APPLICATIONS: INGWE TVET College, HRM&D Unit, PO Box 92491, Mount Frere, 5090 or alternatively, applications can be hand-delivered to the Central Office, Badibanise A/A, Mount Frere 5090

CLOSING DATE: 27 December 2019 at 16:30

NOTE: Applications must be submitted on form Z83 obtained 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, 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 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 90 days of the closing date should consider their application unsuccessful.

OTHER POST

POST 44/05: ACCOUNTING CLERKS REF NO: 2019/12/01 (X2 POSTS) (Six (6) Months fixed term contract)

SALARY: R173 703 per annum (Level 05) plus 37 % in lieu of benefits

CENTRE: Administration Office

REQUIREMENTS: Senior Certificate or equivalent qualification. An appropriate N6 Certificate in Financial Management/ National N Diploma in Financial Management or National Diploma in Accounting. One year relevant working experience in a Finance environment. Computer literate (MS Word, Excel, PowerPoint, Outlook. Numerical skills, team player and strong organizational skills. Good communication and interpersonal skills. Ability to work independently and under pressure. Knowledge of Sage Pastel accounting system, Pastel Payrol system and ITS system will be an added advantage.


ENQUIRIES: Miss NA Damoyi, Tel No: (039) 9402142