higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

Let the future be known

VACANCY - ADVERTISEMENT: HRM& D CIRCULAR 17 OF 2025

uMfolozi Technical and Vocational Education and Training (TVET) College is inviting applications from suitably qualified candidates to fill the following positions.

APPLICATIONS : All applications should be emailed to Applications.central@umfolozi.edu.za. The name of the post and reference number must be indicated in the email subject line. Applications should be send as one PDF file, without any qualifications. No Faxed applications will be accepted. Applications that do not comply with the above specifications will be disqualified.

CLOSING DATE : **30 October 2025 at 16:00**

NOTE : Applications must be submitted on a New Z83 form (in line with DPSA circular 19 of 2022), obtainable from any Public Service department or on the internet at www.dpsa.gov.za, and a detailed Curriculum Vitae. Copies of qualifications and other relevant documents must not be included in the application. Only shortlisted candidates will be required to submit certified copies of qualifications on the day of the interview. Communication will be limited to shortlisted candidates. A separate application must be submitted for each post that you are applying for. Late application (received after closing date and time) and incomplete applications will not be considered. Only shortlisted candidates will be required to submit certified copies of qualification and other relevant documents to College Human Resources Management Administration Unit on or before the day of the interview. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). The employer is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) in the Department through the filling of this post(s) with a candidate whose appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan. The Employer reserves the right not to make an appointment. Where applicable, candidates will be subjected to a skills test. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and citizen verification; criminal record and financial/asset record checks. Applicants who have not been invited for an interview within 60 days of the closing date should consider their application unsuccessful.

POST : **ASSISTANT DIRECTOR: STUDENT SUPPORT SERVICES-**
REF NO: UMF69/10/2025
(PERSAL Appointment)

SALARY : R582 444.00 per annum (Level 10) plus benefits as applicable in the Public Sector
CENTRE : **Central Office**

REQUIREMENTS : Appropriate Bachelor's Degree (NQF7) in Psychology or BA in Social Work (Major in Psychology) or equivalent qualification. 3–5 years' relevant experience in an educational institution. A valid driver's license. Computer Literacy (MS Word, MS Excel, MS PowerPoint). Knowledge of PSET and CET Act; Teaching and Learning, Skills Development Act, National Student Financial Aid Scheme and related legislation, Public Service Regulations and Public Service Act, Labour Relation Act. Knowledge of the Ethical regulatory and legislative framework; the following skills are required: Administrative; planning and organizing; financial management; report writing; communication and interpersonal; problem solving; client oriented; analytical; project management; team leadership; and people management. Sound financial planning and management competencies. Excellent report writing skills and processing skills. Advantageous: Registration with Health Professions Council of South Africa as either Registered Counsellor (Career Counselling or School Counselling) or psychometric (Independent Practice). Previous experience of at least 2 years in the TVET Sector.

DUTIES:	:	Oversee administration of the students support services unit; Manage students counselling across the college; Provide student with career guidance, counselling and academic support; Oversee and maintain the sport, recreation, arts and culture activities for student; Facilitate student governance and student leadership development; Manage mainstreaming of gender and disability within students; Management of all Human, Financial and other resources of the unit.
POST	:	**ASSISTANT DIRECTOR: INTERNAL AUDIT AND QUALITY MANAGEMENT SYSTEM** **REF NO: UMF70/10/2025** (PERSAL Appointment)
SALARY	:	R468 459.00 per annum (Level 9) plus benefits as applicable in the Public Sector
CENTRE	:	**Central Office**
REQUIREMENTS	:	Degree in Internal Audit (NQF7) or related qualification/Appropriate National Diploma (NQF6) in Internal Audit or related qualification. 3–5 years' relevant experience in Internal Audit. Experience in the development of policies/implementation strategies. A valid driver's license. Computer Literacy (MS Word, MS Excel, MS PowerPoint). Knowledge of relevant prescripts, legislation and regulations. Knowledge and understanding of the Internal Audit environment. The following skills are required: Planning and organizing; financial management; report writing; communication and interpersonal; problem solving; analytical; client oriented; project management; team leadership; and people management. Client service focus; integrity; committed; proactive; loyal.
DUTIES	::	The preparation and execution of the internal audit plan; The provision of secretarial support services to the audit committee; Ensure that processes needed for quality management systems are established, implemented and maintained; Oversee the development, implementation and monitoring of policies; Management of staff development
ENQUIRIES	:	Ms ZH Mngoma Tel No: 035-902 9501

TE Nxumalo
uMfolozi TVET College: Acting Principal
Date: 08/10/2025