



**higher education
& training**
Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

Central Office
P O Box 2364
Port Shepstone, 4240
Tel (039) 684 0140
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**DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(ESAYIDI TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING)**

Esayidi Technical Vocation Education and Training is an Equal opportunity employer inviting applications from suitable experienced applicants for this 12 Months Contract Posts.

Approved
22/06/2026

NAME OF THE POST	MINIMUM REQUIREMENTS	DUTIES AND RESPONSIBILITIES	CAMPUS	NO. OF POSTS	OF
GENERAL ADMINISTRATION CLERK LABOUR RELATIONS SL-5 NOTCH : R237 453 – R279 708 REF: GAC-LR-062026	An appropriate National Diploma / Degree in Human Resources, Minimum two (2) years of verifiable experience in Human Resource Department. Knowledge of Ms Word, Excel, PowerPoint. Knowledge and understanding of Human Resource Prescripts, Labor Relations Act, Skills Development Act, Basic Conditions of Employment Equity Act. Valid Driver's license / Persal System and TVET experience will be an added advantage	Assist in Labour Relations matters in the College in grievances, misconduct, disputes, taking minutes, bookings for the meetings, organizing refreshments, and accommodation where necessary. Assist in the implementation of Performance Management Development. System and Quality Management System and coordinate workshops and training for staff. Assist in Conditions of Service including leave, housing, pension fund, and recruitment and selection. Provide Administrative support	Central Office – HR Labour Relations	One	
GENERAL ADMINISTRATION CLERK HUMAN RESOURCE DEVELOPMENT SL-5 NOTCH: R237 453 – R279 708 REF: GAC-HRD-062026	An appropriate National Diploma / Degree in Human Resources, Minimum two (2) years of verifiable experience in Human Resource Department. Knowledge of Ms Word, Excel, PowerPoint. Skills Development Act. Basic Conditions of Employment Equity Act. Valid Driver's license / Persal System and TVET experience will be an added advantage	Assist on Human Resource Development matters in the College including implementation of Performance Management Development. System and Quality Management System. Assist in coordinating workshops and training for staff. Give support in work skills plan (WSP). Assist in Conditions of Service, leave, housing, pension fund, and recruitment and selection. Assist on Bursaries and trainings committees.	Central Office – HR HRD	One	
GENERAL ADMINISTRATION CLERK SUPPLY CHAIN MANAGEMENT SL-5 NOTCH: R237 453 – R279 708 REF: SCC-062026	An appropriate National Diploma in Financial Management. (NQF level 6) Valid Driver's License. Minimum two (2) years of experience in Finance Department. Knowledge of Ms Word, Excel, PowerPoint. Must have knowledge of Finance Policies and PFMA. Valid driver's license and TVET experience will be an added advantage.	Render clerical support. Assist and oversee the compilation and maintain records (e.g. databases). Administrate the requests for quotations (RFQ) and Tenders. Assist with the invitation of quotations and closing of tenders. Receive, check and capture quotations responses and handover to evaluator.	Supply Management Chain	One	
DRIVER SL-4 NOTCH: R201 093 – R236 877 REF: D062026	Minimum of an Abet, Grade 10 or Grade 12 National Senior Certificate. Candidates must possess a valid South African vehicle driver's license Code 14 (EC) and a valid Professional Driving Permit (PDP). At least 12 months of formal driving or messenger experience.	Drive light and heavy duty motor vehicles to transport passengers and deliver other items Do routine maintenance on the allocated vehicle and report defects timely. Knowledge of the procedures to ensure that the vehicle is maintained properly. Good verbal and written communication, basic numeracy/literacy, planning, time management, and problem-solving abilities.	Corporate Services	One	

**ESAYIDI TVET COLLEGE
HUMAN RESOURCE
MANAGEMENT & DEVELOPMENT**

2026 -07- 02

1

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CLEANERS X 11 POSTS CENTRAL OFFICE SL-2 R144 024 – R169 656 NO. OF POSTS: TWO (2) REF: CC062026 ENYENYEZI CAMPUS SL-2 R144 024 – R169 656 NO. OF POSTS: FOUR (4) REF: CE062026 PORT SHEPSTONE CAMPUS SL-2 R144 024 – R169 656 NO. OF POSTS: FIVE (5) REF: CP062026	Minimum of an Abet, Grade 10 or Grade 12 National Senior Certificate. At least 12 months of cleaning experience.	Cleaning offices corridors, elevators and boardrooms. Dusting and waxing office furniture. Sweeping, scrubbing and waxing floors. Vacuuming and shampooing floors. Cleaning walls, windows and floors. Emptying and cleaning of dirt bins. Collecting and removing waste papers. Freshen the office areas. Perform general assistant work. Load and offload furniture, equipment and any other goods to relevant destination. Cleaning government vehicles Clean relevant workstation	Corporate Services Enyenyazi Port Shepstone	Two Four Five
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ENQUIRIES :

Ms NB Ndlovu Tel No: (039) 940 5283

APPLICATIONS :

Quoting the relevant reference number, direct your application to: Postal

Address: The Human Resource Department: Esayidi TVET College, PO Box 2364, Port Shepstone, 4240 or hand delivered to: ESAYIDI TVET COLLEGE, No 699, Coniston Rd, Windsor on Sea, Margate, 4265

NOTE :

Applications should be on a new Z83 form, signed and dated, and must be accompanied by a recently updated comprehensive Curriculum Vitae (inclusive of three contactable references and contact details), Original certificate copies (not older than three months) of all qualifications with academic transcripts/record, ID document and drivers licence must only be submitted on the date of the interviews. Applications received after the closing date as well as faxed or emailed applications will not be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit checks [where applicable], qualification and employment verification). No late applications will be considered. Correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after the closing date of this advertisement, kindly accept that your application was not successful.

CLOSING DATE:

Friday, 17 July 2026 at 12h00

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