

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING
GERT SIBANDE TVET COLLEGE**

Gert Sibande TVET College is an equal opportunity, affirmative action employer. It is our intention to promote representatively in respect of race, gender and disability through the filling of these positions. Candidates whose transfer / promotion / appointment will promote representative will receive preference.

CLOSING DATE : 09 OCTOBER 2026 (at 13h00 sharp) all applications received after the closing date and time will not be entertained Apply as early as possible to avoid disappointments.

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. Candidates 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 fax 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 will immediately disqualify the candidate • 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 • all shortlisted candidate shall undertake two pre-entry assessment. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other will be integrity (ethical conduct) assessment.

OTHER POSTS

POST : **CAMPUS MANAGER**

SALARY : R 632 205.00 per. Annum (PL5), (plus benefits)

CENTRE : **Evander Campus:** Ref: GSC55/2026
Balfour Campus: Ref: GSC56/2026

REQUIREMENTS : A Degree or Diploma (NQF Level 6), backed by a professional qualification in Education, Seven (7) years' teaching experience of which two years' as (Senior Education Specialist PL3) at TVET sector, SACE Registration • A valid driver's licence.

KNOWLEDGE : Knowledge and understanding of organizational cultural and human behaviour, Strategic leadership management, Budgeting and monitoring of expenditure patterns, Knowledge and understanding of relevant legislation, Knowledge of Treasury Regulation and PFMA, Management of resources and the college landscape, Knowledge of policy development, interpretation and implementation, Knowledge and understanding of Human Resource, Student Support Services, Finance, Assets, and Management environment.

SKILLS : Leadership and strategic thinking, Project management skills, Planning and organizing, Financial management, Report writing, Communication and interpersonal, Problem solving, Computer literacy, Analytical, Client oriented, Project management, Team leadership, Planning and organizing.

DUTIES : Manage curriculum implementation and academic support, Manage the provision of examination services, Manage student registration and student support service, Manage provision of general administration support services in relation to corporate and financial services in the campus, Manage the provision of residence services. Manage physical resources and any other related duties.

<u>ENQUIRIES</u>	:	Mr KW Mphuthi Tel No: (017) 712 9040
<u>APPLICATIONS</u>	:	The Acting Deputy Principal: Corporate Services; Gert Sibande TVET College; P. O. Box 3475; Standerton, 2430 or email: applications@gscollege.edu.za or Hand delivered to: 18a Beyers Naude Street, Standerton, 2430
<u>FOR ATTENTION</u>	:	Mr KW Mphuthi Tel No: (017) 712 9040
<u>POST</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT GSC57/2026</u>
<u>SALARY</u>	:	R 487 197.00 per annum (SL9), (plus benefits) (Permanent)
<u>CENTRE</u>	:	Central Office: Standerton
<u>REQUIREMENTS</u>	:	A Degree/National Diploma (NQF Level 6) in Human Resource Management or Relative Qualification recognized by SAQA, 3-5 years' work Experience in Human Resource Management or Relative Experience at Supervisory level. A valid driver's licence.
<u>KNOWLEDGE</u>	:	Knowledge of Public Services legislations and policies related to Human Resource Management, Knowledge and understanding of the TVET /CET Administration, Knowledge and understanding of Higher Education sector, Knowledge of PERSAL and Job Evaluation.
<u>SKILLS</u>	:	Administrative, Planning and Organizing, Financial Management, Report writing, Communication and Interpersonal, problem solving, Computer Literacy, Analytical, Client Oriented, Project Management, Client Oriented, Team Leadership, People Management.
<u>DUTIES</u>	:	Oversee Human Resource Management and Administration services, Oversee Human Resource Development services, Coordinate and Facilitate Organizational Development Services, Coordinate and Facilitate Human Resource Planning (HRP) and Employment Equity (EE) Service, Provide Employee Health and Wellness (EHW) services, Develop and Implement Human Resource Policies and Manuals, Management of all Human, Financial and other resources of the unit.
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