



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



**BUFFALO CITY
TVET COLLEGE**

**PROJECT MANAGER
ACADEMIC SERVICES
KING STREET SITE
Reference: IN 11/01**

**SL9 (Starting notch R468 459 p.a. plus benefits)
Permanent appointment**

REQUIREMENTS

Matric or NCV Level 4 with a recognised M+3 Diploma in Project Management/ Marketing Management or equivalent qualification; 5 years working experience in Project Management and or Business development environment; in which 3 years must be supervisory experience ;Drivers license; Building partnerships; Innovation ; Marketing and Entrepreneurial insight; Financial Management; Mobilising resources; 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.

KEY PERFORMANCE AREAS

Build a database of local business and other partnership 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. 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. Coordinate the submission of funding proposals. Provide information and reports on programmes, funding and partnership to DHET and other stakeholders. 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 visibility 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 LPU and campus staff members on SETA and contractual compliance matters. Coordinate accreditation and application for new programme approvals. Handover the project to the relevant campus or occupational manager. 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)

SKILLS AND COMPETENCIES

Management; Computer skills; Communication; Client Service; Visionary Leadership Abilities; An understanding of transformation issues and capacity building processes in the TVET sector; Sound knowledge of CET Act, policies and practices and any other relevant legislations. Good interpersonal skills; Good problem solving and analytical skills; Ability to work under pressure and meet deadlines; Ability to work independently as well as in a team; Planning, organising, leading and control skills; Research, report writing and presentation skills

**HEAD OF PROGRAMME: LIFE SKILLS AND COMPUTER LITERACY
ACADEMIC SERVICES**

**Reference: ELC 11/01
EAST LONDON CAMPUS
PL2 (Starting salary notch R435 240 p.a. plus benefits)
Permanent appointment**

REQUIREMENTS

Matric or NCV Level 4 with a recognized M+3 Degree or Diploma in Management Assistant or equivalent qualification; Minimum of 3-5 years relevant teaching experience; A professional qualification in Education; SACE registration is a prerequisite; Computer literate in MS Office (Word, Excel, Outlook and internet); Qualified assessor and moderator will be an added advantage.

KEY PERFORMANCE AREAS

Teach Life Skills and Computer Literacy subjects as above from NQF L2-L4; Promote quality teaching and learning; Monitor student performance; Lesson planning and preparation; Provide academic support to learners and staff; Create an environment that is conducive to learning; Administration; capture learner attendance on ITS; Classroom management and supervision; Organizing, planning and developing workshops; Conduct evaluations and assessments; Perform examination-related duties; Maintain discipline and safety of students at all times; Assist with additional academic support programmes; Attend relevant training workshops and apply where necessary; Keep up to date with the latest developments in the field of study. Support work-based placement of learners and work-integrated learning for educators. Attend academic meetings/workshops and training as requested; must be prepared to take and implement instructions delegated by supervisors/managers.

SKILLS AND COMPETENCIES

Excellent management, administration, time management and organizational skills; good verbal and written communication skills; Excellent interpersonal skills; Must be able to work under pressure, without immediate supervision and adapt to changes in the sector; Positive attitude, with the ability and willingness to learn; willingness to work after hours as required; Must be prepared to work, if the need arises, at any of the college campuses; Must be prepared to take and implement instructions delegated by supervisors/managers.

HEAD OF PROGRAMME: MATHEMATICS

SCHOOL OF ENGINEERING

Reference: JKB11/01

PL2 (starting salary notch R435 240)

Permanent Appointment

REQUIREMENTS:

Matric or NCV Level 4 with a recognized M+3 Degree or Diploma in Mathematics, A National teacher's qualification; Minimum of 3-5 years relevant teaching experience; A professional qualification in Education; SACE registration is a prerequisite; Computer literate in MS Office (Word, Excel, Outlook and internet); Qualified assessor and moderator will be an added advantage.

KEY PERFORMANCE AREAS:

Teach the Mathematics subjects as above from NQF L2-L4; Promote quality teaching and learning; Monitor student performance; Lesson planning and preparation; Provide academic support to learners and staff; Create an environment that is conducive to learning; Administration; capture learner attendance on ITS; Classroom management and supervision; Organising, planning and developing workshops; Conduct evaluations and assessments; Perform examination-related duties; Maintain discipline and safety of students at all times; Assist with additional academic support programmes; Attend relevant training workshops and apply where necessary; Keep up to date with the latest developments in the field of study. Support work-based placement of learners and work-integrated learning for educators. Attend academic meetings/workshops and training as requested; must be prepared to take and implement instructions delegated by supervisors/managers.

COMPETENCIES:

Excellent management, administration, time management and organizational skills; good verbal and written communication skills; Excellent interpersonal skills; Must be able to work under pressure, without immediate supervision and adapt to changes in the sector; Positive attitude, with the ability and willingness to learn; willingness to work after hours as required; Must be prepared to work, if the need arises, at any of the college campuses; Must be prepared to take and implement instructions delegated by supervisors/managers.

**HEAD OF PROGRAMME: ELECTRICAL INFRASTRUCTURE AND CONSTRUCTION
ACADEMIC SERVICES**

**Reference: JKB11/02
JOHN KNOX BOKWE CAMPUS
PL2 (Starting salary notch R435 240 p.a. plus benefits)
Permanent appointment**

REQUIREMENTS

Matric or NCV Level 4 with a recognized M+3 Degree or Diploma in Electrical Engineering or equivalent qualification with a relevant Trade Test Certificate; Minimum of 3-5 years relevant teaching experience; A professional qualification in Education; SACE registration is a prerequisite; Computer literate in MS Office (Word, Excel, Outlook and internet); Qualified assessor and moderator will be an added advantage.

KEY PERFORMANCE AREAS

Teach Electrical subjects as above from NQF L2-L4; Promote quality teaching and learning; Monitor student performance; Lesson planning and preparation; Provide academic support to learners and staff; Create an environment that is conducive to learning; Administration; capture learner attendance on ITS; Classroom management and supervision; Organizing, planning and developing workshops; Conduct evaluations and assessments; Perform examination-related duties; Maintain discipline and safety of students at all times; Assist with additional academic support programs; Attend relevant training workshops and apply where necessary; Keep up to date with the latest developments in the field of study. Support work-based placement of learners and work-integrated learning for educators. Attend academic meetings/workshops and training as requested; must be prepared to take and implement instructions delegated by supervisors/managers.

SKILLS AND COMPETENCIES

Excellent management, administration, time management and organizational skills; good verbal and written communication skills; Excellent interpersonal skills; Must be able to work under pressure, without immediate supervision and adapt to changes in the sector; Positive attitude, with the ability and willingness to learn; willingness to work after hours as required; Must be prepared to work, if the need arises, at any of the college campuses; Must be prepared to take and implement instructions delegated by supervisors/managers.

**HEAD OF PROGRAMME: LIFE SKILLS AND COMPUTER LITERACY
ACADEMIC SERVICES**

**Reference: JKB 11/03
JOHN KNOX BOKWE CAMPUS
PL2 (Starting salary notch R435 240 p.a. plus benefits)
Permanent appointment**

REQUIREMENTS

Matric or NCV Level 4 with a recognized M+3 Degree or Diploma in Social Science or equivalent qualification; Minimum of 3-5 years relevant teaching experience; A professional qualification in Education; SACE registration is a prerequisite; Computer literate in MS Office (Word, Excel, Outlook and internet); Qualified assessor and moderator will be an added advantage.

KEY PERFORMANCE AREAS

Teach Life Skills and Computer Literacy subjects as above from NQF L2-L4; Promote quality teaching and learning; Monitor student performance; Lesson planning and preparation; Provide academic support to learners and staff; Create an environment that is conducive to learning; Administration; capture learner attendance on ITS; Classroom management and supervision; Organizing, planning and developing workshops; Conduct evaluations and assessments; Perform examination-related duties; Maintain discipline and safety of students at all times; Assist with additional academic support programmes; Attend relevant training workshops and apply where necessary; Keep up to date with the latest developments in the field of study. Support work-based placement of learners and work-integrated learning for educators. Attend academic meetings/workshops and training as requested; must be prepared to take and implement instructions delegated by supervisors/managers.

SKILLS AND COMPETENCIES

Excellent management, administration, time management and organizational skills; good verbal and written communication skills; Excellent interpersonal skills; Must be able to work under pressure, without immediate supervision and adapt to changes in the sector; Positive attitude, with the ability and willingness to learn; willingness to work after hours as required; Must be prepared to work, if the need arises, at any of the college campuses; Must be prepared to take and implement instructions delegated by supervisors/managers.

LEARNERSHIP CO-ORDINATOR X2
ACADEMIC SERVICES
KING STREET SITE
Reference: KIN 11/02
Salary level 7 (Starting notch R327 819 p.a plus benefits)
(12 Months fixed term contract)

REQUIREMENTS:

Matric or NCV Level 4 with a recognised M+3 Diploma in Office Management and Technology or equivalent qualification, 3-5 years relevant experience in Administration environment, Knowledge of PSET and CET Act; Knowledge of Skills Development Act, Public Service Regulations and Public Service Act, Labour Relations Act; Knowledge of the Public TVET sector and its regulatory and legislative framework; Knowledge of the Ethical regulatory and legislative framework; Knowledge and understanding of the Higher Education sector.

KEY PERFORMANCE AREAS:

To plan for implementation of learnerships and short skills programme. To manage all administration of the programs that are currently running. To monitor progress of the programmes and do site visits where necessary. To establish more partnerships with public and private sector to get more funding for learnerships and short skills programme. To establish partnerships for work placements of learners who are doing learnerships to be able to do their practical's. To sustain partnership that are already in existence with the College. To apply for accreditation for programme with all Seta's as per the need of the industry and the need of the communities that we are serving as the College. To align our application for accreditation with Skills Audits or occupation in high demand of both Municipalities. To be responsible for the payment of training providers, facilitators and learner stipends. Purchase of stationery, PPE's and work equipment. To identify risks that may affect smooth running of the Business Development Unit like drop outs of learners on learnerships which is mostly caused by non-payment of stipends. To submit monthly reports to broad management meeting and quarterly reports to funders

SKILLS AND COMPETENCIES

Management; Computer skills; Communication; Client Service; Visionary Leadership Abilities; An understanding of transformation issues and capacity building processes in the TVET sector; Sound knowledge of CET Act, policies and practices and any other relevant legislations. Good interpersonal skills; Good problem solving and analytical skills; Ability to work under pressure and meet deadlines; Ability to work independently as well as in a team; Planning, organising, leading and control skills; Research, report writing and presentation skills.

**FINANCIAL AID OFFICER
STUDENT SUPPORT SERVICES
JOHN KNOX BOKWE CAMPUS
SL7(Starting notch R325 101 p.a. plus benefits)
Reference: JKBF 11/04
Permanent appointment**

REQUIREMENTS

Matric or NCV Level 4 with a recognised 3-year degree/diploma in Financial Management ;1-2years' financial environment / finance environment; Knowledge of CET and PSET; Knowledge of PSA and PSR, 2016; Knowledge of PFMA and Departmental policies ;Knowledge of ITS; Basic knowledge of practices as well as the ability to capture data, operate computer and collate financial statistics; 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.)

KEY PERFORMANCE AREAS

Coordinate administration of bursary application processes and financial aid schemes; Coordinate the review application for financial Aid; Analyze NSFAS provisionally funded students; Coordinate the authorize disbursement of funds; Report on all bursary and financial aid allocations to financial aid committee; Management of human, physical and financial resources.

COMPETENCIES

Computer skills; Planning and organizing; Language; Good verbal and written communication; Basic numeracy skills; Ability to perform routine tasks; Ability to operate office equipment; Flexibility; Interpersonal Relations; Accuracy; Aptitudes of figures.

RECEPTIONIST
GENERAL ADMINISTRATION SUPPORT SERVICES
East London CAMPUS
Reference: ELC 11/02
SL4 (Starting notch R193 359 p.a. plus benefits)
Permanent appointment

REQUIREMENTS

Matric or NCV Level 4; Client orientation and Customer focus; Good communication; Telephone etiquette; Client orientation and Customer focus; Good communication; Telephone etiquette.

KEY PERFORMANCE AREAS

Receive telephonic calls, messages and channel to relevant role players; Take messages and convey to relevant role players; Maintain telephone database ;Welcome, receive and direct clients to relevant units ;Receive and direct guest and students with respect and in professional manner; Provide clients with relevant information; Maintain and control visitor register at reception; 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 faxes 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 calls.

SKILLS AND COMPETENCIES

Good interpersonal Relations; Always Professional and friendly; Always willing to assist clients; Team player; Reliability

DATA CAPTURER
GENERAL ADMINISTRATION SUPPORT SERVICES
EAST LONDON CAMPUS
Reference: ELC 11/03
SL4 (Starting notch R193 359 p.a. plus benefits)
Permanent appointment

REQUIREMENTS

Matric or NCV Level 4; Knowledge of data capturing; Knowledge of computer literacy; Knowledge and understanding of Information Management; Knowledge, understanding, application and interpretation of office management, COLTECH, data warehouse and IT prescripts Knowledge of Skills Development Act, Public Service Regulations and Public Service Act, Labour Relations Act

KEY PERFORMANCE AREAS

Capture data from available records into the required formats e.g. system(s), databases, table and spreadsheet; Capture student registration, receipt of payment and issue student numbers; Capture ICES, ISAT and final marks; Capture enrolment forms during the registration period; Capture marks on the system and submit to EMIS Officer; Verify query missing data and errors observed during data entry ;Ensure the integrity of data capture; Courier external papers to DHET; Review and validate all data from the records; Complete mark sheets hard copies and make copies to be used as attendance register in the exam venue; Receive marks from HODs; Receive mark sheets and timetable from DHET Update registers and statistics. Capture student's absentees on the system. Submit data; Submit mark sheets to lectures in the marking venue (internal marking); Issue proof of registration, student card, statement of results and certificates; Make regular backups of data ; Maintain and update system records; Keep and maintain records and files; Ensure records and files are properly sorted and secured; File student records alphabetically for each registration period.

SKILLS AND COMPETENCIES

Good interpersonal Relations; Always Professional and friendly; Always willing to assist clients; Team

**DRIVER
ACADEMIC SERVICES
JOHN KNOX BOKWE CAMPUS
SL4 (Starting notch R193 359 p.a. plus benefits)
Reference: JKBD 11/05
(Permanent PERSAL appointment)**

REQUIREMENTS

ABET Level 4 /Standard 8 /Grade 10 or equivalent qualification ;7-12 months' relevant experience ; environment; Knowledge of relevant legislation, prescripts, policies and procedures; Procedure for motor maintenance of motor vehicle; Storage requirement; Messenger services; Routing office support i.e. registry; Secondary function of making copies; Procedure to operate the motor; Procedure to obtain trip authorization; Completion of log book of the motor vehicle; Writing of fuel consumables; Writing of kilometers services.

KEY PERFORMANCE AREAS

Drive light and medium motor vehicles to transport passengers and deliver other; items (mail and documents); Do routine maintenance on the allocated vehicle and report defects timely; Complete all the required and prescribed records and logs books with regard to the vehicle and the goods handle; Render a clerical support/messenger service in the relevant office.

COMPETENCIES

Driving; Reading; Writing; Fixing/ changing flat tyres; Cleaning of Vehicles. Excellent interpersonal and communication skills; Ability to work effectively under pressure and without immediate supervision; Willingness to work after hours when required; Ability to work co-operatively with the public, students and staff; Must be prepared to work, if the need arises, at any of the college campuses; Must be prepared to take and implement instructions delegated by supervisor/managers.

Closing date for applications: 4 February 2026 at 15:00

Candidates who are suitably qualified for the above positions should submit an official application form (Z83 for support staff, the new Z83 available from any Public Service Department and EDP01 for educators), a comprehensive CV and copies of the following: All relevant Qualifications must include transcripts of subjects passed, a Driver's license and ID, **such copies need not to be certified when applying for a post.** Applicants must also provide, together with the work contact details, including e-mail addresses of at least three work-related references to: **Buffalo City Public TVET College, HR Division, Private Bag 9016, East London 5200 or deliver it to the Administration Centre, corner of Lukin Road and King Street, Selborne, East London.** Failure to submit the required documents mentioned above or late submission your application will not be considered.

For enquiries: Ms N Mhlola-Miza on 043 880 0177

Application forms and the full advert are available on our website, www.bccollege.co.za.

The college reserves the right to verify any information received in applications. Selected candidates will be subjected to a vetting process and personnel suitability check in terms of minimum information security standards. Short-listed candidates will be invited for an interview and may be subjected to a competency assessment as part of the selection process. Submission of fraudulent documentation and canvassing of Council members or College staff will immediately disqualify the candidate. If you have not been contacted within 4 weeks please consider your application as unsuccessful.

Preference will be given, but not limited to, to candidates from designated groups in terms of the Employment Equity Act and the College's Employment Equity Plan. The college reserves the right not to appoint/fill this position.