



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 ASSET MANAGEMENT AND PROVISIONING OFFICER (24 MONTHS CONTRACT)
SALARY : R 397 116 (SL8) PER ANNUM PLUS 37% IN LIEU OF BENEFITS
REF NO : LET 31/08/2025
CENTRE : CENTRAL OFFICE

REQUIREMENTS: Grade 12 or NCV L4 and/ or any relevant equivalent qualification. An appropriate recognised three years National Diploma/Bachelor's Degree in Financial Management/ Accounting/ Public Administration/ Auditing and/ or any relevant equivalent qualification. At least 3 years' working experience in Supply Chain Management/ Asset Management/ Auditing or any related field. Experience in the TVET Sector and knowledge of pastel system will be an added advantage. Sound knowledge of theory and practice in the relevant fields (Assets, Inventory and SCM). Knowledge of relevant legislative framework such as Public Service Regulations, PFMA, CET Act and Treasury Regulations. Excellent communication and interpersonal relations skills. Problem solving and project management skills. The ability to work under pressure with little or no supervision. Telephone etiquette. Must be computer literate and have a valid driver's license.

DUTIES: Establish and implement sound asset management practices and procedures to ensure an accurate asset register and inventory reports as per GRAP standards. Implement and monitor a supply chain management system which is in line with the college policy and National Treasury guidelines and CET Act. Report SCM information or activities to the college management for processing. Prepare monthly reports detailing the financial aspects of PPE, assets and inventory activities. Prepare an annual capital expenditure budget, monitor, and report on the on-going performance against the budget. Assist the CFO in the preparation of the Annual Financial Statements (AFS) in accordance with GRAP relating to areas of responsibility. Supervise junior supply chain and asset management unit staff members. Ensure that valid requests for goods and services from user departments and invoices are recorded on the requisition and invoice registers. Monitor long outstanding purchase

orders and ensure that they are acted upon. Ensure that the capital assets delivered to the college are immediately recorded into the college's accounting records and correctly reconciled.

POST : ADMINISTRATION OFFICER: ACCREDITATION SERVICES (24 MONTHS CONTRACT)
SALARY : R 325 101 (SL7) PER ANNUM PLUS 37% IN LIEU OF BENEFITS
REF NO : LET 32/08/2025
CENTRE : CENTRAL OFFICE

REQUIREMENTS: Grade 12 or NCV L4 and/ or any relevant equivalent qualification. An appropriate recognised three years National Diploma/Bachelor's Degree in Education/Business Management/ Human Resources Development/ ODETDP and/ or any relevant equivalent qualification. At least 2 years' relevant working experience in any related field. Knowledge and experience in the Training and Development Sector. Legislative framework governing the accreditation processes will serve as an added advantage. Sound knowledge of theory and practice in the relevant field. Knowledge of relevant legislative framework, prescripts, policies and procedures. Excellent communication and interpersonal relations skills. Problem solving and project management skills. The ability to work under pressure with little or no supervision. Telephone etiquette. Must be computer literate and have a valid driver's license.

DUTIES: Coordinate all the logical processes associated with projects and accreditation processes and requirements of occupational programmes offered at Letaba TVET College. Coordinate accreditation prescripts and Training in conjunction with Business Development Managers and Human Resource Manager as required. Liaise with HOD's, Campus Managers, Academic Service Unit, QCTO, SETA and Industries. Collating, updating, storage of all data relating to all Letaba TVET employees' accreditations, the college learning program accreditations and pending accreditations. Prepare and arrange compliance with QCTO and NAMB for accreditation processes. Prepare business proposal and funding applications to the funders. Provide reports and recommendations in relation to accreditations. Liaise with key and relevant stakeholders. Responsible for the administration of accreditation applications and documents. Review all new submissions relating to accreditation applications. Preparing documents for evaluation processes. Ensuring all reports are in place before site visits. Attend to service provider queries. Advise stakeholders regarding the development of appropriate QMS and learning materials. Liaise with SETA's regarding programme approvals.

POST: TEMPORARY LECTURER: FINANCIAL MANAGEMENT (6 MONTHS CONTRACT) RE- ADVERT
SALARY : R 270 498 (PL1) PER ANNUM PLUS 37% IN LIEU OF BENEFITS
REF NO : LET 21/05/2025
CENTRE : GIYANI CAMPUS

REQUIREMENTS: Grade 12 or NCV Level 4 or any relevant equivalent qualification. An appropriate recognised 3-year National Diploma in Finance/ Accounting/ Bachelors' Degree in Commerce or any other relevant qualification majoring in Financial Management/ Accounting with knowledge of Project Management. A professional qualification in Education and relevant working experience in the Education Sector will be an added advantage. Knowledge of theory and practice in the relevant field. Sound communication skills. Computer literacy is highly recommended. SACE registration is a must.

DUTIES: The successful candidate(s) will be required to lecture NCV, report 191 and occupational programme. 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: MECHANICAL DRAUGHTING (6 MONTHS CONTRACT) RE- ADVERT

SALARY : R 270 498 (PL1) PER ANNUM PLUS 37% IN LIEU OF BENEFITS

REF NO : LET 59/05/2024

CENTRE : MODJADJI CAMPUS

REQUIREMENTS: Grade 12 or NCV Level 4 or any relevant equivalent qualification. An appropriate recognised 3-year National Diploma/ N6 plus Trade Certificate/ Bachelors' Degree in Mechanical Engineering majoring in Mechanical Draughting or any relevant equivalent qualification. Applicants must have a professional qualification in Education. Relevant working experience in the Education sector. Facilitator/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. SACE registration is a must.

DUTIES: The successful candidate(s) will be required to lecture NCV, report 191 and occupational programme. 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 : RESIDENCE CHEF (6 MONTHS CONTRACT)

SALARY : R 228 321 (SL5) PER ANNUM PLUS 37% IN LIEU OF BENEFITS

REF NO : LET 33/08/2025

CENTRE : HOSPITALITY CENTRE

REQUIREMENTS: Grade 12 or NCV L4 or relevant equivalent qualification. An appropriate recognised three years National Diploma/Bachelor's Degree in Hospitality Management/ Culinary/ Food and Beverages and/ or any relevant equivalent qualification. At least one year's working experience in hospitality/ hotels/ restaurant environment. Sound knowledge of theory and practice in the relevant field. Knowledge of OHS and basic knowledge of hygiene and cleaning practice will serve as an added advantage. 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: Supervising and preparing daily menus for students and any other event being hosted and served by the College's kitchen. Supervising and ensuring that all foods are well prepared and cooked in line with planned menus and required standards. Supervising and ensuring that the dining hall is well prepared for serving students and officials/ guest attending events hosted in the College. Supervising and ensuring that the kitchen and dining hall comply with the OHS Act. Supervising and ensuring that all equipments are maintained and in good working condition. Supervising and ensuring the provisioning of ordering, receiving, storage, stock control and stock taking. Supervising and compiling kitchen budget and implementing work schedule assigned. Supervise human, physical and financial resources. Ensuring that all laws, regulations and policies pertaining to the operation of the kitchen function are adhered to. Be familiar with first aid, fire and emergency procedures together with all the necessary reports as required. Managing daily wastage and shrinkage. Ensuring that all reports associated with the department are produced on time and are accurate. Keeping record and maintain the filling system within the kitchen department. Strictly follow and adhere to the budget of the restaurant or hotel, by ensuring that supplies and/or orders are in line with the budget and supervising food and labor costs.

REQUIRED DOCUMENTS FOR THE ABOVE POSTS: Fully completed new Z83 Application for Employment Form indicating correct reference number, comprehensive Curriculum Vitae, copies of qualifications including academic records/transcripts, ID, drivers license 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: 12 SEPTEMBER 2025 AT 16:00

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

APPROVED / NOT APPROVED



MR MB MOSHOMA
ACTING PRINCIPAL

DATE