DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(TSHWANE SOUTH TVET COLLEGE)

It is the department’s intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required.

APPLICATIONS: Tshwane South TVET College, P O Box 151, Pretoria, 0001 or alternatively, applications can be hand-delivered to the Head Office, 85 Francis Baard Street, Pretoria, 0001

FOR ATTENTION: Human Resource

CLOSING DATE: 30 November 2018

NOTE: Applications must be submitted on form Z83 (available at www.tsc.edu.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. A Recent, comprehensive Curriculum Vitae. Certified copies of all original qualifications (Matric Certificate must also be attached) and academic records and your ID Document (certification must be within the last 3 months and no copy of a copy will be allowed). 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.

ERRATUM: UMFOLOZI TVET COLLEGE: Kindly note that the post of Assistant Director: Human Resource Management & Administration and Development with Ref No: 2018/044 (Re-Advertisement) in Public Service Vacancy Circular 42 dated 19 October 2018; requirement: Five years’ experience in the spheres of human resource management, administration and development of which Two years must be in a supervisory position in the Tvet Sector. It should read as follows: Five years’ experience in the spheres of human resource management, administration and development of which Two years must be in a supervisory position in the Public Sector and also please note that the closing date has been extended to the 06 December 2018.

OTHER POST

POST 46/23: SENIOR ACCOUNTING CLERK: FINANCE

SALARY: R163 563 per annum plus benefits

CENTRE: Tshwane South TVET College

REQUIREMENTS: Grade 12 (financial related subjects) or NC(V) Level 4) certificate and 2 – 5 years’ experience or Grade 12 together with an appropriate three year diploma or an equivalent NQF (level6) qualification plus 0 – 3 years’ experience. Good communication skills (verbal and written), ability to read and write, pay attention to details, sound interpersonal relations and good telephone etiquette. Computer literacy in MS Office. Knowledge of SAGE evolution will be an added advantage.
**DUTIES**

- Handling of Petty Cash. Capturing of suppliers invoice on SAGE Evolution.
- Responsible for preparing payments to the suppliers. Responsible for contract payments, monthly reconciliation of creditor’s accounts and compiling age analysis. Prepare remittance for suppliers. Distribution of documents to relevant departments. Handling suppliers queries regarding payments. Assist with Internal and External Auditors requests. Assist the financial manager with ad hoc tasks.

**ENQUIRIES**

- Ms T Molopyane and Ms L Mmesi Tel No: (012) 401 5000