



higher education  
& training

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA



Tshwane South  
TVET College

"achieve the future"

## ERRATUM

Kindly be informed that the following posts advertised on DPSA Circular 31 of 2023, have been amended and correctly placed on the College Website. The erratum will be published on the DPSA website.

**SENIOR PROVISIONING OFFICER: SUPPLY CHAIN MANAGEMENT SL 8 REF. NO: 08/01/2023**  
**COMMUNICATION OFFICER SL7 REF. NO: 07/04/2023**

The closing date has been extended to 29 September 2023.

For any Enquiries contact: Human Resources Department at (012) 401 5000

We apologize for any inconvenience we may have caused.

*Afatnye 4/09/2023*

# ERRATUM.

## DEPARTMENT OF HIGHER EDUCATION AND TRAINING (TSHWANE SOUTH TVET COLLEGE)

*It is the department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender, and disability status is required.*

**APPLICATIONS:** Tshwane South TVET College, P O Box 151, Pretoria, 0001 or alternatively, applications can be hand-delivered to the Head Office, 85 Francis Baard Street, Pretoria, 0001

**CLOSING DATE:** 29 September 2023

**NOTE** Applications must be submitted on the new Z83 form which has since been in effect from 1 January 2021, obtainable from any Public Service Department and must be accompanied by a comprehensive Curriculum Vitae (CV), with specific starting and ending dates in respect of all relevant positions held with clear levels and ranks description pertaining the work experience as well as at least two contactable references. Only short-listed candidates will be required to submit certified copies (not older than six months) of qualifications including academic records, driver's license, and identity documents on or before the interview. Please indicate the reference number and the post description of the position you are applying for on your application form, The Z83 Form must be dated and signed and the candidate must initialise both pages of the Form. Applications submitted using the old Z83 Form will not be accepted. Non-RSA Citizens/Permanent Resident, Permit Holders will be required to submit their permit on the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). A separate application must be submitted for each post that you are applying for. Late Applications received after the closing date and time, incomplete, emailed, and faxed applications will not be considered. The employment decision shall be informed by the Employment Equity Plan of the College. It is the intention of the College to promote representativity (race, gender, and disability) in the College through the filling of these post(s). Applicants from the designated groups especially in respect of people with disabilities will receive preference. The College as the employer reserves the right not to make any appointment. Where applicable, candidates will be subjected to a skills test. Correspondence will only be limited to short-listed candidates. All shortlisted candidates will be subjected to 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.

**ERRATUM: TSHWANE SOUTH TVET COLLEGE: Kindly note that the following posts advertised in DPSA circular 31 of 2023 have been amended as follows and the closing date has been extended:**

<b><u>POST</u></b>	<b><u>SENIOR PROVISIONING OFFICER: SUPPLY CHAIN MANAGEMENTSL8 REF. NO: 08/01/2023.</u></b>
<b><u>SALARY CENTRE</u></b>	: R359 517 per annum plus benefits : Tshwane South TVET College
<b><u>REQUIREMENTS</u></b>	: Recognised National Diploma in Supply Chain Management/ Logistics/ Public Management (NQF 6). Minimum of three to five years' experience in Supply Chain Management. BAS, LOGIS, and MIS (Management Information System) will be an added advantage. Knowledge and understanding of legislative Framework governing Public Services. Knowledge of Supply Chain Policies. Computer Literacy. Customer care services. Report writing
<b><u>DUTIES</u></b>	: Ensure overall supervision and render a bidding administration function for the College Bid Committees. Ensure overall supervision and administer the procurement of goods and services through effective and efficient demand management services. ensure overall supervision and provide effective Contract Management services to the College. Ensure human, physical, and financial resources. Perform any other duty as assigned by the manager.
<b><u>ENQUIRIES</u></b>	: Ms. S Devenish; Tel no: (012) 401 5000

**POST**

**COMMUNICATION OFFICER SL7 REF. NO: 07/04/2023**

**SALARY  
CENTRE**

: R294 321 per annum plus benefits  
: Tshwane South TVET College

**REQUIREMENTS**

: Recognised National Diploma (NQF 6) in Communication/ Marketing/ Public Relations or an equivalent qualification. Minimum of two to three years' experience in a Marketing and Communication environment. Knowledge of Social Media practice and channels. Understanding the importance of brand guidelines, and graphic design and applying them across a range of channels. Knowledge and understanding of stakeholder management. Knowledge and understanding of events management. Knowledge and understanding of digital marketing. Knowledge and understanding of website maintenance. Knowledge and understanding of the applications of the Public Service Legislative Framework.

**DUTIES**

: Provide internal and external communication services. Provide marketing, promotions, and branding services. Provide public relations and media liaison services. Provide photographic services and drafting of articles. Coordinate college events. Provide and maintain the content design and layout of the College website. Perform any other duties as assigned by the

**ENQUIRIES**

: Ms. MF Mashitsho; Tel no: (012) 401 5000