

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(Motheo TVET College)**

- APPLICATIONS** : All applications should be mailed to: Deputy Principal Corporate Services Motheo TVET College, Private Bag X20509, Bloemfontein, 9300 or hand delivered at Motheo TVET College, Central office Corner St George and Aliwal Streets alternatively be sent by e-mail to: recruitment@motheotvet.edu.za
- FOR ATTENTION** : Mr J Ntsane/Ms N Nameka/Ms MD Lebeko Tel No: (051) 014 7850
- CLOSING DATE** : 15 May 2026 (No late applications will be accepted)
- NOTE** : Applicants are required to submit only a completed signed New Z83 form, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae (eg. Indicating positions held, dates and key performance areas/responsibilities. Certified copies of ID, Valid driver's Licence, where applicable, and all other required relevant documents like qualifications, will only be requested from shortlisted candidates on or before the interview date. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One will be practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Correspondence will be limited to shortlisted candidates only. People with disabilities are encouraged to apply. Foreign qualifications must be accompanied by a SAQA evaluation report. Immigrants should apply for work permits before assumption of duty. Successful candidates will be subjected to security screening and may be required to work at other places as may reasonably be required by the College. Motheo TVET College reserves the right to withdraw the mentioned advert. Please consider your application as unsuccessful should you not be contacted within 3 months from the closing date. Failure to comply to this requirement will result in the candidate being disqualified. NB: Candidates whose appointments promote representatively in terms of gender, race and disability will receive first preference.

OTHER POSTS

- POST 14/28** : **INTERNAL AUDITOR REF NO: MOT/DHET/INTER-AUD/CO/2026**
- SALARY** : R338 106 per annum (Level 07)
- CENTRE** : Central Office
- REQUIREMENTS** : A recognised Degree or National Diploma in Internal Auditor/B.Com, Accounting and or related field. 2-years relevant experience. Good understanding of audit processes and audit approaches. A valid driver's license. Good communication skills (verbal and written). Effective report writing. Computer literacy, Registration with the Institute of Internal Auditors (South Africa). Knowledge of the following: Organisational and governmental structures, National Treasury Internal audit framework, Internal audit methodologies. Public sector Risk Management framework, General Recognised Accounting Standards (GRAP) and the Global Internal Auditing Standards.
- DUTIES** : Develop system documentation, walkthrough test and adequacy audit working papers, gather and check the evidence test. Compile testing procedure and audit programmes. Development of Combined Assurance Plans and Implementation plans. Facilitation of Combined Assurance Forum. Perform internal audit engagement in line with the Internal Audit Plan. Present internal audit progress report to various stakeholders. Discuss the audit findings during auditing and compile draft audit reports. Complete monthly time sheets and supervise junior personnel.
- ENQUIRES** : Mr LJ Baleni Tel No: (051) 014 7850
- POST 14/29** : **INTERNAL AUDITOR (COLLEGE COUNCIL POST) REF NO: MOT/TVET/COLLEGE-COUN/INTER-AUD/CO/2026**
- SALARY** : R338 106 per annum (Level 07)
- CENTRE** : Central Office
- REQUIREMENTS** : A recognised Degree or National Diploma in Internal Auditor/B.Com, Accounting and or related field. 2-years relevant experience. Good understanding of audit processes and audit approaches. A valid driver's license. Good communication skills (verbal and written). Effective report writing. Computer literacy, Registration with the Institute of Internal Auditors

(South Africa). Knowledge of the following: Organisational and governmental structures, National Treasury Internal audit framework, Internal audit methodologies. Public sector Risk Management framework, General Recognised Accounting Standards (GRAP) and the Global Internal Auditing Standards.

DUTIES : Develop system documentation, walkthrough test and adequacy audit working papers, gather and check the evidence test. Compile testing procedure and audit programmes. Development of Combined Assurance Plans and Implementation plans. Facilitation of Combined Assurance Forum. Perform internal audit engagement in line with the Internal Audit Plan. Present internal audit progress report to various stakeholders. Discuss the audit findings during auditing and compile draft audit reports. Complete monthly time sheets and supervise junior personnel.

ENQUIRES : Mr LJ Baleni Tel No: (051) 014 7850

POST 14/30 : **STATE ACCOUNTANT: BUDGETING REF NO: MOT/DHET/STA-ACC/CO/2026**

SALARY : R338 106 per annum (Level 07)

CENTRE : Central Office

REQUIREMENTS : A recognised Degree or National Diploma in Financial Management /Accounting/or Cost and Management Accounting. 2years of functional experience in a financial management environment specifically in budgeting and review of a general ledger. A valid driver's license. Good communication skills (verbal and written). Analytical skills and effective report writing. Advanced Computer literacy. In-depth knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, and all relevant policies.

DUTIES : Budget compilation and planning for branches/units. Budget monitoring and expenditure processing, creditors reconciliation. Managing cash flow and performing expenditure analysis. Guiding responsibility managers on budget utilization. Monitoring expenditure against approved budget allocations. Preparing monthly, quarterly and annual budget reports. Assist with audit action plan and audit information.

ENQUIRES : Mr G Odora Tel No: (051) 014 7850