

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

APPLICATIONS CLOSING DATE NOTE : should be hand delivered to Cnr Hertzog & Fraser Street, Sasolburg, 1947.
: 10 June 2022
: 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) and should be accompanied by a detailed CV. The reference number of the post must be clearly indicated on the application form. Applications should not be emailed. Late applications and incomplete applications will be disqualified. Correspondence will only be entered into with 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. 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.

OTHER POST

POST 19/54 : **ASSISTANT DIRECTOR FINANCIAL SERVICES REF NO: CEN/09/2021**
Re-Advertisement, all the applicants who applied previously are encouraged to re-apply

SALARY : R382 245 per annum (Level 09), plus benefits as applicable in the Public Sector

CENTRE REQUIREMENTS : Central Office, Flavius Mareka TVET College
: 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 0815 X 1036 Email: sefadig@fmtvet.co.za