

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

Capricorn Technical and Vocational Education and Training (TVET) College is inviting applications from suitably qualified candidates to fill the following vacancies

- APPLICATIONS** : Please forward all applications to: The Principal, Capricorn College for TVET, Private Bag X 9674, Polokwane, 0700 or hand deliver to Central Office at 16 Market Street, Polokwane, Registry Office
- CLOSING DATE** : 18 October 2021, applications received after the closing date or faxed applications will not be considered.
- NOTE** : Applications must be submitted on Form Z83 obtainable from any Public Service; Departments and must be accompanied by a comprehensive CV, ID and qualifications. Drivers' License and registration certified must be attached if required. Required documents need not be certified when applying for post, only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from HR. applicants who do not comply with the above mentioned requirements will not be considered. Shortlisted candidates will be subjected to screening and security vetting to determine the suitability of a person for employment. Interviewed candidates will be subjected to a competency assessment where necessary. Correspondence will only be entered into with short-listed applicants. The College /department reserves the right to withdraw any of the advertised posts at any time depending on the need. If you did not receive feedback from the college within 90 days of the closing date, consider your application unsuccessful

OTHER POSTS

- POST 34/70** : **SENIOR BURSARY OFFICER REF NO: CCTVET 26/09/2021**
- SALARY CENTRE REQUIREMENTS** : R316 791 - R373 167 per annum (Level 08)
: Central Office (Limpopo)
: M+ 3 years Degree or Diploma in Financial Management/Accounting/Management or equivalent qualification. 3-5 years' experience financial environment/ bursary environment. Knowledge of PFMA and Departmental Policies. Knowledge of basic financial operating systems (ITS, COLTECH etc.) Basic knowledge financial functions, of practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge of the Public service financial legislations, procedures and Treasury Regulations (PFMA, DORA, PSR, PSR, PPPFA, Financial Manual). Computer literacy. Good communication and interpersonal skills. Valid driver's license
- DUTIES** : Key responsibility areas: not limited to: Ensure overall supervision and coordinate student bursary schemes and financial aid administrative support services for the entire college. Ensure the overall supervision and administration of bursary and financial aid schemes application processes for the entire college in line with NSFAS guidelines, funder MOU/SLA and policies. Ensure overall supervision and authorization of disbursement of funds. Ensure overall supervision and Facilitation of other financial aid schemes i.e. WRSETA, HWSETA etc. Ensure overall supervision, monitoring, evaluation and maintenance of database of all student's applications in terms of Department of Higher Education and Training and NSFAS requirements. Ensure overall supervision and consolidate report on all bursary and financial aid allocations for the entire college. Supervise human, physical and financial resources. Report on all bursary and financial aid allocations to financial aid committee and other stakeholders.
- ENQUIRIES** : Maphutha OM, Peu KD and Phokungwana MZ at Tel No: 015 880 0281/015 230 1800
- POST 34/71** : **SENIOR INFORMATION OFFICER: TVET- MIS REF NO: CCTVET 27/09/2021**
- SALARY CENTRE** : R316 791 - R373 167 per annum (Level 08)
: Central Office (Limpopo)

- REQUIREMENTS** : M+3-year recognized Degree or National Diploma in Information Management/Data Management or equivalent qualification. 3-5 years working experience in Data Management/TVET MIS environment or any relevant knowledge. Knowledge of policies and governance environment of TVET Colleges including knowledge of TVETMIS system, annual reporting requirements by the Higher Education Institutions. Knowledge and understanding of Information Management, Knowledge, understating, application and interpretation of office management, COLTECH, data warehouse and IT prescripts. Good Communication, planning, organizing and Interpersonal skills. Ability to function without supervision. Work under pressure. Computer Literacy (knowledge of MS packages. A valid driver's license.
- DUTIES** : Ensure the overall supervision and proper management of TVET MIS, capturing and data extraction for the college. Ensure the overall supervision, coordination, compilation and submission of MIS reports and statics. Ensure the overall supervision and verification of inputs captured on COLTECH system and other related systems. Ensure the overall supervision and administration of all academic and student related system progrmmes, course and qualification. Ensure the overall supervision and maintenance of MIS licenses are renewed before expiry dates. Supervise human. Physical and financial resources.
- ENQUIRIES** : Maphutha OM, Peu KD and Phokungwana MZ at Tel No: 015 880 0281/015 230 1800
- POST 34/72** : **CHIEF PERSONNEL OFFICER REF NO: CCTVET 28/09/2021**
- SALARY CENTRE REQUIREMENTS** : R316 791 - R373 167 per annum (Level 08)
: Central Office (Limpopo)
: M+ 3 years Degree or Diploma in Human Resource Management / Development or equivalent qualification. 2-3 years' experience in Human Resource environment. Knowledge and understanding of the application of Public Service legislative framework (PSA, PFMA, PSR etc.). Understating and utilisation of the Persal system. Understanding of legislative framework governing the Public Services. Store and retrieval procedures in terms of the working environment. Understanding of the work in registry. Relevant Persal certificate. Valid driver's license. Computer literacy.
- DUTIES** : Identify vacant posts to be advertised and develop annual recruitment plan. Develop adverts and process advertisement of posts in line with departmental policy and delegations. Process applications and handle queries and responses. Sort, capture and screen CV's; prepare preliminary shortlists with responsible managers for submission to the shortlisting committee. Prepare for interviews. Coordinate the verification of all applicant's qualifications. Compile submission and reports for approval by Principal and delegated authority to appoint the suitable candidates in line with departmental delegation. Facilitate appointments and placements of suitable candidates. Develop and update recruitment database. Supervise staff.
- ENQUIRIES** : Maphutha OM, Peu KD and Phokungwana MZ at Tel No: 015 880 0281/015 230 1800
- POST 34/73** : **OCCUPATIONAL HEALTH AND SAFETY OFFICER REF NO: CCTVET 29/09/2021**
Re- Advert
- SALARY CENTRE REQUIREMENTS** : R316 791 - R373 167 per annum (Level 08)
: Central Office (Limpopo)
: Matric +3year degree/ diploma in Building Management/Safety Management/Construction Management or related qualification. 3-5 years in Facilities Management, SHERQ and OHS environment. Knowledge of Public Service Act and Regulations, Occupational Health and Safety Act, immovable Assets Management Act, Telephone Management system, fire control system and facilities management system. Knowledge of Occupational Health and Safety Act 85 o 1993 and related Regulations. Good interpersonal and communication skills (verbal and written), high level investigative skills, report writing skills planning ability, computer literacy (including Excel, Word, Access and PowerPoint). A valid driver's license.
- DUTIES** : Ensure overall supervision, coordination, implementation and monitor compliance on SHERQ programmes. Ensure overall supervision and

- coordinate the establishment of an OHS committee. Ensure overall supervision and conduct OHS-related training and continuous educational programmes. Ensure overall supervision and identify hazards and risks at the workplace and initiate appropriate actions. Ensure overall supervision, develop, implement and monitor SHERQ management system. Supervise human, physical, financial and other resources.
- ENQUIRIES** : Maphutha OM, Peu KD and Phokungwana MZ at Tel No: 015 880 0281/015 230 1800
- POST 34/74** : **SENIOR EXAMINATION OFFICER REF NO: CCTVET 30/09/2021**
- SALARY** : R316 791 - R373 167 per annum (Level 08)
CENTRE : Central Office (Limpopo)
REQUIREMENTS : M+3 years Degree or National Diploma in Education/ Administration or equivalent qualification. 3-5 years in the Teaching and Learning environment/related field. Knowledge of White Paper on PSET Act, knowledge of Public TVET sector and its regulatory and legislative framework. Knowledge and understating of the Higher Education sector. Knowledge and understanding of COLTECH system, TVETMIS, and ITS. Knowledge of practice notes, national, provincial policy framework relevant to Education and Training and Development. Knowledge of Skills Development Act, Public Service Act, Public Service Regulations and Labour Relations Act. Sound knowledge of legislation regulating examinations and assessments. Computer literacy. A valid driver's license.
- DUTIES** : Ensure the overall supervision and coordination of internal and external examination services. Ensure the overall supervision and coordinate training of Invigilators, Markers and Data Capturers. Ensure overall supervision and establishment of the function of Irregularity Committee. Ensure the overall supervision and management of issuing the certificates. Ensure overall supervision and proper administration of the examination services. Supervise human, physical and financial resources.
- ENQUIRIES** : Maphutha OM, Peu KD and Phokungwana MZ at Tel No: 015 880 0281/015 230 1800
- POST 34/75** : **SENIOR QUALITY MANAGEMENT OFFICER REF NO: CCTVET 31/09/2021**
- SALARY** : R316 791 - R373 167 per annum (Level 08)
CENTRE : Central Office (Limpopo)
REQUIREMENTS : M+3 years Degree or National Diploma in Quality Management/ Internal Audit or equivalent qualification. 3-5 years in Quality Management System/Internal Auditing/ ISO training. Knowledge of policies and governance environment of TVET College including knowledge of the annual reporting requirements. Knowledge and understanding of the monitoring of performance management development system. Knowledge and understating of quality management practice following pieces of legislation: CET Act, ISO standards, Quality Management System etc. and internal auditor. Knowledge and understanding of Quality Management System reporting process and procedures. Knowledge and understanding of the application of Public Service legislative framework. Computer literacy. A valid driver's license.
- DUTIES** : Ensure overall supervision and conduct customer satisfaction surveys for the college. Ensure overall supervision, schedule and conduct management reviews for the college. Ensure overall supervision, prepare and conduct SABS surveillance Audits/ Recertification Audits for the college. Ensure overall supervision and provide administrative duties and adhere to policies.
- ENQUIRIES** : Maphutha OM, Peu KD and Phokungwana MZ at Tel No: 015 880 0281/015 230 1800
- POST 34/76** : **FINANCIAL AID (BURSARY OFFICER) (X4 POSTS)**
- SALARY** : R257 508 - R303 339 per annum (Level 07)
CENTRE : Ref No: Polokwane Campus Ref No: CCTVET32/09/2021
 Ref No: Seshego CCTVET33/09/2021
 Ref No: Senwabarwana CCTVET34/09/2021
 Ref No: Ramokgopa CCTVET 35/09/2021
- REQUIREMENTS** : M+ 3 years Degree or Diploma in Financial Management or equivalent qualification. 2-3-year experience financial environment/ bursary environment. Knowledge of CET and PSET. Knowledge of PSA and PSR, 2016. Knowledge

of PFMA and Departmental Policies. Knowledge of Coltech, Knowledge of basic financial operating systems (ITS etc.) Basic knowledge of practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge of the Public service financial legislations, procedures and Treasury Regulations (PFMA, DORA, PSR, PSR, PPPFA, Financial Manual). Computer literacy. Good communication and interpersonal skills.

DUTIES : Key responsibility areas: not limited to coordinate student bursary schemes and financial aid administrative support services in the Campus. Administer the bursary and financial aid schemes application processes for the campus in line with NSFAS guidelines, funder MOU/SLA and policies. Review application for financial aid. Analyze NSFAS provisionally funded students. Coordinate the authorization of disbursement funds. Facilitate of other financial aid schemes i.e. WRSETA, HWSETA etc. Report on all bursary and financial aid allocations to financial aid committee and other stakeholders. Supervise staff.

ENQUIRIES : Maphutha OM, Peu KD and Phokungwana MZ at Tel No: 015 880 0281/015 230 1800

POST 34/77 : **CAREER GUIDANCE OFFICER (X4 POSTS)**

SALARY : R257 508 - R303 339 per annum (Level 07)
CENTRE : Ref No: Polokwane Campus CCTVET36/09/2021
 Ref No: Seshego CCTVET37/09/2021
 Ref No: Senwabarwana CCTVET38/09/2021
 Ref No: Ramokgopa CCTVET 39/09/2021

REQUIREMENTS : M+ 3 years Degree or Diploma in Psychology/ Social Science or equivalent qualification. 2-3-year experience in career development/guidance and counselling of relevant environment. Knowledge of career guidance. Knowledge of career counselling. Knowledge of career exhibitions. Knowledge of PSET and CET Act. Knowledge of Public Service prescripts, DHET Policies, industrial operation, labour market, identification of opportunities in the market and opportunity linkages with industries. Computer literacy. Good communication and interpersonal skills.

DUTIES : Key responsibility areas: not limited provide career guidance and testing of prospective students (in collaboration with the registration unit). Provide academic and individual counselling session to students. Coordinate and provide career exhibition services. Implement programme to coach, mentor and develop student job readiness.

ENQUIRIES : Maphutha OM, Peu KD and Phokungwana MZ at Tel No: 015 880 0281/015 230 1800

POST 34/78 : **LIBRARIAN (X2 POSTS)**

SALARY : R257 508 - R303 339.per annum (Level 07)
CENTRE : Ref No: Senwabarwana CCTVET40/09/2021
 Ref No: Ramokgopa CCTVET 41/09/2021

REQUIREMENTS : M+ 3 years Degree or Diploma in Information Management/ Library or equivalent qualification. 2-3-year experience Library or Information resource centre environment or related field. Knowledge of circulating of materials, operating computer and collecting statistics register. Knowledge and understanding of information research database. Knowledge of career guidance and extra-curricular activities. Knowledge of National Student Financial Aid Scheme and related legislation. Knowledge of the Ethical regulatory and legislative framework. Knowledge and understanding of the Higher Education sector will be an added advantage. Computer literacy. Good communication and interpersonal skills.

DUTIES : Key responsibility areas: not limited: Provide information and library services. Render frontline bookshop and resource centre services. Support independent research and learning. Market the IRC to create awareness, and increase usage a library and information Centre services. Perform cataloguing, classification, issuing of books to students and lecturers. Supervise staff.

ENQUIRIES : Maphutha OM, Peu KD and Phokungwana MZ at Tel No: 015 880 0281/015 230 1800

POST 34/79 : **EXAM OFFICER (X4 POSTS)**

SALARY : R257 508 - R303 339 per annum (Level 07)

<u>CENTRE</u>	:	Ref No: Polokwane Campus CCTVET42/09/202 Ref No: Seshego CCTVET43/09/2021 Ref No: Senwabarwana CCTVET44/09/2021 Ref No: Ramokgopa CCTVET 45/09/2021
<u>REQUIREMENTS</u>	:	M+ 3 years Degree or Diploma in Education/ Administration or equivalent qualification. 2-3 years' experience in examination services/ Teaching and Learning environment/ related field. Knowledge of White Paper on PSET Act, knowledge of Public TVET sector and its regulatory and legislative framework. Knowledge and understating of the Higher Education sector. Knowledge and understanding of COLTECH system, TVETMIS, and ITS. Knowledge of practice notes, national, provincial policy framework relevant to Education and Training and Development. Knowledge of Skills Development Act, Public Service Act, Public Service Regulations and Labour Relations Act. Sound knowledge of legislation regulating examinations and assessments. Computer literacy. A valid driver's license.
<u>DUTIES</u>	:	Coordinate internal and external examination assessment services. Coordinate and conduct training of Invigilators, Markers and Data Capturers. Facilitate examination and Irregularity Committee for the campus and serve as a Secretariat. Proper application and of issuing the certificates services. Provide administration of the examination unit. Supervise staff.
<u>ENQUIRIES</u>	:	Maphutha OM, Peu KD and Phokungwana MZ at Tel No: 015 880 0281/015 230 1800
<u>POST 34/80</u>	:	<u>STUDENT SUPPORT OFFICER (X4 POSTS)</u>
<u>SALARY</u>	:	R257 508 - R303 339 per annum (Level 07)
<u>CENTRE</u>	:	Ref No: Polokwane Campus CCTVET46/09/2021 Ref No: Seshego CCTVET47/09/2021 Ref No: Senwabarwana CCTVET48/09/2021 Ref No: Ramokgopa CCTVET 49/09/2021
<u>REQUIREMENTS</u>	:	M+3 years Degree or National Diploma in Social Science/Psychology/Education or equivalent qualification. 3-5 years in the Student Support Administration Education /Teaching and Learning environment/related field. Knowledge of PSET Act and CET Act, knowledge and understating of Student Support Service Act, knowledge and understating of electoral processes. Knowledge of Teaching and Learning. Knowledge of career guidance and extra-curricular activities. Knowledge of Skills Development Act, Public Service Act, Public Service Regulations and Labour Relations Act. Knowledge of the National Student Financial Aid Scheme and related legislation. Knowledge of Public TVET sector and its regulation and legislative framework. Knowledge of Ethical Regulatory and legislative framework. Knowledge and understating of the Higher Education sector. Knowledge of Education Act. Good communication and interpersonal skills. Computer literacy. A valid driver's license.
<u>DUTIES</u>	:	Provide student support services. Provide student counselling or referral services. Implement student work placement and Work Integrated Learning (WIL) policies. Provide career guidance, counselling and academic support for students. Implement the sport, recreation. Arts and culture programs for student in the campus. Facilitate student governance and student leadership development and exit support programme. Supervise staff.
<u>ENQUIRIES</u>	:	Maphutha OM, Peu KD and Phokungwana MZ at Tel No: 015 880 0281/015 230 1800
<u>POST 34/81</u>	:	<u>ADMIN OFFICER: ASSETS MANAGEMENT REF NO: CCTVET 50/09/2021</u>
<u>SALARY</u>	:	R257 508 - R303 339 per annum (Level 07)
<u>CENTRE</u>	:	Central Office (Limpopo)
<u>REQUIREMENTS</u>	:	M+ 3 years Degree or Diploma in National Diploma in Supply Chain Management/ Logistics/Public Management or equivalent qualification. 2-3 experience in asset/ supply chain management / logistics services / public management or relevant experience Knowledge of BAS/LOGIS system. Knowledge of assets disposal procedure. Knowledge and understating of legislative framework governing the Public Services. Knowledge of Assets Management. Knowledge of Supply Chain Policies. Knowledge of Department of Higher Education mandate. Computer literacy. Good communication and interpersonal skills. A valid driver's license.

<u>DUTIES</u>	:	Key responsibility areas: not limited to: Monitor and review the capturing of all physical (moveable and immoveable) assets in the physical asset management registers (Hard Cat (IT and Furniture register). Monitor and review the allocation of assets to asset holders. Review the monitoring of assets in accordance with the relevant policy and procedures. Promote correct implementation of sound asset management practices. Administer asset management services. Undertake logistical support services Assist with managing of all asset movement within the College. Supervise staff.
<u>ENQUIRIES</u>	:	Maphutha OM, Peu KD and Phokungwana MZ at Tel No: 015 880 0281/015 230 1800
<u>POST 34/82</u>	:	<u>PERSONNEL PRACTITIONER: HRD REF NO: CCTVET 51/09/2021</u>
<u>SALARY</u>	:	R257 508 - R303 339 per annum (Level 07)
<u>CENTRE</u>	:	Central Office (Limpopo)
<u>REQUIREMENTS</u>	:	M+ 3 years Degree or Diploma in Human Resource Management/ Development or equivalent qualification. 2-3 years' experience in Human Resource environment. Knowledge and understanding of the application of Public Service legislative framework (PSA, PFMA, PSR etc.). Knowledge and understating of coordination and facilitation of training. Knowledge and understating of application of EEA. Knowledge and understanding of PMDS and IQMS. Computer literacy. Good communication and interpersonal skills. Relevant Persal certificate. A certificate in facilitation/Assessor/Moderator will be an added advantage. A valid driver's license.
<u>DUTIES</u>	:	Key responsibility areas: not limited to implement all training and development programmes in line with approved plans. Facilitate the development and implementation of Work Skills Plan. Process bursaries in line with the departmental policy. Coordinate the implantation of Internship and Learnership Programmes. Coordinate the implementation of Performance Management Development System, Integrated Quality Management System and Coordinate training of College staff. Facilitate the development of job descriptions. Provide assistance on the development, review and implementation of Employment Equity Plan for the college. Supervise staff.
<u>ENQUIRIES</u>	:	Maphutha OM, Peu KD and Phokungwana MZ at Tel No: 015 880 0281/015 230 1800
<u>POST 34/83</u>	:	<u>TRANSPORT OFFICER REF NO: CCTVET 52/09/2021</u>
<u>SALARY</u>	:	R257 508 - R303 339 per annum (Level 07)
<u>CENTRE</u>	:	Central Office (Limpopo)
<u>REQUIREMENTS</u>	:	M+ 3 years Degree or Diploma in Transport Management / Logistics/Public Management or equivalent qualification. 2-3 years' experience in Fleet Management/Logistics Services or relevant experience. Knowledge of Treasury and PFMA Regulations. Knowledge of vehicle maintenance and services procedures. Knowledge of fleet disposal procedure. Knowledge and understanding of legislative framework governing the Pubic Services. Knowledge of traffic laws. Monitoring and evaluation. Knowledge of Department of Higher Education mandate. Computer literacy. Good communication and interpersonal skills. A valid driver's license.
<u>DUTIES</u>	:	Key responsibility areas: not limited to Administer government garage and college vehicle. Administer and control petrol card. Ensure effective and efficient utilization of subsidized vehicles. Supervise human resource/ staff.
<u>ENQUIRIES</u>	:	Maphutha OM, Peu KD and Phokungwana MZ at Tel No: 015 880 0281/015 230 1800
<u>POST 34/84</u>	:	<u>ADMIN OFFICER (PARTNERSHIP AND LINKAGES) REF NO: CCTVET 53/09/2021</u>
<u>SALARY</u>	:	R257 508 - R303 339 per annum (Level 07)
<u>CENTRE</u>	:	Central Office (Limpopo)
<u>REQUIREMENTS</u>	:	M+ 3 years Degree or Diploma in Project Management or Marketing. 3-5 years working experience in Project Management and or Business development environment. Knowledge of Building partnerships, Innovation, Marketing and Entrepreneur insight, Financial Management, Mobilising resources, Interpretation of statutes. Knowledge of Public Service Act, PFMA, Treasury regulations and other frameworks. Business planning. Visibility analysis. Knowledge and understanding of administration reporting process and

		procedures. Computer literacy. Good communication and interpersonal skills. Ability to perform accurately and methodically under pressure.
<u>DUTIES</u>	:	Key responsibility areas: not limited to overall management of Partnerships, Business opportunities scanning, Local and Provincial government relations, Research Management. Supervise staff.
<u>ENQUIRIES</u>	:	Maphutha OM, Peu KD and Phokungwana MZ at Tel No: 015 880 0281/015 230 1800
<u>POST 34/85</u>	:	<u>CHIEF REGISTRY CLERK REF NO: CCTVET 54/09/2021</u>
<u>SALARY</u>	:	R257 508 - R303 339 per annum (Level 07)
<u>CENTRE</u>	:	Central Office (Limpopo)
<u>REQUIREMENTS</u>	:	M+ 3 years Degree or Diploma in Public Management/ Information Management (NQF level 6) with 3-5 years' experience in clerical/administrative or equivalent qualification. Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Knowledge and understating of legislative framework governing the Public Services. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Computer literacy. Good communication and interpersonal skills. Valid driver's license.
<u>DUTIES</u>	:	Key responsibility areas: not limited to supervise and provide registry counter services. Supervise the handling incoming and outgoing correspondence. Supervise and render an effective filing and record management service. Supervise the operation and operate office machines in relation to the registry function. Supervise the processing of documents for archiving and/ disposal. Supervise Human Resource/staff.
<u>ENQUIRIES</u>	:	Maphutha OM, Peu KD and Phokungwana MZ at Tel No: 015 880 0281/015 230 1800
<u>POST 34/86</u>	:	<u>STATE ACCOUNTANT – INVENTORY MANAGEMENT REF NO: CCTVET 55/09/2021</u>
<u>SALARY</u>	:	R257 508 - R303 339 per annum (Level 07)
<u>CENTRE</u>	:	Central Office (Limpopo)
<u>REQUIREMENTS</u>	:	M+ 3 years Degree or National Diploma in Accounting/ Financial Management/ Supply Chain Management/ Logistics/Public Management majoring in accounting/financial management or equivalent qualification. Completed articles will be an added advantage. 2-3 years' experience in stores and inventory management/ supply chain management / logistics services or relevant experience. Knowledge of Microsoft office (package). Knowledge of accounting software. Knowledge of GRAP, PFMA, Supply Chain Management Framework Act and National Treasury Regulations. Knowledge and understating of legislative framework governing the Public Services. Knowledge of Inventory Management and Supply Chain Management processes. Good communication and interpersonal skills. Ability to work under pressure with little or no supervision. A valid driver's license.
<u>DUTIES</u>	:	Key responsibility areas: not limited to: Perform frequent inventory/stock counts. Assist in preparation of operational inventory reports. Promote appropriate implementation of sound inventory management practices. Support supply chain management with ordering of stock at appropriate levels. Recording all inventory movement within the College. Assist with the preparation of year-end reporting procedures and audit files. Assist with internal and external audit process. Supervise and manage the performance of the staff working with inventory.
<u>ENQUIRIES</u>	:	Maphutha OM, Peu KD and Phokungwana MZ at Tel No: 015 880 0281/015 230 1800
<u>POST 34/87</u>	:	<u>FINANCIAL AID OFFICER REF NO: CCTVET 56/09/2021</u>
<u>SALARY</u>	:	R257 508 per annum (Level 07)
<u>CENTRE</u>	:	Central Office (Limpopo)
<u>REQUIREMENTS</u>	:	M+ 3 years Degree or National Diploma in Accounting/ Financial Management/ Supply Chain Management/ Logistics/Public Management or equivalent qualification. Completed/Attempted articles will be an added advantage. 2-3 experience in financial management environment. Knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics, Knowledge of Microsoft office (package). Knowledge

- of accounting software. Knowledge of GRAP, PFMA, CET Act and National Treasury Regulations. Knowledge and understating of the Public Services Financial legislation. Knowledge of revenue and debtors management. Good communication and interpersonal skills. Ability to work under pressure with little or no supervision. A valid driver's license.
- DUTIES** : Key Responsibility areas not limited to: Identify and accurate recording of debts owed to the college. Update of tuition fees and administer debtors. Reconciliation and clearance suspense/ ledger accounts. Provide support in the management of funding Grant for projects. Monitor the in-time availability of funds as per MOU/SLA. Provide support in the processing of stipends. Match data to different ledger accounts and verify account postings. Coordinate the allocation and authorization of disbursement funds. Preparation and reporting on financial aid allocations to financial aid committee and other stakeholders. Assist with the preparation of year-end reporting procedures and audit files. Assist with internal and external audit process. Supervise and manage the performance of the staff.
- ENQUIRIES** : Maphutha OM, Peu KD and Phokungwana MZ at Tel No: 015 880 0281/015 230 1800
- POST 34/88** : **FINANCE CLERK REF NO: CCTVET 57/09/2021 (X2 POSTS)**
- SALARY** : R173 703 per annum (Level 05)
- CENTRE** : Central Office (Limpopo)
- REQUIREMENTS** : M+ 3 years Degree or National Diploma in Accounting/ Financial Management/ Supply Chain Management/ Logistics/Public Management or equivalent qualification. 1-2 years' experience in public management/financial management environment. Knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics, Knowledge of Microsoft office (package). Knowledge of accounting software. Knowledge of GRAP, PFMA, CET Act and National Treasury Regulations. Knowledge and understating of the Public Services Financial legislation. Good communication and interpersonal skills. Ability to work in a team and under pressure. A valid driver's license.
- DUTIES** : Key Performance areas not limited to: Identify and accurate recording financial transactions in the general ledger. Administer petty cash for the College. Provide expenditure and general payments services. Assist in asset and stores management. Assist in dispatching of inventory to various sections. Reconciliation and clearance suspense/ ledger accounts. Assist in matching data to different ledger accounts and verify account postings. Assist with the preparation of year-end reporting procedures and audit files.
- ENQUIRIES** : Maphutha OM, Peu KD and Phokungwana MZ at Tel No: 015 880 0281/015 230 1800