

DEPARTMENT OF HIGHER EDUCATION AND TRAINING

Gauteng Province (Central Johannesburg TVET College)

POST: CAMPUS MANAGER: (PARKTOWN CAMPUS)

REF NO: CJC/CM/22/2025

SALARY: R632 205 per annum (PL5) plus benefits as applicable in the Public Sector

CENTRE: Central Johannesburg TVET College, Parktown Campus

MINIMUM REQUIREMENTS: National Senior Certificate/Grade 12/Standard 10 or NCV Level4. A recognised 3-year Degree/Diploma (REQV 13) related to KRAs and a professional qualification in Education. SACE registration. A minimum of seven (7) years working experience in the TVET education institution of which five (5) years must have been at management level. Knowledge / experience of supervision, timetables, staff utilisation, student registration and examination/ assessments. Thorough knowledge and understanding of relevant legislation and the Public TVET College landscape. Sound Knowledge of Financial Management, HR Management, Resource and Project Management, QMS, Diversity Management, Conflict Management and Negotiations. Advanced Computer Skills, (MS Word, Excel, PowerPoint, Access & Outlook). Must also be in possession of an unendorsed valid Driver's License. Advanced oral and written communications skills and ability to communicate in English on a high level. Ability to work under pressure. Leadership and Strategic thinking skills. Good analytic skills and ability to liaise at highest level. Managerial, problem solving, motivation and good people skills. Sound report writing and presentation skills.

DUTIES: Reports to the Principal on general governance and management issues, to the Deputy Principal Academic Programs and Student Support Services on Academic Programmes and Student Affairs, to the Deputy Principal Corporate Services on Administration, HR, IT and Infrastructure, to the Deputy Principal Innovation and Development on Marketing and Communication, Partnership and Linkages, Data and Information as well as Student Registration Services and to the Deputy Principal Finance on Financial and Supply Chain Management. Implement and monitor policy compliance. Initiate new innovations that are congruent to the strategic plan of the College. Manage the Campus's Program Qualification Mix. Ensure quality assurance of learning delivery, academic excellence and student retention and success. Promote a culture of teaching and learning and ensure that all activities are in line with the relevant legislation and policies. Responsible for performance management and development of staff. Maintain staff and student discipline. Ensure an equitable workload distribution for staff. Ensure proper utilisation, maintenance and security of resources, facilities and grounds. Oversee and monitor enrolment and registration as well as assessment and examination activities. Manage student support services at Campus level. Establish and maintain partnership with business firms and government departments. Establish and maintain effective and sound relationships with all stakeholders including the SRC and Social Partners. Ensure students and lecturers obtain work-based experience/ exposure and work integrated learning. Guide, supervise and provide professional advice to staff. Responsible for the smooth running of the Campus in general as well as ensuring that all requests from the Central Office and the Department of Higher Education and Training are adhered to within the stipulated time frames. Manage the consolidation and submission of Campus reports. Oversee and monitor all administrative and financial activities.

ENQUIRIES: Mr. B Khakhu 011 351 6000

APPLICATIONS: All applications are to be sent via online application link to <https://cjc283.ngnscan.co.za/apply>. Note: Scanned Applications must consist of: - a) a duly completed and signed on line version of Z83 form, stating the post you are applying for and the relevant reference number, b) a recently updated CV, c) ID, d) qualifications, e) Drivers Licence (if applicable). The communication from HR Department regarding the requirements for certified documents will be limited to shortlisted candidates. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment to determine the candidate's suitability based on the post's technical and generic requirements. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately for every post you wish to apply for. Set of scanned documents must be attached separately for each post you wish to apply for as per the online application form. Failure to submit the requested documents will result in your application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). No emailed, faxed, posted or hand delivered applications will be considered. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates.

All shortlisted candidates may be subjected to qualification and citizen verification, etc. If you are not contacted after 60 days of the closing date of the applications, please consider your application unsuccessful. The Central Johannesburg TVET College is an equal opportunity employer.

CLOSING DATE: 14 November 2025 at 23:59

POST: CAMPUS MANAGER: (LANGLAAGTE CAMPUS)

REF NO: CJC/CM/23/2025

SALARY: R632 205 per annum (PL5) plus benefits as applicable in the Public Sector

CENTRE: Central Johannesburg TVET College, Langlaagte Campus

MINIMUM REQUIREMENTS: National Senior Certificate/Grade 12/Standard 10 or NCV Level4. A recognised 3-year Degree/Diploma (REQV 13) related to KRAs and a professional qualification in Education. SACE registration. A minimum of seven (7) years working experience in the TVET education institution of which five (5) years must have been at management level. Knowledge / experience of supervision, timetables staff utilisation, student registration and examination/ assessments. Thorough knowledge and understanding of relevant legislation and the Public TVET College landscape. Sound Knowledge of Financial Management, HR Management, Resource and Project Management, QMS, Diversity Management, Conflict Management and Negotiations. Advanced Computer Skills, (MS Word, Excel, PowerPoint, Access & Outlook). Must also be in possession of an unendorsed valid Driver's License. Advanced oral and written communications skills and ability to communicate in English on a high level. Ability to work under pressure. Leadership and Strategic thinking skills. Good analytic skills and ability to liaise at highest level. Managerial, problem solving, motivation and good people skills. Sound report writing and presentation skills.

DUTIES: Reports to the Principal on general governance and management issues, to the Deputy Principal Academic Programmes and Student Support Services on Academic Programmes and Student Affairs, to the Deputy Principal Corporate Services on Administration, HR, IT and Infrastructure, to the Deputy Principal Innovation and Development on Marketing and Communication, Partnership and Linkages, Data and Information as well as Student Registration Services and to the Deputy Principal Finance on Financial and Supply Chain Management. Implement and monitor policy compliance. Initiate new innovations that are congruent to the strategic plan of the College. Manage the Campus's Program Qualification Mix. Ensure quality assurance of learning delivery, academic excellence and student retention and success. Promote a culture of teaching and learning and ensure that all activities are in line with the relevant legislation and policies. Responsible for performance management and development of staff. Maintain staff and student discipline. Ensure an equitable workload distribution for staff. Ensure proper utilisation, maintenance and security of resources, facilities and grounds. Oversee and monitor enrolment and registration as well as assessment and examination activities. Manage student support services at Campus level. Establish and maintain partnership with business firms and government departments. Establish and maintain effective and sound relationships with all stakeholders including the SRC and Social Partners. Ensure students and lecturers obtain work-based experience/ exposure and work integrated learning. Guide, supervise and provide professional advice to staff. Responsible for the smooth running of the Campus in general as well as ensuring that all requests from the Central Office and the Department of Higher Education and Training are adhered to within the stipulated time frames. Manage the consolidation and submission of Campus reports. Oversee and monitor all administrative and financial activities.

ENQUIRIES: Mr. B Khakhu 011 351 6000

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All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment to determine the candidate's suitability based on the post's technical and generic requirements. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately for every post you wish to apply for. Set of scanned documents must be attached separately for each post you wish to apply for as per the online application form. Failure to submit the requested documents will result in your application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). No emailed, faxed, posted or hand delivered applications will be considered. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to qualification and citizen verification, etc. If you are not contacted after 60 days of the closing date of the applications, please consider your application unsuccessful. The Central Johannesburg TVET College is an equal opportunity employer.

CLOSING DATE: 14 November 2025 at 23:59

POST: Senior Educational Specialists (HOD) PL3: PARKTOWN CAMPUS)

REF NO: CJC/SES/24/2025

SALARY: R514 563 per annum (PL3) plus benefits as applicable in the Public Sector

CENTRE: Central Johannesburg TVET College, Parktown Campus

MINIMUM REQUIREMENTS: A recognized three-year Diploma / Degree in Business Management; Human Resource Management and/ or Financial Management which must include teaching qualification. A recognized post graduate qualification will be an advantage. At least five (5) years lecturing experience, preferably in a TVET College, with three years at an academic supervisory level. Accreditation as an Assessor and Moderator will be an added advantage. Ability to conduct practical training. Extensive knowledge of academic assessment and moderation procedures. An understanding of relevant accredited occupational programs. Sound knowledge of the TVET Colleges landscape, human resources management and labour relations. Ability to manage quantitative and qualitative information, analyse it and present it cogently and effectively as a basis for decision-making. Ability to manage pressure and meet deadlines. Strong leadership, communication, monitoring and evaluation, negotiation, networking, reporting and critical thinking skills. Strong events and project management skills. Ability to manage performance and provide critical feedback in an objective manner. Proven record of successfully managing and coordinating the implementation of planned goals and working with a range of professional colleagues. SACE registration.

DUTIES: Deputise in the absence of the Campus Manager. Manage the allocated division/ unit's budget for divisional needs and keep records of resources. Responds to campus resource and maintenance needs. Plan for procurement requirements or maintenance. Oversee the maintenance and operations of workshop, simulations, practical rooms and equipment where relevant. Ensure compliance with ICASS guidelines and health and safety regulations. Manage the administration and conduct of national examination. Manage students' attendance and performance. Manage educator appraisals and performance assessments. Manage the implementation of the curricula and sound teaching and learning. Facilitate and monitor adherence to policies that have an impact on teaching and learning. Provide guidance and academic support to senior lecturers. Monitor schemes of work, year plans and develop load teaching and lecturer timetables. Fulfil teaching duties as per policy. Manage the application and registration processes and procedures for both Full Time / Part Time students. Determining the staff work allocation for both Full Time / Part Time Studies in accordance with applicable policies. Ensure that training and induction/orientation is provided for the academic staff. Manage the administration and conduct of internal assessments and examinations for Full Time / Part Time Studies in accordance with applicable policies. Conduct moderation, class visits, monitoring and other quality assurance processes applicable for both Full Time / Part Time Studies. Supervise and co-ordinate all Part Time classes in the afternoon, weekends (Saturday/ Sundays) as well as during college/public holidays. Prepare and submit Part-Time claims to the Campus Manager in accordance with the applicable policies. Ensure that accurate records such as attendance registers, timetables, portfolio files, time sheets, appointment letters etc. are filed and readily available for audit and monitoring purposes. To engage in teaching and learning as per the workload of the post level.



ENQUIRIES: Mr. B Khakhu 011 351 6000

APPLICATIONS: All applications are to be sent via online application link to <https://cjc283.ngnscan.co.za/apply>. Note: Scanned Applications must consist of: - a) a duly completed and signed latest version of Z83 form obtainable from any Public Service Department, stating the post you are applying for and the relevant reference number, b) a recently updated CV. Applicants are submitting Z83 and CV only and all other documents are submitted by shortlisted candidates). The communication from HR Department regarding the requirements for certified documents will be limited to shortlisted candidates. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment to determine the candidate's suitability based on the post's technical and generic requirements. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately for every post you wish to apply for. One complete set of scanned documents must be submitted separately for each post you wish to apply for. Do not separate the Z83 and CV into separate documents. Scan all these into a single flowing document for each post. Failure to submit the requested documents will result in your application not being considered. Applications submitted to incorrect link will not be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). No emailed, faxed, posted or hand delivered applications will be considered. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to qualification and citizen verification, etc. If you are not contacted after 60 days of the closing date of the applications, please consider your application unsuccessful. The Central Johannesburg TVET College is an equal opportunity employer.

CLOSING DATE: 14 November 2025 at 23:59

POST: Senior Educational Specialists (HOD) PL3: ALEXANDRA CAMPUS)

REF NO: CJC/SES/25/2025

SALARY: R514 563 per annum (PL3) plus benefits as applicable in the Public Sector

CENTRE: Central Johannesburg TVET College, Alexandra Campus

MINIMUM REQUIREMENTS: A recognized three (03) year Diploma / Degree in Engineering Studies. REQV 13 qualification must include teaching qualification. A recognized post graduate qualification will be an advantage.

At least five (05) years lecturing experience, preferably in a TVET College, with three years at an academic supervisory level. Accreditation as an Assessor and Moderator will be an added advantage. Ability to conduct practical training. Extensive knowledge of academic assessment and moderation procedures. An understanding of relevant accredited occupational programs. Sound knowledge of the TVET Colleges landscape, human resources management and labour relations. Ability to oversee quantitative and qualitative information, analyse it and present it cogently and effectively as a basis for decision-making. Ability to manage pressure and meet deadlines. Strong leadership, communication, monitoring and evaluation, negotiation, networking, reporting and critical thinking skills. Strong events and project management skills. Ability to manage performance and provide critical feedback in an objective manner. Proven record of successfully managing and coordinating the implementation of planned goals and working with a range of professional colleagues. SACE registration.

DUTIES: Deputise in the absence of the Campus Manager. Manage the allocated division/ unit's budget for divisional needs and keep records of resources. Responds to campus resource and maintenance needs. Plan for procurement requirements or maintenance. Oversee the maintenance and operations of workshop, simulations, practical rooms and equipment where relevant. Ensure compliance with ICASS guidelines and health and safety regulations. Manage the administration and conduct of national examination. Manage students' attendance and performance. Manage educator appraisals and performance assessments. Manage the implementation of the curriculum and sound teaching and learning. Facilitate and monitor adherence to policies that have an impact on teaching and learning. Provide guidance and academic support to senior lecturers. Monitor schemes of work, year plans and develop load teaching and lecturer timetables. Fulfil teaching duties as per policy. Manage the application and registration processes and procedures for both Full Time / Part Time students. Determining the staff work allocation for both Full Time / Part Time Studies in accordance with applicable policies.



Ensure that training and induction/orientation is provided for the academic staff. Manage the administration and conduct of internal assessments and examinations for Full Time / Part Time Studies in accordance with applicable policies. Conduct moderation, class visits, monitoring and other quality assurance processes applicable for both Full Time / Part Time Studies. Supervise and co-ordinate all Part Time classes in the afternoon, weekends (Saturday/ Sundays) as well as during college/public holidays. Prepare and submit Part-Time claims to the Campus Manager in accordance with the applicable policies. Ensure that accurate records such as attendance registers, timetables, portfolio files, time sheets, appointment letters etc. are filed and readily available for audit and monitoring purposes. To engage in teaching and learning as per the workload of the post level.

ENQUIRIES: Mr. B Khakhu 011 351 6000

APPLICATIONS: All applications are to be sent via online application link to <https://cjc83.ngnscan.co.za/apply>. Note: Scanned Applications must consist of: - a) a duly completed and signed latest version of Z83 form obtainable from any Public Service Department, stating the post you are applying for and the relevant reference number, b) a recently updated CV. Applicants are submitting Z83 and CV only and all other documents are submitted by shortlisted candidates). The communication from HR Department regarding the requirements for certified documents will be limited to shortlisted candidates. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment to determine the candidate's suitability based on the post's technical and generic requirements. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately for every post you wish to apply for. One complete set of scanned documents must be submitted separately for each post you wish to apply for. Do not separate the Z83 and CV into separate documents. Scan all these into a single flowing document for each post. Failure to submit the requested documents will result in your application not being considered. Applications submitted to incorrect link will not be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). No emailed, faxed, posted or hand delivered applications will be considered. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to qualification and citizen verification, etc. If you are not contacted after 60 days of the closing date of the applications, please consider your application unsuccessful. The Central Johannesburg TVET College is an equal opportunity employer.

CLOSING DATE: 14 November 2025 at 23:59

POST: Senior Educational Specialists (HOD) PL3: SMIT CAMPUS)

REF NO: CJC/SES/26/2025

SALARY: R514 563 per annum (PL3) plus benefits as applicable in the Public Sector

CENTRE: Central Johannesburg TVET College, Smit Street Campus

MINIMUM REQUIREMENTS: A recognised three (03) year Degree/National Diploma in Creative Industries/Studies (Arts & Design, Hospitality services or Music) REQV13 qualification which must include a teacher's qualification. A recognized post graduate qualification will be an advantage. At least five (05) years lecturing experience, preferably in a TVET College, with three years at an academic supervisory level Accreditation as an Assessor and Moderator will be an added advantage. Ability to conduct practical training. Extensive knowledge of academic assessment and moderation procedures. An understanding of relevant accredited occupational programs. Sound knowledge of the TVET Colleges landscape, human resources management and labour relations. Ability to oversee quantitative and qualitative information, analyse it and present it cogently and effectively as a basis for decision-making. Ability to oversee pressure and meet deadlines. Strong leadership, communication, monitoring and evaluation, negotiation, networking, reporting and critical thinking skills. Strong events and project management skills. Ability to manage performance and provide critical feedback in an objective manner. Proven record of successfully managing and coordinating the implementation of planned goals and working with a range of professional colleagues. SACE registration. Advanced computer skills (MS Word, MS Excel, and PowerPoint). A valid driver's license.

DUTIES: Manage the theoretical and practical on-site teaching and training. Prepare Departmental training schedule, timetable, and workload of staff. Co-ordinate and manage the availability of learning material, equipment, and facilities. Manage the processes of planning for, control, monitoring and reporting of all examinations,



assessments and marking (on and off site). Manage and co-ordinate with the administration section regular stock taking of consumable materials and assets of the department. Keep abreast of developments in respect of subject knowledge, technology, education and training and contribute to the professional development of subordinates by giving guidance and sharing knowledge, ideas and resources. Provide guidance on syllabi, curriculum, unit standards, theoretical and practical and learning outcomes. Manage and monitor the compilation and maintenance of personal files, academic progress files and any other related administrative documents in accordance with DHET and College policies. Monitor and control the work of Senior Lecturers and Lecturers. Create an environment that is conducive to teaching and learning. Mentor and coach staff, especially inexperienced staff. Manage and monitor staff and student's attendance. Manage and facilitate students work based experience as well as lecturer workplace integrated learning. Ensure the smooth running of the department and submit regular reports to the Campus Manager as well as the ASD and any other authorised party. Chair the department's meetings. Ensure that students receive the necessary academic and social support services.

ENQUIRIES: Mr. B Khakhu 011 351 6000

APPLICATIONS: All applications are to be sent via online application link to <https://cjc83.ngnscan.co.za/apply>.

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