

## DEPARTMENT OF HIGHER EDUCATION AND TRAINING (UMFOLOZI TVET COLLEGE)

- APPLICATIONS** : uMfolozi TVET College, HRM&D Unit, Private Bag X5023, Richards Bay 3900 or alternatively, applications can be handed-delivered to the Central Office, Naboomnek, Arboretum, Richards Bay 3900
- CLOSING DATE** : 31 May 2018 at 13:00
- NOTE** : Applications must be submitted on form Z83 (available at [www.umfolozicollege.co.za](http://www.umfolozicollege.co.za), from schools, colleges and government departments) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z83 and covering letter. A recent, comprehensive Curriculum Vitae. Certified copies of all original qualifications (Matric Certificate must also be attached) and academic records, your ID Document and valid driver's license (certification must be within the last 3 months). Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). A separate application must be submitted for each post that you are applying for. Late (received after closing date and time), incomplete, emailed and faxed applications will not be considered. The employer is an equal opportunity affirmative, action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) in the Department through the filling of this post(s) with a candidate whose appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan. The Employer reserves the right not to make an appointment. Where applicable, candidates will be subjected to a skills test. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and citizen verification; criminal record and financial/asset record checks. Applicants who have not been invited for an interview within 60 days of the closing date should consider their application unsuccessful.

## OTHER POST

- POST 19/01** : **FINANCE CLERK PRODUCTION: CREDITORS, REF NO: 2018/031**
- SALARY CENTRE REQUIREMENTS** : R152 862 per annum (Level 05) plus benefits as applicable in the Public Sector  
: Central Office  
: Senior Certificate or equivalent qualification. Transactional experience of the Coltech and CashFocus systems, specifically relating to posting accounting entries. Basic knowledge and insight of the public sector and its financial accounting regulatory and legislative framework, payment and receipting procedures. Advantageous: Experience in the administration of creditors and payments.
- DUTIES** : KRA: Render Financial Accounting transactions: Receive invoices. Check invoices for correctness, verification and approval (internal control). Check correctness of banking details on invoices. Request creditor/supplier statements. Capture invoices on Coltech. Process creditor payments and refunds, by uploading it on CashFocus. KRA: Expenditure Administration: Recover credit notes. Reconcile invoices to be paid with the statements. Monitor and reconcile creditor / supplier accounts on the Coltech system to ensure all outstanding invoices have been paid. Download and print bank statements. Collect invoice overpayments. Prepare for and assist auditors in respect of all audits. File all documents. Retrieve information on request. Send all relevant documentation for archiving. Resolve related queries.
- ENQUIRIES** : Ms NNF Mdladla at (035) 902 9532