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

Ehlanzeni TVET College

HRM VACANCY CIRCULAR NO 5 OF 2026
INTERNAL & EXTENAL ADVERTISEMENT

Ehlanzeni TVET College invites all suitably qualified candidates to apply for vacancies in this Circular. These are permanent positions. The intention is to fill these positions in accordance with the Employment Equity targets of the College, as per the department's approved EE targets.

SENIOR MANAGEMENT INFORMATION SYSTEM OFFICER (SL8)
CENTRAL OFFICE
REF NO: EHL 07/2026
SALARY: R413 001.00 – R486 501.00 PA PLUS BENEFITS

Requirements:

National Senior Certificate/ Grade 12/ Standard 10 or NCV Level 4. Recognised three (3) year National Diploma (NQF level6)/ Bachelor's Degree in Information Management/ Data Management or equivalent qualification. Understanding of online application, registration and auto-promotion processes.

Three (3) – Five (5) year experience in Data management/ TVET MIS environment.

Knowledge of policies and governance environment of TVET Colleges including knowledge of TVETMIS system, annual reporting requirements by Higher Education Institutions. Knowledge and understanding of Information Management. Knowledge, understanding, application and interpretation of office management, ITS/ COLTECH, data warehouse and IT prescripts.

Required Skills: Administrative, planning and organising, financial management, report writing, communication and interpersonal, problem solving, computer literacy, analytical etc. A valid driver's licence.

Duties:

Ensure the overall supervision and proper management of TVET MIS, capturing and data extraction for the college. Ensure overall supervision, coordination, compilation and submission of MIS reports. Ensure overall supervision and verification of inputs captured on ITS/ COLTECH system and other related systems. Ensure the overall supervision and administration of all academic and students related system programmes, course and qualification. Ensure overall supervision and maintenance of MIS licenses are renewed before expiry dates. Supervise human, physical and financial resources. Manage and maintain the TVETMIS reporting systems. Ensure accurate and timely submission of data to DHET. Monitor data quality and

resolve discrepancies across campuses. Develop and implement data validation and reporting protocols. Train campus staff on TVETMIS standards and reporting requirements. Collaborate with IT and Academic Units to improve system integration and performance. Lead internal audits and data clean-up initiatives to address.

CHIEF PERSONNEL OFFICER (SL8)

CENTRAL OFFICE

REF NO: EHL 08/2026

SALARY: R413 001.00 – R486 501.00 PA PLUS BENEFITS

Requirements:

National Senior Certificate/ Grade 12/ Standard 10 or NCV Level 4.Three (3) year National Diploma/Degree in Human Resource/ Development or related qualification **(NQF level6).** Minimum of three years relevant experience. Relevant PERSAL certificates will be an added advantage.

Understanding and utilisation of Persal System. Understanding of legislative framework governing the Public Services. Storage and retrieval of procedures in terms of working environment. Understanding of the work in the registry.

Skills: Planning and organising, communication (good verbal and written), computer literacy2, flexibility, customer care services, report writing, flexibility and team work.

Must have a valid Driver's Licence. Ability to work under pressure. Ability to work independently. Be customer orientated. Attention to detail and excellent organizational skills. Knowledge of HRD Processes and Procedures.

Duties:

Supervise and administer the implementation of condition of service and remuneration of employee: administer pension, housing allowance, long service benefits etc. Ensure that staff files are maintained (employment contracts, details, leave form etc. Administer all termination. Administer the payroll of all employees and deal with all administration and queries relating to Pension Fund and Medical Aid. Submit reports to management as required so that they informed of HR related matters and take informed decisions. Ensure that all employees have competed Declaration of Interests and Confidentiality Agreements. Administer staff records and ensure that records are updated. Supervise and Administer Recruitment and Selection: receive requests for advertisement of vacant posts in the college. Develop recruitment plan. Prepare adverts and obtain approval to advertise posts in line with the delegations. Administer the opening, archiving, closing and filing of files for new and existing employees. Ensure the updating of personnel files. Ensure safekeeping of Human Resource Records. Administer all records required for auditing purposes. Ensure the disposing of files in terms of the applicable legislations and approved College policy. Administer all incoming and outgoing correspondence.

Administer a database of all incoming and outgoing mail. Administer register of file index on (filing system).

Manage human, financial and other resources in the unit: Supervise and guide staff. Manage the development and performance of the staff. Manage the performance agreement of the staff. Allocate and ensure good quality of work.

SENIOR HRD PRACTITIONER (SL8) (*RE-ADVERT)*

CENTRAL OFFICE

REF NO: EHL 09/2026

SALARY: R413 001.00 – R486 501.00 PA PLUS BENEFITS

Requirements:

National Senior Certificate/ Grade 12/ Standard 10 or NCV Level 4.Three (3) year National Diploma/Degree in Human Resource or related qualification **(NQF level6).** Minimum of three years relevant experience. PERSAL introduction certificate. Must have a valid Driver's Licence. Ability to work under pressure. Ability to work independently. Be customer orientated. Attention to detail and excellent organizational skills. Knowledge of HRD Processes and Procedures. Good communication skills (written and orally). Presentation skills. Training coordination. Computer Literacy (MS Word, MS Excel and MS Power point). Knowledge of Skills Development Levies Act. Knowledge of Public Service Regulations and Public Service Act, Employment Equity Act, and Labour Relations Act and other related policies. Good understanding of Performance Management and Development System (PMDS) and IQMS as well as their implementation thereof.

Duties:

Facilitate and coordinate Compulsory Induction Programme and Orientation programme. Ensure coordination and administration of Human Resource Development functions. Assist with the placement of Lecturers with Employers/ Industry. Compile and submit Workplace Skills Plan and Annual Training Plan. Develop skills development programmes. Facilitate the provisioning of training and development programmes. Liaise with industries or partners. Administration of the employee bursary programme. Coordinate Performance Management and Development Processes. Supervision of junior staff in HRD section. Compile and present all work related reports for the sub unit.

INFORMATION TECHNOLOGY TECHNICIAN (SL7)

MTHIMBA CAMPUS REF: EHL 10/2026 *(Re-advertisement)*

NELSPRUIT CAMPUS REF: EHL 11/2026

KANYAMAZANE CAMPUS REF: 112/2026 *(Re-advertisement)*

SALARY: R338 106 .00 – R398 277.00 P.A PLUS BENEFITS

Requirements:

Minimum of a three-year Diploma in Information Technology or equivalent related qualification, A+, N+, MCSA, MCSE, and MTA will serve as a strong advantage. Minimum of three years' experience in an Information Technology support environment. A valid code EB driver's license. Experience with network hardware and operating systems, their installation and maintenance. Experience in the use of personal computer hardware and software with specific knowledge of spreadsheet, word processing and database applications. Knowledge of the microcomputer hardware repair.

Duties:

Technical support: Provide first-line technical assistance to users for a variety of issues related to computers, software, printers, and network connectivity. Troubleshoot and resolve hardware and software problems. Diagnose and fix issues with printers, including network connectivity, driver compatibility, and print queue management. Address Wi-Fi connectivity issues like signal strength, device compatibility, and secure user access through encryption protocols.

System Management: Possess a strong understanding of Business Management Systems(ITS, VIP, etc.) to effectively support users. Set up workstations with computers, peripherals (routers, printers, scanners), and ensure functionality. Install and configure appropriate software and functions according to user needs and licensing agreements (e.g., Pastel, AutoCAD, and Office 365). Install, configure, support, and maintain hardware (printers, scanners), end-user applications, operating systems, networks, and software.

Network Administration: Develop and maintain Local Area Networks (LANs) for optimal performance, including printer network integration. Secure networks and computer systems by implementing and enforcing security protocols. **User Support:** Provide orientation and guidance to users on new software, hardware (including printers and scanners), and Wi-Fi connectivity. Assist users with basic functionalities of various software programs (e.g., Pastel, AutoCAD, and Office365). Organize and schedule upgrades and maintenance for hardware, software, and networks with minimal disruption to workflow. **Personal Skills** The ability to work well with others. Knowledge of computer operating systems, hardware and software. Analytical thinking skills. To be thorough and pay attention to detail. Customer service skills. Excellent verbal communication skills. Any other duties assigned by the

RECEPTIONIST (SL4)

CENTRALOFFICE

REF: EHL 13/2026

SALARY: R201 093 .00 – R236 877.00 P.A PLUS BENEFITS

Requirements:

An NQF Level 4 or 5 (a Grade 12/ Standard 10 as recognised by SAQA. One (1) year experience in similar environment. Client orientated customer focus, good communication and telephone etiquette. Must be computer literate, sound organisational skills, basic verbal and written communication skills

Duties:

Receive telephonic calls as well as messages and channel to relevant role players. Maintain telephone database. Provide relevant information as required. Answer all relevant questions related to courses and refer technical faculty oriented questions and queries to experts. Distribute college prospectus. Keep and maintain the filing system for the front office. Operate office equipment such as fax machines and photocopiers. Print and issue telephone accounts. Channel received documents to relevant role players. Liaise with internal and external personnel. Take messages and convey to relevant role players. Maintain telephone directory. Allocate pin codes when authorized. Keep record of all outgoing and incoming calls.

Applications should be forwarded to the Assistant Director: Human Resource Management & Development, Ehlanzeni TVET College, Private Bag X11297, Nelspruit 1200 or be hand delivered at Ehlanzeni TVET College 29 Bell Street, Nelspruit 1200, Central Office.

Please note: A fully completed, initialled and signed **NEW 2021 Z83** form should be accompanied by a recently updated, comprehensive CV (inclusive of three referees and contact details), certified copies (not older than six months), of all qualifications with academic transcripts, ID document and drivers' licence. Please indicate the relevant reference number of the post you are applying for on a **NEW Z83** form. Candidates who apply for more than one post should submit application documents for each post. Failure by the applicant to fully complete, sign and initial the application form will lead to disqualification of the application during the selection process Applications received after the closing date as well as those faxed or emailed will **NOT** be accepted. Suitable candidates will be subjected to a personnel suitability check (criminal records, citizenship, credit record check, qualification and employment verification). Where applicable, candidates will be subjected to skills/ knowledge/ competency test. The College is an equal opportunity, affirmative action employer. It is our intention to promote representative in respect of race, gender and disability through the filling of these positions. The college reserves a right not to appoint and correspondence will be limited to shortlisted

candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application was unsuccessful.

For those that previously applied for the re-advertised positions are encouraged to re-apply as previous applications will not be considered.

Enquiries: Mr. D.P Nkuna or Ms M Mokoena, Tel: 013 752 7501

CLOSING DATE: 02 October 2026

Mr E.M Mbuyane
Principal: Ehlanzeni TVET College

16/09/2026
Date