

GERT SIBANDE TVET COLLEGE COUNCIL INVITES SUITABLY QUALIFIED CANDIDATES TO APPLY FOR THE FOLLOWING VACANT POSTS

NSF FUNDING PROJECT ADMINISTRATOR X 1 (ONE YEAR CONTRACT)

Salary: R 204 393,17 per annum (all-inclusive)

•(Ref no GSC12/2026), Skills Academy

Re-advert

Minimum Requirements: • NC(V) Level 4 Certificate in Finance Economic & Accounting or N6 Certificate in Financial Management/Business Management. • One year relevant experience will be an advantage.

Competencies: • Strong administration and secretarial skills, innovative thinking and problem-solving skills. • Ability to perform accurately and methodically under pressure. • Project implementation. • SETA system operations

Duties: • Render general administration support services, including typing, filing, reception and switchboard duties. • Register learners on ITS • Compile project files • Prepare and follow up on project claims. • Ensure that learner stipend payrolls are filed on their respective project files • Ensure that stipend proof of payment are filed in their respective project files. • Assist with compilation of project reports to be forwarded to funders. • Keep records of all procurement invoices for items procured for projects. • Take minutes of meetings related to funding. • Keep records of all funding proposals for training projects. Assist with reconciliation of project expenditure. • Ensure safekeeping of all project-funding records. Assist with compilation of project reports.

ENGINEERING DEPARTMENT PROJECT ADMINISTRATOR X 1 (ONE YEAR CONTRACT)

Salary: R 204 393,17 per annum (all-inclusive)

•(Ref no GSC13/2026), Skills Academy

Re-advert

Minimum Requirements: • NC(V) Level 4 Certificate in Office Administration or N6 Certificate in Management Assistant. • One-year relevant experience will be an advantage.

Competencies: • Strong administration and secretarial skills, innovative thinking and problem-solving skills. • Ability to perform accurately and methodically under pressure. • Project implementation. • SETA system operations

Duties: • Render general administration support services, including typing, filing, reception and switchboard duties. • Register learners on various SETA systems • Prepare documents for learner inductions • Prepare learner agreements and fixed term employment contracts. • Capture learners on ITS system • Prepare and issue learner attendance registers to Facilitators • Assist with printing of learning material. • Assist with compiling memos for procuring of stationary, training consumables, tools and equipment. • Upload learner achievements on various SETA systems. • Follow up on printing of learner certificates. • Keep records of projects information. Render administrative support to Facilitators, Project Coordinators and Project Managers

**PROCUREMENT CLERK X 1
(ONE YEAR CONTRACT)**

Salary: R 204 393,17 per annum (all-inclusive)

•(Ref no GSC14), Skills Academy
Re-advert

Minimum Requirements: • NC(V) Level 4 Certificate in Finance, Economics & Accounting or N6 Certificate in Financial Management or Business Management
• One Year experience in Supply Chain will be an advantage • Computer literacy will be an advantage.

Competencies: • Computer skills. • Planning and organizing. • Good verbal and written communication. • Basic numeracy skills. • Ability to perform routine tasks. • Ability to operate office equipment. • Flexibility. • Interpersonal Relations.

Duties: • Request for quotations. • Maintain orders and processing on ITS. • Doing GRVs on ITS. • Compiling of specification documents. • Compiling of monthly reports • receiving of deliveries. Do stock count. Reconcile the stock account. • Perform any ad hoc work that may be required in procurement.

**Enquiries: Mr BJ Dlongolo/ Ms C Moloji
office hours)**

Tel. 017 712 9040 (during

Closing date: 15 May 2026 at 13:30

Note: • Applicants must submit a fully completed and officially signed **Z83** form and a comprehensive CV when applying for a post, at least three contactable work-related references on CV or Z83 form. Candidates who are shortlisted will be contacted to submit originally certified copies of all qualification before an interview, including academic records, ID document and valid driver's licence not older than 6 months, if drivers licence is required in terms of the requirements of the post • Application **Z83** form is available on our website, www.gscollege.edu.za or DPSA website • Failure to submit the requested documents will result in your application not being considered • No faxed applications will be accepted • Applicants should submit separate Z83 and CV where more than one post is applied for • Selected candidates will be subjected to vetting process and personnel suitability check in terms of minimum information security standard • The College reserves the right to verify any information received in applications • Late and incomplete applications will not be considered • Submission of fraudulent documentation and canvassing of Council members or College staff will immediately disqualify the candidate • Communication will be entered into with successful candidates and unsuccessful candidate who attended interview • Should you not receive any response from us within 60 days after the closing date, please consider your application as unsuccessful • Post reference number should be indicated on the application • The College reserves the right to withdraw any position at any time.

Applications must be forwarded to: The Acting Principal, Gert Sibande TVET College, P.O. Box 3475, Standerton, 2430 or for attention Acting Manager HR: Mr BJ Dlongolo, or may be placed in the application container located at the reception: Gert Sibande

TVET College, 18a Dr Beyers Naude Street, Standerton, 2430 or email to applications@gscollege.edu.za.

GERT SIBANDE COLLEGE IS COMMITTED TO ESTABLISHING A DIVERSE WORKFORCE. PREFERENCE WILL BE GIVEN TO SUITABLE CANDIDATES FROM THE DESIGNATED GROUPS ESPECIALLY WITH REGARD TO RACE, GENDER AND DISABILITY.