

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(ESAYIDI TVET COLLEGE)**

Esayidi Technical Vocation Education and Training is an Equal opportunity employer inviting applications from suitable experienced applicants for this permanent post.

OTHER POST

<u>POST 12/15</u>	:	<u>ASSISTANT DIRECTOR: FINANCE- REF NO: 01/03/2020ESA</u>
<u>SALARY</u>	:	R376 596 per annum (Level 9) (The successful candidate will be required to sign a performance agreement)
<u>CENTRE REQUIREMENTS</u>	:	Central Office
<u>DUTIES</u>	:	An appropriate recognized (3) three year Bachelor Degree in Accounting or Financial Management. 5 (five) years' experience in Finance plus three (3) years management experience. Knowledge: Treasury Regulations, Generally Recognised Accounting Principles (GRAP), Public Financial Management (PFM), Legislative, Creative Report writing, Supply Chain Management Act, Preferential Procurement Policy Framework, CET Act, Communication (both written and verbal), Computer Literacy, Time Management. Facilitate all payments of creditors for the College. Coordinate and monitor the supply chain activities relating to procurement of goods and services. Manage movable and immovable assets of the College and understand the whole asset management policy, procedures and processes. Prepare of annual budget and inputs to the accounting system of the College. Work with the CFO in aligning the college strategic goals with the budget. Monitor that the College expenditure is in line with the budget and manage monthly deviations of the budget. Manage integrated budget planning and expenditure. Ensure monitor all litigation against the College and keep in control of progress. Assist in developing a project plan for monthly, quarterly and annual reporting. Review the monthly general ledger reconciliation against the trial balance and supporting documentation and ensure bank reconciliation are signed off for every bank account, as an oversight role. Ensure accurate capturing of invoices in the accounting systems in order to effect payment on time and accurately to Creditors. Ensure invoices are properly authorized in accordance with levels of authority and allocate it to correct Supplier & General Ledger accounts on a daily basis. Ensure accurate monthly reconciliations of Creditors Accounts Statements against the Accounts Payable Manage Age Analysis. Ensure all contract relating to College are signed by both parties. Attend to matters relating to internal and external auditors. Oversee the tendering processes and ensure it efficiently and transparent. Ensure management of contracts for College is monitored and controlled on effective date and lapse of contract. Supervision of Infrastructure Conditional Grant reports and procurement for such funding. Be responsible for submission of monthly reports to the office of Deputy Principal Finance. Act as chairperson for bid evaluation meeting. Responsible for checking and approval of requisition on certain threshold. To assist Deputy Principal Finance with any activity she might require. Have a full understanding of how SITA operates and be able to monitor and analyse reports from department within the College that utilises SETA funding. Be a standing member of audit committee and finance committee, and participate on engagement in such meetings. Manage and preparation of budget and monitor expenditure are in accordance with budget. Ensure proper implementation of performance management within the division. Maximise division of human physical and financial resources.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms NB Ndlovu Tel No: (039) 940 5283 Quoting the relevant reference number, direct your application to: Postal Address: The Human Resource Department: Esayidi TVET College, Private Bag x 713, Port Shepstone, 4240 or hand delivered to: Esayidi Tvet College, No 3 Shooter's Hill, Lot 462, Nelson Mandela Drive, Port Shepstone, 4240
<u>NOTE</u>	:	Applications should be on a Z83 form, signed and dated, and must be accompanied by a recently updated comprehensive Curriculum Vitae (Inclusive of three contactable references and contact details), Original certificate copies (not older than three months) of all qualifications with academic transcripts/record, ID document and drivers licence. Applications received after the closing date as well as faxed or emailed applications will not be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit checks [where applicable], qualification and employment verification). Applications in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their application forms. Non-RSA citizens/Permanent resident permit holders must submit a copy of his/her Permanent Resident Permit with his /her application. The College/ DHET reserves the right not to make an appointment where it deems fit to do so. No late applications will be considered. Correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after the closing date of this advertisement, kindly accept that your application was not successful. Esayidi TVET College invites suitable candidates to apply for the following permanent post:
<u>CLOSING DATE</u>	:	14 April 2020