

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

OTHER POSTS

- POST 19/54** : **TECHNICAL SUPPORT: FINANCE REF NO: TNC/CO/20 – 07/1**
(12 months' contract)
- SALARY** : R869 007 per annum (Level 12) (All-inclusive Remuneration Package)
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate Bachelor's Degree/ Advanced Diploma (NQF level 7) in Accounting. The qualification should be coupled with at least 5 years' relevant work experience (of which 3 years are required to be junior/middle management experience) in the public/ or private sector. Excellent project management and communication skills, including analytical capability and report writing; the ability to lead a team; the ability to develop, support and monitor the implementation of policies; the ability to work in a team environment; good computer skills; a valid driver's license. This is technical position that requires a dynamic individual with deep understanding of the South African post-school education and training landscape, particularly its legislative frameworks, policies and regulations. The candidate must have proven strategic management and leadership capabilities, and be a strong communicator with the ability to interact with the TVET College management and Council, problem-solving and report-writing. The incumbent should be able to perform in a team environment. Added Advantage: An appropriate post graduate degree in B. Com in Accounting or Financial management (NQF level 8). At least 3 years' senior management experience, which should include leadership and experience in an overall financial management and reporting role, as well as 3 years' in the Post-School Education and Training (PSET) sector A Chartered Accountant or Associate General Accountant registered with SAICA. Good understanding of the Continuing Education and Training (CET) Act, Public Finance Management Act (PFMA), National Treasury regulations, PSET legislative frameworks, policies and regulations.
- DUTIES** : Assisting the Principal/Accounting Officer and Council in discharging the duties prescribed in the financial management policies of the College; Establishing and maintaining financial management systems; Establishing, implementing and monitoring financial management and internal control systems. Contributing to the development of strategic, corporate, annual performance and operational plans, whichever applicable, including coordinating, analysing and advising; Building capacity in relation to budget preparation processes, providing advice and support to stakeholders and reviewing budget proposals prior to submission to the relevant approval authority; Overseeing the smooth running of the college finances including overall performance. Establish a functioning and well capacitated Internal Audit Unit. Strengthen controls and risk management within the college in an endeavour to improve external audit outcomes. Provide training on the optimal utilisation of electronic financial, logistic and management information systems; Develop capacity in compiling interim and annual financial statements and review thereof.
- ENQUIRIES** : Should you have enquiries or experience any problem submitting your application contact the HR Manager Tel No: (012)-401 1919/ 1940.
- APPLICATIONS** : Please email your application/s to: recruitment@tnc.edu.za. All costs incurred due to your application and interviews will be at your own expense.
- 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 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.

- CLOSING DATE** : 21 August 2020 at 12:00
- POST 19/55** : **TECHNICAL SUPPORT OFFICE: MANAGEMENT INFORMATION SYSTEMS REF NO: TNC/CO/20 – 07/2**
(12 months' contract)
- SALARY CENTRE REQUIREMENTS** : R470 040 per annum (Level 10) (All-inclusive Remuneration Package)
: Pretoria
: An appropriate Bachelor's Degree/ National Diploma (NQF level 7) in management Information Systems. The qualification should be coupled with at least 5 years' relevant work experience in the public/ or private sector. Excellent project management and communication skills, including analytical capability and report writing; the ability to design, develop, support and monitor policies; the ability to work in a team environment; good computer skills; a valid driver's license. This is a technical support position that requires a dynamic individual with deep knowledge of the ITS/Adapt-IT Integrated Business Management System. The candidate must have proven experience and technical skills in data management, and be a strong communicator with the ability to interact with all relevant stakeholders. The incumbent should be able to perform in a team environment.
- DUTIES** : Set up, design, update, standardise and align the ITS/Adapt-IT database into an effective, efficient and optimally utilised College Integrated Business Management System (IBMS). Assist with the review/development of the Management Information System Policies, and Standard Operating Procedure. Set up a seamless Student On-line Registration system. Align ITS/Adapt-IT system with the DHET TVETMIS to report credible data. Assist with the integration of all support functions (finance, supply chain, human resources, NSFAS Bursaries, facilities etc.) into the student administration. Establish processes to ensure information is appropriately used for planning, budgeting, administration / management, decision-making and reporting. Assess and advise the ICT Unit regarding infrastructure, hardware and software requirements to maintain a functional IBMS. Develop structures and processes to improve communication and support to all users. Train end-users and management to optimally utilise the IBMS including statistical data, analysis of business processes and reporting.
- ENQUIRIES** : Should you have enquiries or experience any problem submitting your application contact the HR Manager Tel No: (012) 401 1919/ 1940.
- APPLICATIONS** : Please email your application/s to: recruitment@tnc.edu.za. All costs incurred due to your application and interviews will be at your own expense.
- 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 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.
- CLOSING DATE** : 21 August 2020 at 12:00

POST 19/56 : **PROCUREMENT CLERK REF NO: WCTVETC 15/20**
Nature of contract: Permanent

SALARY : R173 703 per annum (Level 05) plus benefits as applicable in the Public Service

CENTRE : Central Office (Malmesbury)

REQUIREMENTS : Grade 12 with accounting as a subject or NCV level 4 / N6 Certificate, plus a 3-year diploma in relevant Field; Valid code 8 driver's license; 3 Years procurement experience; 2/3 years' administration experience; Experience in computerized procurement systems; Experience in dealing with high volumes of work and fast moving commodities.

DUTIES : Review requests received for service/goods on the College's system; Contact suppliers for quotations as per guidelines set out in the College SCM policy; Add quotations to electronic request on the College's system; Present completed request and relevant paperwork to the Procurement Officer and or Finance Manager for approval; Process request to an "Order Status" and place order with supplier; Follow up on delivery of these items with supplier and with staff; Match orders with invoices from suppliers; Identify and resolve any discrepancies and forward to creditors department for payment; Compile bi-monthly progress report and assist with resolving of commitment report.

ENQUIRES APPLICATIONS : Ms A. Arosi / Ms A Fortuin Tel No: (022) 482 11 43
: Quoting the relevant reference number, direct your application to: Postal Address: The Human Resource Department (Recruitment and Selection): West Coast TVET College, P.O. Box 935, Malmesbury, 7300 or hand delivered to: West Coast TVET College Central Office, No 2 Loedolf Street, Malmesbury, 7300.

NOTE : 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 such as cellphone number, landline number and email address), 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.

CLOSING DATE : 21 August 2020