

**Enquiries:** Ms K.L. Mooka / Ms M.A. Matokong / Ms M.E. Tlhako  
**Tel:** 018 384 2346/49/50

**HUMAN RESOURCES**

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

**ASSISTANT DIRECTOR: FACILITY MANAGEMENT**

**REF NO:** FAC-01-03-2026

**DURATION OF THE VACANCY:** Six (6) months contract

**SALARY:** R468 459.00 to R551 823.00 per annum, Level 09, excluding service benefits

**CENTRE:** Central Office

**REQUIREMENTS:**

A three-year tertiary qualification in Building Science, Architecture, Civil Engineering, Quantity Surveying, Facilities Management or Property Management. A valid driver's licence, except for applicants with disabilities. Five (5) years' functional experience in facilities and building management, of which three (3) years must be supervisory experience.

The applicant must have knowledge of DHET business strategies and goals, DHET value chain and business processes, Public Service policies and procedures, customer service, building and engineering technical matters, and relevant legislation. This includes the Occupational Health and Safety Act and related regulations, COIDA, Public Service Regulations, Public Service Act, National Environmental Management Act, CET Act, Public Finance Management Act, National Treasury Regulations, National Building Regulations and Building Standards Act.

The applicant must have skills in technical work, business writing, decision-making, budgeting and financial management, communication, information management, people and performance management, project or programme management, planning and organising, problem-solving and teamwork.

**KEY PERFORMANCE AREAS:**

The successful candidate will be responsible for managing and supervising facilities, repairs, maintenance and construction-related projects at the College. The candidate will supervise work teams and ensure that projects are completed according to approved plans, specifications, timeframes and standards.

The candidate will be responsible for sharing project information between the College, the project owner, service providers and relevant stakeholders. The candidate will prepare and manage project documentation, ensure that project requirements are clearly understood, and make sure that all specifications are followed.

The candidate will meet with project owners and stakeholders to confirm project needs and standards. The candidate will update project information on the project management system or tool and make the necessary arrangements for the proper completion of each project.

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The candidate will also be expected to lead teams, plan work, start projects, supervise implementation, monitor progress and close projects properly. The candidate must be able to work under changing conditions and use sound leadership and management skills to achieve good results.

**SKILLS AND COMPETENCIES:**

Administrative skills; planning and organising skills; financial management skills; report-writing skills; communication and interpersonal skills; problem-solving skills; computer literacy; analytical skills; client-orientated approach; project management skills; team leadership; and people management.

**ENQUIRIES:**

Mr M Ramalapa

Tel: 018 384 2346/49/50

**NOTE:**

Applications quoting the relevant reference number must be submitted on the new Z83 form, obtainable from any Public Service Department or from the internet at [www.gov.za/documents](http://www.gov.za/documents). Applications submitted on the old Z83 form will not be considered.

The Z83 form must be fully completed, signed and initialled by the applicant. Failure to sign the form may lead to disqualification during the selection process. Applicants must submit a fully completed and signed Z83 form and a CV only.

Certified documents will only be required from shortlisted candidates. Shortlisted candidates will be required to submit certified documents on or before the day of the interview, following communication from the College. Applicants with foreign qualifications must provide an evaluation certificate from the South African Qualifications Authority (SAQA) when shortlisted.

Applicants who do not comply with the above requirements, and applications received after the closing date, will not be considered. The College does not accept applications by fax. Failure to submit all requested documents will result in the application not being considered.

Correspondence will be limited to shortlisted candidates only. If you are not contacted within four (4) weeks after the closing date of the advertisement, please accept that your application was unsuccessful.

Suitable candidates will be subjected to personnel suitability checks, including criminal record checks, citizenship verification, credit record checks, qualification verification and employment verification.

The College reserves the right not to appoint.

Applications, quoting reference number, should be forwarded to: [centraloffice.recruitment@taletso.edu.za](mailto:centraloffice.recruitment@taletso.edu.za)

Closing Date: 24 June 2026

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