**APPLICATIONS**

Direct your applications quoting the relevant reference number to: The HR Officer, West Coast College TVET College, P.O Box 935, Malmesbury, 7300 or hand delivers at 2 Loedolf Street, Malmesbury, Central Office, 7300.

**CLOSING DATE**

04 October 2019, 14h00

**NOTE**

Applications must be submitted on Z83 form (Fully completed) obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents and must be accompanied by a recently updated comprehensive CV (with three contactable references and certified copies of all qualifications, Identity (ID) document not older than three months, including drivers license (where it is required)) Preference will be given to applicants with a South African ID document. It is the applicant’s responsibility to have any foreign qualifications evaluated by the South African Qualification Authority (SAQA) and to submit the Evaluation Certificate from SAQA with the application. Failure to sign Z83 and submit the requested documents will result in your application not being considered.

Candidates whose appointments will promote representatively in terms of race, gender and disability will receive preference. As of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (GEMS) in order to qualify for a government medical subsidy. Correspondence will only be entered into with short-listed applicants. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Note: all shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. The successful candidate will be required to sign an annual performance agreement, disclose his/her financial interests and be subjected to security clearance. Applications received after the closing date or faxed and emailed applications will not be considered.

**OTHER POSTS**

<table>
<thead>
<tr>
<th>POST 34/33</th>
<th>FINANCIAL MANAGER REF NO: WCTVETC 62/19</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nature of contract: Permanent</td>
<td></td>
</tr>
</tbody>
</table>

| SALARY | R376 596 per annum (Level 09) plus benefits as applicable in the Public Service |
| CENTRE | Central Office (Malmesbury) |

| REQUIREMENTS | An Appropriate B. Comm. Degree majoring in accounting; Articles will be an added advantage; Sound knowledge of GRAP, PFMA, CET Act and Treasury Regulations; Five (5) years practical experience; Five (5) years management experience in related field; Analytical thinker; Problem solving skills; Risk management and identification ability; Excellent communication and teamwork skills; Deadline driven; Reporting skills in terms of GRAP, PFMA. |

| DUTIES | Day to day financial accounting operations and procedures to ensure accurate allocations, record keeping, cash management, creditors payments control, Debtors collections, SCM, etc; continuous review of the College existing financial controls, policies and procedures with particular emphasis on payments, cash flow management and debt collection; Formulation budget estimates in support of program objectives; Administer conditions of contracts; Compilation of annual financial statements and supporting working papers; Liaise with DHET and AG audit staff; Presenting and justifying budgets; Development of plans for allocating resources; Reviewing and analyzing funding documents Conduct comparative analysis to examine trends; development, implementing, reviewing and interpreting accounting and budget policies, procedures and statuses to ensure compliance with applicable legislation; provide on-the-job training to subordinates; review payroll calculations, including tax computations to ensure that the payroll has been correctly calculated. |
prepared accurately; planning and conducting performance and financial reviews of the College programs; ensure implementation of recommendations raised by assurance providers; ensure safeguarding of all College assets and economic utilization of resources; Manage the asset disposal process; Coordinate monthly reports for CFO approval Serves as Broad Management member; Part of SCM Evaluation Meeting.

ENQUIRIES : Ms A Arosi / Ms A Fortuin (022) 482 11 43

POST 34/34 : FACILITIES OFFICER REF NO WCTVETC 61/19
Nature of contract: Permanent

SALARY : R257 508 per annum (Level 07) plus benefits as applicable in the Public Service

CENTRE : Vredenburg Campus

REQUIREMENTS : An appropriate qualification in facilities and or security; Three years’ experience in facilities, Security and asset management; Valid driver’s license; Knowledge of OHSA and fire codes; Strong pro-active management skills, Conflict management skills; Ability to communicate at all levels including with students; Administration and report writing skills; Computer literacy.

DUTIES : Coordinate and manage all college physical resources (i.e. fleet, equipment, buildings etc.); Proactively manage the supervision of residence supervisors and general assistants; Ensure adherence to company policies and procedures; Willing to work irregular hours; Ensure discipline compliance of all residence students and residence staff; Identify and resolve facility deficiencies; Perform regular schedule building inspection; Manage maintenance plans; Ensure compliance with relevant health and safety standards; Manage security.

ENQUIRIES : Ms A Arosi / Ms A Fortuin Tel No: (022) 482 11 43