ANNEXURE F

DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(ORBIT TVET College)
(Gauteng CET College)
(Western Cape CET College)

OTHER POSTS

POST 42/29	:	**ASSISTANT DIRECTOR: PARTNERSHIP AND LINKAGES REF NO: ORB19/2026** Branch: Technical and Vocational Education and Training Component: ORBIT TVET College Permanent
SALARY	:	R605 742 per annum (Level 10)
CENTRE	:	Rustenburg, post is based in Technical and Vocational Education and Training (TVET) College - Central Office
REQUIREMENTS	:	A recognised three-year Degree or National Diploma (REQV 13) or equivalent qualification in Business Management, Public Administration, Development Studies, Project Management, Economics, Marketing, or a related field. Five (5) years' experience in the TVET or Higher Education sector. Added Advantage – experience in sourcing funding from external partners. Planning and organizing, financial management, report writing, communication interpersonal and problem-solving skills. Proven experience in project management and/or business development environments, sourcing and managing funding, Partnership development and stakeholder management, Student Work-Integrated Learning (WIL) processes, financial planning, budgeting and contract management. Presentation and facilitation skills. Client orientated. People management. A valid driver's license. Sound knowledge of The Public Service Act, PFMA, Treasury Regulations and relevant regulatory frameworks, corporate communications and marketing standards Reporting, compliance and governance processes. Proven computer literacy, including MS Word, Excel and PowerPoint. Excellent communication (in English - written and verbal), organising, planning and administration skills.
DUTIES	:	Build a database of local businesses and other linkages. Participate in business forums and identify business opportunities. Develop proposals and plans for joint initiatives. Form partnerships with industry and relevant stakeholders. Facilitate the handover process of the proposal to the relevant college manager. Identify opportunities for college income generation. Assist with establishing entrepreneurial and incubation hubs. Provide market needs business case rationale for all opportunities. Coordinate the submission of tenders and funding proposals. Provide information and reports on programmes, funding and partnerships to all stakeholders. Develop and update the schedule of government projects and opportunities. Build relationships with relevant officials and establish a database of key contacts. Develop proposals for partnering on specific opportunities aligned with the college's strategic vision. Partner with relevant research organisations. Negotiate service level agreements and or contracts with potential partners. Managing and retaining relationships with existing partners. Oversee student Work Integrated Learning (WIL) for graduates. Developing and tracking budgets and required payments. Promote ex-graduates for vacancies.
ENQUIRIES	:	Ms. ML Mahuma or Ms. KB Molefe at Central Office Tel No: (014) 5975540/ (014) 597 5543/94
APPLICATIONS	:	Direct your application to: The HR Manager: ORBIT TVET College, Private Bag X82096, Rustenburg, 0299 or hand deliver to Cnr Bosch & Fatima Bhayat Street, Rustenburg (Mon-Thu 07:30 – 15:30 and Fri 07:30 – 13:30) or email to recruiment@orbitcollege.co.za, quoting the post reference number on the subject.
NOTE	:	The application must include a fully completed and signed new Z83 form obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed curriculum vitae only. Certified copies of identity document, senior certificate and highest required qualification as well as a driver's licence where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date, following communication from HR. Incomplete and unsigned application will not be considered. Applications received after the closing date will not be accepted. The filling of the post will be done in terms of Department approved Employment Equity Plan. ORBIT TVET College is committed to providing equal

opportunities and practicing affirmative action employment. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. The College reserves the right not to make an appointment. It is our intention to promote representatively: race, gender, and disability in the department through the filling of post and candidate whose appointment, will promote representatively will receive preference. Correspondence will be limited to shortlisted candidates only. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). If you do not receive any response within eight weeks after closing date of this advertisement, kindly accept that your application was unsuccessful. All costs incurred due to your application and interviews will be at your own expense.

CLOSING DATE : 04 December 2026

POST 42/30 : **ASSISTANT DIRECTOR: TVET MIS AND REGISTRATION REF NO: ORB20/2026**
Branch: Technical and Vocational Education and Training
Component: ORBIT TVET College
Permanent

SALARY : R487 197 per annum (Level 09), plus benefits

CENTRE : Rustenburg, post is based in Technical and Vocational Education and Training (TVET) College - Central Office

REQUIREMENTS : An appropriate NQF Level 7 Qualification in Business Management or relevant qualification as recognized by SAQA At least 3-5 years relevant experience at middle / senior managerial level in stakeholder liaison, business management and partnership. Research & Statistical Analysing. Monitoring, Evaluation & Reporting. Thorough understanding of Education sector. Knowledge of Policies and Legislation applicable within the Education sector. Academic Framework. Proven ability to work in a highly unionized environment. Proven ability to establish professional credibility and confidence with a diverse customer base. Willingness to work irregular hours and travel extensively. Computer literacy (Ms Word, Ms PowerPoint, Ms Excel, Ms Excess and Ms Outlook). A valid driver's license.

DUTIES : Provide strategic direction, implement and maintain the College business as per TVET College mandate in the field of quality assurance, student support services, communication, marketing, and advancement; Develop partnerships and the facilitation of the operations and strategic planning for TVET College. Develop quality assurance systems and maintain them to achieve continual improvement and customer satisfaction. Ensure that a holistic student support services strategy is developed, implemented and maintained for the enhancement of student well-being and ultimately student performance. Ensure that the communication, marketing, and advancement strategy is aligned with the College mandate. Direct the development, implementation, and management of the marketing strategy. Coordinate the development and maintenance of international partnerships, international liaison and services to foreign students and other international-related activities. Coordinate and facilitate operations and strategic planning. Manage human resource and partnership Innovation and development affairs in the College. Provide guidance and adequate support for and development of staff. Ensure compliance with all administrative requirements, regulations, rules, and instructions about innovation and development.

ENQUIRIES : Ms. ML Mahuma or Ms. KB Molefe at Central Office Tel No: (014) 5975540/ (014) 597 5543/94

APPLICATIONS : Direct your application to: The HR Manager: ORBIT TVET College, Private Bag X82096, Rustenburg, 0299 or hand deliver to Cnr Bosch & Fatima Bhayat Street, Rustenburg (Mon-Thu 07:30 – 15:30 and Fri 07:30 – 13:30) or email to recruiment@orbitcollege.co.za, quoting the post reference number on the subject.

NOTE : The application must include a fully completed and signed new Z83 form obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed curriculum vitae only. Certified copies of identity document, senior certificate and highest required qualification as well as a driver's licence where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date, following communication from HR. Incomplete and unsigned application will not be

considered. Applications received after the closing date will not be accepted. The filling of the post will be done in terms of Department approved Employment Equity Plan. ORBIT TVET College is committed to providing equal opportunities and practicing affirmative action employment. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. The College reserves the right not to make an appointment. It is our intention to promote representatively: race, gender, and disability in the department through the filling of post and candidate whose appointment, will promote representatively will receive preference. Correspondence will be limited to shortlisted candidates only. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). If you do not receive any response within eight weeks after closing date of this advertisement, kindly accept that your application was unsuccessful. All costs incurred due to your application and interviews will be at your own expense.

CLOSING DATE : 04 December 2026 (13h00)

POST 42/31 : **ASSISTANT DIRECTOR: SUPPLY CHAIN AND ASSET MANAGEMENT REF NO: ORB21/2026**
Branch: Technical and Vocational Education and Training
Component: ORBIT TVET College
Permanent

SALARY : R487 197 per annum (Level 09), plus benefits

CENTRE : Rustenburg, post is based in Technical and Vocational Education and Training (TVET) College - Central Office

REQUIREMENTS : Recognized three (3) year National Diploma or Degree (REQV 13) in Supply Chain Management or Logistics Management, Public Administration or related qualification. Added advantage – a postgraduate qualification in the relevant field. Three (3) to Five (5) year's in Supply Chain Management (tender and logistics Management) procurement and asset management. Experience in a TVET or public sector environment is advantageous. Knowledge of the PFMA, PPPFA, Treasury Regulations, Supply Chain Framework Act and BBEE Act. Understanding of Asset Management. Knowledge of National Treasury's Supply Chain Management guidelines. Through knowledge of functioning of Bid specification, Evaluation and adjudication Committees. Knowledge of TVET College governance, administration and reporting requirements. Computer literacy (Ms Office). A valid driver's license.

DUTIES : Develop, review, implement and monitor SCM policies in line with relevant legislation. Ensure the implementation and monitoring of Supply Chain policy. Introduce a system for provisioning, procurement, stock control and reporting. Identify preference point system and appropriate goals per commodity in terms of preferential procurement policy objectives. Conduct awareness on approved SCM policies. Oversee the procurement of good and services for the college. Ensure that all procurement is in compliance with the Supply Chain Management (SCM) policies and procedures of the college. Align procurement plan, policies and strategies with the annual budget. Manage the revision on summary of quotations, specifications and all documents supplied by the suppliers in order to comply with prescribed requirements. Ensure that purchase orders are generated, approved and processed. Ensure that the receipt of goods and services are submitted to finance department for processing. Oversee the development, maintenance and utilization of the central supplier database and college supplier database. Prepare and maintain accurate records and documentation on all solicitations, responses, purchases, contracts, correspondence and related follow up. Oversee the administration of demand and acquisition management. Manage the administration of tender briefing session. Manage preparation of a tender document upon receipt from tender bid specification committee. Manage preparation of logistics for the Evaluation and Adjudication Committees. Serve as an observer in the Evaluation and Adjudication Committee. Ensure that adjudication is monitored and aligned with the preferential procurement strategy. Establish the bid specification, bid evaluation, bid adjudication committee and oversee the proper functioning of the committee. Ensure the development and utilization of a supplier database and bid processes. Oversee the management of assets for the college. Monitor the implementation of the asset management plan of the college. Ensure and monitor the asset count,

verifications and office inspections of all assets and asset storerooms. Coordinate the receipt, processing and distribution of new assets. Responsible for asset verification. Ensure an up to date database of service providers. Oversee the development and continuous utilisation of a supplier database. Ensure that manual records are kept for all documentation submitted by suppliers. Ensure that all suppliers' information and documentation are confidential. Ensure continuous maintenance of database. Monitor the TVET College supplier's database on the approved college system. Management of staff development. Render management service to the staff. Ensure completion of performance agreements by all employees in the unit. Supervise, mentor and support staff to ensure high performance and development. Manage the unit's budget and expenditure in line with PFMA and Treasury regulations. Ensure compliance with all relevant policies, governance frameworks and legislative requirements.

ENQUIRIES : Ms. ML Mahuma or Ms. KB Molefe at Central Office Tel No: (014) 5975540/ (014) 597 5543/9

APPLICATIONS : Direct your application to: The HR Manager: ORBIT TVET College, Private Bag X 82096, Rustenburg, 0299 or hand deliver to Cnr Bosch & Fatima Bhayat Street, Rustenburg (Mon-Thu 07:30 – 15:30 and Fri 07:30 – 13:30) or email to recruiment@orbitcollege.co.za, quoting the post reference number on the subject.

NOTE : The application must include a fully completed and signed new Z83 form obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed curriculum vitae only. Certified copies of identity document, senior certificate and highest required qualification as well as a driver's licence where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date, following communication from HR. Incomplete and unsigned application will not be considered. Applications received after the closing date will not be accepted. The filling of the post will be done in terms of Department approved Employment Equity Plan. ORBIT TVET College is committed to providing equal opportunities and practicing affirmative action employment. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. The College reserves the right not to make an appointment. It is our intention to promote representatively: race, gender, and disability in the department through the filling of post and candidate whose appointment, will promote representatively will receive preference. Correspondence will be limited to shortlisted candidates only. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). If you do not receive any response within eight weeks after closing date of this advertisement, kindly accept that your application was unsuccessful. All costs incurred due to your application and interviews will be at your own expense.

CLOSING DATE : 04 December 2026

POST 42/32 : **ASSISTANT DIRECTOR: MARKETING AND COMMUNICATION REF NO: ORB22/2026**
Branch: Technical and Vocational Education and Training
Component: ORBIT TVET College (Central Office)
Permanent

SALARY : R487 197 per annum (Level 09), plus benefits

CENTRE : Rustenburg, post is based in Technical and Vocational Education and Training (TVET) College - Central Office

REQUIREMENTS : A recognised three (3) year National Diploma or Bachelor's Degree (REQV) in Communication, Marketing, Public Relations or Journalism qualification. Added advantage – a postgraduate qualification in the relevant field. 3–5 years' working experience in a communication or marketing environment. Experience in a TVET or higher education environment will be advantageous. Knowledge of policies and governance environment of TVET Colleges including annual reporting requirements of Higher Education Institutions. Knowledge of digital marketing, social media and website management. Knowledge and understanding of TVET administration and Higher Education sector policies and relevant legislation. Computer literacy – proficiency (MS Office, design software, social media tools). Planning and organising skills. Communication

and interpersonal skills. Report writing, analytical and project management skills. People management and team leadership skills. A valid driver's licence.

DUTIES : Develop and manage the college brand identity and brand strategy. Manage all college signage and document branding (letterheads, certificates, banners, brochures, pamphlets and programme information). Formulate and ensure implementation of the college branding strategy. Monitor brand compliance across all college communications and platforms. Manage all media and general community liaison and communications, including coordination of media queries and responses. Track all positive and negative media stories about the college and forward to relevant managers. Manage all college events including exhibitions, graduations, official functions and special marketing events. Regularly communicate college campaigns on social media platforms and digital channels. Maintain and regularly update the content, design and layout of the college website. Develop and implement the college's social media strategy across all platforms (facebook, Instagram, Linkedin, Twitter, etc). Coordinate with ICT and other units for timely content updates. Draft articles and serve as sub-editor for the monthly electronic newsletter; gather articles from colleagues and college activities, verify and submit for approval. Provide photographic services at college events and market the college through branding at events. Render management services to staff; manage staff development, performance agreements, manage units' budget and supervision of the unit. Provide communication administrative support for all college events and coordinate college events planning.

ENQUIRIES : Ms. ML Mahuma or Ms. KB Molefe at Central Office Tel No: (014) 5975540/ (014) 597 5543/94

APPLICATIONS : Direct your application to: The HR Manager: ORBIT TVET College, Private Bag X 82096, Rustenburg, 0299 or hand deliver to Cnr Bosch & Fatima Bhayat Street, Rustenburg (Mon-Thu 07:30 – 15:30 and Fri 07:30 – 13:30) or email to recruiment@orbitcollege.co.za, quoting the post reference number on the subject.

NOTE : The application must include a fully completed and signed new Z83 form obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed curriculum vitae only. Certified copies of identity document, senior certificate and highest required qualification as well as a driver's licence where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date, following communication from HR. Incomplete and unsigned application will not be considered. Applications received after the closing date will not be accepted. The filling of the post will be done in terms of Department approved Employment Equity Plan. ORBIT TVET College is committed to providing equal opportunities and practicing affirmative action employment. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. The College reserves the right not to make an appointment. It is our intention to promote representatively: race, gender, and disability in the department through the filling of post and candidate whose appointment, will promote representatively will receive preference. Correspondence will be limited to shortlisted candidates only. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). If you do not receive any response within eight weeks after closing date of this advertisement, kindly accept that your application was unsuccessful. All costs incurred due to your application and interviews will be at your own expense.

CLOSING DATE : 04 December 2026

POST 42/33 : **SENIOR PROVISIONING OFFICER: SUPPLY CHAIN, ASSET AND FLEET MANAGEMENT REF NO: GPCETC01/10/2026 (X2 POSTS)**

SALARY : R413 001 per annum (Level 08)

CENTRE : Gauteng Community Education and Training College (Ormonde)

REQUIREMENTS : Grade 12 (Matric) or equivalent qualification. National Diploma (NQF Level 6) or Bachelor's Degree (NQF Level 7) in Supply Chain Management, Logistics, Financial Management, Public Management or a relevant qualification. At least 2–3 years' relevant experience in supply chain, asset or fleet management. Supervisory experience will be an added advantage. Knowledge of the PFMA, Treasury Regulations, PPPFA and applicable SCM prescripts. Knowledge of demand, acquisition and contract management processes. Understanding of

asset management, asset registers, verification and disposal procedures. Knowledge of fleet administration, vehicle maintenance, licensing and utilisation monitoring. Knowledge of procurement and financial management systems. Computer literacy, particularly MS Excel, Word and Outlook. Valid driver's license. Procurement and contract administration skills. Asset and fleet management skills. Supervisory and team coordination skills. Planning, organising and analytical skills. Financial administration and reporting skills. Problem-solving and decision-making skills. Good communication and interpersonal skills. Attention to detail, integrity and accountability.

DUTIES : Coordinate procurement planning, specifications and purchase requisitions. Facilitate quotations, bid administration, purchase orders and supplier management. Monitor contract implementation, compliance, renewals and expiry dates. Coordinate asset acquisition, recording, verification, transfers and disposal. Maintain and reconcile the asset register with financial records. Coordinate vehicle allocation, maintenance, licensing, insurance and utilisation. Monitor fuel consumption, vehicle expenditure, logbooks and fleet compliance. Monitor adherence to SCM, asset and fleet management policies and procedures. Prepare SCM, asset and fleet reports, audit schedules and supporting documents. Supervise personnel, allocate duties and monitor performance. Liaise with suppliers, service providers and internal stakeholders.

ENQUIRIES : Ms. ER Phaladi Tel No: (010) 900 1154 or Mr M Maboe Tel No: (010) 900 1168

APPLICATIONS : Applications can be hand delivered to Gauteng CET College, 100 Northern Parkway, Ormonde 209, Crown Wood Office Park Block D or submit to the following email quoting the reference number to: SPO01@GP.CETC.edu.za

NOTE : Applications must be submitted on Z83 form obtainable from any Public Service Department or on the internet at www.gov.za/Documents and must be accompanied by a recently updated comprehensive CV (With Three Contactable References). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered (PDF document to a maximum of 10 megabytes). The College will not be responsible for server delays. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. Gauteng CET College is committed to providing equal opportunities and practising affirmative action. The appointment will be done in line with the approved Employment Equity Plan. Persons with disability are encouraged to apply. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. Due to the College financial constraints, candidates will be responsible for their traveling and accommodation. The College reserves the right not to fill vacancies. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process.

CLOSING DATE : 04 December 2026 at 12h00

POST 42/34 : **STATE ACCOUNTANT: REVENUE AND EXPENDITURE MANAGEMENT REF NO: GPCETC02/10/2026**

SALARY : R338 106 per annum (Level 07)

CENTRE : Gauteng Community Education and Training College (Ormonde)

REQUIREMENTS : Grade 12 (Matric) or equivalent qualification. National Diploma (NQF Level 6) or Bachelor's Degree (NQF Level 7) in Accounting, Financial Management or a relevant qualification. At least 2–3 years' relevant experience in revenue, expenditure or financial accounting. Supervisory experience will be an added advantage. Knowledge of the PFMA, Treasury Regulations, GRAP and applicable public-sector financial prescripts. Knowledge of debtors, creditors, revenue collection and expenditure management. Understanding of payment

processing, reconciliations, accruals and petty cash administration. Knowledge of financial reporting, internal controls and audit processes. Experience in financial management systems, including Business Central, will be an added advantage. Computer literacy, particularly MS Excel, Word and Outlook. Financial accounting and analytical skills. Revenue and expenditure management skills. Supervisory and team coordination skills. Financial reconciliation and reporting skills. Planning, organising and problem-solving skills. Good communication and interpersonal skills. Attention to detail and ability to meet deadlines. Integrity, accountability and professionalism.

DUTIES : Coordinate revenue collection, recording, banking and reconciliations. Oversee debtor accounts, billing, debt collection and age analysis. Coordinate invoice verification, supplier reconciliations and payment processing. Monitor expenditure, commitments, accruals and outstanding payables. Oversee petty cash allocations, replenishments and reconciliations. Review financial transactions, reconciliations and accounting records. Monitor financial controls and compliance with applicable prescripts. Prepare revenue, expenditure, debtors and creditors reports. Coordinate audit schedules, supporting documents and year-end processes. Supervise personnel, allocate duties and monitor performance. Liaise with suppliers, debtors and internal stakeholders to resolve financial queries.

ENQUIRIES : Ms. ER Phaladi Tel No: (010) 900 1154 or Mr M Maboe Tel No: (010) 900 1168

APPLICATIONS : Applications can be hand delivered to Gauteng CET College, 100 Northern Parkway, Ormonde 209, Crown Wood Office Park Block D or submit to the following email quoting the reference number to: STATEACC02@GP.CETC.edu.za

NOTE : Applications must be submitted on Z83 form obtainable from any Public Service Department or on the internet at www.gov.za/Documents and must be accompanied by a recently updated comprehensive CV (With Three Contactable References). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered (PDF document to a maximum of 10 megabytes). The College will not be responsible for server delays. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. Gauteng CET College is committed to providing equal opportunities and practising affirmative action. The appointment will be done in line with the approved Employment Equity Plan. Persons with disability are encouraged to apply. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. Due to the College financial constraints, candidates will be responsible for their traveling and accommodation. The College reserves the right not to fill vacancies. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process.

CLOSING DATE : 04 December 2026 at 12h00

POST 42/35 : **STATE ACCOUNTANT: FINANCIAL COMPLIANCE AND INTERNAL CONTROLS REF NO: GPCETC03/10/2026**

SALARY : R338 106 per annum (Level 07)

CENTRE : Gauteng Community Education and Training College (Ormonde)

REQUIREMENTS : Grade 12 (Matric) or equivalent qualification. National Diploma (NQF Level 6) or Bachelor's Degree (NQF Level 7) in Accounting, Financial Management, Internal Auditing or a relevant qualification. At least 2–3 years' relevant experience in financial compliance, internal controls, financial accounting or auditing. Knowledge of the PFMA, Treasury Regulations, GRAP and applicable public-sector financial prescripts. Knowledge of financial internal controls, compliance monitoring and risk management. Understanding of audit

processes, audit findings and corrective action plans. Knowledge of financial policies, procedures and governance frameworks. Computer literacy, particularly MS Excel, Word and financial management systems.

DUTIES : Monitor compliance with the PFMA, Treasury Regulations, applicable accounting standards and College financial policies. Implement and monitor financial internal controls, identify weaknesses and recommend corrective measures. Coordinate audit information requests, compile audit evidence and maintain audit records. Monitor audit action plans, track implementation of corrective measures and report on outstanding findings. Identify, assess and report financial risks and control deficiencies. Conduct compliance reviews, prepare financial compliance reports and monitor implementation of recommendations. Assist with the review and implementation of financial policies, procedures and standard operating processes. Liaise with internal and external auditors, finance officials and other stakeholders on audit and compliance matters.

ENQUIRIES : Ms. ER Phaladi Tel No: (010) 900 1154 or Mr M Maboe Tel No: (010) 900 1168

APPLICATIONS : Applications can be hand delivered to Gauteng CET College, 100 Northern Parkway, Ormonde 209, Crown Wood Office Park Block D or submit to the following email quoting the reference number to: STATEACC03@GP.CETC.edu.za

NOTE : Applications must be submitted on Z83 form obtainable from any Public Service Department or on the internet at www.gov.za/Documents and must be accompanied by a recently updated comprehensive CV (with three contactable references). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered (PDF document to a maximum of 10 megabytes). The College will not be responsible for server delays. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. Gauteng CET College is committed to providing equal opportunities and practising affirmative action. The appointment will be done in line with the approved Employment Equity Plan. Persons with disability are encouraged to apply. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. Due to the College financial constraints, candidates will be responsible for their traveling and accommodation. The College reserves the right not to fill vacancies. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process.

CLOSING DATE : 04 December 2026 at 12h00

POST 42/36 : **STATE ACCOUNTANT: MANAGEMENT ACCOUNTING REF NO: GPCETC04/10/2026**

SALARY : R338 106 per annum (Level 07)

CENTRE : Gauteng Community Education and Training College (Ormonde)

REQUIREMENTS : Grade 12 (Matric) or equivalent qualification. National Diploma (NQF Level 6) or Bachelor's Degree (NQF Level 7) in Accounting, Financial Management or a relevant qualification. At least 2–3 years' relevant experience in management accounting, budgeting or financial management. Experience in staff supervision will be an added advantage. Knowledge of the PFMA, Treasury Regulations and applicable public-sector financial management prescripts. Knowledge of budget preparation, expenditure monitoring, financial planning and management reporting. Understanding of budgeting, cash-flow management and financial analysis. Proficiency in MS Office, particularly advanced Excel. Knowledge of financial management systems, including Business Central, will be an added advantage.

DUTIES	:	Coordinate the preparation and consolidation of annual budgets and projections. Monitor expenditure against approved budgets and analyse variances. Coordinate cash-flow projections and monitor financial commitments. Prepare monthly and quarterly management accounts and financial performance reports. Analyse expenditure trends and identify potential overspending and cost-saving opportunities. Coordinate budget adjustments, virements and reallocations in line with approved delegations. Monitor compliance with the PFMA, Treasury Regulations and College financial policies. Coordinate budget-related audit schedules, supporting documents and audit responses. Supervise staff, allocate duties and monitor performance. Liaise with internal stakeholders on budgeting, financial planning and reporting matters.
ENQUIRIES	:	Ms. ER Phaladi Tel No: (010) 900 1154 or Mr M Maboe Tel No: (010) 900 1168
APPLICATIONS	:	Applications can be hand delivered to Gauteng CET College, 100 Northern Parkway, Ormonde 209, Crown Wood Office Park Block D or submit to the following email quoting the reference number to: STATEACC04@GP.CETC.edu.za
NOTE	:	Applications must be submitted on Z83 form obtainable from any Public Service Department or on the internet at www.gov.za/Documents and must be accompanied by a recently updated comprehensive CV (With Three Contactable References). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered (PDF document to a maximum of 10 megabytes). The College will not be responsible for server delays. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. Gauteng CET College is committed to providing equal opportunities and practising affirmative action. The appointment will be done in line with the approved Employment Equity Plan. Persons with disability are encouraged to apply. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. Due to the College financial constraints, candidates will be responsible for their traveling and accommodation. The College reserves the right not to fill vacancies. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process.
CLOSING DATE	:	04 December 2026 at 12h00
POST 42/37	:	**STATE ACCOUNTANT: PAYROLL ADMINISTRATION REF NO: GPCETC05/10/2026**
SALARY	:	R338 106 per annum (Level 07)
CENTRE	:	Gauteng Community Education and Training College (Ormonde)
REQUIREMENTS	:	Grade 12 (Matric) or equivalent qualification. National Diploma (NQF Level 6) or Bachelor's Degree (NQF Level 7) in Accounting, Financial Management or a relevant qualification. At least 2 years' relevant experience in payroll administration or financial accounting. Knowledge of the PFMA, Treasury Regulations, Income Tax Act and applicable payroll legislation. Knowledge of payroll processing, statutory deductions and reconciliations. Knowledge of payroll systems will be an added advantage. Computer literacy, particularly MS Excel, Word and Outlook. Financial accounting and analytical skills. Attention to detail and accuracy. Good communication and interpersonal skills. Planning, organising and problem-solving skills. Ability to work under pressure and meet deadlines. Integrity, confidentiality and accountability.
DUTIES	:	Coordinate and oversee the processing of salaries, allowances, deductions and payroll adjustments. Review and verify payroll transactions for accuracy and completeness. Review payroll reconciliations and monitor clearance of discrepancies. Monitor compliance with payroll legislation, policies and

procedures. Coordinate preparation of payroll reports and expenditure analyses. Oversee the administration of employee benefits and payroll adjustments. Monitor payroll controls and ensure corrective action on identified discrepancies. Coordinate payroll audit schedules, supporting documents and audit responses. Liaise with HR and relevant stakeholders to resolve payroll-related matters. Supervise payroll personnel, allocate duties and monitor staff performance.

ENQUIRIES : Ms. ER Phaladi Tel No: (010) 900 1154 or Mr M Maboe Tel No: (010) 900 1168

APPLICATIONS : Applications can be hand delivered to Gauteng CET College, 100 Northern Parkway, Ormonde 209, Crown Wood Office Park Block D or submit to the following email quoting the reference number to: STATEACC05@GP.CETC.edu.za

NOTE : Applications must be submitted on Z83 form obtainable from any Public Service Department or on the internet at www.gov.za/Documents and must be accompanied by a recently updated comprehensive CV (With Three Contactable References). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered (PDF document to a maximum of 10 megabytes). The College will not be responsible for server delays. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. Gauteng CET College is committed to providing equal opportunities and practising affirmative action. The appointment will be done in line with the approved Employment Equity Plan. Persons with disability are encouraged to apply. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. Due to the College financial constraints, candidates will be responsible for their traveling and accommodation. The College reserves the right not to fill vacancies. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process.

CLOSING DATE : 04 December 2026 at 12h00

POST 42/38 : **STATE ACCOUNTANT (MANAGEMENT ACCOUNTING) REF NO: WCCETC/SS/2026/15**
Permanent

SALARY : R338 106 per annum (Level 07)

CENTRE : Western Cape CET College: Central Office: Bellville

REQUIREMENTS : National Senior Certificate (Grade 12). Three-year degree in Accounting or Financial Management (NQF level 7). Two (2) years' experience in a financial management environment. Knowledge: Management accounting and budgeting principles. Budget preparation expenditure and variance analysis. Financial management and procedures Skills: Numerical and analytical skills. Budget analysis and financial data interpretation. Report writing and preparation of financials schedules. Computer literacy, particularly spreadsheets and financial systems. Communication and interpersonal skills. Planning, organising and time management. Problem solving and attention to details.

DUTIES : Budget preparation and administration. Expenditure monitoring and Budget control. Management accounting reports and variance analysis. Financial forecasting and resources planning. Financial compliance, reconciliation and audit support. Records management and operational support.

ENQUIRIES : Ms. P Maqaqa Tel No: (021) 180 1030

APPLICATIONS : Applications can be electronically submitted via email to Recruit@WC.CETC.edu.za

NOTE : Applications received after the closing date or faxed applications will not be considered. Note: Applications must be submitted on a duly completed Z83

(effective from 01 January 2021) form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit any copies of qualifications and other relevant documents on application but must submit a fully completed 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 must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. The Western Cape Community Education and Training College (WCCETC) is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of WCCETC will be taken into consideration. People with Disabilities will be accommodated within reasonable limits. Therefore, preference will be given to candidates whose appointment will assist the WCCETC in achieving its Employment Equity targets in terms of the WCCETC's Employment Equity Plan.

CLOSING DATE : 04 December 2026 @16:00

POST 42/39 : **STATE ACCOUNTANT (DEBTORS) REF NO: WCCETC/SS/2026/16**
Permanent

SALARY : R338 106 per annum (Level 07)
CENTRE : Western Cape CET College: Central Office: Bellville
REQUIREMENTS : National Senior Certificate (Grade 12). Three-year Degree in Accounting or Financial Management (NQF level 7). Two (2) years' experience in a financial management environment. Knowledge: Financial functions, Practices as well as the ability to capture data, Operate computer and collate financial statistics, Financial accounting procedure, Methods and principles established for the processing of specific salary/ financial transactions, Public Service financial legislations, procedures and Treasury Regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual Skills: Computer skills, Planning and organizing, 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.
DUTIES : Provide support in the administration of Debtors. Identify and accurate recording of debts owed to the college. Liaise with debtors to determine payback conditions and time span. Accurate allocation of monies received. Update of tuition fees and administer debtors. Reconciliation and clearances suspense/ledger counts. Supervise staff.
ENQUIRIES : Ms. P Maqaqa Tel No: (021) 180 1030
APPLICATIONS : Applications can be electronically submitted via email to Recruit@WC.CETC.edu.za
NOTE : Applications received after the closing date or faxed applications will not be considered. Note: Applications must be submitted on a duly completed Z83 (effective from 01 January 2021) form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit any copies of qualifications and other relevant documents on application but must submit a fully completed 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 must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. The Western Cape Community Education and Training College (WCCETC) is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of WCCETC will be taken into consideration. People with Disabilities will be accommodated within reasonable limits. Therefore, preference will be given to candidates whose appointment will assist the WCCETC in achieving its Employment Equity targets in terms of the WCCETC's Employment Equity Plan.

CLOSING DATE : 04 December 2026 @16:00

POST 42/40 : **STATE ACCOUNTANT (PROJECTS) REF NO: WCCETC/SS/2026/17 (X2 POSTS)**
Permanent

SALARY : R338 106 per annum (Level 07)
CENTRE : Western Cape CET College: Central Office: Bellville
REQUIREMENTS : National Senior Certificate (Grade 12). Three-year Degree in Accounting / Financial Management / Project Management (NQF level 7). Two (2) years' experience in a financial/projects management environment. Knowledge: Financial policies, understanding of project management knowledge of budgeting coordination of meetings, PESET and CET act, Public Services, DHET Policies, Industrial operation, identification of opportunities in the market. Labour market and opportunity linkages with industries Skills: Excellent communication (oral and written) networking, negotiation, research, interpersonal, planning, organising, computer, promotion and placement.
DUTIES : Conduct project related costing investigation, compile project budget and cash. Prepare costing tables for the project, provide support in the management project and cash flow sheet. analyze project expenditure against project budget and project milestones, receive, evaluate and process request for procurement of consumable goods/of projects. Responsible for all administration of immovable assets and related contracts.
ENQUIRIES : Ms. P Maqaqa Tel No: (021) 180 1030
APPLICATIONS : Applications can be electronically submitted via email to Recruit@WC.CETC.edu.za
NOTE : Applications received after the closing date or faxed applications will not be considered. Note: Applications must be submitted on a duly completed Z83 (effective from 01 January 2021) form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit any copies of qualifications and other relevant documents on application but must submit a fully completed 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 must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. The Western Cape Community Education and Training College (WCCETC) is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of WCCETC will be taken into consideration. People with Disabilities will be accommodated within reasonable limits. Therefore, preference will be given to candidates whose appointment will assist the WCCETC in achieving its Employment Equity targets in terms of the WCCETC's Employment Equity Plan.

CLOSING DATE : 04 December 2026 @16:00

POST 42/41 : **STATE ACCOUNTANT (PAYROLL) REF NO: WCCETC/SS/2026/18**
Permanent

SALARY : R338 106 per annum (Level 07)
CENTRE : Western Cape CET College: Central Office: Bellville
REQUIREMENTS : National Senior Certificate (Grade 12). A three-year Degree in Accounting / Financial Management / Human resources (NQF level 7). Two years' experience in financial/human resources management environment. BAS/PERSAL certificate will be an added advantage. Knowledge: Legislative framework governing public services, financial management systems, PERSAL, salary administration policies and, payroll administration principles Skills: Computer skills, Planning and organizing, Good verbal and written communication, Basic numeracy skills, Interpersonal relation, Ability to perform routine tasks, Ability to operate office equipment, ability to work under pressure, Interpersonal Relations, Ability to work under pressure. Attention to details.
DUTIES : Administer payroll control and salary administration. Manage allowances, deductions and service benefits. Approval of PERSAL transactions relating to salaries and service benefits. Supervise human resources/staff. Development of staff and compile monthly reports. Monitor appointments and salary payments. Monitor establishment and implementations of policies.
ENQUIRIES : Ms. P Maqaqa Tel No: (021) 180 1030
APPLICATIONS : Applications can be electronically submitted via email to Recruit@WC.CETC.edu.za
NOTE : Applications received after the closing date or faxed applications will not be considered. Note: Applications must be submitted on a duly completed Z83 (effective from 01 January 2021) form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit any copies of qualifications and other relevant documents on application but must submit a fully completed 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 must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. The Western Cape Community Education and Training College (WCCETC) is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of WCCETC will be taken into consideration. People with Disabilities will be

accommodated within reasonable limits. Therefore, preference will be given to candidates whose appointment will assist the WCCETC in achieving its Employment Equity targets in terms of the WCCETC's Employment Equity Plan.

CLOSING DATE : 04 December 2026 @16:00

POST 42/42 : **STATE ACCOUNTANT (INTERNAL AUDITING AND RISK MANAGEMENT) REF NO: WCCETC/SS/2026/19**
Permanent

SALARY : R338 106 per annum (Level 07)
CENTRE : Western Cape CET College: Central Office: Bellville
REQUIREMENTS : National Senior Certificate (Grade 12). A three-year Degree in Finance / Accounting / Auditing / Risk management (NQF level 7). Two years' experience in a financial or risk environment. Knowledge: Experience in the development of policies /implementation strategies knowledge of the relevant prescripts, legislation and regulations. knowledge and understanding of the internal audit environment Skills: Planning and organizing, financial management, Report writing, Communication and interpersonal, problem solving, Analytical, Client oriented, Computer literacy, Project management.
DUTIES : Ensure overall supervision, develop, review and monitor the implementation of internal audit policies. Ensure overall supervision, plan execute and report on audits. Ensure over and evaluate internal audit controls, governance and risk management processes. Ensure overall supervision and coordination audit and risk committee meetings. Ensure overall supervision, review, collect information and compile reports to council subcommittees/audit and risk committee on issue of risk and internal audit. Supervise human, physical and financial resources.
ENQUIRIES : Ms. P Maqaqa Tel No: (021) 180 1030
APPLICATIONS : Applications can be electronically submitted via email to Recruit@WC.CETC.edu.za
NOTE : Applications received after the closing date or faxed applications will not be considered. Note: Applications must be submitted on a duly completed Z83 (effective from 01 January 2021) form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit any copies of qualifications and other relevant documents on application but must submit a fully completed 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 must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. The Western Cape Community Education and Training College (WCCETC) is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of WCCETC will be taken into consideration. People with Disabilities will be accommodated within reasonable limits. Therefore, preference will be given to candidates whose appointment will assist the WCCETC in achieving its Employment Equity targets in terms of the WCCETC's Employment Equity Plan.
CLOSING DATE : 04 December 2026 @16:00

POST 42/43	:	**FINANCE CLERK (MANAGEMENT ACCOUNTING) REF NO: WCCETC/SS/2026/12** Permanent
SALARY	:	R237 453 per annum (Level 05)
CENTRE	:	Western Cape CET College: Central Office: Bellville
REQUIREMENTS	:	National Senior Certificate (Grade 12). Experience in Finance environment will be an added advantage. Knowledge: Public Financial Management Act, Treasury regulations, Basic budgeting and financial management principles, financial systems Skills: Financial administration, Numerical and Analytical, Data capturing, Reconciliation, Record keeping, Communication and Interpersonal skill, Computer literacy, Planning and Organizing, Report writing.
DUTIES	:	Capture and update budget allocations on financial systems. Monitor expenditure against approved budgets. Assist with compilation of monthly and quarterly expenditure reports. Support the budget preparation process. Maintain budget control registers and records. Identify and report over/under expenditure trends. Assist with virements and budget shifts documentation. Provide administrative support during audits.
ENQUIRIES	:	Ms. N Gwayi Tel No: (021) 180 1025
APPLICATIONS	:	Applications can be electronically submitted via email to Recruit@WC.CETC.edu.za
NOTE	:	Applications received after the closing date or faxed applications will not be considered. Note: Applications must be submitted on a duly completed Z83 (effective from 01 January 2021) form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit any copies of qualifications and other relevant documents on application but must submit a fully completed 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 must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. The Western Cape Community Education and Training College (WCCETC) is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of WCCETC will be taken into consideration. People with Disabilities will be accommodated within reasonable limits. Therefore, preference will be given to candidates whose appointment will assist the WCCETC in achieving its Employment Equity targets in terms of the WCCETC's Employment Equity Plan.
CLOSING DATE	:	04 December 2026 @16:00
POST 42/44	:	**FINANCE CLERK (PAYROLL) REF NO: WCCETC/SS/2026/13** Permanent
SALARY	:	R237 453 per annum (Level 05)
CENTRE	:	Western Cape CET College: Central Office: Bellville
REQUIREMENTS	:	National Senior Certificate (Grade 12). Experience in Finance/Human Resources environment will be an added advantage. Knowledge: Legislative framework governing public services, financial management systems, PERSAL, salary administration policies and, payroll administration principles Skills: Planning and Organizing, Good communication (verbal and written), Computer literacy, Flexibility, Customer care services, Report writing.

DUTIES	:	Maintain accurate employee payroll records. Process allowances, deductions and benefits. Ensure completeness of payroll documentation. Identify payroll errors and facilitate corrections. Prepare payroll documentation. Respond to employee payroll enquiries. Maintain payroll filing systems. Responsible for salary administration. Monitor salary adjustments and payments.
ENQUIRIES	:	Ms. N Gwayi Tel No: (021) 180 1025
APPLICATIONS	:	Applications can be electronically submitted via email to Recruit@WC.CETC.edu.za
NOTE	:	Applications received after the closing date or faxed applications will not be considered. Note: Applications must be submitted on a duly completed Z83 (effective from 01 January 2021) form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit any copies of qualifications and other relevant documents on application but must submit a fully completed 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 must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. The Western Cape Community Education and Training College (WCCETC) is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of WCCETC will be taken into consideration. People with Disabilities will be accommodated within reasonable limits. Therefore, preference will be given to candidates whose appointment will assist the WCCETC in achieving its Employment Equity targets in terms of the WCCETC's Employment Equity Plan.
CLOSING DATE	:	04 December 2026 @16:00
POST 42/45	:	**FINANCE CLERK (PROJECTS) REF NO: WCCETC/SS/2026/14 (X2 POSTS)**
SALARY	:	R237 453 per annum (Level 05), permanent
CENTRE	:	Western Cape CET College: Central Office: Bellville
REQUIREMENTS	:	National Senior Certificate (Grade 12). Experience in Finance environment will be an added advantage. Knowledge: Public Financial Management Act, Treasury regulations, Basic budgeting and financial management principles, financial systems Skills: Financial administration, Numerical and Analytical, Data capturing, Reconciliation, Record keeping, Communication and Interpersonal skill, Computer literacy, Planning and Organizing, Report writing.
DUTIES	:	Process and administer project stipends. Identify open windows for grants from SETAs. Responsible for administrative functions within the unit. Monitoring of contracts. Assist with compilation of monthly/quarterly reports. Assist with administration of immovable assets and related contracts.
ENQUIRIES	:	Ms. N Gwayi Tel No: (021) 180 1025
APPLICATIONS	:	Applications can be electronically submitted via email to Recruit@WC.CETC.edu.za
NOTE	:	Applications received after the closing date or faxed applications will not be considered. Note: Applications must be submitted on a duly completed Z83 (effective from 01 January 2021) form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit any copies of qualifications and other relevant documents on application but must submit a fully completed 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 must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. The Western Cape Community Education and Training College (WCCETC) is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of WCCETC will be taken into consideration. People with Disabilities will be accommodated within reasonable limits. Therefore, preference will be given to candidates whose appointment will assist the WCCETC in achieving its Employment Equity targets in terms of the WCCETC's Employment Equity Plan.

CLOSING DATE : 04 December 2026 @16:00

POST 42/46 : **SUPPLY CHAIN AND ASSET MANAGEMENT CLERK REF NO: GPCETC06/10/2026 (X5 POSTS)**

SALARY : R237 453 per annum (Level 05)
CENTRE : Gauteng Community Education and Training College (Ormonde)
REQUIREMENTS : Grade 12 (Matric) or equivalent qualification. A National Diploma or Certificate in Supply Chain Management, Logistics, Finance or related qualification. At least 1 year of relevant experience in supply chain, asset management or procurement administration. Basic knowledge of the PFMA, Treasury Regulations and applicable SCM prescripts. Understanding of procurement, inventory, asset and fleet administration. Knowledge of financial and procurement management systems will be an added advantage. Computer literacy, particularly MS Excel, Word and Outlook. Procurement and administrative skills. Asset and inventory recordkeeping skills. Planning, organising and time management. Good communication and interpersonal skills. Accuracy and attention to detail. Problem-solving and teamwork. Integrity, accountability and professionalism.
DUTIES : Assist with procurement planning, requisitions and specifications. Process quotations, purchase orders and procurement documentation. Maintain supplier records and assist with procurement queries. Maintain contract records and monitor expiry dates. Assist with asset recording, tagging, verification, transfers and disposals. Update asset registers and assist with reconciliations. Maintain inventory records and monitor stock movements. Assist with vehicle licensing, maintenance, logbooks and fuel records. Assist with SCM, asset and fleet compliance checks. Prepare administrative reports, audit schedules and supporting documents. Maintain accurate procurement, asset and fleet records.
ENQUIRIES : Ms. ER Phaladi Tel No: (010) 900 1154 or Mr M Maboe Tel No: (010) 900 1168
APPLICATIONS : Applications can be hand delivered to Gauteng CET College, 100 Northern Parkway, Ormonde 209, Crown Wood Office Park Block D or submit to the following email quoting the reference number to: SCAMCO6@GP.CETC.edu.za
NOTE : Applications must be submitted on Z83 form obtainable from any Public Service Department or on the internet at www.gov.za/Documents and must be accompanied by a recently updated comprehensive CV (With Three Contactable References). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered (PDF document to a maximum of 10 megabytes). The College will not be responsible for server delays. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or

before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. Gauteng CET College is committed to providing equal opportunities and practising affirmative action. The appointment will be done in line with the approved Employment Equity Plan. Persons with disability are encouraged to apply. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. Due to the College financial constraints, candidates will be responsible for their traveling and accommodation. The College reserves the right not to fill vacancies. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process.

CLOSING DATE : 04 December 2026 at 12h00

POST 42/47 : **FINANCE CLERK REF NO: GPCETC07/10/2026 (X5 POSTS)**

SALARY : R237 453 per annum (Level 05)
CENTRE : Gauteng Community Education and Training College (Ormonde)
REQUIREMENTS : Grade 12 (Matric) or equivalent qualification. A National Diploma or Certificate in Accounting, Finance or Financial Management or related qualification. At least 1 year of experience in financial administration. Basic knowledge of financial accounting, budgeting, payroll and financial administration. Understanding of the PFMA, Treasury Regulations and applicable financial policies and procedures. Knowledge of revenue, expenditure, reconciliations and financial recordkeeping. Computer literacy, particularly MS Excel, Word and Outlook. Knowledge of financial management systems will be an added advantage. Basic financial and numerical skills. Financial administration and recordkeeping skills. Good communication and interpersonal skills. Planning, organising and time management. Accuracy and attention to detail. Problem-solving and teamwork. Ability to work under pressure and meet deadlines. Integrity, confidentiality and accountability.

DUTIES : Assist with invoices, payments, debtors, creditors and petty cash transactions. Capture payroll inputs, verify supporting documents and assist with payroll reconciliations. Assist with budget preparation, expenditure monitoring and cash-flow reporting. Assist with compliance checks, financial controls and monitoring of audit findings. Prepare reconciliations and maintain supporting financial records. Compile financial schedules, reports and supporting documentation. Assist with audit information requests and year-end processes. Maintain accurate financial records and filing systems. Respond to financial queries and provide administrative support.

ENQUIRIES : Ms. ER Phaladi Tel No: (010) 900 1154 or Mr M Maboe Tel No: (010) 900 1168)
APPLICATIONS : Applications can be hand delivered to Gauteng CET College, 100 Northern Parkway, Ormonde 209, Crown Wood Office Park Block D or submit to the following email quoting the reference number to: FC07@GP.CETC.edu.za

NOTE : Applications must be submitted on Z83 form obtainable from any Public Service Department or on the internet at www.gov.za/Documents and must be accompanied by a recently updated comprehensive CV (with three contactable references). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered (PDF document to a maximum of 10 megabytes). The College will not be responsible for server delays. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your

application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. Gauteng CET College is committed to providing equal opportunities and practising affirmative action. The appointment will be done in line with the approved Employment Equity Plan. Persons with disability are encouraged to apply. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. Due to the College financial constraints, candidates will be responsible for their traveling and accommodation. The College reserves the right not to fill vacancies. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process.

CLOSING DATE : 04 December 2026 at 12h00