



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



Elangeni
Technical and Vocational
Education and Training
College

An ISO 9001 and ISO 45001 certified organisation

Elangeni TVET College invites applications for the following vacancies:

Please note that these are College Council posts.

Post Title	Post reference number	Centre	Minimum Requirements	Key Responsibility areas	Contract type	Salary
Assistant Director: Partnerships & Linkages	HRM 02/2026	Central Office	• Grade 12/ Equivalent at NQF Level 4 together with a recognised NQF 7 qualification in project management / marketing or related qualification or stakeholder management related discipline. • At least 3 to 5 years' supervisory experience in a stakeholder management (education, international or local industries). • Computer literacy and a valid driver's license. • Recommendations: Knowledge and experience in building partnerships, Innovation, Marketing and Entrepreneur insight, Financial Management, Mobilising resources,	• Partnership Management. Build a database of local business and other linkages. Participate in business forums and identify project opportunities. • Develop project proposals and plans for joint initiatives. Facilitate handover with the College managers. • Form partnership with industry and relevant stakeholders. • Business opportunities scanning, identify opportunities for College, income generation. • Establish work environment simulation potential. Provide market needs business case rationale for all opportunities. • Identify appropriate partner or service provider. • Developing international relationships.	Fixed Term Contract (24 months)	SL 10: R605 742 p.a. Plus 37% in lieu of benefits



			Interpretation of statutes, knowledge of Public Service Act, PFMA, Treasury regulations and other frameworks, Business planning, Visibility analysis, Knowledge and understanding of administration reporting process and procedures. • Skills: Negotiation, Presentation, Academic Process and moderation procedures, Administrative Planning and organizing, Financial Management, Report Writing, Communication and interpersonal, Problem solving, Computer Literacy, Analytical, Client orientated, Project management, Team Leadership, Planning and organizing, People management.	• Provide information and reports on programmes, funding and partnership to DHET and other stakeholders Local and Provincial government relations. • Develop and update schedule of local government projects and opportunities. • Identify College synergies potential contribution to provincial departments. Build relationships with relevant officials, establish a database of key contacts and participate in meetings as appropriate. • Develop proposals for partnering on specific practical opportunities aligned with College core business. • Conduct feasibility studies for all new and proposed projects. • Develop the project and budget. • Partner with relevant research organisations. Negotiate and sign service level agreements and or contracts with clients. • Provide training and support to departmental units and campus staff members on SETA and contractual compliance matters. • Handover the project to the relevant Deputy Principal: Registration Services.		
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				• Oversee and maintain student work placement and Work Integrated Learning (WIL). • Ensure that the TVET college student placement and WIL policy is in place and adhered to. • Analyse the job market, identify scarce skills and match available opportunities with college programme mix. • Ensure that an effective system is in place to assist learners to find job placement. • Identify potential partners and networks to benefit and support existing graduates. • Negotiate the employment opportunities with the employers and promote ex-graduate for vacancies. • Ensure that they attend the strategic meeting with SETA to negotiate graduate's placement and facilitate the signatory of Memorandum of Understandings (MOU's). • Oversee SETA discretionary grant applications. • Oversee the implementation of Workplace Base Exposure. • Submission of quarterly monitoring and evaluation data Management of all Human,		
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				Financial and other resources of the unit.		
Centre Management Head: Enterprise Development Manager	HRM 03/2026	Central Office	• NQF Level 7 qualification in: Finance/ Marketing/ Supply Chain Management/ Project Management/ Entrepreneurship / Business Management or a related commercial discipline. • 3–5 years' relevant experience in: Enterprise Development, Skills Development Programmes, Stakeholder / Partnership Management, Economic or Community Development, Experience in public sector, private sector, SOEs, NGOs or development agencies will be acceptable. • Core Competencies: Strategic and operational planning, Financial and commercial acumen, Stakeholder coordination and partnership management, Programme implementation and monitoring, Report writing	• Strategic Implementation & Programme Commercialisation: Implement College and Third-Stream strategies at Centre level. • Package and commercialise QCTO and CET programmes for market uptake. • Support income generation and cost recovery targets. Contribute to APP, operational plans and performance reporting. Enterprise Development & Skills-to-Market Pathways: Establish and manage enterprise development pipelines linked to skills training. • Support learner and graduate transition into enterprise and employment. • Coordinate incubation, mentoring and business support initiatives. Promote family-owned, community-based and artisan enterprises. • Partnerships, PPPs & BBBEE Alignment: Develop and manage partnerships with industry, SETAs, government and communities. • Support Public-Private Partnership (PPP) initiatives. Align	Fixed Term Contract (24 months)	SL 09: R487 197 p.a. Plus 37% in lieu of benefits



			and public-sector compliance, Problem-solving and results orientation. • Ability to work extended and flexible hours where required. Willingness to operate in a community-based, multi-stakeholder environment.	programmes to BBBEE elements including skills development, enterprise development, socio-economic development and economic participation. • Operational & Financial Management: Support Centre-level operational planning and execution. Manage allocated budgets and programme resources. • Ensure compliance with public-sector financial and governance requirements. Contribute to audit-ready reporting and documentation. • Stakeholder & Community Engagement: Serve as a key liaison between college, industry, community and partners. • Facilitate stakeholder forums and partnership engagements. • Promote the Inchanga Skills Centre as a regional skills and enterprise hub		
PROJECT MANAGER: Capital Infrastructure and Efficiency Grant (CIEG)	HRM 04/2026	Central Office	• Grade 12 certificate or equivalent. An appropriate NQF level 6/ 7 in Civil Engineering qualification specialising in construction and Project Management.	• The incumbent will be responsible to supervise different tasks in completing construction or repairs and maintenance projects. • Responsible for the flow of information from college level project supervisor (the	Fixed Term Contract (24 months)	SL 09: R487 197 p.a. Plus 37% in lieu of benefits



		• A post graduate qualification will be an added advantage. • At least 3 years' experience in managing construction projects. • A valid driver's licence is a pre-requisite. • The position requires an individual with a conceptual understanding of the rules and standards governing the project administration and management and to ensure that the requirements for each project are spelt out by the job packaging/statutory requirements. • Further requirements are risk management experience in project management. • Good communication, written and spoken skills. • Proficiency in analysing and solving problems related to projects. • Outstanding human relations skills evident in the ability to work with the team and excellence in gathering help needed in	organizational point where the service/project is requested) to the team regarding the project in the Department of Higher Education & Training (Department/College). • Make the arrangement for projects documentation on the recommendation and specification of the Department and ensure that specifications are met. • Meet the project owner, ensure that appropriate specifications are set, or meet a higher standard. Update information on the project management tools. • Make arrangement for the project completion based on specifications of the project owner. • Put a proficient team together to achieve the purpose of the work in a changing circumstance and fixed circumstances, and in a responsive circumstance using leadership and management expertise. • Plan, commence, execute, supervise and roundup assigned projects.		
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			developing a working project management plan. • Strong ability to give attention to details as well as tested organizational skills. • Strong knowledge and expertise in using modern information and communication technologies to projects. • Adherence to project specifications, as well as to the regulatory body guidelines for the project (NIAMMS etc.) Knowledge of procurement processes.			
Senior Bursary Officer	HRM 05/2026	Central Office	• Recognized three (3) year National Diploma in Financial Management/Accounting (NQF level 6). • 3-5 years' experience in bursary / financial aid services. • Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics.	• Ensure overall supervision and coordination of student bursary schemes and financial aid administrative support services for the entire college. • Administer application processes for the entire college in line with NSFAS guidelines, funder MOU/SLA and policies. • Ensure overall supervision and authorization of disbursement of funds. Ensure overall supervision and facilitation of other financial aid schemes i.e. SETAs and industries.	Fixed term contract (24 months)	SL 08: R413 001 p.a. Plus 37% in lieu of benefits



			• Basic knowledge of the Public Service financial legislations, procedures and Treasury Regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). • Knowledge of basic financial operating systems (ITS etc.). Must have a valid driver's licence.	• Ensure overall supervision, monitoring, evaluation and maintenance of database of all student applications in terms of Department of Higher Education and Training and NSFAS requirements. • Ensure overall supervision and consolidate reports on all bursary and financial aid allocations for the entire college. • Supervise human, physical and financial resources.		
Senior State Accountant	HRM 06/2026	Central Office	• Recognized three (3) years National Diploma in Accounting/ Financial Management or equivalent qualification (NQF level 6) • 3-5 years' experience in the financial management environment • Knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics • Knowledge of financial accounting procedure, methods and principles established for the processing of specific	• Ensure overall supervision and provision of salary administration service • Ensure overall supervision and provision of expenditure and general payments services. • Ensure overall supervision of cash and revenue management services. • Ensure overall supervision and provision of asset liability and debt management. • Ensure overall supervision and provision of bookkeeping and financial accounting services. • Supervise human, physical and financial resources	Fixed Term Contract (24 months)	SL 08: R413 001 p.a. Plus 37% in lieu of benefits



			salary/ financial transactions. • Knowledge of the Public Service financial legislations, procedures and Treasury Regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). • Knowledge of financial operating systems (PERSAL, BAS, LOGIS, COLTECH, SAGE etc.)			
Facilities Officer	HRM07/2026	Central Office	• Recognised three (3) year National Diploma in Facilities Management / Real Estate (NQF level 6) or equivalent qualification. • Added advantage • OHS certificate • Driver's license • 2-3 years in physical facilities maintenance & management environment or related field • Knowledge of property evaluation methodology • Knowledge of lease agreement negotiations and BBBE procedure • Knowledge of OHSAS 18001	• Provide conducive working environment services in terms of OHS Act. • Provide infrastructure maintenance services.	Fixed Term Contract (24 months)	SL07: R338 106 p.a. Plus 37% in lieu of benefits



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			• Knowledge of project Management • Knowledge of Treasury and PFMA Regulations. • Knowledge of vehicle maintenance and services procedures • Knowledge of building maintenance • Knowledge of fleet disposal procedure • Knowledge and understating of legislative framework governing the Public Services • Knowledge of traffic laws • Monitoring and evaluation • Knowledge of Department of Higher Education mandate • Knowledge of OHSA and fire codes			
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The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date, following communication from HR. Incomplete and unsigned application will not be considered. The filling of the post will be done in terms of Department approved Employment Equity Plan. The ETVET is committed to providing equal opportunities and practicing affirmative action employment. The college reserve the right not to make any appointment. It is our intention to promote representatively: race, gender, and disability in the department through the filling of post and candidate whose appointment, will promote representatively will receive preference. Correspondence will be limited subjected to shortlisted candidates only. Suitable candidates will be subjected to a



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personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification. Applicants who have not been contacted within eight weeks of the closing date of advertisement should accept that their applications were unsuccessful

All Applications Must be hand delivered to Elangeni TVET College Central Office, 15 Portsmouth Road, Pinetown (Mon-Fri 07:30 – 16:00)

Enquires: Mr NE Mkhize – Tel 031 492 4363

FAILURE TO COMPLY WITH THE ABOVE INSTRUCTIONS WILL DISQUALIFY APPLICANTS

Closing Date: 15 May 2026 @ 13:00