

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(MALUTI TVET COLLEGE AND NORTHERN CAPE CET COLLEGE)**

OTHER POSTS

- POST 17/173** : **ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: MALUTITVET/ASD-IA/2022**
(Re-advertisement), Candidates who previously applied are encouraged to re-apply.
- SALARY CENTRE REQUIREMENTS** : R382 245 per annum (Level 09)
: Corporate Office (Bethlehem)
: National Senior Certificate/ Grade 12/ Standard 10 or NCV Level 4. Three (3) year tertiary qualification in Internal Audit / Accounting. Three (3) years functional experience in Internal Audit environment. Minimum of three (3) years supervisory experience. A qualification/transcript showing a Computer Literacy (MS Word, MS Power Point, MS Excel). Recommendation: Registered member with professional body e.g. Institute of Internal Auditors (IIA). Unendorsed valid driver's licence. Knowledge: Public Finance Management Act (PFMA), Public Service Regulations (PSR), Public Service Act (PSA), Auditor General Processes and Procedures and Promotion of Access to Information Act (PAIA). Skills: Risk Assessment, Negotiation, Presentation, Problem Solving, Planning and Organising, Policy analysis and Development, Communication and Report writing.
- DUTIES** : Ensure overall supervision, develop, review and monitor the implementation of internal audit policies. Plan, execute and report on audits. Facilitate the review of controls on systems, assets and operations. Coordinate audit and risk committee meetings. Collect information and compile reports to council subcommittee/ audit and risk committee on issues of risk and internal audit. Supervision of junior personnel in the unit. Perform any other duty related to the post.
- ENQUIRIES APPLICATIONS** : Mr GD Mokoena Tel No: (058) 303 1732
: All applications should be posted to: Deputy Principal Corporate Services: Maluti TVET College, Corporate Office, Private Bag X 33, Bethlehem 9700 or hand delivered at Maluti TVET College: Corporate Office, Corner High and Broster Street, Bethlehem, 9700. No faxed or emailed applications will be accepted.
- NOTE** : Applications must be submitted on a new Z83 form obtainable from any Public Service department as well as Maluti TVET College Corporate Office or from Maluti TVET College Official website www.malutivet.co.za (and be fully completed, dated and signed) and should be accompanied by copies of formal qualifications, copy of academic transcript, copy of unendorsed valid driver's licence (where applicable) and copy of ID (both sides if it is a smart card ID), a comprehensive CV with contact details of at least three references and any other relevant documents. 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. Foreign qualifications must be accompanied by a SAQA evaluation report. Immigrants should apply for work permits before assumption of duty. People with disability are encouraged to apply. NB: Please consider your application as unsuccessful should you not be contacted within 60 days from the closing date of this advertisement. Correspondence will be limited to shortlisted candidates only. Shortlisted candidates will be subjected to security screening. Successful candidate may be required to work at other places as may reasonably be required by the Department and the College. Maluti TVET College reserves the right to withdraw the mentioned advert.
- CLOSING DATE** : 03 June 2022 at 13:00
- POST 17/174** : **REGISTRY CLERK: PRODUCTION REF NO: NCCET01/05/2022**
Branch: Community Education and Training (CET)
- SALARY CENTRE** : R176 310 per annum (Level 05), plus benefits as applicable in the Public Service
: Central Office, Kimberley

- REQUIREMENTS** : Grade 12 or equivalent 1-2years experience, competences: knowledge of Registry Clerk duties, practices as well as the ability to capture data and operate a computer. Knowledge and understanding of legislative framework governing Public Services. Knowledge of storage and retrieval procedure in terms of working environment. Registry skills: Computer literacy, planning and organizing, confidentiality, good verbal and written communication skills. Flexibility, self-discipline and team work.
- DUTIES** : Provide registry counter services, Handle incoming and outgoing correspondence. Render an effective filing and record management service. Operate office machines in relation to registry function. Process documents for archiving and/disposal.
- ENQUIRIES** : Ms Phaladi Euginia Tel No: 053 753 0000 / 0010 / 0014
- APPLICATIONS** : Applications quoting the reference number can be emailed to: recruitment@nccetc.edu.za or hand delivered to 19 Oliver Road, Klisserville, Kimberley, 8301.
- NOTE** : Applications must be submitted on the new Z83 form obtainable on the internet at www.dpsa.gov.za/dpsa2q/vacancies.asp or obtainable from any Public Service and accompanied by a comprehensive CV and copies of all qualifications (including matriculation), identity document and valid driver's licence(Where is required) as one document in a PDF format (Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews).It is the applicants to ensure that foreign and other qualifications are evaluated by SAQA. The candidate(s) will be required to sign an annual performance agreement. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualifications/study verification and previous employment verification). Applications received after the closing date will not be considered.
- CLOSING DATE** : 27 May 2022 at 13H00