



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

**POST : SENIOR STATE ACCOUNTANT: BUDGET AND REPORTING (24 MONTHS CONTRACT)**  
**SALARY : R 397 116 (SL8) PER ANNUM PLUS 37% IN LIEU OF BENEFITS**  
**REF NO : LET 24/07/2025**  
**CENTRE : CENTRAL OFFICE**

**REQUIREMENTS:** An appropriate bachelor's degree or equivalent qualification majoring in Financial Management/Accounting. Three years' relevant working experience in the Financial Management environment. Must have knowledge of Caseware. Knowledge of PFMA, GRAP and treasury regulations. Good communication, numerical, analytical and problem-solving skills. Must have the ability to work under pressure with little or no supervision. Completion of SAICA articles will be an added advantage. Must be computer literate and have a valid driver's license.

**DUTIES:** Monitor and report on expenditure and income as well as financial performance in accordance with the PFMA and treasury Regulations; Manage debtors and creditors payments function by ensuring that all transactions are supported by authentic and verifiable source documents; Investigate and clear suspense account; Perform month end closure and compilation of monthly, quarterly reports and annual financial statements for Management and Council; assist with the preparation of the Budget, Initiate monthly accrual journals; Manage the staff and resources within the unit; Strengthen internal controls on financial management; Assist in preparation of Annual Financial Statements using caseware application; Prepare the audit file for auditors and assist with resolving audit queries.

**POST : TEMPORARY LECTURER: ENGLISH FAL (6 MONTHS CONTRACT) RE-ADVERT**  
**SALARY : R 270 498 (PL1) PER ANNUM PLUS 37% IN LIEU OF BENEFITS**  
**REF NO : LET 25/07/2025**  
**CENTRE : GIYANI CAMPUS**

**REQUIREMENTS:** Grade 12 or NCV Level 4 or any relevant equivalent qualification. An appropriate recognised three years National Diploma/ Bachelors' Degree in Education majoring in English or any other relevant qualification. A professional qualification in Education, relevant working experience in the Education Sector and Assessor/Moderator qualification will serve as an added advantage. Knowledge of theory and practice in the relevant field. Sound communication skills. Computer literacy is highly recommended, and SACE registration is a must.

**DUTIES:** The successful candidate(s) will be required to lecture NCV and report 191. Management of students and administration of records. Classroom facilitation. Ensure provisioning of quality education and training in line with the College/DHET requirements. Assess students' performance. Liaise with students, parents and other relevant stakeholders. Support student development and performance. Monitor the students in the workplace. Report to management from time to time.

**POST : TEMPORARY LECTURER: MANAGEMENT (6 MONTHS CONTRACT)**  
**SALARY : R 270 498 (PL1) PER ANNUM PLUS 37% IN LIEU OF BENEFITS**  
**REF NO : LET 26/07/2025**  
**CENTRE : GIYANI CAMPUS**

**REQUIREMENTS:** Grade 12 or NCV Level 4 or any relevant equivalent qualification and an appropriate recognised 3-year National Diploma/ Bachelors' Degree in Management or any other relevant qualification majoring in Labour Relations. A professional qualification in Education, relevant working experience in the Education Sector and Assessor/Moderator qualification will serve as an added advantage. Knowledge of theory and practice in the relevant field. Sound communication skills. Computer literacy is highly recommended and SACE registration is a must.

**DUTIES:** The successful candidate(s) will be required to lecture NCV and report 191. Management of students and administration of records. Classroom facilitation. Ensure provisioning of quality education and training in line with the College/DHET requirements. Assess students' performance. Liaise with students, parents and other relevant stakeholders. Support student development and performance. Monitor the students in the workplace. Report to management from time to time.

**POST : IT TECHNICIAN (6 MONTHS CONTRACT)**  
**SALARY : R 325 101 (SL7) PER ANNUM PLUS 37% IN LIEU OF BENEFITS**  
**REF NO : LET 27/07/2025**  
**CENTRE : TZANEEN CAMPUS**

**REQUIREMENTS:** Grade 12 or NCV L4 or any other relevant equivalent qualification. An appropriate recognised three years National Diploma/Bachelor's Degree in Information Technology (IT)/ Computer

Science or any relevant equivalent qualification. Two years relevant working experience in ICT environment. Specialization in Software Engineering, Networks, Programming, or IT management, IT Hardware and Software will serve as an added advantage. Candidate should have an understanding of Desktop, Networking and Voice Communication infrastructure, Program Installations, IT Help Desk operation, Full comprehension of IT first and second line of IT support. Ability to communicate technical information in a non-technical manner and to work effectively with users with varying levels of expertise. Proven experience in providing all levels of users and application support. Software and hardware support (Windows Microsoft). Any other relevant Certificate will be an added advantage. Must be computer literate and have a valid driver's licence.

**DUTIES:** Provide End-user support. Attend to incidents logged through the service desk. Perform network troubleshooting and support. Maintain user accounts and computer accounts management. Maintain IT asset audit and compile technical reports for faulty IT equipment. Assist in management of Service Desk and Desktop support function services. Setup user account on desktop and laptop (mailbox and windows). Unlocking password using Admin Pack. Setting up desktops, printers, and data projectors. Monitor wide and local area networks. Detect and repair faults on LAN/ WAN, PC's, peripherals, network points and software. Manage and maintain a virus free network. Liaise with users on request/ faults. Install and support software/ applications. Manage and monitor IP Telephone and Video conferencing. Manage the configuration and maintain the college CCTV cameras. Training of End-users on the Microsoft applications. Assisting with uploading of content on to the website and basic developments. Monitor computers and LAN at the computer Labs.

**POST : SUPPLY CHAIN AND ASSET ADMINISTRATION CLERK (6 MONTHS CONTRACT)**  
**SALARY : R 228 321 (SL5) PER ANNUM PLUS 37% IN LIEU OF BENEFITS**  
**REF NO : LET 28/07/2025**  
**CENTRE : GIYANI CAMPUS**

**REQUIREMENTS:** Grade 12 or NCV L4 or any relevant equivalent qualification. An appropriate recognized three years National Diploma / Bachelor's Degree in Supply Chain Management/ Financial Management/ Accounting/ Auditing or any other relevant equivalent qualification. Minimum of one year experience in SCM and Asset Management environment. A successful candidate must have proven knowledge of SCM, Procurement Procedures, Assets and Inventory Management, Public Finance Management Act, Preferential Procurement Policy Framework Act, SCM Guide for Accounting Officer/ Authorities, Broad Base Black Economic Empowerment and SCM Practices. Experience in the TVET Sector will be an added advantage. Must be computer literate and have a valid driver's licence.

**DUTIES:** Render asset management clerical support. Compile and maintain campus Assets register. Identify redundant, non-serviceable and obsolete assets for disposal. Render demand and acquisition

clerical support. Receive requests for goods from end users and assist with clear specifications. Update and maintain the asset management Including barcoding new assets. Receive and verify goods from suppliers. Render inventory management clerical support. Reconcile the assets and inventory register. Issue goods to end users. Issuing Inventory and assets and update the Bin cards. Perform Assets verification and stock counts.

**POST : MARKETING AND COMMUNICATION CLERK (6 MONTHS CONTRACT)**  
**SALARY : R 228 321 (SL5) PER ANNUM PLUS 37% IN LIEU OF BENEFITS**  
**REF NO : LET 29/07/2025**  
**CENTRE : CENTRAL OFFICE**

**REQUIREMENTS:** Grade 12 or NCV L4 or equivalent qualification. An appropriate recognized three years National Diploma or Bachelor's Degree in Communication/ Marketing/ Public Relations or any other relevant equivalent qualification. A minimum of one-year relevant experience in Communication or Marketing Environment. Knowledge of Branding and Event Management. Knowledge of the PSET Sector and graphic design will be an added advantage. Strong interpersonal skills, Planning and Organizing skills, good verbal and written communication skills, Analytical skills, Financial and budgetary skills and ability to work under pressure and be willing to travel and work irregular hours. Must be computer literate and have a valid driver's licence.

**DUTIES:** Assist with developing marketing materials, including press releases and social media content. Conduct outreach programmes of the College. Provide support to internal and external communication services. Ensure that all communication and marketing materials align with the Corporate Identity Manual of the college. Write and design college publications. Assist with provision and maintenance of content, design, layout of the college website and ensure regular updates. Conduct events management activities, provide photographic services and drafting of articles. Provide public relation and media liaison services. Assist with any other assigned duties.

**POST : GENERAL ADMINISTRATION CLERK (6 MONTHS CONTRACT)**  
**SALARY : R 228 321 (SL5) PER ANNUM PLUS 37% IN LIEU OF BENEFITS**  
**REF NO : LET 30/07/2025**  
**CENTRE : GIYANI CAMPUS**

**REQUIREMENTS:** Grade 12 or NCV Level 4 or any other relevant equivalent qualification. An appropriate recognized three years National Diploma or Bachelor's Degree in Management Assistant/ Management/ Public Management/ Financial Management/ Business Management or any other relevant equivalent qualification. At least one year's working experience in a data capturing/ General Administration environment. Excellent communication and interpersonal relations skills. Client focused

and innovative thinking. The ability to work under pressure with little or no supervision. Adhere to Batho Pele principles. Telephone etiquette. Must be computer literate and have a valid driver's license.

**DUTIES:** Collect data from various sections and keep record of all work received and return for verification. Capture marks and attendance on Coltech system. Verify correctness of all data captured. Adhere to deadlines, print class registers, marks sheet and other records as per request. Capture students' information during registration. Ensure that all data received and captured are kept confidential and safe. Filing of records as required by Campus Management. Responsible for the safekeeping of equipment's. Report all system errors or malfunctioning equipment's to the supervisor to ensure that there are no delays in the capturing of data. Render general administrative support services to Campus and/or Central Management and staff which include but not limited to typing of documents, electronic and manual filing, responsible for reception, making and receiving calls/faxes. Providing clerical support and performing reasonable task allocations at Campus and/or Central Office.

**REQUIRED DOCUMENTS FOR THE ABOVE POSTS:** Z83 Application for Employment Form indicating correct reference number, comprehensive Curriculum Vitae, copies of qualifications including academic records/transcripts, ID and SACE certificate for lecturing post. 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, SACE, AND POLICE CLEARANCE.** Interviewed candidates will be subjected to a competency assessment where necessary. The successful candidate will be required to participate in the integrated quality management system or to sign an annual performance agreement, whichever is applicable, and to sign an employment contract on appointment, disclose his/her financial interests, and be subjected to security clearance.

**NB:** Coloureds, Indians, Whites, Africans, and Persons with disabilities are encouraged to apply.

**Re-advertised post: People who applied before are encouraged to re-apply.**

**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 correspondence from us within three months after the closing date, consider your application as unsuccessful. Faxed or emailed applications will not be considered.

**CLOSING DATE: 25 JULY 2025 AT 16:00**

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

**APPROVED / ~~NOT APPROVED~~**



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**MR MB MOSHOMA  
ACTING PRINCIPAL**

\_\_\_\_\_  
**DATE**