

ADVERTISEMENT

THE COLLEGE AWAITS APPLICATIONS FROM SUITABLY QUALIFIED PERSONS FOR APPOINTMENT FOR THE FOLLOWING FIXED TERM POSITIONS:

DURATION: 6 MONTHS CONTRACT

POST: ASSISTANT DIRECTOR: STUDENT SUPPORT SERVICES

REFERENCE: NCUTVET 2026/01

SALARY: R582 444 PER ANNUM (+37% IN LIEU OF BENEFITS) SL 10

CENTRE: KIMBERLEY (NORTHERN CAPE URBAN TVET COLLEGE)

REQUIREMENTS:

An appropriate Bachelor's Degree (NQF 7) in Psychology or BA. Social Work (Major in Psychology) or relevant equivalent qualification
3-5 years in Education/Teaching and Learning environment or related field
Computer literacy in the Microsoft suite and a valid driver's license is a prerequisite.
Good verbal and written communication skills, including presentation and report writing-skills.

RECOMMENDATIONS:

Knowledge of PSET and CET Act.
Knowledge and understanding of Student Support Services Act
Knowledge and understanding of electoral processes
Knowledge of Teaching and Learning
Knowledge of career guidance and extra-curricular activities
Knowledge of Skills Development Act, Public Service Regulations and Public Service Act, Labour Relations Act.
Knowledge of the National Student Financial Aid Scheme and related legislation
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.
Knowledge of Education Act.

DUTIES: The incumbent will be responsible for:

Ensure the overall management and coordination of student support services.
Ensure the overall management and provision of student counselling services.
Ensure the overall management and implementation of student work placement and Work Integrated Learning (WIL) policies
Ensure the overall management and provisioning of career guidance, counselling and academic support for students
Ensure the overall management and facilitation of student governance and student leadership development and exit support programme
Ensure the overall management and implementation of sport, recreation, arts and culture programs in the entire college
Manage student residents

ENQUIRIES: HR UNIT (053) 839 2065/053 839 2070

APPLICATIONS: Please Forward Your Application, Quoting the Reference Number and the position you applying for to: The HR Department, Northern Cape Urban TVET College, Private Bag X5031, Kimberley, 8300 or hand deliver to HR Department at 39 Long Street Kimberley.

NOTE: Applicants are not required to submit copies of qualifications and other relevant documents on application, but **must submit** the College application form, obtainable

on College website: www.ncutvet.edu.za and a detailed Curriculum Vitae, failure to do so will result in disqualification.

The successful candidate will be required to enter into a contract of employment and a performance agreement. The candidate will be subjected to a security clearance and verification of qualifications. The candidate will have to disclose his/her financial interest.

The College is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity: (race, gender and disability) in the Department through the filling of posts.

CLOSING DATE: **17 FEBRUARY 2026**

DURATION: 6 MONTHS CONTRACT

POST: **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT**

REFERENCE: **NCUTVET 2026/02**

SALARY: **R468 459 PER ANNUM (+37% IN LIEU OF BENEFITS) SL 9**

CENTRE: **KIMBERLEY (NORTHERN CAPE URBAN TVET COLLEGE)**

REQUIREMENTS:

An appropriate Bachelor's Degree / National Diploma (NQF level 6/7 in Human Resource Management/ Personnel Management

3-5 years working experience in Human Resource Management environment

of which 1 year should be on supervisory level, Knowledge of PERSAL

Shortlisted candidates will be required to submit PERSAL certificates/results

Valid driver's license is a prerequisite.

Good verbal and written communication skills, including presentation and report writing-skills.

RECOMMENDATIONS:

Knowledge of computer hardware, software and programmes.

Extensive experience in Leave & Personnel Administration will be an added advantage

Knowledge and understanding of Public Service Act. 1994

Knowledge of Public Service Regulation 2016

Labour Relations Act, Employment Equity Act

Basic Conditions of Employment Act,

Knowledge of HRM policies,

Knowledge of HR related standards, practices, processes and procedure,

Knowledge of Batho Pele Principles,

Knowledge of PERSAL system.

All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements

DUTIES:

The incumbent will be responsible for:

Development, review and monitor the implementation of Information Communication
Implement efficient and effective recruitment and selection processes

Ensure the administration of condition of service and benefit

Implement Performance Management and Development System and training initiatives

Ensure and implement labour relations matters and EHW programmes

Ensure the provision of efficient and effective provision of HR records
management services.

Supervise and develop staff

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CLOSING DATE: 17 FEBRUARY 2026

DURATION: 6 MONTHS CONTRACT

POST : ASSISTANT DIRECTOR: FINANCE MANAGEMENT

REFERENCE: NCUTVET 2026/03

SALARY: R468 459 PER ANNUM (+37% IN LIEU OF BENEFITS) SL 9

CENTRE: KIMBERLEY (NORTHERN CAPE URBAN TVET COLLEGE)

REQUIREMENTS:

An appropriate Bachelor's Degree / National Diploma (NQF level6/7 in Financial Management/ Accounting/Public Finance/ Cost and Management plus a minimum of 3 years relevant working experience in the financial management environment at a supervisory level and or at a post equivalent to salary level 8/7.

RECOMMENDATIONS:

Knowledge of PFMA, preferential procurement policy framework, Knowledge of Treasury Regulations, public sector procurement and Supply Chain Management.
Knowledge of ITS & PERSAL.
Excellent communication
Ability to work independently skills.
Computer literacy in Excel, Access, Word and PowerPoint.
Valid Driver's License.

DUTIES: The incumbent will be responsible for:

Provide financial administration and procurement administration
Maintain all the accounting records of the district.
Assist with clearing of accounts.
Assist in the preparation and administration of district budget allocation process.
Budget forecasting and reporting.
Prepare weekly Cash flow inputs (funds requisitioning).
Prepare monthly and quarterly reports for the district.
Assist in with the audit process and clearing of all audit queries.

Report in writing any unauthorized, irregular or fruitless and wasteful expenditure.
Implement and maintain asset management policies of the department.
Co-ordination of Risk management processes.
Ensure compliance with PFMA and Treasury Regulations and Accounting principles and Departmental policies, Financial Delegations and also through applicable compliance certificates.

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CLOSING DATE: 17 FEBRUARY 2026

DURATION: 6 MONTHS CONTRACT

POST: STUDENT ACADEMIC SUPPORT OFFICER

REFERENCE: NCUTVET 2026/04

SALARY: R325 101 PER ANNUM (+37% IN LIEU OF BENEFITS) SL 7

CENTRE: KIMBERLEY (NORTHERN CAPE URBAN TVET COLLEGE)

REQUIREMENTS:

An appropriate recognised National Diploma (NQF 6) in Education, Psychology Social Science or relevant equivalent qualification
2-3 years in Student Support Administration Education/Teaching and Learning environment or related field
Computer literacy in in the Microsoft suite
A valid driver's license is a prerequisite.
Good verbal and written communication skills, including presentation and report writing-skills.

RECOMMENDATIONS:

Knowledge of White Paper on PSET Act.
Knowledge of PSET and CET Act.
Knowledge and understanding of Student Support Services Act
Knowledge and understanding of electoral processes
Knowledge of Teaching and Learning.
Knowledge of career guidance and extra-curricular activities.
Knowledge of the National Student Financial Aid Scheme and related legislation
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.
Knowledge of Education Act.

DUTIES:

The incumbent will be responsible for:

Provide student support services.
Provide student counselling or referral services.
Implement student work placement and Work Integrated Learning (WIL) policies
Provide career guidance, counselling and academic support for students
Implement the sport, recreation, arts and culture programs for student in the campus.
Facilitate student governance and student leadership development and exit support programme.

ENQUIRIES:

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