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**SEDIBENG TVET COLLEGE INVITES SUITABLE CANDIDATES TO APPLY FOR THE FOLLOWING  
FIXED-TERM CONTRACT POSTS:**

Vacancy list 3/2026

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Post 1 : Admin Clerk: NSF Projects – SL5  
Reference : SEDCOL-OP/01/2026  
Salary : **R237 453.00 per annum plus 37% in lieu of benefits** (3 Years and 3 months  
performance-based contract)  
Centre : Sedibeng TVET College - **Central Office**

**REQUIREMENTS:** An appropriate recognised National Diploma in Management Assistant, and/or higher, or Office Administration. Any other relevant administration qualification would serve as an added advantage. Skilled in Microsoft Office Excel spreadsheets and other Microsoft Office applications. Experience in the administration of learner attendance and stipend payments. A minimum of 0-2 years' experience working with the administration of Occupational Programmes (Learnerships, Skills Programmes and Apprenticeships), QCTO and SETA systems.

**DUTIES:** Overall administration of the project deliverables: learner recruitment, learner registration on Thusanang, QCTO, and SETA Indicium systems, learner attendance management, learner stipends records, liaison with internal and external stakeholders (staff and learners, QCTO, SETAs, Employers and Service Providers), records management, and reporting as per prescribed formats. Assist management with day-to-day training and administrative duties, including any other office-related duties.

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Post 2 : Finance Clerk: NSF Project - SL7  
Reference : SEDCOL-OP/02/2026  
Salary : **R338 106.00 per annum plus 37% in lieu of benefits** (3 Years and 3 months  
performance-based contract)  
Centre : Sedibeng TVET College – **Central office**

**REQUIREMENTS:** An appropriate recognised National Diploma in Business Management, or Financial Management and/or higher, with Financial Accounting as a major subject(s) up to N5 or higher. Any other relevant Finance qualification would serve as an added advantage. Knowledge of Finance and Supply Chain Systems. Skilled in Microsoft Office Excel spreadsheets and other Microsoft Office applications. Knowledge of Creditors reconciliations, Bank reconciliations. Experience in the management of Learner Stipends and reporting. Experience in the management of funder tranche claims. A minimum of 2 years' experience working with Occupational Programmes (Learnerships, Skills Programmes and Apprenticeships), QCTO and the SETA system.

**DUTIES:** Overall management and administration of the project financials: administration of supplier purchase orders, invoices, and payments, payments of learner stipends and queries,

creditors and bank recons, financial reporting as per NSF's specifications and prescribed formats, liaison with internal and external stakeholders (staff and learners, Employers and Service Providers). Assist management with day-to-day administrative and finance-related duties, including any other duties as required.



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Post 3 : Facilitator/Assessor-Electrician  
Reference : SEDCOL-OP/03/2026  
Salary : **R 281 319.00 per annum, plus 37% benefits.** (3 years performance-based contract)  
Centre : Sedibeng TVET College – **Heidelberg Campus**

**REQUIREMENTS:** Grade 12 or NCV Level 4 or N3 with Electrical relevant subjects. Electrician Trade. An appropriate recognised 3-year bachelor's degree or National Diploma in Electrical Engineering or relevant qualification will be an added advantage. Conduct outcome-based assessments module. Sound communication skills. Ability to facilitate and instruct apprenticeship modules with at least 1-2 years relevant experience as an added advantage. Driver's Licence.

**DUTIES:** Assist with the recruitment of learners and registering learners with relevant quality assuring bodies systems, determine their training needs, manage their induction, facilitate training in the relevant field, design and conduct formative and summative assessments, manage class in terms of attendance and discipline, manage all training records, assist the Project Manager with day-to-day training duties and placements. Conduct learner assessments and/or moderation and all its related administrative and record-keeping duties.

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Post 4 : Facilitator/Assessor- Fitter and Turner  
Reference : SEDCOL-OP/04/2026  
Salary : **R 281 319.00 per annum, plus 37% benefits.** (3 years performance-based contract)  
Centre : Sedibeng TVET College – **Heidelberg Campus.**

**MINIMUM REQUIREMENTS:** Grade 12 or NCV Level 4 or N3 with Fitting and Turning relevant subjects. Fitter and Turner Trade or Turner Machinist Trade. An appropriate recognised 3-year bachelor's degree or National Diploma in Mechanical Engineering majoring with fitting and turning or relevant qualification will be an added advantage. Conduct outcome-based assessments module. Sound communication skills. Ability to facilitate and instruct apprenticeship modules with at least 1-2 years relevant experience as an added advantage. Driver's Licence

**DUTIES:** Assist with the recruitment of learners and registering learners with relevant quality assuring bodies systems, determine their training needs, manage their induction, facilitate training in the relevant field, design and conduct formative and summative assessments, manage class in terms of attendance and discipline, manage all training records, assist the Project Manager with day-to-day training duties and placements. Conduct learner assessments and/or moderation and all its related administrative and record-keeping duties.

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Post 5 : Facilitator/ Assessor: Mechatronics Technician  
Reference : SEDCOL-OP/06/2026  
Salary : **R 281 319.00 per annum, plus 37% benefits.** (3 Years performance-based contract)  
Centre : Sedibeng TVET College – **Vereeniging Campus**

**MINIMUM REQUIREMENTS:** Grade 12 or NCV Level 4 with Mechatronics relevant subjects. Millwright Trade or Mechatronics Technician. An appropriate recognised 3-year bachelor's degree or National



Diploma in Mechanical or Electrical Engineering or relevant qualification will be an added advantage. Conduct outcome-based assessments module. Sound communication skills. Ability to facilitate and instruct apprenticeship modules with at least 1-2 years relevant experience as an added advantage. Driver's Licence.

**DUTIES:** Assist with the recruitment of learners and registering learners with relevant quality assuring bodies systems, determine their training needs, manage their induction, facilitate training in the relevant field, design and conduct formative and summative assessments, manage class in terms of attendance and discipline, manage all training records, assist the Project Manager with day-to-day training duties and placements. Conduct learner assessments and/or moderation and all its related administrative and record-keeping duties.

#### IMPORTANT INFORMATION:

1. All applications must be **online**, accessible from the college website **www.sedcol.co.za**
2. A fully completed new Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details), original certified copies (not older than six months) of all qualifications with academic transcripts/record, ID and driver's licence. Please quote the relevant reference number of the post you are applying for. **NB: PROSPECTIVE APPLICANTS MUST PLEASE USE THE NEW Z83 WHICH IS EFFECTIVE AS AT 01 JANUARY 2021**
3. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date, as well as faxed, emailed or hand delivered will **NOT** be accepted.
4. By applying you consent to the collection and processing of your personal information for recruitment purposes. Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the college.
5. Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks [where applicable], qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. The College/DHET reserves the right not to make appointments, and correspondence will be limited to shortlisted candidates only.
6. If you do not receive any response within three months after the closing date of this advertisement, kindly accept that your application was unsuccessful.
7. All costs incurred due to your application and interviews will be at your own expense. **Preference will be given to persons from designated groups, especially with regard to race, gender, and disability.** NOTE the successful candidate will undergo the vetting process and will sign a performance agreement with the college Principal. People with disabilities are encouraged to apply.

**CLOSING DATE: 08 July 2026 at 16:00**

Enquiries for the posts may be directed to [nshenquiries@sedcol.co.za](mailto:nshenquiries@sedcol.co.za)

*SEDIBENG TVET COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER*