

**SALARY: R435 240.00 per annum (PL2)**

**CENTRE: Mafikeng Campus**

**REQUIREMENTS:** Matric certificate or equivalent qualification. A relevant recognised Tertiary qualification in NQF Level 6 or above. Recognised Diploma/Degree in Business or Management Studies. Advanced TVET Diploma will serve as advantage. Valid SACE registration. Minimum three (3) years' lecturing experience at a TVET college. Sound NCV or Report 191 subjects' knowledge and work-related applications. Computer literacy (MS Office). Knowledge of examinations and assessment policies. Leadership and management skills, good communication and interpersonal skills, passion for learning and teaching as well as good recordkeeping and administration skills. Ability to plan and good time management skills. Problem solving skills. Organization skills to ensure effective quality teaching and learning. Be able to make decisions on operational matters. A valid driver's license. Qualified assessor or have received such training will be an added advantage.

**DUTIES:** Undertake overall management of the division/section in the absence of the HOD. Guide support, monitor and assess the performance of lecturing staff. Recruit students and manage their induction. Liaise with HOD and ensure the implementation of work distribution and timetables for the division/section. Be a subject advisor. Ensure quality education in the field and adherence to college and subjects' policies. Manage examinations and related matters. Plan, manage and monitor departmental budgets. Manage requisition, distribution, and control of stock for the division/section. Assist with financial planning and financial control of the division/section. Liaise with students, parents, and employers. Assist with lecturing duties as required. Act as a link between staff, department, and senior management. Work together with Head of Department towards closure of non-conformances. Guide, support and monitor staff performance. Consider recommendations from staff for implementation and improvement of performance. Provide support and supervise all staff in the unit. Responsible for the identification and provision of staff development needs. Serve as a member of committees in the Campus/College as the need may arise. Monitor and control staff and student attendance by distribution and submission of registers for capturing. Prepare regular reports on staff performance. Management of performance appraisal of educators including annual revision of job descriptions. Provide, co-ordinate and monitor a schedule for class visits.

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Coordinate in-house staff training. Recruit, plan and manage Peer Tutoring Program at the campus level. Co-ordinate and schedule departmental meetings. Ensure the establishment and effectiveness of subject committees. Responsible for Research and Development in the department. Develop and implement strategies to enhance student performance and improve academic results. Coordinate assessment and moderation in the campus. Manage and supervise assessment and examination process in the section including timeous marking and moderation of question papers, preparation of ISAT and ICASS activities. Advise campus management regarding the allocation of work amongst staff. Maintain a comprehensive and up to date record of lecturing staff. Ensure POA's and POE'S are done timeously. Planning of students 'Work Based Exposure (WBE) and lecturers Workplace Integrated Learning (WIL), assist Senior Lecturers, Lecturers and Student Support Officers to provide academic support programmes. Communicate with industries/employers for placement of students and lecturers. Carry out all other duties including the administration duties related to the post. Coordinate Health, Safety, and wellness programmes on campus.

**ENQUIRIES:** Ms KL Mooka 018 384 2346/50.

**BRANCH: TALETSO TVET COLLGE**

**DIRECTORATE: FINANCIAL ACCOUNTING FINANCIAL MANAGEMENT SERVICES**

**POST: SENIOR STATE ACCOUNTANT: REF NO: SSA/39/05/2025(CENTRAL OFFICE X2)**

**SALARY: R397 116.00 to R467790.00 per annum (Level 08)**

**CENTRE: Central Office**

**REQUIREMENTS:** Grade 12 or equivalent plus Three (3) years Tertiary qualification in Accounting or Equivalent qualification. Two (2) years functional experience. Knowledge: Departmental Policies and Procedures, Public Financial Management Act, Batho Pele principles, Transport Policy, Supply Chain Procedures, Basic Knowledge of all legislations, Budgeting in Government and Basic Accounting system. Skills Computer literacy, Planning and organising, Communication, Interpersonal relations and Conflict Management.

**DUTIES:** Supervise the activities of the State Accounting Clerks / Snr AND State Accountants to contribute to the rendering of a professional financial management service for example: Personnel development. Performance and discipline. Ensure quality of work. Supervise the implementation and maintenance of Financial Management practices (LOGIS/ BAS/ PERSAL Transactions) concerning financial management processes in the department to contribute to the rendering of a professional Financial Management Service. Salaries (Payments, Deductions etc.) Tax (payment to SARS, calculation of Tax payable etc.). Debt. Bookkeeping (Clear Ledger accounts, Capture BAS Payments, Journals and Reports). Banking. Revenue (Cashier). Budget (Capture Budget, Virement, Adjustment Budget on BAS etc.) Render a Financial Management advisory service to the Department by investigating, analysing, benchmarking, and interpreting legislation and prescripts and other Financial. Administration related issues to promote an effective Financial Management environment. Promote effective financial management by researching, analysing, developing, monitoring, and reviewing Departmental policies, strategies, guidelines, procedures, and circulars to contribute to the consistent and effective application of Financial Management practices. Monitor and evaluate Financial Management Policies, procedures, and practises. Provide Financial Information and Knowledge Management Services to the Department, for example: Maintain databases and draw relevant reports in relation to the implementation of Financial Management Policies, procedures, and practises. Manage the selection, generation and presentation of financial management information considering the strategic and operational management information requirements. Authorise and verify all documents and transactions on LOGIS / BAS/ PERSAL according to delegations. (Authorisation should happen on a higher level preferable at level 9). Prepare reports on financial management issues and statistics. Compile monthly reconciliation's i.r.o. PERSAL/ BAS/ PMG – accounts and finalization of outstanding payments / submissions / recommendations.

**ENQUIRIES:** Ms MA Matokong, Tel 018 384 2346/50.

**BRANCH: TALETSO TVET COLLEGE**

**DIRECTORATE: INFORMATION TECHNOLOGY CORPORATE SERVICES**

**POST: SENIOR IT TECHNICIAN: REF NO:IT/37/05/2025**

**SALARY: R397 116.00 to R467790.00 per annum (Level 08)**

**CENTRE: Central Office**

**REQUIREMENTS:** Matric/NQF Level 4 Certificate plus a recognised National Diploma/Degree in IT / Computer Science (NQF Level 6) or equivalent. At least 2 - 3 years working experience within the IT environment. Software and hardware experience. IT Hardware and Software. Server administration. Understanding of Desktop, Networking and Voice communication infrastructure. Program Installations. Understanding of Help Desk operation. Full comprehension of IT second and third line of IT 51 support. Recognised industries certification such as MCSE / MCITP, A+, N+ security + and ITLv3 Foundation will be an added advantage. A valid driver's license. Willingness to travel and work extra hours.

**DUTIES:** Oversee the provision of technical support of the configuration, installation, repair and replacement of computers, printers, and telephones. Ensure the rendering of IT information management services: Plan, develop and improve computer-based

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information systems. Server Administration, security of all Technology and Network Configuration. Support, Maintain and Repair ICT Assets (Hardware and Software) and advice ICT Manager. Ensure Liaison with Service Providers in terms of software licensing upgrading and related procurement. Facilitate ICT Training, support IT-related projects and any related task as maybe required. Management of Human, financial and other resources.

**ENQUIRIES:** Ms KL Mooka, Tel 018 384 2346/50  
**BRANCH:** TALETSO TVET COLLEGE  
**DIRECTORATE:** OFFICE OF DEPUTY PRINCIPAL REGISTRATION SERVICES  
**POST:** SENIOR REGISTRATION OFFICER:  
**REF NO:** SRO/36/05/2025  
**SALARY:** R397 116.00 to R467790.00 per annum (Level 08)  
**CENTRE:** Central Office

**REQUIREMENTS:** Matric/NQF Level 4 Certificate plus a recognised National Diploma/Degree in Information Technology/Information Systems/ Data Management (NQF Level 6) or equivalent qualification. At least 2 - 3 years working experience in Student Administration / Data Management / TVET MIS environment. within the Administration / MIS environment. Knowledge and understanding of Information Management, Knowledge Management application and interpretation of office management, Business Management System (BMS), data warehouse and IT prescripts. Examination administration and submissions of examination data. Knowledge of the enrolment Standard Operating Processes (SOP), enrolment verification, completeness testing, monitoring, screening, and selection of applicants. Thorough knowledge of the application process of ITS, CAS and CACH systems. Good communication, planning, organizing and Interpersonal skills. Ability to function without supervision. Work under pressure. Computer Literacy (knowledge of MS packages). A valid driver's license.

**DUTIES:** Develop and implement management plans for student enrolment and registration. Management of student enrolment in line with targets. Responsible to develop and implement plans to ensure compliance to the enrolment standardization processes of admission, enrolment, and registration across delivery sites. Provide support to campuses on administration matters and record management. Manage and verify preliminary entry files of all student data prior to submissions to DHET. Lead screening and selection processes in preparation for the Selection Committee. Engage and execute resolutions taken by the Selection Committee. Provide support with the validity, completeness testing, survey hub process and audits. Implement the Central Application System from DHET. Accomplishes staff results by communicating job expectations; planning, monitoring, and appraising job results, coordinating, and implementation systems, policies, and procedures. Ensure the overall supervision and administration of all academic and student related system programmes, course, and qualification. Ensure the overall supervision and maintenance of MIS licenses are renewed before expiry dates. Supervise human, physical, and financial resources. Conduct systems monitoring and provide support to campuses and all college systems end users. Ensure optimal utilization of the College IT systems and provide reports.

**ENQUIRIES:** Ms ME Tlhako, Tel 018 384 2346/50.

**BRANCH:** TALETSO TVET COLLEGE  
**DIRECTORATE:** ACADEMIC SERVICES  
**POST:** SENIOR FINANCIAL AID OFFICER (BURSARIES)  
**REF NO:** SFO/32/05/2025  
**SALARY:** R397 116.00 to R467790.00 per annum (Level 08)  
**CENTRE:** Central office

**REQUIREMENTS:** Grade 12 or equivalent and recognised three (3) year National Diploma/Degree in Financial Management/Accounting, 2-3-years' experience in bursary/financial aid services. Sound knowledge and understanding of the National Student Financial Aid Scheme (NSFAS) requirements and regulations. Sound knowledge of the CET Sector and understanding of other financial aid or loan options (such as from financial institution, employers, etc). effectively meeting customer needs; building productive customer relationship; taking responsibility for customer satisfaction. Effectively managing one's time and resources to ensure work is completed efficiently. Providing timely guidance and feedback to help others strengthen specific knowledge/skills areas needed to accomplish a task or solve a problem, basic knowledge of the public service financial legislations, procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating system (eg ITS)

**SKILLS:** Computer, planning and organizing, good verbal and written communication, basic numeracy skills ability to perform routine tasks, flexibility and interpersonal relations.

**DUTIES:** Review College bursary policies and procedures and make improvement recommendations, produce reports on the status of the student (College) bursaries in terms of the number of participating student, the nature of the aid or loan schemes, its duration, and the value of aid or loan College, establish a schedule and timeframe for submitting College bursary applications, maintain records of all College bursary applications and related documentation, maintain a database of all student bursary application in terms of the Department of High Education and Training and NSFAS requirements. Receive and log all bursary application and

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process to ensure all required information has been submitted, notify campus student support officers of application gaps and non-compliance, notify student support officers of any changes in requirements, monitor bursary and other awards in conjunction with financial Management services, ensuring College policy and procedural compliance. Ensure overall supervision and coordination of student bursary scheme and financial aid schemes application processes for the entire college in line with NSFAS guideline, funder MOU/SLA, and policies, ensure overall supervision, monitoring evaluation and maintenance of database of all student applications in terms of the Department of Higher Education and Training and NSFAS requirements,

**ENQUIRIES:** Ms MA Matokong, Tel 018 384 2346/50.

**BRANCH: TALETSO TVET COLLEGE**  
**DIRECTORATE: FACILITIES MANAGEMENT CORPORATES SERVICES**  
**POST: SENIOR ADMINISTRATIVE OFFICER(OHS) REF NO: SAO/31/05/2025**  
**SALARY: R397 116.00 to R467790.00 per annum (Level 08)**  
**CENTRE: Central Office**

**REQUIREMENTS:** Grade 12 or equivalent plus Three (3) year tertiary qualification at NQF6/7 SAQA recognized in Public Management / Public Administration / Social Science / OHS/ Finance / HRM. Two (2) years functional experience in a Pension administration / claims processing. **KNOWLEDGE:** Compensation Fund objectives and business functions, Compensation Fund Value Chain and business processes, Relevant Fund policies, procedures and processed, Customer Service (Batho Pele Principles), Risk awareness, COID Tariffs.

**SKILLS:** Required Technical Proficiency, Communication (verbal, written, listening, and questioning skills), Fund Operating Systems, Data capturing, Data and records management, Telephone skills and etiquette, Planning and organizing, Analytical thinking, Problem solving, Decision making.

**DUTIES:** To plan and independently conduct inspections with the aim of ensuring compliance with the Occupational Health and Safety Act, Act 85 of 1993, Regulations and incorporated Standards. To confirm registration of with the Unemployment Insurance Act and the Compensation for Occupational Injuries and Diseases Act. Plan, investigate and finalise independently incidents and complaints reported pertaining to the OHS Act and the relevant regulations and enforce as and when necessary, appear in Court as a State witness. Plan and conduct allocated proactive inspections as per schedule to monitor compliance with the relevant labour legislation including compiling and consolidating reports emanating from such inspections. Plan and conduct advocacy campaigns on all labour legislation independently, analyse impact thereof, consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and reports including, execution of analysis and compilation of consolidated statistical reports on regional and allocated cases.

**ENQUIRIES:** Ms KL Mooka, Tel 018 384 2346/50.

**BRANCH: TALETSO TVET COLLGE**  
**DIRECTORATE: CORPORATE SERVICES**  
**POST: CHIEF PERSONNEL OFFICER**  
**REFERENCE NO. CPO/21/05/2025**  
**SALARY: R397 116.00 to R467790.00 per annum (Level 08)**  
**CENTRE: Central office**

**REQUIREMENTS:** Matric Certificate/Grade 12 plus Three (3) years relevant tertiary qualification in Human Resources Management. One to two years supervisory experience doing Human Resources Management Services. **PERSAL Certificate / results, Valid driver's license (except for persons with disabilities), Core and Process Competencies:** Interpersonal skills, Time management, Good Communication skills, Professionalism, Accuracy, Independence, Team player and patience. Knowledge of AJEL/NGN system. **Knowledge and Skills:** Computer literacy, Interpersonal relations, Planning and Organizational Skills, Report Writing, conflict resolution and problem-solving skills.

**KNOWLEDGE:** All labour legislation, Departmental policies and procedures related systems, Public Service Act, Batho Pele principles, Public Service Regulations.

**SKILLS:** Communication, Presentation, Conflict management, Analytical, Report writing, Computer literacy, Planning and organising, Supervisory, Time Management.

**Duties:** Monitor the recruitment and selection process • Facilitate the processing and approval of service benefits e.g. leave, housing allowances, acting allowances, overtime etc • Provide and monitor termination of service at the province • Monitor establishment and the implementation of HR policies • Monitor the payment of salaries • Manage all the resources within the section.

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**ENQUIRIES:** Mr Mailula N.W Tel 018 384 2346/50

**BRANCH: TALETSO TVET COLLEGE**  
**DIRECTORATE: CORPORATES SERVICES**  
**POST: EMPLOYEE HEALTH AND WELNESS PRACTITIONER**  
**REF NO: EHP/30/05/2025**  
**SALARY: R325 101.00 to R382 959.00 (Level 07)**  
**CENTRE: Central office**

**REQUIREMENTS:** Grade 12 or equivalent plus an appropriate bachelor's degree/national diploma (NQF Level 6) in Psychology and/or Social Work majoring in psychology or equivalent qualification. A minimum of three (3) to five (5) years of practical experience in the Employee Health and Wellness environment. Willingness to travel and a valid driver's licence.

**Skills & Competencies:** Knowledge of Employee Health and Wellness Integrated Strategic Framework in the Public Service. Sound knowledge of all four EHW Pillars, in-depth knowledge in conducting counselling, psychoeducation, and trauma debriefing. EH&W candidates who are registered with the respective professional bodies will have an added advantage. Understanding of all Pillar processes and COID Act. Interpersonal relations skills. Communication skills (written and verbal) presentation and listening). Analytical thinking, problem-solving and decision-making skills. Innovative and creative, Project management skills, presentation skills, Strategic capability, Client orientation, change management skills, report writing skills, confidentiality, and code of ethics. Understanding of Public Service legislation, regulations, and policies. Computer literacy in MS Word, Excel, PowerPoint and Outlook. Good coordination and report writing skills.

**Responsibilities:** Administer the Employee Health and Wellness Programme. Assist with the planning, coordination and implementation of all Health and Wellness interventions. Assist with the evaluation of the impact of employee health and wellness programmes. Provide education and awareness on health and wellness related issues. Provide advice and guidance to management and staff on EH&W related matters. Ensure the monitoring and evaluation of the EH&W. Benchmark EH&W practices to ensure best practice in all EH&W programmes for Regional Office, CET and TVET Colleges staff. Promote health awareness and the facilitation of health-related events, activities, and interventions (Wellness Day, HIV/AIDS, etc.). Conduct counselling, psycho-education, and trauma debriefing. Facilitate and monitor the implementation of any required recommendations made by the service providers. Ability to unpack and analyse the implementation of incapacity leaves and the management of sick leave trends, compiling submission on ill-health Retirement for the employees. Managing wellness centre, providing First-Aid to employees and management administration of Injury on duty. Active case management. Effective record management. Compiling and writing EH&W reports, system monitoring tools and submissions/internal and external memorandums. Perform any other related.

**ENQUIRIES:** Ms MA Matokong, Tel 018 384 2346/50.

**BRANCH: TALETSO TVET COLLEGE**  
**DIRECTORATE: REGISTRATION SERVICES STUDENT SUPPORT**  
**POST: SPORT, ARTS AND CULTURE OFFICER: REF NO: SAC/29/05/2025**  
**SALARY: R325 101.00 to R382 959.00 (Level 07)**  
**CENTRE: Central Office**

**REQUIREMENTS:** Incumbent should have a relevant Senior Certificate / Grade 12/ NCV Certificate (Level 4). Recognized three (3) year National Diploma (NQF level 6) in sports Management/ Administration or equivalent. 1-2 years' experience in sports and culture environment. Driver's license will be an advantage. Sports Administration, cultural administration, project management, ability to capture data, operating computer, collecting statistics, legislative framework governing the Public Services, and knowledge of procedures in terms of the working environment.

**DUTIES:** Coordinate the establishment and provide support to sport and recreation structures in schools, wards, and local areas, in conjunction with the stakeholders. Facilitate sustainable capacity development programs in sport within the schools, wards, local areas, and districts. Implement sport and recreation programs in the schools, wards, and local areas for the development of sport and recreation. Monitor and evaluate the compliance with sport and recreation transformational Policies. Render administrative functions in relation to programs that are implemented and to implement arts and culture programmes.

**ENQUIRIES:** Ms ME Tlhako Tel: 018 384 2346

**BRANCH: TALETSO TVET COLLEGE**  
**DIRECTORATE: FINANCIAL ACCOUNTING FINANCE MMANAGEMENT**  
**POST: STATE ACCOUNTANT: REF NO:SA/27/05/2025:(CENTRAL OFFICE X 2)**

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**SALARY: R325 101.00 to R382 959.00 (Level 07)**  
**CENTRE: Central Office**

**REQUIREMENTS:** Grade 12 or equivalent plus a recognized National Diploma in Financial Management (NQF Level 6) or Bachelor's degree. 2-3 years' experience in financial management environment. Basic knowledge of financial functions, practices as well as the ability to capture, 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 (PERSAL, BAS, LOGIS). Skills: Planning and organizing skills. Good verbal and written communication. Ability to perform routine tasks. Ability to operate office equipment. Interpersonal Relations. Accuracy. Flexibility. Aptitudes of figures and valid driver's licence.

**DUTIES:** To supervise the implementation and maintenance of Financial Management practices concerning Financial Administration processes. Salaries (Payments, Deductions etc.). Tax (payment to SARS, calculation of Tax payable etc.). Debt. Bookkeeping (Clear Ledger accounts, Capture BAS Payments, Journals and Reports). Banking. Revenue (Cashier). Budget (Capture Budget, Virement, Adjustment Budget on BAS etc.). To address financial management enquiries to ensure the correct implementation of financial management practices. To verify transactions on LOGIS / BAS/ PERSAL according to delegations. To supervise human resources/staff. Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.

**ENQUIRIES:** Ms MA Matokong, Tel 018 384 2346/50

**BRANCH: TALETSO TVET COLLEGE**  
**DIRECTORATE: ACADEMIC AND STUDENT ADMINISTRATION SUPPORT MAFIKENG CAMPUS**  
**POST: CAREER GUIDANCE OFFICER**  
**REF NO: CG/26/05/2025) X1**  
**SALARY: R325 101.00 to R382 959.00 (Level 07)**  
**CENTRE: Mafikeng Campus**

**REQUIREMENTS:** Grade 12/NCV) Level 4 or equivalent with an appropriate Diploma or BA Degree qualification (REQV 14) in Psychology/Social Science or equivalent qualification. Registration with relevant Council (HPCSA/SACSSP). Minimum of 2-3 years relevant experience in career development / guidance and counselling or relevant environment. Computer Literacy. A valid driver's licence.

**KNOWLEDGE & SKILLS:** Knowledge of career guidance; Knowledge of career counselling; Knowledge of career exhibitions; PSET and CET Act; Public Service prescripts; DHET Policies; Industrial operation; Opportunity linkages with industries. Excellent Communication (oral and written). Networking; Negotiation; Research; Interpersonal; Planning & Organising.

**DUTIES:** Provide career guidance and testing of prospective students (in collaboration with the registration unit) Provide academic and individual counselling sessions to students. Coordinate and provide career exhibition services. Implement programmes to coach, mentor and develop student job readiness. Registration and enrolment support. Students counselling and referrals. Students career guidance support. Coordinate student wellness programs. Facilitate outreach programme for students. Assist with student's events organisation and administration. Assist with placement of students.

**ENQUIRIES:** Ms MA Matokong, Tel 018 384 2346/50.

**BRANCH: TALETSO TVET COLLEGE**  
**DIRECTORATE: MAFIKENG CAMPUS ACADEMIC AND STUDENT ADMINISTRATION SUPPORT**  
**POST: EXAMINATION OFFICER x3**  
**REF NO: TSO/EO/23/05/2025 (MAFIKENG CAMPUS), LE/EO/24/05/2025 (LEHURUTSHE CAMPUS), TA/EO/25/05/2025 (LICHTENBURG CAMPUS)**  
**SALARY: R325 101.00 to R382 959.00 (Level 07)**  
**CENTRE: Mafikeng Campus, Lehurutshe Campus, Lichtenburg Campus**

**REQUIREMENTS:** Matric or NCV Level 4 with a recognized M+3 years Degree or National Diploma in Education /Administration or equivalent qualification;3-5 years in the teaching and learning environment/related field; Knowledge of White Paper on PSET Act; knowledge of Public TVET sector and its regulatory and legislative framework; Knowledge and understating of the Higher Education

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sector; Knowledge and understanding of TVETMIS, and ITS; Sound knowledge of legislation regulating examinations and assessments; Computer literate in MS Office( Word, Excel, Outlook and internet);A valid driver's license.

**KEY PERFORMANCE AREAS:** Ensure the provision of examination services; Conduct training of Invigilators, Markers and Data Capturers; Establish the function of Irregularity Committee; Ensure the management and control of issuing of the certificates; Ensure proper administration of the examination unit; Manage all human, financial and other resources in the unit.

**SKILLS AND COMPETENCIES** Management; Computer skills; Communication; Client Service; Visionary Leadership Abilities; An understanding of transformation issues and capacity building processes in the DIET sector; Sound knowledge of CET Act, policies and practices and any other relevant legislations. Good interpersonal skills; Good problem solving and analytical skills; Ability to work under pressure and meet deadlines; Ability to work independently as well as in a team; planning, organising, leading and control skills; research, report writing and presentation skills.

**ENQUIRIES:** Ms ME Tlhako, Ms MA Matokong, Ms KL Mooka 018 384 2346

**BRANCH: TALETSO TVET COLLEGE**

**DIRECTORATE: HUMAN RESOURCE AND ADMINISTRATION CORPORATE SERVICES**

**POST: CHIEF REGISTRY CLERK: REF NO: CRC/22/05/2025**

**SALARY: R325 101.00 to R382 959.00 (Level 07**

**CENTRE: Central Office**

**REQUIREMENTS:** Grade 12 (Matric)/ a SAQA recognised National Diploma or an equivalent qualification. At least 3-5 years' working experience in Registry. A certificate in Records Management offered by National Archives. Knowledge of registry duties, mailing, courier services as well as the ability to capture data and operate a computer. Knowledge of filing of documents, storage, and retrieval procedures in terms of the working environment. Working knowledge and understanding of legislative framework governing the Registry work such as NARS Act, Public Service Act, etc. Ability to interpret and apply policies, directives, and relevant prescripts. Understanding of the work in Registry. Good verbal and writing skills. Good leadership skills.

**DUTIES:** The successful candidate will be responsible for supervising the opening and closing of files according to the applicable record classification system; Filing, storing, tracing and retrieving documents and pending files; Ensuring that index cards are completed; Helping with the allocation of filing numbers; supervising the usage of the franking machine by delegated registry clerks; Franking mail items, recording items of monetary values received through the post and updating the control registers on a daily basis; Do spot checks on postal articles in order to ensure that no private postal articles are franked by mistake; Locking mail in the postal bag for messengers/drivers to deliver to the Post Office; Maintaining remittance register; Recording all valuable articles as prescribed by the applicable laws and policies; Sending wrong remittances received back to senders through registered post and recording reference numbers in the register; Keeping daily record of amount of letters franked; Handling all courier related enquiries; Supervising the sorting and dispatching of mail; Distributing notices on registry issues; Attending to clients; Handling telephonic enquiries on Registry related work; Receiving and registering hand delivered mail and files; Scanning files electronically; Sorting and packaging files for archiving and distribution; Compiling list of documents to be archived and submitting the list to the supervisor; Keeping record of the archived documents; Providing supervisory duties to Registry Clerks, assessing staff performance and applying discipline.

**ENQUIRIES:** Mr Mailula N.W, Tel 018 384 2346/50.

**BRANCH: TALETSO TVET COLLEGE**

**DIRECTORATE: FINANCIAL ACCOUNTING**

**POST: FINANCIAL AID OFFICER**

**REF NO: FAO/20/05/2025**

**SALARY: R325 101.00 to R382 959.00 (Level 07**

**CENTRE: Central office**

**REQUIREMENTS:** Senior Certificate or equivalent plus a National Diploma / Degree in Financial Accounting or equivalent qualification. 2 years' experience working in the bursary administration environment. A good understanding of the TVET College Bursary Scheme requirements and regulations of the National Students Financial Aid Scheme (NSFAS). Basic knowledge of financial functions, practices as well as the ability to capture data. Operate computer and collate financial statistics. Communication skills (verbal and written). Interpersonal relations. Basic numeracy skills. Teamwork. Ability to perform routine tasks. Ability to operate office equipment. Working under pressure. Meeting deadlines. Extensive working skills on MS Excel is required for this position. MS Excel skills will be determined during a practical that forms part of the verbal interview score. A driver's licence will be an added advantage.

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**DUTIES:** Provide student financial assistance support at all registration times. Provide advocacy on all financial aid support to new students during registration and orientation period. Provide advocacy on all financial aid support to progressing and gap year students. Support students and facilitate smooth registration and application of financial assistance to both new and progressing applicants. Provide support and facilitate NSFAS online system. Capture campus NSFAS applicants on the registration template for submission to NSFAS. Assist students with private accommodation and travel allowance applications. Administer student attendance report requisitions. Verify student accommodation with property owners. Be responsible for verbal and written enquiries from students, parents and other relevant stakeholders.

**ENQUIRIES:** Ms MA Matokong, Tel 018 384 2346/50.

**BRANCH: TALETSO TVET COLLEGE**

**DIRECTORATE: TALETSO ACADEMIC AND STUDENT ADMINISTRATION**

**POST: ADMINISTRATIVE CLERK X 3: REF NO: AC/17/05/2025 (MAFIKENG CAMPUS), AC/18/05/2025 (LEHURUTSHE CAMPUS) AC/19/05/2025 (LICHTENBURG CAMPUS)**

**SALARY: R228 321.00 to R268 950.00 per annum (Level 05)**

**CENTRE: Mafikeng, Lehurutshe, Lichtenburg.**

**REQUIREMENTS:** Senior/Matric certificate. Knowledge: Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Knowledge of the National Archives and Record Management Act and related instructions. Knowledge of and ability to handle labour saving devices. Skills: Computer Literacy. Good verbal and written communication skills. Planning and organisation. Interpersonal relations / teamwork. Filing and reference skills.

**DUTIES:** Render general clerical support services. Record, organize, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and / or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration clerical support services within the component. Maintain a leave register for the component. Keep and maintain personnel records in the component. Arrange traveling and accommodation. Keep and maintain the attendance register of the component. Provide financial administration support services in the component. Capture and update expenditure in the component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash.

**ENQUIRIES:** Ms ME Tihako, Ms MA Matokong, Ms KL Mooka 018 384 2346

**BRANCH: TALETSO TVET COLLEGE**

**DIRECTORATE: GENERAL ADMINISTRATION SUPPORT MAFIKENG CAMPUS**

**POST: ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (ASSETS) REF NO: SC/16/05/2025**

**SALARY: R228 321.00 to R268 950.00 per annum (Level 05)**

**CENTRE: Mafikeng Campus.**

**REQUIREMENTS:** Grade 12 or equivalent plus Minimum educational qualification: Senior Certificate (or equivalent) with mathematics and/or Accounting as a passed subject and/or senior certificate (or equivalent) with experience/competencies that focus on the key performance areas of the post. Experience: Appropriate Asset Management experience. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Physical Ability to lift /move heavy objects and supplies. Competencies (knowledge/skills): Computer literacy (Word and excel). Sound theoretical and practical knowledge of policies regarding financial and Supply chain Management. Knowledge of Asset Management (LOGIS functions or Modules in LOGIS).

**DUTIES:** (key result areas/outputs): Maintain and update asset register. Procure assets and services on EPS. Ensure that all transactions comply with the legislative requirements. Manage Assets movement, inventory update, bar-coding, and maintenance of equipment. Undertake interim and annual financial stock takes, reporting of losses, theft shortages and surpluses as well as monthly reporting. Ensure disposals of assets pertaining to SCM policies and procedures

**ENQUIRIES:** Ms MA Matokong, Tel: 018 3842346/50.

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**BRANCH: TALETSO TVET COLLEGE**  
**DIRECTORATE: TALETSO FINANCIAL MANAGEMENT SERVICES**  
**POST: FINANCE CLERK: REF NO: FC/14/05/2025 MAFIKENG CAMPUS X1) REF NO:**  
**FC/15/05/2025 (CENTRAL OFFICE X2)**  
**SALARY: R228 321.00 to R268 950.00 per annum (Level 05)**  
**CENTRE: Mafikeng Campus, Central Office.**

**REQUIREMENTS:** A Senior Certificate or equivalent plus a National Diploma/bachelor's degree in financial management, Accounting, or related qualification. At least 1 year' experience in finance or accounting related field, Basic understanding of financial functions, practices as well as the ability to capture data, operate computer and collate financial information, Basic knowledge of the Public Service financial legislations, procedures and Treasury Regulations (PFMA, GRAP, CET ACT 16 OF 2006)

**COMPETENCIES, ABILITIES AND SKILLS:** Knowledge of basic financial principles and procedures, ability to perform adequately and methodically under pressure, verbal and written communication skills, proficiency in MS office suite, Knowledge of ITS will be an added advantage.

**DUTIES:** Accurately enter financial data into the College's accounting systems and maintain up-to-date records for both receivables and payables. Maintain a systematic and accurate filing system for all financial documentation, including invoices, receipts, and payment records. Work closely with the finance team, registrar's office, and procurement departments to ensure smooth operations and timely processing of financial transactions. Provide necessary documentation and support during internal and external audits related to accounts receivable and payable.

**ENQUIRIES:** Ms MA Matokong ,(Tel 018 384 2346/50.

**BRANCH: TALETSO TVET COLLEGE**  
**DIRECTORATE: TALETSO OFFICE OF THE CAMPUS MANAGER**  
**POST: SECRETARY: REF NO:SE/10/05/2025(LEHURUTSHE CAMPUSx1), REF**  
**NO:SE/11/05/2025(MAFIKENG CAMPUS X1), REF NO:SE/12/05/2025(LICHTENBURG**  
**CAMPUS X1), REF NO: SE/13/05/2025(CENTRAL OFFICE X3)**  
**SALARY : R228 321.00 to R268 950.00 per annum (Level 05)**  
**CENTRE : Lehurutshe, Mafikeng, Lichtenburg Campus, and Central Office**

**REQUIREMENTS:** Senior Certificate or equivalent plus a National Diploma in Management Assistant/Office Administration. 1-3 years' experience in typing and secretarial support. Basic knowledge of financial management. Record management of documents. Ability to communicate well with people at different levels and backgrounds. Good telephone etiquette. Computer literacy. Sound organizational skills. Good people skills. High level of reliability. Basic written communication skills. Ability to act with tact and discretion.

**DUTIES:** Provide secretarial/ receptionist support service to the manager. Receive telephone calls and refer the calls to the correct role players if not meant for the relevant manager. Ensure proper record keeping in the office of the Campus Manager. Filing of documents for the manager and the campus where required. Receive, record, and distribute all incoming and outgoing correspondence. Collect all relevant documents to enable the manager to prepare for meetings. Prepare travel claims and other payments in the office of the Campus Manager. Arrange meetings and events for the manager and the staff in the campus. Identify venues, invite role players, organize refreshments, and sets up schedules for meetings and events. Arrange all logistics for workshops. Track and process documents. Manage the office of the Campus Manager and receive visitors. Perform any other administrative duties that will be assigned by the Campus Manager. Compile and consolidate sectional reports for the campus.

**ENQUIRIES:** Ms ME Tlhako, Ms MA Matokong, Ms KL Mooka 018 384 2346

**BRANCH: TALETSO TVET COLLEGE**  
**DIRECTORATE: CORPORATES SERVICES**  
**POST: HR ADMINISTRATION CLERK**  
**REF NO: HRC/09/05/2025**  
**SALARY: R228 321.00 to R268 950.00 per annum (Level 05)**  
**CENTRE: Central office**

**Requirements:** Grade 12 or equivalent certificate, relevant qualification in Human Resource Management with 1-year experience in Human Resource Department. Computer Literacy. Knowledge of Human Resource Administration Processes. Knowledge of Persal system. Knowledge of HR prescripts and regulations. Persal Introduction certificate will be an added advantage. Ability to communicate well with people at different levels and from different backgrounds. Ability to handle confidential information. Ability to work in a team and under pressure. Valid driver's license.

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**Duties:** Perform Human Resource Administration functions such as recruitment and selection, appointments, transfers, relocations, promotion, termination of service, leave Management, PILIR, allowances, salaries etc. provide HR related advice and assistance to staff members and students in the execution of daily tasks. Ensure safekeeping of documents and filing of all related documents for staff members and student's. Perform any other task delegated by supervisor.

**ENQUIRIES:** Ms ME Tlhako, Tel 018 384 2346/50.

**BRANCH: TALETSO TVET COLLEGE**

**DIRECTORATE: TALETSO GENERAL ADMINISTRATION SUPPORT**

**POST: TALETSO RECEPTIONIST REFNO: REC/05/05/2025(CENTRAL OFFICE X1) REC/06/05/2025(MAFIKENG X1), REC/07/05/2025(LEHURUTSHE X1) REC/08/05/2025 (LICHTENBURG X1)**

**SALARY: R193 359.00 to R227 766.00 per annum (level 04)**

**CENTRE: Mafikeng, Lehurutshe, Lichtenburg Campus.**

**REQUIREMENTS AND SKILLS:** Grade 12 or NQF Level 4; additional certificates in Office Management or Management Assistant will be an advantage. Proficiency in Microsoft Office Suite, Hands-on experience with office equipment (e.g. Fax machines and printers), Professional attitude and appearance, Solid written and verbal communication skills, Ability to be resourceful and proactive when issues arise, Excellent organizational skills, Multitasking and time-management skills, with the ability to prioritize tasks and Customer service attitude.

**DUTIES:** Greet and welcome guests as soon as they arrive at the office, Direct visitors to the appropriate person and office, Answer, screen and forward incoming phone calls, Ensure reception area is tidy and presentable with all necessary stationery and material (e.g. pens, forms and brochures), Provide basic and accurate information in-person and via phone/email, Receive, sort and distribute daily mail/deliveries, Maintain office security by following safety procedures and controlling access via the reception desk (monitor logbook, issue visitor badges), Order front office supplies and keep inventory of stock, Update calendars and schedule meetings, Arrange travel and accommodations, and prepare vouchers, Keep updated records of office expenses and costs, perform other clerical receptionist duties such as filing and photocopying, transcribing and faxing.

**EXPERIENCE**

Previous experience will be added as advantage.

**ENQUIRIES:** Ms MA Matokong, Ms ME Tlhako, Ms KL Mooka; Tel: 018 384-23416/50.

**BRANCH: TALETSO TVET COLLEGE**

**DIRECTORATE: TALETSO GENERAL ADMINISTRATION SUPPORT**

**POST: MESSENGER / DRIVER**

**REF NO: REC/04/05/2025 (MAFIKENG CAMPUS) X1, REC/005/05/2025 (LEHURUTSHE CAMPUS) X1**

**SALARY: R193 359 - R227 766 per annum (Level 04)**

**CENTRE: Mafikeng Campus and Lehurutshe Campus**

**REQUIREMENTS:** NQF level 3 (Grade 11 certificate or equivalent). Driver's license Code B/EB .Valid Public driving licence. Three (3) years driving experience or messenger operating experience will be an added advantage. Ability to transport employees, goods/parcels and work under pressure including overtime/weekends and public holidays. Physically fit and able to lift and load goods/parcels. Be able to read and write.

**Duties:** Render messenger services to the department: Deliver and collect mail from the post office. Deliver and collect documents / parcels to the various directorates in the departments and other provincial departments. Conduct scaling of parcels and mail. Label and track all documents for couriering documents and parcels. Provide transportation duties to the department: Render transport services to departmental officials. Check and prepare vehicles for field trips. Complete logbook before and after the trip. Load and dispatch items. Perform vehicle maintenance checks: Check vehicles status and inform supervisor when work needs to be carried out within and without an approved trip. Ensure vehicles are always in good operating condition. Report to supervisor when vehicles are due for service or had any mechanical faults. Report major defects. Ensure routine maintenance of vehicles. Provide general office support: Render a general support function in the Executive Support to the Premier. Assist with document reproduction and facsimile services. Record keeping of the utilization of the allocated motor vehicle e.g. log sheets and petrol receipts. Maintain knowledge on the policies and procedures that apply in the work environment.

**ENQUIRIES:** Ms MA Matokong, Ms ME Tlhako; Tel: 018 384-23416/50

**BRANCH: TALETSO TVET COLLEGE**

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**DIRECTORATE: GENERAL ADMINISTRATION SUPPORT LEHURUTSHE CAMPUS**  
**POST: HANDYMAN X2 REF NO: HM/02/05/2025 (LEHURUTSHE CAMPUS), TA/03/05/2025 (LICHTENBURG CAMPUS)**  
**SALARY: R163 680.00 to R192 810.00 per annum (Level 03)**  
**CENTRE: Lehurutshe Campus, Lichtenburg Campus**

**REQUIREMENTS:** Grade 10, ABET level 3 or recognized trade certificate. Minimum of three (3) years'

Experience in building maintenance. Welding experience will be an added advantage.

**DUTIES:** Perform minor maintenance i.e., unblock drains, urinary and toilets. Replace taps. Conduct inspection determines defects. Repair broken furniture. Paint buildings as per request. Ensure tools are cleaned and stored in a safe environment. Maintain main kitchen fat drain. Clean gutters. Maintain storm water channels. Report the need for major maintenance to the supervisor. Perform any other ad hock activities in relation to functions attached to this post.

Replace taps. Conduct inspection determines defects. Repair broken furniture. Paint buildings as per request. Ensure tools are cleaned and stored in a safe environment. Maintain main kitchen fat drain. Clean gutters. Maintain storm water channels. Report the need for major maintenance to the supervisor. Perform any other ad hock activities in relation to functions attached to this post.

Intention to promote presentively (race, gender, and disability) in the Public Service through the filling of these posts. The Department reserves the right not to appoint/fill this post. NB: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know. PEOPLE WITH DISABILITY ARE ENCOURAGED TO APPLY.

Perform minor maintenance i.e., unblock drains, urinary and toilets. Replace taps. Conduct inspection determines defects. Repair broken furniture. Paint buildings as per request. Ensure tools are cleaned and stored in a safe environment. Maintain main kitchen fat drain. Clean gutters. Maintain storm water channels. Report the need for major maintenance to the supervisor. Perform any other ad hock activities in relation to functions attached to this.

**ENQUIRIES:** Ms ME Tlhako, Ms KL Mooka, Tel 018 384 2346/50.

**BRANCH: TALETSO TVET COLLEGE**  
**DIRECTORATE: GENERAL ADMINISTRATION SUPPORT LICHTENBURG CAMPUS**  
**POST: CLEARNERS SUPERVISOR**  
**REF NO: CS/01/05/2025**  
**SALARY: R193 359 - R227 766 per annum (Level 04)**  
**CENTRE: Lichtenburg Campus**

**Requirements:** Minimum Matric/Grade 12, Minimum 2 years supervisory experience in a similar environment, Ideal experience in commercial or hospitality industries advantageous, Safety standards and management.

**Duties:** Ensure work schedules/job cards are in place for each position and relevant to site, Report maintenance and safety concerns to the manager on a day-to-day bases, ensure consistently high service standards are maintained for all services in scope with regular inspections, ensure that staff are correctly and smartly dressed displaying a name badge. Highlight to sites the importance of always upholding the company image, ensure that cleaning methodology are strictly adhered to in line with company policies, quality programmes and legislation, managing company assets by performing monthly spot checks on high value items. When checking assets ensure that equipment is kept in a good condition and repaired and serviced when required, Do daily checks and follow-ups, Report maintenance and safety concerns to the manager on a day-to-day basis, Maintain personal health, hygiene and professional appearance, Responding to management request timeously and providing necessary action required, Hospitality or commercial experience, To maintain a high standard of morale and motivation through good communication skills, Ensure work schedules/job cards are in place for each position and relevant to site

**Skills and Competencies:** Attention to detail, Sense of urgency, Able to work under pressure, Be flexible and adaptable, Able to work independently, good communication skills

**ENQUIRIES:** Ms KL Mooka, Tel 018 384 2346/50.

Hand delivery to;  
Taletso TVET College  
Kgora Building next to SABC  
HR Office (Mafikeng Campus)  
or

NB:ALL applications must submitted to relevant email address stating name of the post and reference number on the subject line.

[Lehurutshe.recruitment@taletso.edu.za](mailto:Lehurutshe.recruitment@taletso.edu.za)  
[Lichtenburg.recruitment@taletso.edu.za](mailto:Lichtenburg.recruitment@taletso.edu.za)

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