

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(CENTRAL JOHANNESBURG TVET COLLEGE)**

OTHER POSTS

<u>POST 09/52</u>	:	<u>SENIOR STATE ACCOUNTANT: REVENUE AND RECEIVABLES REF NO: CJC/SA/32/2022</u>
<u>SALARY</u>	:	R321 543 – R378 765 per annum (Level 08), plus benefits as applicable in the Public Sector
<u>CENTRE REQUIREMENTS</u>	:	Central Office Grade 12 certificate or equivalent. Recognized three (3) year National Diploma in Financial Management (NQF level 7 qualification advantageous); 3-5 years' relevant work experience. Knowledge: Advanced knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics, junior management experience is an advantage. Knowledge of the Public Service financial legislations, procedures and Treasury Regulations (PFMA). Knowledge of GRAP. Knowledge of basic financial operating systems (ITS etc.). Skills: Computer skills, Planning and organizing, Language, Good verbal and written communication, Basic numeracy skills, Ability to perform routine tasks, Ability to operate office equipment, Flexibility, Interpersonal Relations, Accuracy, Aptitudes of figures.
<u>DUTIES</u>	:	Account for college revenue and receivables for student accounts and all college debtors. Account for college tuition fees and update on the system. Perform monthly reconciliations and reporting for the CFO. Ensure proper administration of Refunds Process. Review of compliance with GRAP, review of adequacy of internal controls to mitigate risk, review of Ad Hoc Functions. Perform all ad hoc functions related to Revenue and Receivables functions. Perform all ad hoc functions as requested by Deputy Principal: Finance. Management of all human, financial, and other resources of the unit. Ensuring completion of performance agreements by all employees in the unit. Supervision of staff within Revenue Unit.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. B Khakhu Tel No: 011 351 6000 All applications are to be sent via email to recruitment36@cjc.edu.za. Kindly quote name of the post you are applying for and its reference number in the subject line. Due to Covid-19 pandemic, no faxed, postal or hand delivery applications will be accepted.
<u>NOTE</u>	:	Scanned Applications must consist of: - a) a duly completed and signed latest version of Z83 form obtainable from any Public Service Department, stating the post you are applying for and the relevant reference number, b) a recently updated CV, as well as copies of all qualifications, including academic records/transcripts, and ID document). Please note that copies of qualifications, ID and drivers license need not be certified. The communication from HR Department regarding the requirements for certified documents will be limited to shortlisted candidates. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately (on a separate subject line) for every post you wish to apply for. Failure to submit the requested documents will result in your application not being considered. Applications submitted to incorrect email addresses will not be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. No faxed, posted or hand delivered applications will be considered. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to qualification and citizen verification, etc. The Central Johannesburg TVET College is an equal opportunity employer.
<u>CLOSING DATE</u>	:	28 March 2022 at 16:00

POST 09/53 : **SENIOR IT TECHNICIAN REF NO: CJC/IT/33/2022**

SALARY : R321 543 – R378 765 per annum (Level 08), plus benefits as applicable in the Public Sector

CENTRE : Central Office

REQUIREMENTS : Grade 12 certificate or equivalent. Recognized National Diploma/Degree in IT, (NQF 6) or equivalent. A post graduate qualification in the relevant field/s will be an advantage. Valid code B driver's license. A+, N+, C+, Minimum of 2-3 years in IT Environment. Software and hardware experience. Knowledge: IT Hardware and Software. Server administration. Understanding of Desktop, Networking and Voice communication infrastructure. Program Installations. Understanding of Help Desk operation. Full comprehension of IT second and third line of IT support. Effective customer relation. BAS (codes tables). PERSAL. ITS. MIS Systems and any related systems. Skills: Time management, problem solving and results oriented. Good interpersonal skills and attention to details; Ability to prioritize, Supervision. Accountability. Attitudes/ Values: Batho Pele Principles. Team work. Proactive. Accountability.

DUTIES : Ensure in management of Service Desk and Desktop support function services. Ensure installation, maintain, support telephone system and network. Oversee the provision of technical support of the configuration, installation, repair and replacement of computers, printers and telephones. Ensure the rendering of IT information management services: Plan, develop and improve computer based information systems. Server Administration, security of all Technology and Network Configuration. Support, Maintain and Repair ICT Assets (Hardware and Software) and advice ICT Manager. Ensure Liaison with Service Providers in terms of software licensing upgrading and related procurement. Facilitate ICT Training, support IT-related projects and any related task as maybe required. Management of all human, financial and other resources of the unit. Ensure completion of performance agreements by all employees in the unit; Supervision of staff.

ENQUIRIES : Mr. B Khakhu Tel No: 011 351 6000

APPLICATIONS : All applications are to be sent via email to recruitment36@cjc.edu.za. Kindly quote name of the post you are applying for and its reference number in the subject line. Due to Covid-19 pandemic, no faxed, postal or hand delivery applications will be accepted.

NOTE : Scanned Applications must consist of: - a) a duly completed and signed latest version of Z83 form obtainable from any Public Service Department, stating the post you are applying for and the relevant reference number, b) a recently updated CV, as well as copies of all qualifications, including, including matric or equivalent, academic records/transcripts and ID document). Please note that copies of qualifications, ID and drivers license need not be certified. The communication from HR Department regarding the requirements for certified documents will be limited to shortlisted candidates. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately (on a separate subject line) for every post you wish to apply for. One complete set of scanned documents must be submitted separately for each post you wish to apply for. Do not separate the Z83, CV and qualifications into separate documents. Scan all these into a single flowing document for each post. Failure to submit the requested documents will result in your application not being considered. Applications submitted to incorrect email addresses will not be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. No faxed, posted or hand delivered applications will be considered. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to qualification and citizen verification, etc. The Central Johannesburg TVET College is an equal opportunity employer.

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