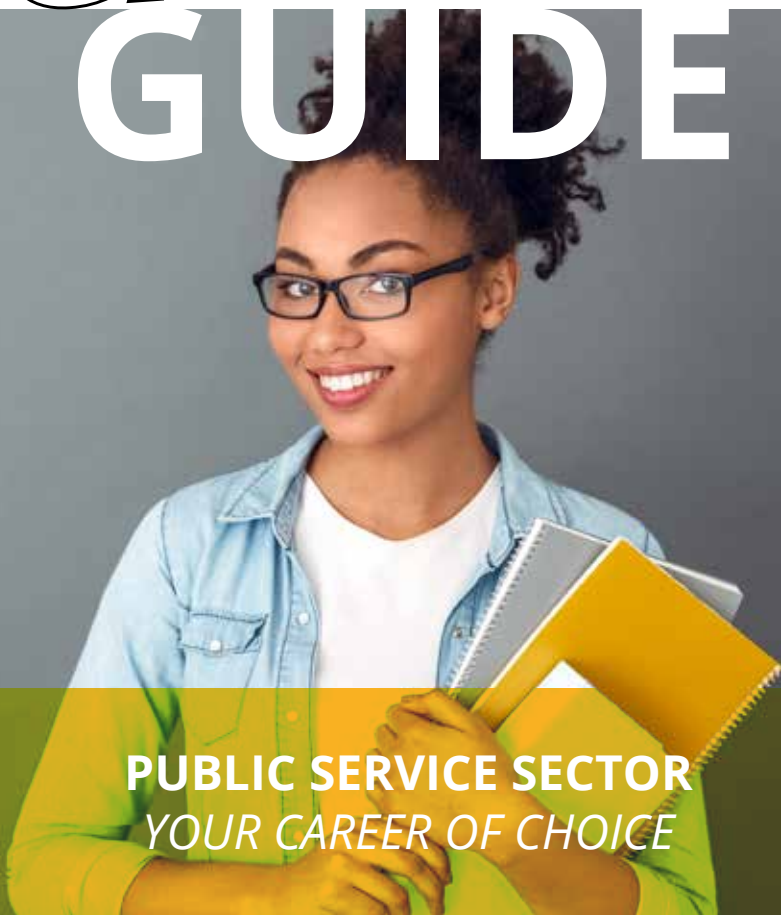


LEARNERS CAREER GUIDE



PUBLIC SERVICE SECTOR
YOUR CAREER OF CHOICE



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



CONTENTS

■ About the PSETA	02
■ What is the purpose of this guide?	02
■ Why the public sector?	03
■ Importance of working in government	04
■ The public service sector as the career of choice	05
■ Priority skills in the public service sector	07
■ Learning programmes funded by the PSETA	10
■ Are you a work seeker? This is for you!	21





ABOUT THE PSETA

The Public Service Sector Education and Training Authority (PSETA) is one of 21 SETAs established in terms of Section 9 of the Skills Development Act, 97 of 1998, as amended and reports to the Department of Higher Education Science and Training.

What if we were to tell you that working in the public service sector can be exciting and fast-paced?

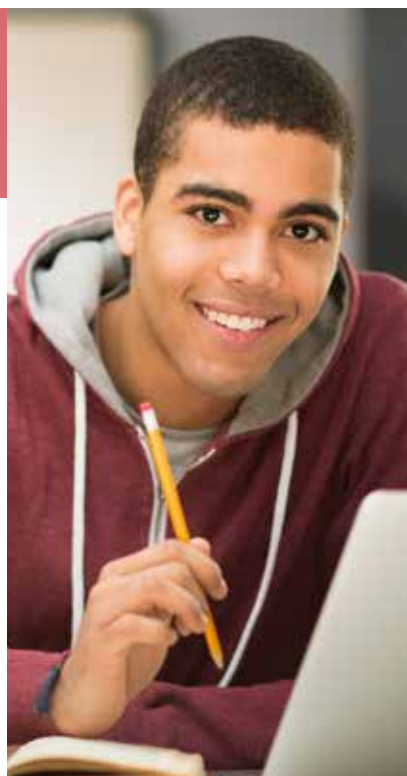
A career in the public service doesn't mean you'll be signing up for a lifetime of boredom; there is exciting stuff happening within the public service sector!



WHAT IS THE PURPOSE OF THIS GUIDE?

The guide will provide you with information on how to decide on a career, making informed subject choices and various career and learning opportunities in the public service. Different occupations and the qualifications that are required to enter specific occupations will be of interest to you.

The guide will also inform you about the different types of learning programmes e.g. Learnership, Internship, Skills Programme and Artisan development that you can enrol in to gain the necessary knowledge and skills. Alternatively, you might want to find employment as soon as possible in the public service. In this instance, you will find information about the different occupations and the entry requirements.



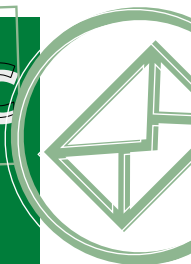
A little bit about the South African Public Service Sector

The South African public service sector is one of Africa's largest and most successful. We boast a workforce of more than 1.27 million people. Through service to our communities, we are woven into the fabric of our society and form an integral part of a good quality of life for all South Africans. Our starting salaries are competitive. Sometimes our staff follow career paths that are unique to the public service and that cannot be pursued anywhere else. Whatever career paths public service staff follows, they have unsurpassed security with a stable and reliable employer.

The South African public service sector is driven by courage, confidence and determination to provide a world-class quality service to all South Africans regardless of whether rural or urban. We aim to be vibrant, efficient and proactive in the development of our staff and the service of our communities benefit the high-quality standard of service delivery.

WHY THE PUBLIC SECTOR?

If you are looking for a dynamic and rewarding career, perhaps one that cannot be pursued in the private sector – for example, in diplomacy, translation and interpretation, the police and the military – or simply a career that gives you stability and security, then we invite you to consider joining the public service sector.





IMPORTANCE OF WORKING IN GOVERNMENT

Government exists to serve the citizens of South Africa. The primary function of the public service is to serve the citizens of South Africa. Government departments exist to supply services, such as health, housing, roads and welfare to the public. To promote service excellence and at the same time attend to the needs of the public, effective communication and writing skills are needed by all public servants. They require the ability to listen to people's requests and problems in a friendly and sympathetic way and give effective feedback.

It also provides services such as education and training, social benefits (unemployment insurance), and other services (the issuing of ID books and passport) to citizens. The government is also responsible for the development and maintenance of the transport and communication infrastructure of the country, the delivery of water, electricity and sanitation, health services, justice and correctional services, internal safety and crime prevention. To enable the government to provide these services it collects taxes from individuals and companies.

In South Africa, the government is divided into three levels: national, provincial and local. The responsibilities of each level are outlined in the constitution.

The national government makes laws and develops policies for the whole country.

The provincial government makes and administers provincial laws in its areas of jurisdiction (for example liquor licences, provincial planning, and cultural matters). It shares certain areas with the national government, such as health, education and social services.

Local governments are responsible for the development and maintenance of the infrastructure of their municipal areas and the provision of services to households and businesses in their areas of jurisdiction.



The national government makes laws and develops policies for the whole country.

LEGISLATURES

Legislative sector is responsible legislative authority of South Africa and has the power to make laws for the country, in accordance with the Constitution. It consists of the National Assembly and the National Council of Provinces (NCOP). PSETA's scope of coverage within the Legislative sub-sector is limited to the administrative component only in all nine Legislatures and the national parliament.

PUBLIC ENTITIES

Public Entities are independent bodies partially or wholly owned by the **government**. They perform specific functions and operate in accordance with a particular Act. Public entities within the PSETA scope includes public entities with different mandates, but the common skills cutting across these entities are transversal skills.



THE PUBLIC SERVICE SECTOR AS THE CAREER OF CHOICE

The sector employs people in occupations that are also found in other sectors of the economy, for example, chief executives, managers, professionals such as engineers, computer specialists, health workers, artisans and trades workers, service workers, such as firefighters and police officers, as well as administrative staff and cleaners.

However, certain occupations, such as legislators, judges, magistrates, police, defence force and correctional service

officers, diplomats and attaches are mainly or exclusively found in government.

The education qualifications needed by government employees vary according to occupations, although most positions in government require tertiary education skills (at least a diploma or a degree). Experience and knowledge of the government's administrative procedures and systems, as well as legislation and policy-making processes, are important, especially for those employed at senior levels.

Administrative Office Workers

This group comprises two clusters of occupations. The first cluster includes clerks and related personnel and includes occupations whose main tasks require the knowledge and experience necessary to organise, store, compare and retrieve information. The main tasks consist of performing secretarial duties, operating word processors and other office machines, recording and computing numerical data and performing several customer-oriented clerical duties.

The second cluster is referred to as administrative policy and related personnel and includes occupations whose main tasks are to formulate and advise on government policies of an administrative nature, formulate/administer laws, rules and regulations directly associated with the policies and legislation of the employing institution.

Employees in this category are also responsible for inspections to ensure that regulations are complied with. Most of the occupations included in this group will



require skills normally obtained through between three and six years of education. Supervision of other workers may be included. Examples of typical jobs in this category are indicated in Table 1.

Professionals

This group includes careers whose main tasks require a high level of professional knowledge and experience in the fields of physical and life sciences, or social sciences and humanities. The main tasks include increasing the existing stock of knowledge, applying scientific, technical concepts and theories to the solution of problems in a systematic manner.

Most of the occupations in this group require skills normally obtained through three or more years of tertiary education and usually a professional qualification. Supervision of other workers may be included.



Managers

This group also includes various levels of managers. The main tasks of the lowest level of managers (middle managers), usually include the planning, directing and coordinating activities of components in a department: directing daily operations; overseeing the selection, training and performance of staff; liaising with managers of other components and in other departments, and representing the department in its dealings with other parts of the organisation or with outside bodies.

The main tasks of the second level of managers (senior managers) usually include determining and formulating policies, planning, directing and coordinating the general functioning of directorates/chief directorates (or the equivalent thereof) with the help of other managers under their control. The highest level of managers in this group are heads of departments/provincial departments, who are accountable for the effective and efficient management of departments/provincial departments/organisations.





PRIORITY SKILLS IN THE PUBLIC SERVICE SECTOR

WHAT ARE THE PRIORITY SKILLS?

Hard-To-Fill Vacancy

Refers to a vacancy (occupation) that an employer was unable to fill within 12 months, or it took longer than 12 months for the employer to find a suitably qualified and experienced candidate.

Skills gaps: Refers to skills deficiencies in employees or lack of specific competencies by employees to undertake job tasks successfully to required industry standards. Skills gaps may arise due to lack of training, new job tasks, technological changes, or new production processes, etc.

The term "top up skills" also refers to skills gaps.

It usually requires a short training intervention. For example, a medical specialist (occupation) may require training in robotics (skills gap) to conduct surgery, or bank manager (occupation) may require training in customer care (skills gap) to manage clients effectively. The term "critical skills" is used in the South African context to refer to skills gaps. We should avoid using this term and instead use the term "skills gaps" which is commonly used internationally.

Scarce skills

Those occupations in which there is a scarcity (lack) of qualified or experienced people.

Critical skills

Refers to the specific enabling skills within an occupation – cognitive skills such as decision making, problem solving and language and literacy, analytical thinking, numeracy, working in teams, planning, and leadership, among others). Critical skills can be used across occupations and are not occupation-specific. Critical skills needed by Public Service Sector employees.

Table 1: List of Transversal Occupations with Hard-to-fill Vacancies Source: PSETA SSP

Occupation
Senior Government Official
Programme or Project Manager
General Manager Public Service
Policy and Planning Manager
Internal Auditor
Forensic Accountant/Investigative Accountant
Personnel / Human Resource Manager
Senior Government Manager
Finance Manager
Research and Development Manager
ICT Systems Analyst
Information Systems Auditor/IT Audit
Financial Accountant
Procurement Officer

In addition to the overall orientation needed for a successful career in public service, there are cross-cutting generic skills that will help public servants to enhance their employability. These skills are called critical skills. Critical skills needs or gaps can be the results of factors such as:

- insufficient training before entering the job market
- changes to legislation and safety regulations
- technological changes in the workplace due, for example, to the use of new computers, Computer programmes.
- Structural changes within the public sector.

Transversal occupations within the public sector (business of government)

- Administration
- Management
- Planning
- Legislation and policy development



PRIORITY SKILLS IN THE PUBLIC SERVICE SECTOR

Table 2: PSETA Sectoral Priority Occupations and Interventions (SPOI) List 2021-2022

Occupation	Specialisation/ alternative title	Interventions
General Manager Public Service	Labour Inspectorate Manager/ Diplomatic Mission Administrator	Public Administration and/or Management, Management Development, Public Development Management, Monitoring and Evaluation Change Management, Remote working (WFH), digital skills, Leadership Management and Occupational Health and Safety, Risk Assessment and Risk Management, Project Management.
Senior Government Official	Chief of Staff/ Commissioner	Public Administration and/or Management (postgraduate); Management Development, Public Development Management, Monitoring and Evaluation (postgraduate); Governance and Public Leadership. Change Management, Leadership Management and OHS Risk Assessment and Risk Management.
Senior Govern- ment Manager	Head of Department/ Superintendent-general	Public Administration and/or Management (postgraduate); Management Development, Public Development Management, Monitoring and Evaluation (postgraduate); Governance and Public Leadership, Change Management, Leadership Management and OHS.
Finance Manager	Chief Financial Officer (CFO)/ Chief Accountant/ Financial Controller	Advanced Financial Management, Postgraduate Diploma in Management; OHS and Leadership skills; Risk Assessment and Risk Management
Policy and Planning Man- ager	Strategic Planning Manager/ Public Policy Manager/ Planning & Development Manager/ Corporate Planning Manager	Public Policy Development, Monitoring & Evaluation; Change Management, Leadership; Management and OHS Risk Assessment and Risk Management.
Programme or Project Manager	Project Director	Public Management, Advanced Project Management; Change Management, Leadership Management and OHS Risk Assessment and Risk Management.
Forensic Accountant		Postgraduate Diploma in Investigative and Forensic Accounting; OHS, Remote working and digital skills; Risk Assessment and Risk Management.
Internal Auditor	Information Systems Auditor, ICT Internal Auditor	Internal Audit OHS, Remote working and digital skills; Risk Assessment and Risk Management.
ICT Security Specialist	ICT Security Architect; Security Administrator; Information Technology Security Manager;	Degree in ICT; OHS, Remote working and digital skills; Risk Assessment and Risk Management.
Economist	Economic Advisor, Economic Analyst,	Postgraduate studies in Economics; OHS, Remote working and digital skills; Risk Assessment and Risk Management.

LEARNING PROGRAMMES

FUNDED BY THE PSETA



LEARNERSHIPS PROGRAMME

A Learnership means a period of workplace-based learning programme culminating in an occupational qualification or part qualification. The programme is suitable for both employed and unemployed candidates. Unemployed learners will be paid stipends for a period of training as per the PSETA Discretionary Grant Funding Framework and the Department of Public Service and Administration (DPSA) directive on the employment of persons to developmental programme in the public service.

TVET WIL PROGRAMME

Work Integrated learning (WIL) is the term given to educational activities that integrate academic learning of a discipline with its practical application in the workplace. The aim is to ensure that students develop the ability to integrate their learning through a combination of academic and work-related activities.

HEI/HET WIL PROGRAMME

It is a programme offered to a person who is currently studying towards a higher education qualification and must undertake a period of work experience in order to fulfil the requirements of the qualification.

INTERNSHIP PROGRAMME

Is a programme which affords a person an opportunity to gain work experience while earning stipend. The period shall be for a pre-determined fixed timeframe not exceeding 24 months. It is a programme offered to a person who has completed a qualification and is unemployed but requires workplace experience in order to enhance future employment opportunities.

BURSARY PROGRAMME

It is a formal programme which offers study financial assistance to qualifying students. It is awarded based on financial neediness and/or academic performance of a learner (for unemployed learners). Employers/Institutions apply for bursary funding to the SETA on behalf of the learners and/or employees who need funding. The PSETA does not fund students/individuals directly. However, offers funding to the Employers/Institutions to implement the bursary programme on behalf of the PSETA.

RECOGNITION OF PRIOR LEARNING PROGRAMME

RPL is a process aimed at recognizing that individuals may have acquired learning outcomes through many different learning processes, and in different contexts. It consists of identifying, assessing and certifying all learning outcomes acquired. It is the recognition, by the assessor or panel of assessors, that individual applicants actual have learning outcomes that meet existing standards, which is comparable with formal learning and can be validated once assessed.

SKILLS PROGRAMMES

A Skills Programme is an occupation-based learning programme aimed at building skills that have economic value, and which incorporates at least one unit standard. It is registered by a SETA and delivered by an accredited Skills Development Provider and it leads to a qualification registered on the NQF.

Table 3: Public entities

PUBLIC ENTITIES		
Department	Website	Email-address/telephone
National library SA	https://www.nlsa.ac.za	infodesk@nlsa.ac.za
Public Protector South Africa	http://www.pprotect.org.za	Customerservice@pprotect.org
Productivity SA	https://productivitysa.co.za/	010 593 0593
Gauteng Partnership Trust	https://gpf.org.za/	info@gpf.org.za
GPSSBC	http://www.gpsbc.org.za/	gensec@gpsbc.org.za
International Trade Administration Commission of South Africa	http://www.itac.org.za/	012 394 3688
The National Heritage Council	http://www.nhc.org.za/	heritage@nhc.org.za
South African Revenue Service	https://www.sars.gov.za/	012 422 7274
Special Investigation Unit	https://www.siu.org.za/	012 843 0000
Public Service Coordinating Bargaining Council	https://www.pscbc.co.za/	012 644 8105

PUBLIC ENTITIES		
Department	Website	Email-address/telephone
National Consumer Commission	https://www.thencc.gov.za/	Enquiries@thencc.org.za
Unemployment Insurance Fund	https://www.ufiling.co.za/uiif/	012 337 1680
National Youth Development Agency	http://www.nyda.gov.za/	info@nyda.gov.za
Gauteng Infrastructure Financing Agency	www.gifa.co.za	011 290 6600
Government Printing Works	http://www.gpw.gov.za/	info@gpw.gov.za
Competition Commission	http://www.compcom.co.za/	ccsa@compcom.co.za
GTAC	https://www.gtac.gov.za/	jobsfund@treasury.gov.za
National Gambling Board of South Africa	https://www.ngb.org.za/	info@ngb.org.za
South Africa National Space Agency	https://www.sansa.org.za/	information@sansa.org.za
Pension Funds Adjudicators	https://www.pfa.org.za/	enquiries@pfa.org.za

Table 4: Contact details of government departments

To access Public Service Sector opportunities check the various government departments, Legislatures & Public Entities websites from time to time as well as the Public Service vacancies circular that is published weekly by the Department of Public Service and Administration (DPSA) on this link [http:// www.dpsa.gov.za/dpsa2g/vacancies.asp](http://www.dpsa.gov.za/dpsa2g/vacancies.asp)

Name of department	Website
Agricultural Forestry & Fisheries	http://www.daff.gov.za
Sports, Arts and Culture	http://www.dac.gov.za
Basic Education	http://www.education.gov.za
Civilian Secretariat for Police	http://www.saps.gov.za
Communications and Digital Technologies	http://www.doc.gov.za
Cooperative Governance	http://www.cogta.gov.za
Justice & Correctional Services	http://www.justice.gov.za
Defence & Military Veterans	http://www.dod.mil.za
Economic Development	http://www.dti.gov.za
Mineral Resources & Energy	http://www.dmr.gov.za
Employment & Labour	http://www.dwa.gov.za
Environment, Forestry & Fisheries	http://www.environment.gov.za
The Presidency	http://www.thepresidency.gov.za
Health	http://www.doh.gov.za
Department of Higher Education & Training	http://www.dhet.gov.za
Home Affairs	http://www.dha.gov.za

Name of department	Website
Human Settlements, Water & Sanitation	http://www.dwa.gov.za
Public Service & Administration	http://www.dpsa.gov.za
National Treasury	http://www.treasury.gov.za
Public Works & Infrastructure	http://www.publicworks.gov.za
Science & Innovation	https://www.dst.gov.za/
Small Business Development	http://www.dsbd.gov.za/
South African Police Service	http://www.saps.gov.za
Statistics South Africa	http://www.statssa.gov.za/
Tourism	https://www.tourism.gov.za
Trade and Industry	http://www.dti.gov.za
Transport	http://www.transport.gov.za
Women, Youth & People living with Disabilities	http://www.women.gov.za
The Presidency	http://www.thepresidency.gov.za

Table 5: Legislatures

LEGISLATURES		
Province	Website	Telephone Number
Eastern Cape Legislature	www.eclegislature.gov.za	040 608 0207
Gauteng Legislature	http://gpl.gov.za/	011 498 5555
KwaZulu-Natal Legislature	https://kznlegislature.gov.za/	033 355 7600
Limpopo Legislature	www.limpopoleg.gov.za/	015 633 8000
Mpumalanga Legislature	www.mpuleg.gov.za	0860 77 44 55
North West Legislature	www.nwpl.gov.za	018 392 7001
Northern Cape Legislature	www.ncpleg.gov.za	053 831 7931
Western Cape Legislature	www.wcpp.gov.za	021 487 1600
Parliament Legislature	www.parliament.gov.za	021 403 2198 / 8439
Free State Legislature	www.fsl.gov.za	051 407 1100

INSTITUTIONS OF HIGHER LEARNING PER PROVINCE



Heads up

Check out table 6, 7 & 8 for a list of public universities or TVET colleges. Use the website links provided to apply. It is important to avoid last minute application and apply on time at a university TVET or CET College of your choice.

Table 6: The following table is a list of South African universities

Name & Address	Telephone & Fax	Web Address
EASTERN CAPE		
Nelson Mandela Metropolitan University	T: 041 504 1111 F: 041 504 2574	www.nmmu.ac.za info@mandela.ac.za
Rhodes University	T: 046 603 8148 F: 046 622 8444	www.ru.ac.za communications@ru.ac.za
University of Fort Hare	T: 040 653 2312 F: 040 653 1338	www.ufh.ac.za admissions@ufh.ac.za
Walter Sisulu University of Technology	T: 047 502 2200 F: 047 502 2970	www.wsu.ac.za enquiries@wsu.ac.za
FREE STATE		
Central University of Technology	T: 051 507 3911 F: 051 507 3310	www.cut.ac.za apply@cut.ac.za
University of the Free State	T: 051 401 2114 F: 051 401 3669	www.ufs.ac.za info@ufs.ac.za
GAUTENG		
University of Pretoria	T: 012 420 4111 F: 012 420 4530	www.up.ac.za ssc@up.ac.za
University of South Africa	T: 012 429 3111 F: 012 429 2565	www.unisa.ac.za unisa@whistleblowing.co.za
Tshwane University of Technology	T: 012 382 5911 F: 012 382 5422	www.tut.ac.za general@tut.ac.za
University of the Witwatersrand	T: 011 717 1102 F: 011 339 8215	www.wits.ac.za info.ccd@wits.ac.za
Vaal University of Technology	T: 016 950 9214/5 F: 016 950 9800	www.vut.ac.za admissions@vut.ac.za
University of Johannesburg	T: 011 489 3000 F: 011 489 2260	www.uj.ac.za mylife@uj.ac.za



Name & Address	Telephone & Fax	Web Address
KWAZULU-NATAL		
Durban Institute of Technology	T: 031 373 2411 F: 031 373 2011	www.dut.ac.za info@dut.ac.za
University of KwaZulu-Natal	T: 031 2602227 F: 031 262 2192	www.ukzn.ac.za education@ukzn.ac.za
Mangosuthu Technikon	T: 031 907 7111 F: 031 906 5470	www.mantech.ac.za info@mut.ac.za
University of Zululand	T: 035 902 6624 F: 035 902 6601	www.unizul.ac.za info@unizulu.ac.za
LIMPOPO		
University of Limpopo	T: 015 268 2140 F: 015 267 0142	www.ul.ac.za internationaloffice@ul.ac.za
University of Venda	T: 015 962 8000 F: 015 962 4742	www.univen.ac.za info@univen.ac.za
NORTH WEST		
North West University	T: 018 299 2601 F: 018 299 2603	www.unw.ac.za studies@mynwu.info
WESTERN CAPE		
University of Stellenbosch	T: 021 808 4654/2721 F: 021 808 3714	www.us.ac.za info@sun.ac.za
University of Cape Town	T: 021 650 2105/6 F: 021 650 5100	www.uct.ac.za newsdesk@uct.ac.za
University of the Western Cape	T: 021 959 2911 F: 021 959 2973	www.uwc.ac.za info@uwc.ac.za
MPUMALANGA		
University of Mpumalanga	(013) 002 0001	www.ump.ac.za
NORTHERN CAPE		
Sol Plaatje University	053 491 0000	www.spu.ac.za information@spu.ac.za

Table 7: The following table is a list of Technical Vocational Education and Training Colleges

College Name	Physical Address	Tel. no.	Fax no.	Email	Website
EASTERN CAPE					
Buffalo City TVET College	Cnr Lukin Road & King Street Selborne East London 5201	043 704 9218	043 743 4254	admincentre@bccollege.co.za	www.bccollege.co.za
East Cape Midlands TVET College	Cnr Cuyler & Durban Street Uitenhage 6229	041 995 2000	041 995 2008	info@emcol.co.za	https://emcol.co.za
Ikhala TVET College	Robinson c/n Zeiler Street Queenstown 5320	047 873 8843	086 519 2489 086 613 0118 047 873 8844	admin@ikhala college.org.za.	www.ikhala.edu.za
Ingwe TVET College	Cancele Road Mt Frere Eastern Cape 5090	039 255 1204/ 1415/1417	039 255 0347	info@ingwecollege.org.za	www.fundi.co.za
King Hintsa TVET College	Factory No 1234 Acrytex Building Centane Road Butterworth	047 401 6400	047 492 2398	info@kinghintsacollege.edu.za	kinghintsacollege.edu.za
King Sabata Dalindyebo TVET College	Engcobo Road c/n Cicira	047 505 1001/2	047 536 0932	info@ksdcollege.edu.za.	www.ksdcollege.edu.za
Lovedale TVET College	Amatola Row, King Williams Town 5600	043 642 1331	043 642 1388	headquarters@lovedale.org.za	www.lovedalecollege.co.za
Port Elizabeth TVET College	139 Russell Road Central Port Elizabeth	(041) 585-7771	(041) 582-2281	info@pecollege.edu.za	www.pecollege.edu.za
FREE STATE					
Flavius Mareka	Cnr Hertzog Road and Fraser Street Sasolburg 1947	016 976 0815/0829	016 976 3485	adelicem@flaviusmareka.net.	www.flaviusmareka.net.
Goldfields TVET College	36 Buren Street Flamingo park Welkom 9460	057 910 6000	057 392 1082	www.goldfieldstvet.edu.za	admin@goldfieldstvet.edu.za
Maluti TVET College	Mampoi Street Phuthaditjhaba Qwaqwa 9866	058 713 6100	058 713 6492	www.malutitvet.co.za	info@gscollege.co.za
Motheo TVET College	73 Douglas street Bloemfontein 9301	051 406 9330/1	051 406 0340	www.motheoetvet.co.za	marketing@motheoetvet.co.za



College Name	Physical Address	Tel. no.	Fax no.	Email	Website
GAUTENG					
Central JHB	5 Ubla Road Parktown 2041	011 484 1388/351 6000	011 642 7358	www.motheotvet. co.za	info@cjc.edu.co.za
Ekurhuleni East TVET College	Sam Ngema Road Kwa-Thema Springs 1560	011 736 4400/730 6600	011 736 1489/9909	info@eec.edu.za	www.eec.edu.za
Ekurhuleni West College	Driehoek and Sol Road Germiston 1400	086 139 2111	011 323 1601	info@ewc.edu.za	www.ewc.edu.za
Sedibeng TVET College	37 Voortrekker Street Vereeniging 1930	016 422 6645	016 422 6930/6646	info@sedcol.co.za	www.sedcol.co.za
South West TVET College	Koma c/n Molele Road Molapo Section Soweto	011 527 8300	011 984 1262	headoffice@swgc. co.za	www.swgc.co.za
Tshwane North FET College	Cnr and Kgosi Mampuru Pretoria 0001	012 401 1950/ 012 0000135/441	012 323 86 83	info@tnc.edu.za	https://tnc.edu.za
Tshwane South FET College	85 Schoeman Street Pretoria 0001	012 401 5021	012 401 5011 086 660 9313	info@tsc.edu.za	tsc.edu.za
Western College TVET	42 Johnstone Street Hectorton Randfontein 1760	011 692 4004	(011) 692 3404	info@ewc.edu.za	www.westcol.co.za



College Name	Physical Address	Tel. no.	Fax no.	Email	Website
KWAZULU-NATAL					
Coastal TVET College (Mobeni)	No 50051 Old Main Road Kwa Makhutha 4125	031 905 7200	031 905 1399	cao.ckzcao@feta. gov.za	www.coastalkzn.co.za
Elangeni TVET College	15 Portsmouth Road Pinetown 3610	031 716 6700	031 716 6777	info@elangeni. edu.za	www.elangeni.edu.za
Esayidi TVET College	3 Shooters Hill Lot 462 Nelson Mandela drive Port-Shepstone 4249	039 318 1433	039 684 0280	info@esayidifet. co.za	www.esayidifet.co.za
Majuba TVET College	83 Allen Street Newcastle 2940	034 326 4888	034 326 4889/ 4855	info@ormsctsp.co.za	majuba.edu.za
Mnambithi TVET College	77 Murchison Str Ladysmith 3370	036 637 4790	036 631 4146	info.mnambithi@ feta.gov.za	www. mnambithicollege. co.za
Mthashana TVET College	266 South Street Vryheid 3100	034 981 5337	034 980 1012	info.mthashana@ feta.gov.za	www. mthashanacollege. co.za
Thekwini TVET College	262 Daintree Avenue Asherville 4091	031 250 8400 /8248/8256	031 250 8414	info@ thekwini.college. co.za	www. thekwini.college. co.za
Umfolozu TVET College	Cnr Via Richardia & Naboomnek Richards bay 3900	035 902 9503	035 789 2585	info@umfolozi. edu.za	www.umfolozicollege. co.za
Umgungu- ndlovu TVET College	44 Burger Street Pietermaritzburg 3200	033 341 2100	033 345 9893/ 9827	marketing@ufetc. edu.za.	www.utvet.co.za



College Name	Physical Address	Tel. no.	Fax no.	Email	Website
LIMPOPO					
Capricorn TVET College	16 Market Street Polokwane 0700	015 297 8367/8389	015 297 5448/287 0439	enquiries@capricorncollege.edu.za	www.capricorncollege.edu.za
Lephalale TVET College	Cnr Nelson Mandela & Ngwako Ramathodi Street Onverwacht 0557	014 763 2252/1014	014 763 2253	marketing@leptvetcol.edu.za	https://leptvetcol.edu.za/
Letaba TVET College	No 1 Claude Wheatley Street Tzaneen 0850	015 307 5440 015 307 2215	015 307 2218	centraloffice@letcol.co.za	www.letcol.co.za
Mopani South East TVET College	Cnr Combretum & Haarlem Streets Phalaborwa 1390	015 781 5721/5	015 781 5346	administration@mopanicollege.edu.za	http://mopanicollege.edu.za/
Sekhu-khune TVET College	Stand No 676 Motetema 0473	013 269 0278	013 269 0450 086 620 9839	sekfet@sekfetcol.co.za	www.sekhukhunetvet.edu.za
Vhembe TVET College	203 Sibasa Unit A 0970	015 963 3156 015 963 3100	086 546 3217	mavhoi@vhembecollege.edu.za	www.vhembecollege.edu.za/
Waterberg TVET College	36 Hooge Street Mokopane 0600	015 491 8581 /8602	015 491 8579	marketing@waterbergcollege.co.za	www.waterbergcollege.co.za
MPUMALANGA					
Ehlanzeni TVET College	29 Bell Street Ehlanzeni FET College Central Office Nelspruit 1200	013 752 7105	013 752 4902/ 4908/8214	support@ehlanzenicollege.co.za	www.ehlanzenicollege.co.za
Gert Sibande TVET College	18A Beyers Naude Drive Standerton 2429	017 712 9040 /1458/1459	017 712 9058/ 9 086 509 4156	sithole.ss@gscollege.edu.za	https://gscollege.edu.za
Nkangala TVET College	Cnr Haig & Northey Street Witbank 1035	013 690 1430 /3824	013 690 1450	info@ntc.edu.za	www.ntc.edu.za



College Name	Physical Address	Tel. no.	Fax no.	Email	Website
NORTHERN CAPE					
Northern Cape Rural TVET College	Steve Naude Street Upington	054 331 3836	054 331 3966 086 572 5793	ewertr@co.ncrfet.co.za	www.ncrtvet.com
Northern Cape Urban TVET College	Central Office 37 Long Street Kimberly 8301	(053) 839 2000 /2061	(053) 839 2068	info@ncutvet.edu.za	http://ncutvet.edu.za/
NORTH WEST					
Orbit TVET College	Cnr Bosch and Fatima Bhayat Street Rustenburg 0300	014 592 8461 /2/8814	014 592 7013	info@orbitcollege.co.za	www.orbitcollege.co.za
Taletso TVET College	Kgora Building Dr Albert Luthuli Drive, Next to SABC Mmabatho 2735	018 384 2346 /7/9	018 384 7511	info@taletsofetcollege.co.za	https://taletso.edu.za/
Vuselela TVET College	133 OR Tambo Street Klerksdorp 2571	018 4067800	018 406 7810	info@vuselelacollege.co.za	https://vuselelacollege.co.za/
WESTERN CAPE					
Boland TVET College	85 Bird Street Stellenbosch 7600	021 886 7111/2	021 886 8182	stel@bolandcollege.com	www.bolandcollege.com
College of Cape Town TVET College	Kent Street, Salt River Cape Town, 7925	021 404 6700	021 404 6701	info@cct.edu.za	www.cct.edu.za
False Bay TVET College	Cnr Main & Atlantic Roads, Muizenberg, 7945	021 003 0600	086 603 0669	Jacqueline.Layman@falsebay.org.za	www.falsebaycollege.co.za
Northlink FET College	80 Voortrekker Road, Bellville, 7530	021 970 9000	021 970 9064	info@northlink.co.za	www.northlink.co.za
South Cape TVET College	125 Mitchell Street, George, 6530	044 884 0359	044 884 0361	communications@sccollege.co.za	https://sccollege.co.za/
West Coast TVET College	Clicks Building 2nd Floor 48 Voortrekker Road Malmesbury 7300	022 482 1143	022 487 3983	info@westcoastcollege.co.za	www.westcoastcollege.co.za



COMMUNITY EDUCATION & TRAINING

Community Education and Training (CET) colleges targets post-school youth and adults who wish to raise the base for further learning, improve their skills for employability and/or progression to opportunities in the TVET colleges and university education.

Nine community colleges, one in each province, have been established and include the incorporation of 3,279 adult education and training centers. These colleges are a new type of institution catering initially mainly for those who do not qualify for admission to TVET colleges or universities.

Table 8: There is a CET in your province

Province	Physical Address	Name of College
Eastern Cape	Eastern Cape Training Centre Spondo Road Struandale Port Elizabeth 6001	Eastern Cape CET College
Free State	86 Spitskop Building Kellner Street Bloemfontein 9300	Free State CET College
Gauteng	100 Northern Parkway Crownwood Office Park Ormonde 2091	Gauteng CET College
Kwazulu-Natal	17 Kosi Place Umngeni Business Park Durban 4000	Kwazulu-Natal CET College
Limpopo	JCJ Building Cnr Suid & Biccard Street Polokwane	Limpopo CET College
Mpumalanga	Nkangala TVET College CN Mahlangu Campus Training Centre Road, Industrial Site Siyabuswa 0472	Mpumalanga CET College
Northern Cape	19 Oliver Road Monument Heights Klisserville Kimberly 8301	Northern Cape CET College
North West	45 Van Velden Street BRITS 0250	North West CET College
Western cape	72 Bowler Street Elsies River Cape Town 7490	Western Cape CET College

ARE YOU A WORK SEEKER? THIS IS FOR YOU!



EMPLOYMENT SERVICES OF SOUTH AFRICA

The Department of Employment & Labour developed an IT portal (electronic database) called Employment Services of South Africa (ESSA). The system registers work-seeker personal particulars, qualifications, interests, skills and work experience. The system registers vacancies from employers and matches vacancies with best suitable candidates. Work-seekers are able to update their profiles on the system, for example work experience, qualification, contact details etc.

HOW THE SERVICES WORK

- Registered work-seekers can log on to their profiles and apply for registered opportunities that are open.
- Registered work-seekers are matched to registered opportunities and referred to employers within 5 working days.
- Employers using the self-service option can register their opportunities and receive feedback from the nearest DEL office.
- Work-seeker information is not available for employers using the self-service facility due to protection of work-seeker information. Referral is only done by DEL.

REGISTERING AS A WORK SEEKER

To register on the work seeker database online visit
<https://essa.labour.gov.za/EssaOnline/WebBeans/>

If you do not have access to the internet, you may visit any Department of Labour service centre in your area and complete a form for work seekers.



**ARE YOU A
WORK SEEKER?**
THIS IS FOR YOU!



**ARE YOU A
WORK SEEKER?**
THIS IS FOR YOU!

NATIONAL YOUTH DEVELOPMENT AGENCY (NYDA)

Job Seekers if you answer yes to the questions below, then read further on how to access the NYDA Education & Skills programme:

- Are you struggling to find employment?
- Have you completed a learnership or any skills development programme?
- Are you a newly graduate and looking for an internship?
- Are you a South African between the ages of 18 and 35?

WHAT IS THE NYDA JOBS PROGRAMME?

JOBS is a database for unemployed youth seeking employment opportunities. It is a product managed through the Education and Skills Development unit at the NYDA and seeks to contribute to the Government's ASGISA programme and the JIPSA initiative by helping to link unemployed youth to employment opportunities and other skills development-related opportunities.

SO HOW DO YOU ACCESS THE JOBS PROGRAMME?

- You can visit any of the NYDA branches to register.
- E mail your CV to one of the addresses below:

Name	Surname	Job Title	E-mail	Branch Name	E-mail Address
Mapaseka	Nambane	Jobs Officer	mapaseka.mambane@nyda.gov.za	Bloemfontein	jobsbloem@nyda.gov.za
Tholakele	Mchunu	Jobs Officer	tholakele.mchunu@nyda.gov.za	Randfontein	jobsoweto@nyda.gov.za
Musa	Mthombeni	Jobs Officer	musa.mthombeni@nyda.gov.za	Secunda	Jobssecunda@nyda.gov.za
Naomi	Siko	Jobs Officer	naomi.siko@nyda.gov.za	Rustenburg	jobsrustenburg@nyda.gov.za
Zubayda	January	Jobs Officer	xolani.bodlo@nyda.gov.za	Cape Town	jobscape@nyda.gov.za
Victor	Maleka	Jobs Officer	victor.maleka@nyda.gov.za	Polokwane	jobspolokwane@nyda.gov.za
Phindile	Maselela	Jobs Officer	phindile.masilela@nyda.gov.za	Johannesburg	jobsjhb@nyda.gov.za
Minah	Ngwetjana	Jobs Officer	minah.ngwetjana@nyda.gov.za	Tshwane	jobstshwane@nyda.gov.za
Lethogonolo	Mohosh	Jobs Officer	lethogonolo.mohosh@nyda.gov.za	Kimberley	jobskimberley@nyda.gov.za
Khumbulani	Shange	Jobs Officer	khumbulani.shange@nyda.gov.za	Durban	jobsdurban@nyda.gov.za
Tshepile	Sehloti	Jobs Officer	tshepile.sehloti@nyda.gov.za	Mbombela	jobsmbombela@nyda.gov.za
Siphesihle	Kwaza	Jobs Officer	siphesihle.kwaza@nyda.gov.za	East London	jobseastl@nyda.gov.za



www.pseta.org.za

Contact Us

Tel: 012 423 5700


Fax: 012 423 5755/65

Email: Communications@pseta.org.za

 @OfficialPSETA

 Public Service Sector

Education and Training Authority

 0646433419

Physical Address

Woodpecker Building, 177 Dyer Road,
Hillcrest Office Park, Hillcrest, Pretoria
Gauteng 0083

