



POST NR: 01

PROGRAMME MANAGER:

EARLY CHILDHOOD DEVELOPMENT (SL 8)

(REF: PS26/2025)

(COLLEGE COUNCIL CONTRACT POSITION - 3 YEARS

**FIXED TERM PROJECT CONTRACT with a probationary
period of 12 months**

SALARY:

R397 116.00 per annum (plus 37% in lieu of benefits)

CENTRES:

CENTRAL OFFICE - GEORGE

REQUIREMENTS: •Matric plus a minimum 3-year relevant and recognized Degree/Diploma (NQF Level 6/ (REQV 13) in Early Childhood Development. •A professional qualification as an Assessor and/or Moderator with ETDP SETA. •A minimum of **5 years'** relevant experience within the ECD work environment. •At least **1 year** experience in the TVET Sector which must include managerial/supervisory experience. •Computer Literacy (MS Office, MS WORD, MS EXCEL). •**A valid code 08 driver's license is compulsory.** **Recommendations:** •Energetic and dedicated to Learner success. •Teacher's Diploma will serve as an advantage. •Managerial and administrative experience. •Sound knowledge of the Continuous Education and Training Act No 16 of 2006. •Statistical analysis and interpretation of student data. •Complete annual surveys •Skills on rolling out programmes. •Knowledge and experience of assessment processes, moderation, and verification processes. •Excellent report writing and communication skills. •A minimum of 3 years' experience managing a programme will be an advantage. •A Certified Assessor and Moderator. •Ability to effectively communicate in at least two of the three official languages of the Western Cape. •Ensure adherence to quality assurance standards. •Adherence to all College policies and quality management system.

KEY AREAS OF RESPONSIBILITIES:

- Manage, co-ordinate and facilitate, when necessary, the implementation of Occupational programmes (Learnerships and Skills programmes) across delivery sites of the Southern Cape & Klein Karoo area as required.
- Give subject/practice related guidance to facilitators and ensure quality delivery of teaching and learning as well as workshop practice.
- Need to work very closely with Facilitators (coaching and mentoring).
- Oversee workplace assessment as and when required.
- Liaise with Business and Industry and assist with student placement and workplace-based experience (WBE).
- Initiate new projects, prepare budgets, monitor costs and project manage work assignments with a focus on efficiency, effectiveness, and economical outputs.
- Must be prepared to work under pressure and to work after hours when necessary.
- Oversee and be accountable for all administration tasks regarding Assessments, Moderation, and Verification.
- Provide facilitators with relevant training material for occupational programmes.
- Ensuring facilitators meet SETA and QCTO requirements in terms of qualifications and registrations.
- Responsible for continuous programme site visits.
- Ensure the Portfolio of Administration is compiled and submitted to MIS for uploading.
- Strict adherence to College, QCTO and SETA evaluation processes, policies, and procedures of the Quality Management System (QMS).
- Responsible for writing reports and close out of programmes rolled out.
- Ensure timeous submission of learner attendance registers and compiling of stipend spreadsheets.

Enquiries: **Ms. R Kirchner (044 – 8840359)**

Closing date: **Monday, 6 October 2025 at 16:00**

Kindly be advised that South Cape TVET College will not accept responsibility for any actions if this letter is not signed by the authorized personnel.

www.sccollege.co.za

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POST NR: 02

ACCREDITATION & E-LEARNING MANAGER (SL9)

(REF: PS27/2025)

**(COLLEGE COUNCIL CONTRACT POSITION FOR 3
YEARS with a probationary period of 12
months)**

SALARY:

**R468 459.00 per annum (plus 37% in lieu of
benefits)**

CENTRE:

CENTRAL OFFICE

REQUIREMENTS: • Matric plus a minimum 3-year accredited Degree/Diploma in an Education field. • Knowledge of SETA'S, QCTO and Quality assurance Bodies. • At least 3 years' experience with online instruction and web applications is required for this position. Plus 2 years' experience in facilitating accreditation and applications of programmes with the relevant setas including QCTO programmes • Proficient using of Internet, web applications, browsers, email and cloud-based services. • Familiarity with distance learning and using a Learning Management System (LMS). • Computer Literacy (MS-Office). • A valid code 08 driver's license.

Recommendations: • Sound knowledge of the Continuous Education and Training Act No 16 of 2006. • Knowledge and experience in assessment, moderation and verification processes. • A qualification as a Facilitator/Assessor/Moderator will serve as an added advantage. • Excellent report writing, administrative, communication, computer literacy, research and project management skills. • Ability to communicate effectively in at least two of the three official languages of the Western Cape. • At least 1-year experience in a skills development environment. • Experience in programme accreditation with SETA'S/QCTO will be an advantage.

KEY AREAS OF RESPONSIBILITIES:

- Conduct research into viability of newly proposed courses and demand driven opportunities.
- Apply for accreditation with QCTO, SETAs, and related Quality Assurance Bodies.
- Keep updates and record of submissions made.
- Consult with relevant stakeholders regarding applications to be made.
- Acquaint with relevant documentation and file for easy access for submissions.
- Strict adherence to College, QCTO and SETA evaluation processes, policies and procedures of the Quality Management System (QMS).
- Adhere to Occupational Health and Safety Act.
- Monitor when re-applications are due.
- Work closely with Programme Managers on programme approval for roll-out plans.
- Provide data and reports to internal and external stakeholders as required.
- Register and re-register assessors, moderators, and facilitators with relevant SETA's and QCTO and maintain a database.
- Plan and prepare for site accreditation in consultation with the relevant Programme Manager.
- Attend relevant stakeholder meetings with SETA's & QCTO.
- Source and secure learning materials for new occupational qualifications.
- Train lecturers on accreditation requirements and coordinate subject matter experts to compile the learning material matrix and relevant teaching and learning instruments.
- Coordinate online courses, assessing curriculum and materials.
- Ensure that the distance learning services meet standards and regulations.
- Responsible in this career to work with students and to improve distance learning services.

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- Ensure the ongoing functionality of online instructions and schedule assessments by relevant education regularity bodies.
- Work on marketing this TVET College or educational services to potential students as well.
- Negotiate with academic units or Lecturers and vendors to ensure cost-effective and high-quality distance learning programs, services, or courses.
- Direct and support the technical operation of distance learning classrooms or equipment.
- Write and submit grant applications or proposals to secure funding for distance learning programs.
- Prepare and distribute schedules of distance learning resources, such as course offerings, classrooms, equipment and websites.
- Assess distance-learning technological or educational needs and goals.
- Train lecturers and distance learning staff in the use or support of distance learning applications, such as course management software.

Enquiries: Ms. Karen Kleintjies (044-8840359)
Closing date: Monday, 6 October 2025 before 16:00

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RE-ADVERTISEMENT

POST NR: 03

**LECTURER: BEAUTY THERAPY &
COSMETOLOGY (PL1)**

(REF: PS28/2025)

DHET PERMANENT

SALARY:

REQV 13 – Salary 325 101.00 per annum

REQV 14 – Salary R351972.00

CENTRES:

GEORGE

REQUIRED QUALIFICATIONS AND EXPERIENCE: Matric plus a relevant accredited minimum 3-year Degree/Diploma (NQF Level 6/REQV 13). •A qualification the field of Beauty Therapy or Cosmetology. •Teachers' qualification. •Computer Literacy (MS Office). •At least 2 years' educational experience. •Must have at least 3 years' industry related experience. •Valid code 08 driver's license. **Recommendations:** •Bilingual. •Ability to teach in English. Good administrative skills. •Excellent writing skills. •Computer Literacy (MS Office experience). Good communication skills (verbal and written). •Ability to Assess and Moderate. •A valid code 08 driver's license. •It would be advantageous if lecturers are registered with a relevant Professional Body for continuous professional development purposes.(E.g. SACE)

KEY AREAS OF RESPONSIBILITIES:

- Tuition of curriculum linked to the study field of Beauty Therapy and Cosmetology including administration of Assessments and Moderation.
- Experience in the design and development of learning materials, facilitation guides, lesson guides and assessment tools.
- Monitor and provide guidance to students and ensure quality delivery of teaching and learning.
- Service and maintain all learning and training equipment in a designated workshop/simulated room/training salon.
- Visits to workplaces are compulsory to monitor and guide content workplace learning of students, as required.
- Adhere to Occupational Health and Safety Act.
- Strict adherence to College, QCTO and SETA evaluation processes, policies, and procedures of the Quality Management System (QMS).)
- Assist with lecturer workplace-based experience (WBE).
- Assist with student work integrated learning (WIL).
- Assist with the development of Blended Learning subject

Enquiries: **Ms. Karen Kleintjies (044 - 8840359)**

Closing date: **Monday, 6 October 2025 before 16:00**

Attach Academic record with your application to show relevant subject background / Expertise

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POST NR: 04

**FACILITATORS: EARLY CHILDHOOD
DEVELOPMENT: L5 (National Diploma)
LEVEL 2 X 3 (SL7)**

(REF: PS29/2025)

**(COLLEGE COUNCIL CONTRACT
POSITIONS 18 MONTHS – FIXED TERM
PROJECT CONTRACT)**

SALARY:

**R8178.00 per month (no benefits will be
paid)**

CENTRES:

**HESSEQUA (RIVERSDALE) MOSSEL BAY
AND GEORGE CAMPUSES**

REQUIRED QUALIFICATIONS AND EXPERIENCE: • Matric plus a 4 year B. ED degree (Foundation Phase) or a Primary Teachers Diploma. • At least 1 – 3 years teaching/facilitation experience. • Proficiency in at least two of the three Western Cape official languages. • Knowledge and experience in assessing different learning styles with appropriate teaching approaches. • Experienced in working with students with learning difficulties. • Excellent writing skills. Computer Literacy (MS Office experience).

Recommendations: • Energetic and dedicated to Learner success. • Training in the National Curriculum Framework - NCF will serve as an advantage. • Ability to effectively communicate in at least two of the three official languages of the Western Cape. • Experience in working with students with learning difficulties. • Excellent writing skills. • Computer Literacy (MS Office experience). • Registered Constituent Assessor with the ETDP SETA.

DUTIES: Facilitate the implementation of Occupational programme, SETA and QCTO, accredited across delivery sites of the Southern Cape & Central Karoo area as required. • Give subject/ practice related guidance to Learners and ensure quality delivery of teaching and learning as well as workplace practice monitoring. • Visits to Workplaces are compulsory to monitor and guide Learners as required. • Strict adherence to College / SETA evaluation processes, policies, and procedures. • Must be prepared to work under pressure. • Must be prepared to work after hours when necessary. • Need to work very closely with the Programme Manager. • Responsible and accountable for all tasks including administration. Any other tasks as operationally required.

Enquiries: Ms. R Kirchner (044 - 8840359)

Closing date: Monday, 6 October 2025 before 16:00

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TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING



POST NR 06:

**SUPPLY CHAIN MANAGEMENT ADMINISTRATIVE CLERK:
(SL5)**

(REF: PS 31/ 2025)

**(COLLEGE COUNCIL 3-YEARS FIXED TERM CONTRACT with
a probationary period of 12 months)**

SALARY:

R228 321.00 per annum (plus 37% in lieu of benefits)

CENTRE:

CENTRAL OFFICE

REQUIREMENTS: Matric or NCV Level 4 plus a 3 -year recognized (NQF 6)
National Diploma/Degree Supply Chain Management, Public Administration, Logistics,
Finance or related field will be an added advantage. • At least 1–2 years' experience in an
SCM environment will serve as an advantage. • Valid driver's licence will be an added
advantage.

KNOWLEDGE: Knowledge and the understanding of ITS, MIS (COLTECH), Logis, BAS or any
Finance and SCM systems used in the Public Service will be an added advantage.
• Knowledge of the PFMA, Treasury Regulations, PPPFA, BBBEE Act, and related
prescripts. • Knowledge of assets and disposal procedure. • Understanding of SCM
processes: procurement, contract management, logistics, and asset management.
• Knowledge of financial administration and reporting processes in the public sector.
• Knowledge of audit and compliance requirements relating to SCM. Knowledge of Higher
Education mandate.

SKILLS: Planning and organizing. • Computer literacy (MS Word, Excel, Outlook,
PowerPoint). • Strong organisational and administrative skills. • Good verbal and written
communication skills. • Ability to work independently, under pressure, and meet
deadlines. • Problem-solving and attention to detail. • Teamwork, Flexibility and
interpersonal skills. • Ability to effectively communicate in at least two of the three official
languages of the Western Cape. • A Valid Code 8 driver's license

DUTIES:

Procurement and Acquisition: Administer the acquisition of goods and services in line
with SCM prescripts. • Handle quotation processes, maintain procurement registers, and
support bid processes. • Assist with obtaining quotations, preparing requests for
bids/RFQs, and maintaining procurement records. • Ensure compliance with SCM policies
and National Treasury guidelines in all procurement activities.

Contract Management:

Maintain and update contract registers. • Monitor contract performance and ensure
proper record keeping. • Assist with the administration and monitoring of
contracts. • Maintain a register of contracts and ensure key dates and deliverables are
tracked. • Provide secretariate support to Bid Committees (BSC/BEC/BAC)

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Asset Management: Assist with recording, updating, and verification of College assets. • Maintain the asset register and support asset movement, disposals, and reporting. • Support asset disposal and movement processes in line with regulations. • Ensure compliance with asset management policies and procedures.

Reporting and Record Keeping:

Maintain accurate SCM records and registers (procurement, contracts, assets, suppliers). Compile and submit regular SCM reports as required by management and regulatory bodies. Ensure proper filing and audit trail of all SCM transactions.

General Administration:

Compile and submit SCM reports as required. Maintain a proper audit trail and filing system for SCM records. Attend to supplier and internal queries on procurement and assets.

Enquiries:

Ms. S Mpalala at (044-8840359)

Closing date:

Monday, 6 October 2025 before 16:00

EXTERNAL VACANCY LIST 12 OF 2025

DEPARTMENT OF HIGHER EDUCATION AND TRAINING (SOUTH CAPE TVET COLLEGE)

APPLICATIONS: The South Cape TVET College invites suitable qualified applicants to apply for its vacancies as listed in this circular by applying online through the New Z83 form accessible at the College Website, <https://sccollege.co.za/vacancies> under Vacancies (click 'apply for current vacancies' link) and follow the easy prompts/instructions. Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's license, and any other document (where required).

FOR ATTENTION: Mr. M.E Gcuwa

CLOSING DATE: **Monday, 6 October 2025 AT 16:00**

NOTE: **Manual** applications 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 all your qualifications, academic transcripts/record, Trade Test document as well as a driver's licence, must be attached.

Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post.

Applications received after the closing date will not be accepted.

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Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks [where applicable], qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test.

Matching and redeployment to other workstations within the College may be considered based on the operational requirements.

The College/DHET reserves the right not to make appointments where it deems fit to do so. 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 as unsuccessful.

Preference will be given to persons from designated groups, especially regarding race, gender and disability.

In terms of Public Service Regulations 60(1) an executive authority shall not re-appoint a former employee, if that employee left the public service:

- (a) earlier on the condition that he or she would not accept or seek re-appointment.
- (b) due to ill health and cannot provide sufficient evidence of recovery.
- (c) Was dismissed from the Public service for misconduct.
- (d) Persons who fail the pre-employment vetting of their citizenship, ID, certificates qualifications.

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