



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



Let the future be known

VACANCY - ADVERTISEMENT: HRM& D CIRCULAR 17 OF 2026

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

APPLICATIONS : All applications should be emailed to the specified email address. **The name of the post and reference number must be indicated in the email subject line.** Applications should be sent as one PDF document, without any qualifications. No Faxed applications will be accepted. Applications that do not comply with the above specifications will be disqualified.

CLOSING DATE : **28 September 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 shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. 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 : **CHIEF ADMINISTRATION CLERK (CONDITIONS OF SERVICE) X1**
(Permanent)

REF NO. : **UMF55/09/2026**

SALARY : R338 106.00 per annum (SL7) plus benefits as applicable in the Public Sector

CENTRE : Central Office
Email: Applications.central@umfolozi.edu.za

REQUIREMENTS : A Nation Senior Certificate plus an appropriate National Diploma/ Bachelor's Degree in Human Resource Management/ Public Administration /Public Management. A minimum of two (2) years relevant experience. Introduction to PERSAL Management Certificate. A valid driver's licence. Skills and Competencies: Extensive knowledge of Human Resource Management in the Public Service and employment legislation i.e Public Service Act, Public Service Regulations, Labour Relations Act, Basic Conditions of Employment, Public Finance Management Act, Employment Equity Act. Policy on Incapacity Leave and Ill-health retirement, Promotion and Access of Information Act (PAIA). Promotion of Administrative Justice Act (PAJA). Computer literacy (Microsoft Office package). Communication Skills (verbal and written). Planning and organising skills. Knowledge and experience in pension administration and leave management

DUTIES : Provide Service Conditions and Employee Benefits. Administer Service Terminations. Capture service terminations on PERSAL timeously. Complete and ensure correct submission of pension forms including nominations forms. Follow-up on all outstanding pension claims with Government Employees Pension Fund (GEPF). Advise deceased

employee's family to claim funeral benefits from GEPP. Capture transactions such as but not limited to housing payment of all allowances etc. Administer leave matters. Implement leave transactions and ensure the correct codes are used on PERSAL and on VIP system. Ensure leave applications comply with policies and prescripts. Ensure proper administration of incapacity leave. Draft circulars and make necessary arrangements pertaining road shows/ information sessions regarding conditions of service.

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



EPL du Toit

uMfolozi TVET College: Acting Principal

Date: 31/8/2026