



higher education  
& training

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA

CAPRICORN TVET COLLEGE  
CENTRAL OFFICE



☎ (015) 230 1800

☎ (015) 291 2767

🌐 www.capricorncollege.edu.za

📍 16 & 18 Market Street, 0699 Polokwane

✉ Private Bag X9674, Polokwane 0700

## ACHIEVING EXCELLENCE TOGETHER

### ADVERTISEMENT

Capricorn Technical and Vocational Education and Training (TVET) College is inviting applications from suitably qualified candidates in the following vacancies:

**Position : Assistant Director: Learnership, Skills and Community Engagement (five year fixed term contract, renewable based on availability of funds and performance)**

**Salary Level : 10**

**Centre : Central Office**

**Salary Scale : R552 081.00 per annum plus 37% in lieu of benefits**

**Reference No: CCTVET 02/05/2024**

**Requirements:** M+ 3 Years B degree/National Diploma in Business Management/ Project Management/ Office Management and Technology or equivalent. Five years' relevant experience. Experience in training environment and liaison with SETAs and industry will be an added advantage. Good Communication skills (Verbal and written). Good interpersonal, presentation, planning, organizing and problem solving skills. Must be a good negotiator. Must be computer literate. Valid driver's license. Must be willing to work long hours and travel. Must be able to function methodically and accurately under pressure.

**Key Performance areas:** Planning, Managing and Monitoring of occupational programmes, plan for implementation of learnerships and short skills programmes that are currently running, monitor progress of the programmes and do site visits where necessary; Establishment of partnerships, establish more partnerships with public and private sector to get more funding for learnerships and short skills programme, establish partnership for work placements of learners who are doing learnerships to be able to do their practical: Programme accreditation with all Seta's, 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; Budget control, responsible for the Sectional budget payment of training providers, facilitators and learner stipends; Risk Management and Reporting, identify risks that may affect smooth running of the Unit like drop outs of learners on learnerships which is mostly caused by non-payment of stipends and submit monthly reports to Deputy Principal – Academic Services and quarterly reports to funders.

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**Position : Project Manager: Learnership, Skills and Community Engagement (five year fixed term contract, renewable based on availability of funds and performance)**

**Salary Level : 9**

**Centre : Central Office**

**Reference No: CCTVET 03/05/2024**

**Salary Scale : R444 036.00 per annum plus 37% in lieu of benefits**

**Requirements:** M+ 3 Years Degree/National Diploma in Public Admin/Public Management/Project Management/Artisan Development or equivalent qualification (please attach academic transcripts). 3-5 years' experience in Education/teaching/Occupational Training environment in the PSET or related field. Knowledge of PSET and CET Act, Skill Development Act, Public Service Regulations, Public Service Act, Labour Relations Act, Public TVET sector and its regulatory and legislative framework. knowledge of learnership and occupational programme protocols and procedures (QCTO & SETA-related). Good communication skills (Verbal and written). Good interpersonal, presentation, report writing, planning, organizing and problem solving skills. Must be a good negotiator, and be willing to work long hours and travel extensively. A Driver's License is mandatory. Computer literacy.

**Key performance areas:** identify and manage appropriate learnerships and other occupational programmes including the appointment of contract project staff as required. Identify programme gaps, conduct feasibility assessment and introduce new, responsive programmes. Develop a responsive. Flexible, curriculum based on industry needs. Facilitate new programme decisions and manage the planning process. Implement and maintain programme quality systems and processes including assessment , moderation and performance records. Develop and manage occupational programme budget and report on programme performance. Identify learner material, equipment and other resources requirements. Oversee the development of project plans, including milestones, resource requirements. Compile the project budget and manage all related expenditure. Track progress against targets and budget. Report on learnership and other occupational programmes project progress and performance. Review the learnership policy and monitor compliance. Manage the registration pf learners and the signing of contracts. Establish and maintain records, register and documents management systems for students and facilitators, manager the payment to facilitators and learnership and occupational programmes delivery sites, manage and oversee the performance and development of learnership and other occupational programmes facilitators, identify facilitators skills and performance gaps and facilitate interventions. Ensure the implementation of best teaching. And any other related duties. etc

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**Position : Senior Accounting Clerk x1 post (three years fixed term contract)**

**Salary Level : 7**

**Centre : Central Office**

**Reference No: CCTVET 04/05/2024**

**Salary Scale : R308 154.00 per annum plus 37% in lieu of benefits**

**Requirements:** M+ 3 Years National Diploma or Degree Business Studies related qualification in Financial Management, Accounting) or equivalent with accounting as a major. Experience in finance environment. Good communication (Verbal and Written), planning, organizing, and interpretation skills. The ability to function accurately and methodically under pressure. Computer literacy is a prerequisite.

**Key Performance Areas:** Ensure that all projects payments are processed within established deadlines, such as stipend, service providers, facilitators etc. Reconcile projects expenses and income every month. Attend all projects meeting. Address projects pay-related concerns. Verify projects claims and allocation before recommending for payment. Ensure that all projects MOU's are safely filled. Capture all projects payments on Financial system for payments. Monitor projects General Ledgers. Assist with Audit queries. Assist in the preparation of Trial balance and Annual Financial Statements. Supervise subordinates. Prepare year-end financial project closure. Attend to any other duties requested by the supervisor.

**Position : Project Administrators: Community Engagement, Learnership and Skills Programmes  
x2 posts (three years fixed term contract)**

**Salary Level : 5**

**Centre : Central Office**

**Reference No: CCTVET 05/05/2024**

**Salary Scale : R216 417.00 per annum plus 37% in lieu of benefits**

**Requirements:** M+3 years Degree or National Diploma in Business Studies related qualification (Management Assistant/ Public Management/ Financial Management) or equivalent qualification. Two years' relevant experience. Experience in training environment (Artisan Development/ Apprenticeship, Learnerships & Skills Programmes), knowledge & ability to operate SETA system and liaison with SETAs and industry will be an added advantage. Must be Computer literate. Good communication skills (Verbal and Written). Good interpersonal, presentation, planning, organizing, and problem solving skills. Must be willing to work long hours and travel. Driver's License will be added as an advantage.

**Key performance areas:** Assist the section with administrative duties which includes: Arrangements of travelling, venues/accommodation and catering. Processing of claim for learners, service provider, facilitators assessors, and moderators, updating of databases, training projects site monitoring, taking minutes during the meetings, preparation of reports, submissions and filling of documents. Register/uploading learners on the

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College and SETA Management System, etc. Training projects site monitoring and ensures that all resources required for the project are available. Taking minutes during the meetings, preparation of reports, submissions and filling of documents. And any other related duties.

**Position : Projects Finance Clerk (Seven (7) months fixed term contract)**

**Salary Level : 5**

**Centre : Central Office**

**Reference No: CCTVET 06/05/2024**

**Salary Scale : R216 417.00 per annum plus 37% in lieu of benefits**

**Requirements:** M+ 3 Years National Diploma in Finance/Accounting related qualification (please attach academic transcripts). One-year relevant experience in Finance. Must be Computer literate. Good communication skills (Verbal and Written). Good interpersonal, presentation, planning, organizing, and problem solving skills. The ability to function accurately and methodically under pressure.

**Key Performance areas:** Timely validate project payments within established deadlines, such as stipend, service providers, facilitators etc. capture all project payments on financial system for payments prepare cash book for projects related transactions, assist with preparation of projects reconciliation. Attend all project meetings. Address project pay-related concerns. Assistant with the preparation of the year-end financial project closure report, etc.

**Position : Project Administrator: Facilities and Projects x1 post (three years fixed term contract)**

**Salary Level : 5**

**Centre : Central Office**

**Reference No: CCTVET 07/05/2024**

**Salary Scale : R216 417.00 per annum plus 37% in lieu of benefits**

**Requirements:** M+3 years Degree or National Diploma in Business Studies related qualification (Management Assistant/ Public Management/ Financial Management). Two years' relevant experience. Must be Computer literate, Experience in project administration, knowledge & ability to analyses construction payment certificates and liaison with contractors will be an added advantage. Good communication skills (Verbal and Written). Good interpersonal, presentation, planning, organizing, and problem solving skills. Must be willing to work long hours and travel. Valid Driver's License.

**Key performance areas:** Assist the section with administrative duties which includes: Arrangements of project meetings. Processing of claim for service provider, keeping of records, taking minutes during the meetings, preparation of reports, submissions and filling of documents. Liaison with college finance section, assisting in preparation of audit documents. Ensure that all resources required for the project are available. And any other related duties.

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**Position : General Worker x3 posts**

**Salary Level : 2**

**Centre : Central Officer**

**Salary Scale : R131 265.00 per annum plus 37% in lieu of benefits**

**Reference No: CCTVET 08/05/2024**

**Requirements:** ABET / Standard 8/ Grade 10, No experience required, Knowledge of repetitive tasks, hygiene, Storage requirement.

**Key Performance areas:** Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination, Cleaning government vehicles, Clean relevant workstation

**Tutor: Project Management (4 Months fixed contract)**

**Centre: Central Office**

**Stipend: R5 000.00 pm**

**Reference No: CCTVET 09/05/2024**

**Requirements:** Grade 12 + N6 in Business Studies related qualification (Management Assistant/Public Management) (please attach academic transcripts). 1 – 2 years working in projects administration or skills development training. Basic understanding of projects and capturing of learners on College or SETAs systems. Good interpersonal skills, communications skills (verbal and written), report writing skills, problem solving, knowledge of Batho Pele Principles, conflict management, ability to work under pressure.

**Key Performance areas:** Assist the section with administrative duties which includes: Arrangements of travelling, venues/accommodation and catering. Processing of claim for learners, service provider, facilitators assessors, and moderators, updating of databases, training projects site monitoring, taking minutes during the meetings, submissions and filling of documents. Capturing of learners on the College and uploading mandatory documents on SETA Management System. Taking minutes during the meetings, submissions and filling of documents. And any other related duties.

**Tutors: Financial Management (12 Months fixed contract)**

**Centre: Central Office**

**Stipend: R5 000.00**

**Reference No: CCTVET 10/05/2024**

**Requirements:** Grade 12 + + N6 in Business Studies related qualification (Business Management, Accounting and Financial Management or equivalent (please attach academic transcripts). Two-year relevant experience. Must be computer literate, Good communication skills (Verbal and Written). Good

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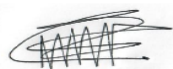
interpersonal, presentation, planning, organizing, and problem solving skills. Must be willing to work long hours and travel. Driver's License will be added an advantage.

**Key Performance areas:** Verify and process learner monthly stipend. Capture all project payments on financial system for payments. Prepare cash book for projects related transactions. Assist with preparation of projects reconciliation. Attend all project meetings. Address project pay-related concerns. Render financial accounting transactions. Check invoices for correctness, verification and approval (internal control). Receive and capture cash payments.

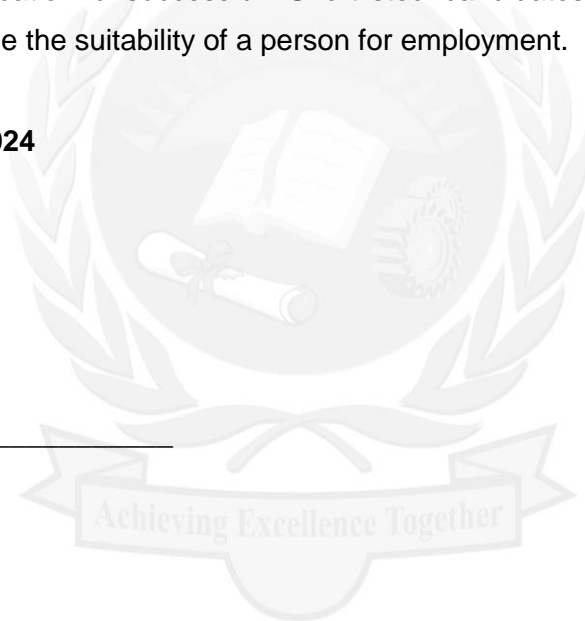
**Enquiries: Maphutha OM and Phokungwana MZ at 015 230 1800**

**NOTE:** All interested candidates are requested to apply using a new Z83 form available at any Government Department and DPSA website. Attach recently updated CV; Academic Records/Transcripts certified (within three months) copies of ID and Qualifications. No faxed or late applications will be considered. The College reserves the right to withdraw any post/s at any time. Please forward all applications to: for hand delivery to Central Office at 16 Market Street, Registry Office, or post to: The Principal, Capricorn TVET College, Private Bag X 9674, Polokwane, 0699. If you did not receive feedback from the College within 30 days of the closing date, consider your application unsuccessful. Shortlisted candidates will be subjected to screening and security vetting to determine the suitability of a person for employment.

**Closing date: 18 June 2024**



**LJ Mamabolo**  
**Principal**



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