



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



Let the future be known

INTERNAL ADVERTISEMENT HRM&D CIRCULAR 07 OF 2026

uMfolozi Technical and Vocational Education and Training (TVET) College is inviting applications for internal advertisement to fill the position indicated below.

- CLOSING DATE** : 23 March 2026 at 16:00
- 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, 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 applications (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** : **WORK PLACEMENT OFFICERS (X2)**
- SALARY** : R325 101.00 per annum (SL7) plus benefits as applicable in the public sector (**PERSAL Appointment**)
- CENTRE** : Central Office
Ref. No: UMF44/03/2026
- EMAIL** : Applications.central@umfolozi.edu.za
- REQUIREMENTS** : Appropriate M+3 qualification in HRM, Public Relations, Professional Teaching Qualification or any relevant field. Minimum of two years' experience in education and training environment. Minimum of one year experience in WIL, internships or learnerships placements. Experience engaging with corporate clients and industry stakeholders. Computer literacy. Valid drivers licence. **Competencies:** Stake holders engagement and negotiation, Planning and Organizing; Data and Information Management; Compliance and Governance awareness; Project and Financial Management Driving results and Communication.
- DUTIES** : Work placement process management. Industry partnerships and stakeholder engagement. Recruitment, Selection and Student preparation. Monitoring, Evaluation and Reporting. 100% Compliance with DHET and SETA reporting deadlines. Quarterly monitoring. Visits conducted for all active placements. Placement database updated monthly. Minimum of 80% eligible students placed annually.
- ENQUIRIES** : Ms. NA Sibiyi Tel No: 035-902 9501

Ms. EPL du Toit
UMfolozi TVET College: Acting Principal
Date: 5/3/2026