

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 |
| SETA List | 22 |



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?

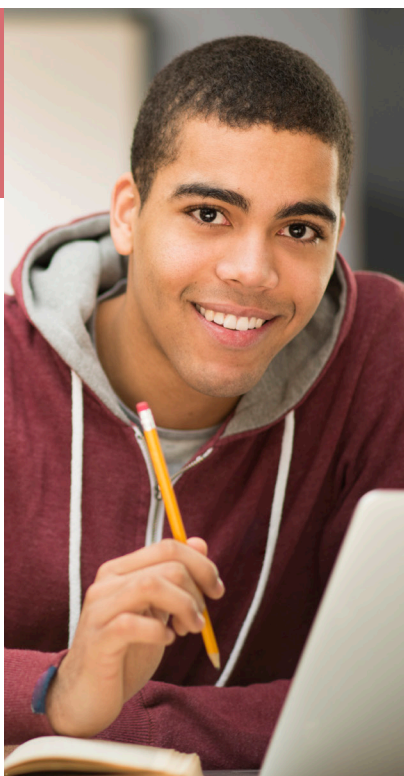
A career in the public service doesn't mean you'll be signing up for a lifetime of boredom; there is exciting stuff happening within the public service sector!



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.



03

GUIDE

02

CAREER

PUBLIC SERVICE SECTOR

YOUR CAREER OF CHOICE



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.

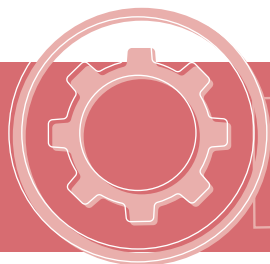


Managers

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.

PRIORITY SKILLS IN THE PUBLIC SERVICE SECTOR



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

| Occupation |
|---|
| Internal Auditor |
| Programme or Project Manager |
| Economist |
| Senior Government Official |
| General Manager Public Services (Labour Inspectorate Manager) |
| Policy Analyst |
| Forensic Accountant |
| Senior Government Manager |
| ICT Systems Analyst |
| ICT Security Specialist |
| Research and Development Manager |
| Director (Enterprise / Organisation) |
| Organisation and Methods Analyst |

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 2023-2024

| Occupation | Specialisation/ alternative title | Interventions |
|----------------------------------|---|---|
| Senior Government Manager | Head of Department/ Superintendent-general | Bursaries or Skills Programmes: Public Administration and/or Management (postgraduate); Management Development, Public Development Management, Monitoring and Evaluation (postgraduate); Governance and Public Leadership. Change Management, Leadership Management and Digital Skills. |
| Senior Government Official | Chief of Staff/ Commissioner | Bursaries or Skills Programmes: Public Administration and/or Management (postgraduate); Management Development, Public Development Management, Monitoring and Evaluation (postgraduate); Governance and Public Leadership. Change Management, Leadership Management and Digital Skills. |
| Programme or Project Manager | Project Director | Bursaries or Skills Programmes: Public Management, Advanced Project Management. |
| Research and Development Manager | Research Manager Research Director Product Development Manager | Bursaries or Skills Programmes: Advanced Diploma in Management; Digital Skills. |
| Director | Non-executive Director, Director (Enterprise / Organisation), Managing Director, Chief Executive Officer Director | Bursaries or Skills Programmes: Master in Business Administration; Digital Skills. |
| Forensic Accountant | | Internships or WIL or Bursaries or Skills Programmes: Postgraduate Diploma in Investigative and Forensic Accounting; Digital Skills. |
| Internal Auditor | Information Systems Auditor, ICT Internal Auditor | Internships or WIL or Bursaries or Skills Programmes: Internal Audit and Digital Skills. |
| Policy Analyst | Strategic Business Policy Analyst, Programme Evaluator, Policy Consultant / Officer / Planner, Policy Advisor, Intelligence Analyst, Commerce Projects Advisor, Trade Policy Advisor, Special Projects Analyst, Strategy Analyst, Systems Advisory Officer Evaluations, Risk / Planning / Review / Analyst, Research Consultant, Research and Evaluation Analyst, Strategic Advisor, Position Analyst | Learnerships or RPL or Internships or Bursaries or Skills Programmes: Public Policy Development, Monitoring & Evaluation; Change Management, Leadership; Management and Digital Skills. |
| ICT Systems Analyst | Computer Analyst, LAN / WAN Consultant / Specialist, ICT Systems Architect, Systems Programmer, ICT Systems Consultant, ICT Systems Specialist | Internships or WIL or Bursaries or Skills Programmes: ICT and Digital Skills. |
| Economist | Economic Advisor, Economic Analyst | Postgraduate studies in Economics Internships or WIL or Bursaries or Skills Programmes: Economics; and Digital Skills. |

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/uif/ | 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.cedu@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 | Cancle 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.motheotvet.co.za | marketing@motheofet.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@ thekwinicitycollege. co.za | www. thekwinicitycollege. 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 Ramatlhodi 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.ca | 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 & Biccand 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!

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 | jobssoweto@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 |
| Letlhogonolo | Mohosh | Jobs Officer | letlhogonolo.mohosh@nyda.gov.za | | Kimberley | jobskimberley@nyda.gov.za |
| Khumbulani | Shange | Jobs Officer | khumbulani.shange@nyda.gov.za | | Durban | jobsdurban@nyda.gov.za |
| Tshepile | Sehlodi | Jobs Officer | tshepile.sehlodi@nyda.gov.za | | Mbombela | jobsmbombela@nyda.gov.za |
| Siphehile | Kwaza | Jobs Officer | siphehile.kwaza@nyda.gov.za | | East London | jobseastl@nyda.gov.za |

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





SETA LIST

| Names of SETA's | Website | Contact details | Physical address |
|--|--|--------------------------------|--|
| Agricultural Sector Education Training Authority | www.agriseta.co.za | 012 301 5600 | AgriSETA House, 529 Belvedere Road, Arcadia, 0083 |
| BankSETA Banking Sector Education and Training Authority | www.bankseta.org.za | 011 805 9661 | Building C2, Eco Origin Office Park, Eco-Park Estate, 349 Witch-Hazel Ave, Highveld, Centurion, 0144 |
| CetaSETA Construction Education and Training Authority | www.ceta.org.za | 011 265 5900/ 011 265 5901 | 52 14th Road, Noordwyk, Midrand, 1687 |
| ChietaSETA Chemical Industries Education and Training Authority | www.chieta.org.za | 011 628 7000 / 087 944 4377 | 72 New Road, Glen Austin AH (Grand Central), Midrand, 1685 |
| CATHS SETA Culture, Art, Tourism, Hospitality and Sport Sector Education and Training Authority | www.cathsseta.org.za | 011 2170600 | 270 George Rd, Noordwyk, Midrand, 1687 |
| EWSETA Energy and Water Sector Education and Training Authority | www.ewseta.org.za | 011 689 5300 | Sentinel House, Sunnyside Office Park, 32 Princess of Wales Terrace, Parktown, Johannesburg |
| ETDP SETA Education, Training and Development Practices Sector Education and Training Authority | www.etdpseta.org.za | 011 628 5000 | ETDP SETA House, 2-6 New Street, Gandhi Square, South Marshalltown, Johannesburg CBD |
| FASSET SETA Financial, Accounting, Management, Consulting and other Financial Services Sector Education and Training Authority | www.fasset.org.za | 011 476 8570 | 1st Floor, 296 Kent Avenue, Ferndale, Randburg |
| FoodBev Sector Education & Training Authority | www.foodbev.co.za | 011 253 7300 | 7 Wessel Rd, Rivonia, Sandton, 2128 |

SETA LIST



| Names of SETA's | Website | Contact details | Physical address |
|--|--|-------------------------------|---|
| FP&MSETA Fibre Processing & Manufacturing Sector Education and Training Authority | www.fpmseta.org.za | 011 403 1700 | 1 Newtown Avenue, Killarney, Johannesburg, 2001 |
| HWSETA Health & Welfare Sector Education and Training Authority | www.hwseta.org.za | 011 607 6900 | 17 Bradford Road, Bedfordview, Johannesburg, 2047 |
| InSETA Insurance Sector Education and Training Authority | www.inseta.org.za | 011 544 2000 | 18 Fricker Rd, Illovo, Sandton, 2196 |
| LGSETA Local Government Sector Education and Training Authority | www.lgseta.co.za | 011 456 8579/ 011 456 8562 | 1 Osborne Lane, Gilllollys View Office Park |
| MerSETA Manufacturing, Engineering and Related Services Sector Education and Training Authority | www.merseta.org.za | 011 544 1316 | Metropolitan Park Block C, 8 Hillside Road, Parktown, Johannesburg, 2193 |
| MictSETA Media, Information and Communication Technologies Sector Education and Training Authority | www.mict.org.za | 011 207 2600 | Block 2, Level 3 West, Gallagher Convention Centre, Gallagher Estate, 19 Richards Drive, Halfway House, Midrand, 1685 |
| MqaSETA Mining and Minerals Sector Education and Training Authority | www.mqa.org.za | 011 630 3500 | 7 Anerley Road, Parktown |
| PSETA Public Service Sector Education and Training Authority | www.pseta.org.za | 012 314 7490 | Woodpecker Building Hillcrest Office Park 177 Dyer Road Hillcrest Pretoria, 0083 |
| SasSETA Safety and Security Sector Education and Training Authority | www.sasseta.org.za | 011 347 0200 | 74 Waterfall Dr, Midrand, 2066 |
| ServiceSETA Services Sector Education and Training Authority | www.serviceseta.org.za | 011 715 1801 | 15 Sherborne Road, Parktown Johannesburg |
| TetaSETA Transport Education and Training Authority | www.teta.org.za | 011 781 1280 | TETA House, 344 Pretoria Ave, Ferndale, Randburg, 2194 |
| W&RSETA Wholesale and Retail Sector Education and Training Authority | www.wrseta.org.za | 012 676 9000 | Riverside Office Park, Hennops House, 1303 Heuwel Ave, Cnr Lenchen South & Heuwel Ave, Centurion, Pretoria, 0167 |

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

