

**DEPARTMENT OF HIGHER EDUCATION TRAINING
(FLAVIUS MAREKA TVET COLLEGE)**

- APPLICATIONS** : Applications must be submitted on a New form Z83 which became effective as of 01 January 2021 (obtainable from the College website (www.flaviusmareka.net or www.dpsa.gov.za))
- CLOSING DATE** : 01 October 2021
- NOTE** : Applications should be accompanied by a recent updated comprehensive CV as well as all copies of qualifications, including Senior certificate; Identity Document and driver's license (if the latter is applicable to post). The reference number of the post must be clearly indicated on the application form. A separate application form (with all relevant documentation) must be completed for every post applied for. Applications should be hand delivered OR Couriered to Cnr Hertzog & Fraser Street, Sasolburg, 1947. Late applications and incomplete applications will be disqualified. Should you be in possession of a foreign qualification(s), it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Correspondence will only be entered into with shortlisted candidates. Applicants that have not been contacted by the College within 3 months after closing date of advertisement should consider their applications as being unsuccessful. Successful candidates will have to undergo security vetting and declare business interests. Qualifications of candidates will be verified with SAQA. The communication from the HR of the College regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR.

OTHER POSTS

- POST 32/36** : **ASSISTANT DIRECTOR: FINANCIAL SERVICES REF NO: CEN/09/2021**
- SALARY** : R376 596 per annum, plus benefits as applicable in the Public Sector
- CENTRE** : Central Office, Flavius Mareka TVET College
- REQUIREMENTS** : An appropriate bachelor's degree/National Diploma (NQF level 6) in Accounting and Financial management. Candidate with at least 5 years' experience in finance of which 3 years must be at a supervisory level. In-depth knowledge of financial management in public sector, SAGE system, COLTECH system, PERSAL and compilation of financial statement. Sound knowledge of GRAP. Other requirements of PFMA and Treasury Regulations, Good interpersonal relations, communication and managerial skills. Ability to work under pressure with strict deadlines. Good computer literacy skills (MS Excel and Ms Word). Ability to work in a team and independently. Assertiveness and self-starter. A valid driver's license.
- DUTIES** : Planning – Coordinate, review, analyse and quality assure the financial supporting information for planning purposes. Budgeting – Coordinate, review, analyse and quality assure the budget preparation process. Collection and recording of revenue (Cashier, banking service and electronic payments; Debt management and revenue) Expenditure management. Reporting – Coordinate, review, analyse and quality assure the management accounting reporting processes. Manage the operational processes, resources and procedures associated with the management accounting functions; Assist with compilation of Annual financial statements according to GRAP.
- ENQUIRIES** : Ms NG Sefadi Tel No: 016 976 0816 x1035 Email: sefadig@fmtvet.co.za
- POST 32/37** : **ASSISTANT DIRECTOR: INTERNAL AUDIT AND QUALITY MANAGEMENT REF NO: CEN/13/2021**
- SALARY** : R376 596 per annum, plus benefits as applicable in the Public Sector
- CENTRE** : Central Office, Flavius Mareka TVET College
- REQUIREMENTS** : Appropriate National Diploma NQF 6 in Internal Audit or related qualification. A minimum of 6 years working experience in Internal Auditing of which 3 years must be at a supervisory level. Experience in the development of policies/implementation strategies. Valid driver's license; Knowledge of the Public Finance Management Act; Knowledge of the standards set by the

institute of Internal Auditors (IIA). Skills and Competencies: Communication skills (verbal and written); Financial management; Computer skills; Planning and organizing; Programme & project management; Interpersonal skills; Ability to work in a team; Client orientation and customer focus; Research skills.

DUTIES

: Key Performance Areas: Compile the audit project plan where risks are identified; Compile reports on audit findings and make recommendations thereof; Prepare audit programmes; Conduct audit assignments in accordance with the audit methodology; Test compliance with regulations, policies and procedures; Conduct ad-hoc assignments and follow-up audits; Assist in the administration of the Internal Audit Activities.

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