ANNEXURE E

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

APPLICATIONS:
Tshwane North TVET College, HRM&D Unit, PO Box 26193, Arcadia, 0007
alternatively, applications can be hand-delivered to the Central Office, Cnr. Kgos Mampuru & Pretorius Streets, Pretoria.

CLOSING DATE:
19 December 2019 at 12:00

NOTE:
Applications must be submitted on form Z83 obtained from schools, colleges or 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, your ID Document and valid driver’s licence (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 Employer reserves the right not to make an appointment. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and vetting process. Applicants who have not been invited for an interview within 90 days of the closing date should consider their applications unsuccessful.

OTHER POSTS

POST 43/15
ASSISTANT DIRECTOR: RISK MANAGEMENT REF NO: TNC/CO/19-11/1

SALARY:
R376 596 per annum (Level 09) plus benefits as applicable in the Public service.

CENTRE:
Pretoria

REQUIREMENTS:

DUTIES:
Risk Assessments: Facilitate the risk assessments for each Division and update risk registers every quarter. Obtain evidence for control assessments and progress on action plans on a quarterly basis. Obtain and collate feedback from Senior Managers on updates to the risk registers and progress (tracker) of action plans Update project risk register for all projects. Obtain information for the compilation of BCPs for the Divisions Co-ordinate all tests for the BCPs as scheduled Provide inputs into the Risk Management Framework. Implement the approved Risk Management Framework. Risk Training: Facilitate and coordinate all training sessions per the training plan. Facilitate Risk training in Divisions. Administration around Financial Disclosures. Conduct Fraud Prevention/Ethics training as required by the Divisions in line with the training plan. Reporting: Gather all reports, registers and documentation for all Divisional EXCO and management meeting of the Divisions. Prepare BCP progress reports on the status of business continuity in Divisions. Extract
information from risk registers and other forums reports. Prepare monthly/quarterly reports to the Office of the Principal.

ENQUIRIES: Should you have enquiries or experience any problem submitting your application contact the HR Manager Tel No: (012) 401 1919/1940.

POST 43/16: ASSISTANT DIRECTOR: FINANCIAL MANAGER REF NO: TNC/CO/19-11/2

SALARY: R376 596 per annum (Level 09) plus benefits as applicable in the Public Service.

CENTRE: Central Office

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 analysing 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 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. Proficient in MS Office packages. Valid Driver’s Licence Serves as Broad Management member; Part of SCM Evaluation Meeting.

ENQUIRIES: Should you have enquiries or experience any problem submitting your application contact the HR Manager Tel No: (012) 401 1919/1940.