

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(False Bay TVET College)**

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

- APPLICATIONS** : Apply online at <https://falsebayz83.ngnscan.co.za/>
- CLOSING DATE** : 23 June 2026. Applications received after the closing date will not be considered.
- NOTE** : Applicants are not required to submit any copies of qualifications and other relevant documents on application but must submit a fully signed Z83 form and detailed Curriculum Vitae. Certified copies of qualifications and other relevant documents will be submitted by shortlisted candidates. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other will be integrity (ethical conduct) assessment.

OTHER POST

- POST 19/16** : **ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING REF NO: ASD/FA/CO/25/05/2026**
- SALARY** : R487197 per annum (Level 09)
- CENTRE** : False Bay TVET College, Central Office
- REQUIREMENTS** : Grade 12/ Matric. Recognized National Diploma (NQF6) in Financial Management at NQF 7 or equivalent qualification, 3-5 years' experience in Financial Management environment with supervisory experience, Proficient in Microsoft Office, Knowledge of PSET and CET Act, Knowledge and understanding PFMA, Knowledge and understanding Treasury Regulations. Knowledge of Public Service Regulations and Public Service Act, Knowledge of Financial Management Systems, Valid driver's license. Competencies: Knowledge of PSET and CET Act., Knowledge and understanding Treasury Regulations Skills Development Act, Public, Service Regulations and Public Service Act, knowledge of the National Student Financial Aid Scheme and related legislation.
- DUTIES** : Collection and recording of revenue, Cashier, banking service and electronic payments, Monitor and review the procedures for the collection and safekeeping of all monies and compliance with the relevant prescripts Monitor and review the receipts and collection of monies to ensure that it is in accordance with the appropriate tariffs and properly recorder. Oversee that banking of monies is done in accordance with the prescribed processes. Oversee that bank reconciliations are performed and are correct. Oversee the verification of the validity and allocation of payments received via electronic transfers. Oversee the safeguarding of source documents and face value. Debt Management: Oversee the identification and accurate recording of debts owed to the department. Liaise with debtors the most complex and problematic cases to determine payback conditions and time span. Oversee the process of obtaining the accounting officers approval for debt collection conditions. Obtain the accounting officers approval for debt payback conditions and time span on the cases handled. Oversee the accurate allocation of monies received. Monitoring and reporting on revenue: Oversee and monitor income against budget and review reconciliations. Oversee and undertake the develop of corrective measures when required. Oversee and collate financial supporting information for planning purposes. Ensure completeness and accuracy of

financial information. Expenditure Management: Compensation of employees: Oversee the verification of the capturing of payroll transactions on the accounting system. Oversee the quality assure all payroll transactions. Authorizes reimbursement transactions on the accounting system. Oversee the reconciliation of transactions (interface) on the payroll (PERSAL) with the accounting system (BAS) Authorizes payments to third parties (employer contributions to pension funds, medical aid funds, tax contributions and reconciliation etc.) outside the payroll system. Oversee verification of information for payroll certification. Goods and services: Oversee verification of source documents, oversee the quality assurance and verification of transactions on BAS/LOGIS, and ensure that expenditure is in line with the budget and item provisioning. Oversee the correct capturing of banking details on the accounting system. Oversee creditor reconciliation (ensure that service providers are paid timely and correctly). Transfers and subsidies: Oversee and reconcile payment requests with budget provisions and the availability of funds. Oversee the process to ensure that the relevant institution is eligible for a transfer payment /subsidy and that they comply with the relevant financial legislative requirements. Authorise the payment of transfers and subsidies processed on the accounting system. Reporting: Oversee the processing of information to determine expenditure against budget. Review and analyse expenditure reports, distribute to budget holders and obtain inputs on expenditure status. Oversee the compilation of interim and annual reports on conditional grants. Ensure the safeguarding of all source documents. Supervise employees to ensure an effective financial accounting service. This would inter alia entail the following: General supervision of employees, allocate duties and do quality control of the work delivered by supervises, Advice and lead supervisees with regards to all aspects of the work. Manage performance, conduct and discipline of supervisees. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively. Develop, implement and monitor work systems and processes to ensure efficient and effective functioning.

ENQUIRIES : S Baboo Tel No: (021) 787 0800