



**LETABA TECHNICAL
AND VOCATIONAL EDUCATION
AND TRAINING COLLEGE**



**higher education
& training**
Department
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

LETABA TVET COLLEGE IS AN EQUAL OPPORTUNITY, AFFIRMATIVE ACTION EMPLOYER. IT IS THE INTENTION TO PROMOTE REPRESENTIVITY IN THE PUBLIC SECTOR THROUGH THE FILLING OF THIS POST. APPLICATIONS ARE INVITED FROM SUITABLY QUALIFIED AND EXPERIENCED CANDIDATES FOR APPOINTMENT IN THE FOLLOWING VACANT POSITIONS.

POST : PROJECT COORDINATOR: THREE YEARS CONTRACT
SALARY : R294 321 PER ANNUM (SL7) PLUS 37% IN LIEU OF BENEFITS
REF NO : LET 01/03/2024
CENTRE : CENTRAL OFFICE

REQUIREMENT: Grade 12 or NCV L4 or equivalent qualification AND an appropriate recognised 3-year National Diploma/ Bachelor's degree in Management/ Business Management/ Economics or any relevant equivalent qualification. Two years relevant working experience in Finance/ Skills development/ project management environment. A qualification in Project Management will be an added advantage. Must have a valid drivers' license. Must be Computer literate. Ability to analyze, interpret policies and develop proposals and Memorandum of Understanding.

DUTIES: Compile Finance reports for projects, Capture student monthly stipend claims on Excel and prepare them for submission to procurement and finance for payment, Prepare and facilitate payment of service providers, Prepare and facilitate claims to funders for projects, Compile financial reconciliations for projects, Ensure compliance with safety requirements. Provide support to the project technical team in implementation of projects, involved in learner support initiatives, Ensure claims and compliance with the PFMA, Responsible for Projects Office clerical functions like faxing, printing, photocopying of documents, telephone enquiries, safekeeping of documents, etc. Prepare costing tables for project. Provide support in the management project budget and cash flow sheet. Analyze project expenditure against project

budget and project milestones, receive, evaluate and process request for procurement of consumables/goods of projects, Monitor the in-time availability of funds as per MOU/SLA.

**POST : SUPERVISOR: HOUSEKEEPING/ RESIDENCE X2
(12 MONTHS CONTRACT)**
SALARY : R241 485 PER ANNUM (SL6) PLUS 37% IN LIEU OF BENEFITS
REF NO : LET 02/03/2024 (MALE)
REF NO : LET 03/03/2024 (FEMALE)
CENTRE : MAAKE CAMPUS

REQUIREMENT: Grade 12 or NCV L4. At least two years relevant experience with students in the student's residence and or in student leadership. Good verbal and written communication. Must have a valid drivers' license. Must be Computer literate.

DUTIES: Ensure the provision of an environment within the residence that is conducive to the development and success of its students at the residence. Ensure the well-being of students. Ensure student discipline, ensure that housing committee execute their responsibilities. Ensure that inventory of the house and its immediate precincts is maintained in good order and loss of and damage to movable assets are kept to a minimum. Monitor the provision of quality service of the residence and cleaning of the building. Expected to interact with students in a friendly and caring manner. Conduct regular fire, emergency and safety checks a drill in the residence in consultation with the health and safety officer. Required to perform additional responsibilities.

REQUIRED DOCUMENTS: NEW Z83 Application for Employment Form indicating correct reference number, comprehensive Curriculum Vitae, copies of qualifications including academic records/transcripts and ID document. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from the Human Resource Office. **NB:** Foreign applicants should attach the following documents: **SAQA EVALUATION CERTIFICATE, QUOTA WORK PERMIT AND POLICE CLEARANCE. PEOPLE WITH DISABILITY ARE ENCOURAGED TO APPLY.** Interviewed candidates will be subjected to a competency assessment where necessary. The successful candidate will be required to sign the annual performance agreement, disclose his/her financial interests and be subjected to security clearance.

SUBMIT APPLICATIONS TO: The Principal, Letaba TVET College, Private Bag x 4017 Tzaneen, 0850 or hand deliver to: 1 Claude Wheatley Street, Tzaneen, Limpopo Province. Should you not receive a correspondence from us within three months after the closing date, consider your application as unsuccessful.

CLOSING DATE: 5 APRIL 2024 AT 16:00

ENQUIRIES: MR KL MOJELA / MS PL MOKGOBI ON 015 307 5440

~~APPROVED / NOT APPROVED~~



**MR MB MOSHOMA
ACTING PRINCIPAL**

18/03/2024
DATE

**DHET : LIMPOPO REGION
LETABA TVET COLLEGE
HUMAN RESOURCE MANAGEMENT**

2024 -03- 18

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