

CAREERS

PUBLIC SERVICE SECTOR EDUCATION AND TRAINING AUTHORITY

GUIDE





**START
HERE**

FOREWORD BY THE CEO

Young people are faced with an important life changing decision, namely planning a career and finding employment. Career guidance helps individuals acquire the knowledge, skills and experience necessary to identify options, explore alternatives and make informed decisions about career choices. With unemployment figures scourging at an all-time high, developing skills and career choices that meets the demands of the labour market, become critical.

One of the functions of Sector Education and Training Authorities is identification of skills priorities for their respective sector and attracting job seekers to bridge the gap for this need. This is done through career guidance initiatives, hence the purpose of this career guide is to:

- Create awareness about the careers in the Public Service Sector, particularly the Scarce and Critical skills needs
- Promote the various occupational qualifications
- Promote Public Service as a Career of Choice

PSETA is a public entity whose aim is to champion skills development in workplaces within government departments, legislatures and public entities that fall within its scope. We do this through the development of occupational qualifications, implementation of learnerships and internships in the sector. The PSETA scope covers occupations and skills related to business of government, namely public administration, public management, public finance, immigration services, diplomacy to name a few.

This guide provides information on occupations, careers and labour market conditions in the public service sector. It is aimed at learners who need to make subject choices, matriculants who need to choose their careers, students at tertiary training institutions and young graduates who need to find employment. It is also aimed at employees of the public service who want to further develop their careers. We hope that you will find this guide useful and that it will assist you in making the right decisions with regards to your career.

Ms Shamira Huluman

LIST OF ACRONYMS

FET	Further Education And Training
NCV	National Education Vocational
NQF	National Qualification Framework
NSFAS	National Student Financial Aid Scheme
QA	Quality Assurance
PSETA	Public Service Sector Education And Training Authority
SETA	Sector Education And Training Authority
DHET	Department Of Education And Training Authority
QCTO	Quality Council For Trade And Occupation
HE	Higher Education
UOTS	University Of Technology
TVET	Technical Vocational And Education And Training
RPL	Recognition Of Prior Learning
CDO	Career Development Officers

1.1 WHAT IS THE PURPOSE OF THIS GUIDE?

The guide will provide you with information on various career opportunities in the public service. If you want to continue studying, 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.

1.2 THE CAREER GUIDE IS INTENDED FOR DIFFERENT GROUPS OF PEOPLE.

If you are in Grade 9 and need to choose your subjects, you can use this guide to assist you. It is very important that you take time to consider the subjects you will be taking to Grade 12 because the subjects you choose now will have a direct impact on the career options available to you when you complete your basic education.

The guide will give you an idea of the subjects that are needed for various fields of study or careers in the public service. If you are in Grade 12, you are probably either:

- thinking about the field in which you would like to study; or
- Investigating potential employment opportunities.

If you are a student in a tertiary institution especially Technical Vocational Education and Training (TVET), or a young graduate seeking employment, the guide will provide you with various occupations in the public service that are available for your skills and qualifications. It will also inform you about the departments that employ graduates with your qualifications.

1.3 CAREER DEVELOPMENT COUNSELLOR'S

You can use the guide: to help students and individuals to gain greater self-awareness and to identify their interests, values and abilities; to connect students to resources so that they can become more knowledgeable about jobs and occupations; to engage students in the career decision-making process; and as a tool to assist individuals to become active managers of their professional development, career transitions and various life roles.



1.4 DECIDING ON A CAREER

Now is the right time to start thinking and planning for a career in the Public Service Sector. Before you start thinking of further studies and looking at possible employment opportunities, start by planning your path.

Grade 9 is an important year in the life of every South African learner. You need to start thinking about possible careers during Grade 9. Your choice will also depend on

what subjects are offered at your school from Grade 10. In order to make the right choice of subjects in Grade 10, learners should know the career path they wish to pursue on completion of Grade 12. In order to obtain the National Senior Certificate in Grade 12, learners must have SEVEN subjects – four compulsory and three which are chosen at the end of Grade 9 for Grades 10 to 12. The four compulsory subjects are two official languages (one home

language and one first additional language), mathematics or mathematical literacy and life orientation. Learners must also choose three optional subjects from a list of 25 approved subjects. Of these, a maximum of two additional languages may be selected. Learners are allowed to change two of the optional subjects in Grades 10 and 11. In Grade 12, learners are able to change one of the optional subjects.

1.5 WHY IS IT IMPORTANT FOR LEARNERS TO MAKE INFORMED SUBJECT CHOICES?

The subject choice at the end of Grade 9 could determine the field of study learners can follow once they complete school.

In other words, if learners do not select the correct combination of subjects, they could find themselves unable to enter into certain higher or further education programmes. So when making this important subject choice, learners should

consider their options for when they complete school and select accordingly.

For some career paths, a learner may need to complete a degree at a higher education institution or a certificate/diploma through a TVET College or a Sector Education and Training Authority (SETA).

The first thing learners need to know is that to qualify for higher/

further education and training studies, they must ensure that they have the right subjects to meet the minimum entry requirements to study further.

Of course, for a degree, diploma or certificate studies, it is important that the learner chooses subjects that are appropriate to the career he/she intends to follow and that they try to keep their options open as their plans may change in future.



Approach your career guidance teacher at school or the Student Support Unit at a local TVET College, ABET Centre or PSETA to find out recommended subjects for each career field you are interested in. As you have seen, the public services sector offers diverse career opportunities and almost all subjects that you study at this level will give you a good foundation.

- Make sure that you pass your exit examinations with good marks or symbols. Good marks will help you to pursue and not compromise on further studies aimed at the career of your choice. You could even earn a bursary or scholarships to study further if you get good marks. The further you study and improve your skills set, knowledge and competencies (the more you are qualified) the better your chances of growth in your chosen career.

Whether you choose the school academic route, or vocationally oriented TVET route or the PSETA Learnership route, that is perfectly in order. Each route must serve your career needs and plans. It is possible to progress in your career following a route that will provide

you with training in the workplace. That is your choice. You will receive quality education, training and preparation for a career in the public services sector regardless of the route you take. **Workplace Learning**

At this stage of your career exploration, you could:

- Already be looking and applying for entry-level jobs in the public services sector especially if you have studied through a TVET College or through a PSETA Accredited provider.
- With foundational preparation, you will get into "entry-level" jobs. For example, administration assistant, data-capturer, machine operator, auxiliary social worker or apprentice.

If you manage to apply successfully for an entry-level job in the public sector, hang on to it, do well at it and learn as much as possible about it. You will also be assisted to draw up a personal development plan (PDP) to enable you to improve yourself through study, mentoring and other methods whilst working.

It is possible to start a career from an entry-level position and



rise to the top ranks provided that you take charge of your development and remain focused on your career goals. Learning and developing a career in the workplace is a very viable option provided you work hard and invest in your PDP and make use of all available resources and opportunities to improve yourself.

- If you are not employed yet, you may wish to approach one of the national government departments or provincial

offices charged with work in the profession, career and field you have an interest in, and ask them to give you a chance to do

- Experiential training
- Work in a Public Works Programme
- Work on a voluntary basis
- Other options for the unemployed is to approach the PSETA for:
 - Work-based internship that PSETA facilitates;

- Learnerships at advanced levels. For example Level 5 - 8 Learnerships that are facilitated by various departments in the public services sector.

- You also have an option to study further. Ultimately you want to be a specialist in your chosen career. You can only excel if you prepare adequately and work hard to achieve your goals. Studying further will give you a competitive edge, it will build your confidence it will take you one-step further along your career path.

INTERNSHIPS, LEARNERSHIPS, ENTRY-LEVEL JOBS OR VOLUNTARY WORK WILL GIVE YOU VALUABLE WORK EXPERIENCE, WHICH IS OFTEN REQUIRED BY EMPLOYERS. DOING VOLUNTARY WORK IS NOT A WASTE OF TIME, IT IS AN INVESTMENT TOWARDS YOUR CAREER GOAL

1.6 FURTHER STUDIES AND PREPARATION

At this stage you may be clearer about which subjects to study at tertiary or advanced level and which career path you want to follow.

- Make sure that you have the correct subject combination. Let us use a few examples:

Example 1:

If you want to pursue a career in Environment or Conservation, Mathematics and Science are compulsory and Geography is recommended and you can study at a University of Technology

Example 2:

If you want a career as an Artisan (technical work using your hands)

- **a Fitter or Turner** – You ought to have taken Engineering and Related Design at an FET college where you would have studied Engineering Systems, Engineering Technology and Maths and Science and Communication are compulsory
- **A Plumber** – You ought to have taken Civil Engineering and Building Construction at an FET College

- **An Electrician** – You ought to have taken Electrical Infrastructure and Construction at an FET College.

You will receive further training as an apprentice in the workplace for you're to quality as an artisan.

Example 3:

If you want a career in Medical Health Care as a dietician or a nurse, Life Sciences are recommended and you may pursue studies at a University or University of Technology at degree or diploma levels. The

qualification you earn will enable you to work at a local hospital or clinic.

Example 4:

If you want to work in the Human Resources field; Mathematics and Accounting are required and you can take studies at certificate, diploma or degree levels at FET College, University or University of Technology.

- Ensure that you meet entry requirements for the programme you wish to follow. Entry requirements

for most diploma and degree programmes are usually Matric/Senior Certificate or Further Education and Training Certificate (FETC) with pre-requisite subjects like English Language and Life Orientation, Mathematics or Mathematical Literacy.

When it comes to choice of institution for further studies or training, the South African National Qualifications Framework (NQF) allows learners to move from one level of education and training and across institutions.

**VISIT THE NSFAS WEBSITE
WWW.NSFAS.ORG.ZA
FOR A GREAT DEAL OF INFORMATION
ABOUT THE SCHEME**



1.7 INFORMATION ON FINANCIAL ASSISTANCE

The National Student Financial Aid Scheme of South Africa (NSFAS)

“The National Student Financial Aid Scheme of South Africa (NSFAS) is determined to make a difference in our land by providing a sustainable financial aid system for study loans and bursaries, allowing academically deserving and financially needy students to realise their potential and hopes for the future.

NSFAS is unique to South Africa. Access to a quality education has been at the core of the South African struggle for decades and remains a key factor in the transformation of our society. Today, education represents a way out of deprivation and poverty and symbolises the South African dream - the creation of a participatory democracy and social inclusion for all South Africans.

At NSFAS, we are very aware of the role that we must play to turn dreams into reality.

We also know that making one dream come true requires the commitment, skill and passion of many. We are united with our funders, stakeholders, institutions and suppliers behind one common vision - one day, nothing will stop South Africa's young talent from emerging.”

NSFAS

1.8 NATIONAL SKILLS FUND AND SETA BURSARIES

This is in support of Government's stated objective to increase the number of graduates in the scarce skills disciplines. These bursaries are offered on the basis of academic merit, proof of registration in a scarce skills discipline and financial need. There is no specific employment contracts attached to the bursaries. Some bursaries require candidates to work in South Africa and sometimes in specific sectors upon graduation.



National Skills Fund

1.9 A LITTLE BIT ABOUT THE SOUTH AFRICAN PUBLIC SERVICE SECTOR

WHAT IF WE WERE TO TELL YOU THAT WORKING IN THE PUBLIC SERVICE SECTOR CAN BE EXCITING AND FAST-PACED?



1.10 IMPORTANCE OF WORKING IN PUBLIC SERVICE SECTOR

A career in the public service doesn't mean you'll be signing up for a lifetime of boredom and monotony; there is really exciting stuff happening within the 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 the South African regard less whether rural or urban. We aim to be vibrant, efficient and proactive in the development of our staff and in the service of our communities benefit high quality standard of service delivery.

Public Service Sector Education and Training Authority (PSETA) invites you

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 apply to join our sector.

Government exists to serve the citizens of South Africa. It 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, government is divided into three levels: national, provincial and local.

The responsibilities of each level are outlined in the constitution.

National government makes laws and develops policies for the whole country.

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 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 for the provision of services to households and businesses in their areas of jurisdiction.



1.11 THE PUBLIC SERVICE SECTOR AS THE EMPLOYER OF CHOICE

Government 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 fire fighters 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 occupation, although most positions in government require

tertiary education skills (at least a diploma or a degree). Experience and knowledge of government's administrative procedures and systems as well as legislation and policy making processes are important, especially for those employed at senior levels.



2. DIFFERENT OCCUPATIONS IN THE PUBLIC SECTOR

2.1 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 a number of 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.



2.2 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 and artistic 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.

2.3 MANAGERS

This group also includes various levels of managers. The main tasks of the lowest level of managers (middle managers), usually includes the planning, directing and co-ordinating 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 co-ordinating 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.

3. SCARCE SKILLS IN THE PUBLIC SERVICE SECTOR

What are scarce and critical skills?

Scarce Skills refer to those occupations in which there are a scarcity of qualified and experienced people, currently or anticipated in the future, either (a) because such skilled people are not available or (b) they are available but do not meet employment criteria. This scarcity can arise from one or a combination of the following, grouped as relative or absolute:

- a) Absolute scarcity: suitably skilled people are not available, for example:
- A new or emerging occupation, i.e. there are few, if any, people in the country with the requisite skills (qualification and experience) and education and training providers have

yet to develop learning programmes to meet the skills requirements.

- Replacement demand would reflect an absolute scarcity where there are no people enrolled or engaged in the process of acquiring the skills that need to be replaced.
- b) Relative scarcity: suitably skilled people available but do not meet other employment criteria, for example:

Geographical locations, i.e. people are unwilling to work outside of urban areas. Equity considerations, i.e. there are few if any candidates with the requisite skills (qualifications and experience) from specific groups available to meet the skills requirements of firms and enterprises. Replacement demand would reflect a relative

scarcity if there are people in education and training (formal and work-place) who are in the process of acquiring the necessary skills (qualification and experience) but where the lead time will mean that they are not available in the short term to meet replacement demand.

Critical skills refers to particular capabilities needed within an occupation, for example, general management skills, communication and customer handling skills, teamwork skills, and communication technology skills. They are also referred to as the generic or top up skills.

Table 1 presents the occupations that are considered to be scarce in the Public Service sector.

Table 1: Types of occupations available in the public service sector

Management-related Occupations	HRD Occupations	SCM & Contract Management Occupations
General Manager Public Service	Personnel / Human Resource Manager	Finance Manager
Senior Government Official	Business Training Manager	Physical Asset Manager
Senior Government Manager	Recruitment Manager	Contract Manager
Director (Enterprise / Organisation)	Labor Recruitment Manager	Supply and Distribution Manager
Policy and Planning Manager	Skills Development Facilitator / Practitioner	Warehouse Manager
Quality systems manager	Training and Development Professional	Cost and management accountants
Archives Manager	Occupational Instructor / Trainer	Procurement officers
Operations Manager (Non-Manufacturing)		Supply Chain Practitioner
Database Designer and Administrator		
Systems Administrator		

Source: SSP 2016

4. LEARNING PROGRAMMES AVAILABLE AT THE PSETA

Higher Education and Training (HET) Programmes

Relevant to learning institutions such as Universities and, Universities of Technology. The successful learner will most likely earn a national degree or national diploma.

Technical Vocational Education and Training (TVET) Programmes

Relevant to mainly TVET Colleges (formerly known as Further Education and Training Colleges (FET) and some similar private colleges. The successful learner will receive a national FET certificate.

Learnerships

This is a learning programme which is practical in nature (normally 70% practical and 30% theory) and is closely aligned to the requirements of the workplace. Most popular learnerships carry 120 credits, is concluded over a period of one year and leads to a nationally recognised qualification.

Apprenticeships

Apprenticeship' means a learnership in respect of a listed trade, and includes a trade-test in respect of that trade; artisan' means a person that has been

certified as competent to perform a listed trade in accordance with this Act

Skills Programme

A skills programme generally contains selected elements of a qualification and is shorter in duration than a learnership. It focuses on a specific skill needed in the workplace. The successful learner is issued with a certificate of competence. Over time, the successful combination of skills programmes can also lead to a qualification.

Work Integrated Learning (WIL)

WIL refers to a departure point of applied learning that focuses on work experience under supervision and/or mentorship of the workplace. It is a learning programme that focuses on the application theory in an authentic, work based context, for example if you are studying towards a National Diploma you will be required to acquire experiential learning knowledge (practical work) in order to complete your qualification.

WIL assist students to gain general work experience in a professional work environment.

Table 2: The following table is a list of registered learnerships that fall under the scope of the pseta

Learnership Title	NQF Level
National Certificate in Local Employment and Skills Development Practices Level 4	Level 4
Office Administration Assistant Level 2	Level 2
Public Administration Practitioner Level 3	Level 3
Entrepreneurial ABET Level 1	Level 1
Human Resources Management and Support Level 4	Level 4
Inspection and Enforcement Level 5	Level 5
FETC: Public Admin: Supply Chain Management Level 4	Level 4
FETC: Public Admin: Supervisor Level 4	Level 4
National Certificate in Public Administration Level 5	Level 5
National Diploma: Public Finance Management Administration (Provincial and National Spheres) Level 5	Level 5
National Certificate: Public Administration: Leadership Level 5	Level 5
National Certificate: Public Administration: Procurement Level 5	Level 5
Immigration Services Level 5	Level 5
Immigration Law Enforcement Level 5	Level 5
Public Administration Level 3	Level 3
National Certificate: Public Finance Management and Administration Level 5	Level 5
National Certificate in Occupationally Directed Education and Training Development Practice	Level 5
Provisioning Administration Level 5	Level 5
Immigration Services	Level 5
Refugee Services	Level 5
Public Financial Oversight and Accountability	Level 6
Civic Services	Level 5

CONTACT DETAILS OF GOVERNMENT DEPARTMENTS

Table 3: Contact details of Government department.

National Department	Website
Agriculture, Forestry and Fisheries	http://www.daff.gov.za
Arts and Culture	http://www.dac.gov.za
Basic Education	http://www.education.gov.za
Civilian Secretariat Of Police	http://civilian.gov.za
Communications	http://www.doc.gov.za
Cooperative Governance	http://www.cogta.gov.za
Correctional Services	http://www.doc.gov.za
Defence	http://www.dod.gov.za
Economic Development	http://www.ed.gov.za
Energy	http://www.energy.gov.za
Environmental Affairs	http://www.environment.gov.za
Government Communication and Information System (GCIS)	http://www.gcis.gov.za
Health	http://www.doh.gov.za
Higher Education and Training	http://www.dhet.gov.za
Home Affairs	http://www.home-affairs.gov.za
Human Settlements	http://www.dhs.gov.za
Independent Police Investigative Directorate	http://www.icd.gov.za
International Relations & Cooperation	http://www.dirco.gov.za
Justice & Constitutional Development	http://www.justice.gov.za
Labour	http://www.dol.gov.za
Military Veterans	http://www.dod.gov.za
Mineral Resources	http://www.mdr.gov.za
National Treasury	http://www.treasury.gov
Performance Monitoring and Evaluation	http://www.thepresidency.gov.za
Public Administration Leadership and Management Academy	http://www.nsg.gov.za
Public Enterprises	http://www.dpe.gov.za
Public Service and Administration	http://www.dpsa.gov.za
Public Service Commission	http://www.psc.gov.za
Public Works	http://www.publicworks.gov.za
Rural Development and Land Reform	http://www.ruraldevelopment.gov.za
Science and Technology	http://www.dst.gov.za
Social Development	http://www.dsd.gov.za
South African Police Service	http://www.saps.gov.za
South African Revenue Service	http://www.sars.gov.za
State Security Agency	http://www.ssa.gov.za
Sport and Recreation South Africa	http://www.srsa.gov.za
Statistics South Africa	http://www.statssa.gov.za
Tourism	http://www.tourism.gov.za
Trade and Industry	http://www.thedti.gov.za
Transport	http://www.transport.gov.za
Water Affairs	http://www.dwa.gov.za
Women, Children and People With Disabilities	http://www.wcpd.gov.za
The Presidency	http://www.thepresidency.gov.za

LIST OF SOUTH AFRICAN UNIVERSITIES

Table 4: List of South African universities

Eastern Cape			KwaZulu-Natal		
Name & Address	Telephone & Fax	Web Address	Name & Address	Telephone & Fax	Web Address
Nelson Mandela Metropolitan University	T: 041 504 1111 F: 041 504 2574	www.nmmu.ac.za	Durban Institute of Technology	T: 031 373 2411 F: 031 373 2011	www.dut.ac.za
Rhodes University	T: 046 603 8148 F: 046 622 8444	www.ru.ac.za	University of KwaZulu-Natal	T: 031 2602227 F: 031 262 2192	www.ukzn.ac.za
University of Fort Hare	T: 040 653 2312 F: 040 653 1338	www.ufh.ac.za	Mangosuthu Technikon	T: 031 907 7111 F: 031 906 5470	www.mantech.ac.za
Walter Sisulu University of Technology	T: 047 502 2200 F: 047 502 2970	www.wsu.ac.za	University of Zululand	T: 035 902 6624 F: 035 902 6601	www.unizul.ac.za

Free State			Limpopo		
Name & Address	Telephone & Fax	Web Address	Name & Address	Telephone & Fax	Web Address
Central University of Technology	T: 051 507 3911 F: 051 507 3310	www.cut.ac.za	University of Limpopo	T: 015 268 2140 F: 015 267 0142	www.ul.ac.za
University of the Free State	T: 051 401 2114 F: 051 401 3669	www.ufs.ac.za	University of Venda	T: 015 962 8000 F: 015 962 4742	www.univen.ac.za

Gauteng			North West		
Name & Address	Telephone & Fax	Web Address	Name & Address	Telephone & Fax	Web Address
University of Pretoria	T: 012 420 4111 F: 012 420 4530	www.up.ac.za	North West University	T: 018 299 2601 F: 018 299 2603	www.unw.ac.za
University of South Africa	T: 012 429 3111 F: 012 429 2565	www.unisa.ac.za			
Tshwane University of Technology	T: 012 382 5911 F: 012 382 5422	www.tut.ac.za			
University of the Witwatersrand	T: 011 717 1102 F: 011 339 8215	www.wits.ac.za			
Vaal University of Technology	T: 016 950 9214/5 F: 016 950 9800	www.vut.ac.za			
University of Johannesburg	T: 011 489 3000 F: 011 489 2260	www.uj.ac.za			

Western Cape		
Name & Address	Telephone & Fax	Web Address
University of Stellenbosch	T: 021 808 4654/2721 F: 021 808 3714	www.us.ac.za
University of Cape Town	T: 021 650 2105/6 F: 021 650 5100	www.uct.ac.za
University of the Western Cape	T: 021 959 2911 F: 021 959 2973	www.uwc.ac.za

TECHNICAL VOCATIONAL EDUCATION AND TRAINING COLLEGES

Table 5: Technical vocational education and training colleges

Province	College Name	Postal Address	Physical Address	Tel. no.	Fax no.
Eastern Cape	Buffalo City TVET College	Private Bag 9016 East London 5200	Cnr Lukin Road & King Street Selborne East London 5201	043 704 9218	043 743 4254
	East Cape Midlands TVET College	Private Bag X35 Uitenhage 6230	Cnr Cuyler & Durban Street Uitenhage 6229	041 995 2000	041 995 2008
	Ikhalala TVET College	Private Bag X7110 Queenstown 320	Robinson c/n Zeiler Street Queenstown 5320	047 873 8843	086 519 2489 086 613 0118 047 873 8844
	Ingwe TVET College	PO Box 92491 Mt Frere 5090	Cancele Road Mt Frere Eastern Cape 5090	039 255 1204/ 1415/1417	039 255 0347
	King Hintsa TVET College	Private Bag X3018 Butterworth 4960	Factory No 1234 Acrytex Building Centane Road Butterworth	047 401 6400	047 492 2398
	King Sabata Dalindyebo TVET College	Private Bag X5011 Umtata 5099	Engcobo Road c/n Cicira	047 505 1001/2	047 536 0932

Province	College Name	Postal Address	Physical Address	Tel. no.	Fax no.
Eastern Cape	Lovedale TVET College	PO Box 2156 King Williams Town 5600	Amatola Row, King Williams Town 5600	043 642 1331	043 642 1388
	Port Elizabeth TVET College	Private Bag X6040, Port Elizabeth 6000	139 Russell Road Central Port Elizabeth	(041) 585-7771	(041) 582-2281
Free State	Flavius Mareka	Private Bag X2009 Sasolburg 1947	Cnr Hertzog Road and Fraser Street Sasolburg 1947	016 976 0815/0829	016 976 3485
	Goldfields TVET College	Private Bag X95 Welkom 9460	36 Buren Street Flamingo park Welkom 9460	057 910 6000	057 392 1082
	Maluti TVET College	Private Bag X870 Witsieshoek 9870	Mampoi Street Phuthaditjhaba Qwaqwa 9866	058 713 6100	058 713 6492
	Motheo TVET College	Private Bag X20509 Bloemfontein 9300	73 Douglas street Bloemfontein 9301	051 406 9330/1	051 406 0340
Gauteng	Central JHB	Private Bag X70500 Houghton 2041	5 Ubla Road Parktown 2041	011 484 1388/351 6000	011 642 7358
	Ekurhuleni East TVET College	Private Bag X52 Springs 1560	Sam Ngema Road Kwa-Thema Springs 1560	011 736 4400/730 6600	011 736 1489/9909
	Ekurhuleni West College	Private Bag X1030 Germiston 1400	Driehoek and Sol Road Germiston 1400	086 139 2111	011 323 1601
	Sedibeng TVET College	Private Bag X020 Vereeniging 1930	37 Voortrekker Street Vereeniging 1930	016 422 6645	016 422 6930/6646
	South West TVET College	P/Bag X33 Tshiwelo 1718	Koma c/n Molele Road Molapo Section Soweto	011 527 8300	011 984 1262
	Tshwane North FET College	PO Box 26193 Arcadia 0007	Cnr and Kgosi Mampuru Pretoria 0001	012 401 1950/ 012 0000135/441	012 323 86 83
	Tshwane South FET College	Private Bag X1018 Lyttelton 0140	85 SchoemanStreet Pretoria 0001	012 401 5021	012 401 5011 086 660 9313
	Western College TVET	Private Bag X17 Randfontein 1760	42 Johnstone Street Hectorton Randfontein 1760	011 692 4004	(011) 692 3404
KwaZulu-Natal	Coastal TVET College (Mobeni)	P O Box 1795 Amanzimtoti 4125	No 50051 Old Main Road Kwa Makhutha 4125	031 905 7200	031 905 1399
	Elangeni TVET College	Private Bag X9032 Pinetown 3600	15 Portsmouth Road Pinetown 3610	031 716 6700	031 716 6777
	Esayidi TVET College	Private Bag X713 Port-Shepstone 4240	3 Shooters Hill Lot 462 Nelson Mandela drive Port-Shepstone 4249	039 318 1433	039 684 0280
	Majuba TVET College	Private Bag X6602 Newcastle 2940	83 Allen Street Newcastle 2940	034 326 4888	034 326 4889/4855
	Mnambithi TVET College	Private Bag X9903 Ladysmith 3370	77 Murchison Str Ladysmith 3370	036 637 4790	036 631 4146
	Mthashana TVET College	PO Box 9424 Vryheid 3100	266 South Street Vryheid 3100	034 981 5337	034 980 1012
	Thekwini TVET College	Private Bag X06 Dormerton 4015	262 Daintree Avenue Asherville 4091	031 250 8400 /8248/8256	031 250 8414
	Umfolozu TVET College	Private Bag X5023 Richards Bay 3900	Cnr Via Richardia & Naboomnek Richards bay 3900	035 902 9503	035 789 2585
	Umgungu-ndlovu TVET College	Private Bag X9060 Pietermaritzburg 3200	44 Burger Street Pietermaritzburg 3200	033 341 2100	033 345 9893/9827

Province	College Name	Postal Address	Physical Address	Tel. no.	Fax no.
Limpopo	Capricorn TVET College	Private Bag X9674 Polokwane 0700	16 Market Street Polokwane 0700	015 297 8367/ 8389	015 297 5448/287 0439
	Lephalale TVET College	Private Bag X210 Lephalale 0555	Cnr Nelson Mandela & Ngwako Ramathodi Street Onverwacht 0557	014 763 2252/1014	014 763 2253
	Letaba TVET College	Private Bag X4017 Tzaneen 0850	No 1 Claude Wheatley Street Tzaneen 0850	015 307 5440 015 307 2215	015 307 2218
	Mopani South East TVET College	Private Bag X1024 Phalaborwa 1390	Cnr Combretum & Haarlem Streets Phalaborwa 1390	015 781 5721/ 5	015 781 5346
	Sekhu-khune TVET College	Private Bag X8660 Groblersdal 0470	Stand No 676 Motetema 0473	013 269 0278	013 269 0450 086 620 9839
	Vhembe TVET College	Private Bag X2136 Sibasa 0970	203 Sibasa Unit A 0970	015 963 3156 015 963 3100	086 546 3217
	Waterberg TVET College	Postnet Suit #59 Private Bag X2449 Mokopane 0600	36 Hooge Street Mokopane 0600	015 491 8581 /8602	015 491 8579
Mpumalanga	Ehlanzeni TVET College	Private Bag X11297 Nelspruit 1200	29 Bell Street Ehlanzeni FET College Central Office Nelspruit 1200	013 752 7105	013 752 4902/4908/8214
	Gert Sibande TVET College	P.O Box 3475 Standerton 2430	18A Beyers Naude Drive Standerton 2429	017 712 9040 /1458/1459	017 712 9058/9 086 509 4156
	Nkangala TVET College	PO Box 2282 Witbank 1035	Cnr Haig & Northey Street Witbank 1035	013 690 1430 /3824	013 690 1450
Northern Cape	Northern Cape Rural TVET College	P.O Box 1834 Upington 8800	Steve Naude Street Upington	054 331 3836	054 331 3966 086 572 5793
	Northern Cape Urban TVET College	Private Bag X5031 Kimberley 8300	Central Office 37 Long Street Kimberly 8301	(053) 839 2000 /2061	(053) 839 2068
North West	Orbit TVET College	Private Bag X82096 Rustenburg 0300	Cnr Bosch and Fatima Bhayat Street Rustenburg 0300	014 592 8461 /2/8814	014 592 7013
	Taletso TVET College	Private Bag X128 Mmabatho 2735	Kgora Building Dr Albert Luthuli Drive, Next to SABC Mmabatho 2735	018 384 2346 /7/9	018 384 7511
	Vuselela TVET College	PO Box 10107 Klerksdorp 2570	133 OR Tambo Street Klerksdorp 2571	018 4067800	018 406 7810
Western Cape	Boland TVET College	Private Bag X5068, Stellenbosch 7599	85 Bird Street Stellenbosch 7600	021 886 7111/2	021 886 8182
	College of Cape Town TVET College	P.O Box 1054 Cape Town 8000	Kent Street, Salt River Cape Town, 7925	021 404 6700	021 404 6701
	False Bay TVET College	Private Bag X25 Tokai 7966	Cnr Main & Atlantic Roads, Muizenberg, 7945	021 003 0600	086 603 0669
	Northlink FET College	Private Bag X1 Panorama 7506	80 Voortrekker Road, Bellville, 7530	021 970 9000	021 970 9064
	South Cape TVET College	P O Box 10400 GEORGE 6530	125 Mitchell Street, George, 6530	044 884 0359	044 884 0361
	West Coast TVET College	P.O Box 935 Malmesbury 7299	Clicks Building 2 nd Floor 48 Voortrekker Road Malmesbury 7300	022 482 1143	022 487 3983



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