



# higher education & training

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA



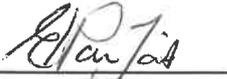
Let the future be known

## VACANCY ADVERTISEMENT: HRM & D CIRCULAR 02 OF 2026

uMfolozzi 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 the specified email addresses. The name of the post and reference number must be indicated in the email subject line. Applications should be sent 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** : **06 March 2026 at 13:00**
- NOTE** : A fully completed 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](http://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. 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). 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** : **HEAD OF DIVISION- POST LEVEL 3 (X1)**
- SALARY** : R514 563.00 per annum (PL3) plus benefits
- CENTRE** : Nkandla Campus (College Paid)  
**FACULTY** : Business Studies  
**REF. NO** : **UMF36/02/2026**  
Email: [Applications.nkandla@umfolozi.edu.za](mailto:Applications.nkandla@umfolozi.edu.za)
- REQUIREMENTS** : An appropriate recognised 3-year Bachelor's Degree/ National Diploma or equivalent qualifications (REQV13) backed by a professional teaching qualification. At least 5 years teaching experience and industry- related/ trade experience. At least 2 of the 5 years must be experience in management positions. Very good knowledge of subject area and work related applications. Qualified Assessor or Moderator. Registration with SACE. Computer literacy. Good record keeping and administrative skills. A valid driver's licence. In-depth knowledge of the legislative framework, CETA, PSA, LRA, PFMA. Management, leadership and administrative skills. Excellent communication skills; willing to travel to attend meetings.
- DUTIES** : Manage registration of students and student induction procedure in co-operation with other line managers, planning of lecturer work allocation. Work closely with Campus Management on academic development. Prepare and deliver lectures to students as per work plan. Manage own class attendance records, assessments, year marks and all related duties. Management of Labour Relations matters. Management of performance appraisal of lecturers including annual revision of job descriptions. Responsible for the administration of the resources within the division. To undertake teaching and learning quality assurance. Co-ordinate curriculum development activities. To be responsible for performance management of the division. Co - ordinate Assessment and moderation activities. Provide students guidance and support on subject related matters and behavioural patterns.

**ENQUIRIES** : Ms NA Sibiyi Tel No: 035-902 9501



**Ms. EPL du Toit**  
**uMfolozi TVET College: Acting Principal**

**Date:** 20/2/2026