



higher education  
& training

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA



PORT ELIZABETH  
TVET COLLEGE

## **ADVERT**

### **PORT ELIZABETH TECHNICAL VOCATIONAL EDUCATION AND TRAINING [TVET] COLLEGE**

**APPLICATIONS:** Please hand deliver your application, quoting the reference number to: The Deputy Principal: Corporate Services: Mr. D.P. Baartzes; Port Elizabeth TVET College; Erica Central Campus; 1 Richmond Park Drive; Richmond Hill; Port Elizabeth 6001; Reception Area or post your application to: Private Bag X6040; Port Elizabeth 6000

**CLOSING DATE AND TIME:** 06 September 2022 at 16H00.

**NOTE:** Applications must be submitted on a new Z83 form obtainable from any Public Service department as well as Port Elizabeth TVET College Reception, Port Elizabeth TVET College Official website [www.pecollege.edu.za](http://www.pecollege.edu.za) (and be fully completed, dated and signed). Should be accompanied by copies of formal qualifications, copy of academic transcript, copy of unendorsed valid driver's license (where applicable) and copy of ID (both sides if it is a smart card ID), a comprehensive CV with contact details of at least three references and any other relevant documents. Required documents need not be certified when applying for post, only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from HR. Foreign qualifications must be accompanied by a SAQA evaluation report. Immigrants should apply for work permits before assumption of duty. Candidates whose appointments will promote representivity of race, gender and disability will receive preference NB: Please consider your application as unsuccessful should you not be contacted within 60 days from the closing date of this advertisement. Correspondence will be limited to shortlisted candidates only. Shortlisted candidates will be subjected to security screening. Successful candidate may be required to work at other places as may reasonably be required by the Department and the College. Port Elizabeth TVET College reserves the right to withdraw the mentioned advert.

---

#### **POST: LIBRARIAN**

**REFERENCE NUMBER : PS39/2022DHET**

**SALARY: R261 372PA + SERVICE BENEFITS (SL 7)**

**CENTRE: PORT ELIZABETH TVET COLLEGE : DOWER CAMPUS**

**NATURE OF APPOINTMENT: PERMANENT**

Port Elizabeth Technical Vocational Education and Training College (TVET)

Central Administration - Tel: 041 509 6000, Fax: 041 582 2017 • Dower Campus - Tel: 041 509 6200, Fax: 041 481 7111  
Iqhayiya Campus - Tel: 041 509 6450, Fax: 041 452 1048 • Russell Road Campus - Tel: 041 509 6300, Fax: 041 582 2281  
Victoria Campus - Tel: 041 509 6150, Fax: 041 374 5321  
Private Bag X6040, Port Elizabeth 6000 • Email: [info@pec.edu.za](mailto:info@pec.edu.za) • [www.pecollege.edu.za](http://www.pecollege.edu.za)

**YOUR FUTURE STARTS NOW**



## higher education & training

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA



**REQUIREMENTS:** Incumbent should have a relevant Senior Certificate / Grade 12/ NCV Certificate (Level 4). Recognized National Diploma (NQF 6) in Information Management / Library or equivalent qualification. 1-2 years in Library or information resource center environment or related field. Knowledge of circulating of materials, operating computer and collecting statistics register. Knowledge of understanding information research database. Knowledge of career guidance and extra-curricular activities. Knowledge of the National Student Financial Aid Scheme and related legislation. Knowledge of the Ethical regulatory and legislative framework. Knowledge and understanding of the Higher Education sector will be an added advantage. Administrative, planning and organizing, financial management, Report writing, communication and interpersonal, problem solving, computer literacy, analytical, client oriented, project management, team leadership, People management, client service focus , integrity, committed, proactive, loyal and ethics

**DUTIES:** Provide information and library services. Render frontline bookshop and resource centre services. Support independent research and learning. Market the IRC to create awareness, and increase usage and library and information centre services. Perform cataloguing, classification, issuing of books to students and lecturers. Supervise staff.

**ENQUIRIES:** Mrs. C Jansen & Mrs. Z Plaatjies

**Tel: (041) 509 6000**

Port Elizabeth Technical Vocational Education and Training College (TVET)

Central Administration - Tel: 041 509 6000, Fax: 041 582 2017 • Dower Campus - Tel: 041 509 6200, Fax: 041 481 7111  
Iqhayiya Campus - Tel: 041 509 6450, Fax: 041 452 1048 • Russell Road Campus - Tel: 041 509 6300, Fax: 041 582 2281  
Victoria Campus - Tel: 041 509 6150, Fax: 041 374 5321  
Private Bag X6040, Port Elizabeth 6000 • Email: [info@pec.edu.za](mailto:info@pec.edu.za) • [www.pecollege.edu.za](http://www.pecollege.edu.za)

YOUR FUTURE STARTS NOW