



**DEPARTMENT OF HIGHER EDUCATION AND TRAINING AND WESTERN TVET COLLEGE INVITES ALL SUITABLE AND QUALIFIED CANDIDATES TO APPLY FOR THE FOLLOWING TEMPORARY SUPPORT STAFF VACANCIES**

**POSTS: ADMINISTRATIVE CLERKS: FINANCE (SL5) X 2 POSTS**

**SALARY: R228 321.00 per annum plus 37% in lieu of benefits**

**DURATION: 1 Year (Fixed-Term Contract)**

POST DESCRIPTION	NUMBER OF POSTS	CAMPUS	REFERENCE NUMBERS
FINANCE CLERK	1	CARLETONVILLE	CARL/FINANCE/01
FINANCE CLERK	1	KRUGERSDORP WEST	KW/FINANCE/02

<b>MINIMUM REQUIREMENTS</b>	Matric/Grade12 Certificate plus a recognised 3-year National Diploma or Degree in Finance/Financial Accounting/ Cost and Management Accounting / Internal Auditing. A minimum of 1 to 2 years relevant experience in a finance environment. Must be computer literate.
<b>COMPETENCIES, KNOWLEDGE, AND SKILLS</b>	Must have basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge of the Public Service financial legislations, procedures, and Treasury Regulations (PFMA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operation, ability to perform adequately and methodically under pressure. Knowledge of COLTECH, SAGE evolution and other relevant business information management systems. Should have good administrative, basic numeracy, accuracy, people management, communication, problem solving, planning, and organising skills.
<b>DUTIES</b>	Render financial accounting transactions. Receive invoices, check correctness, verification, and approval. Process invoices (capture payments). Perform salary administration support services. Perform bookkeeping support services. Capture all financial transactions and clear suspense accounts. Provide support in the administration of debtors and creditors. Process electronic banking transactions and compile journals. Render budget support services. Assist in administration and controlling of petrol cards and college car bookings. Assist with the coordination of bursary allocations. Performing bank reconciliations. Administer the ordering of stationery and textbooks. Issue textbooks to students. Record issued stock. Administer asset management services. Assist with managing of all asset movement within the College. Capturing and recording of all physical (moveable and immovable) assets in the physical asset management registers.

**APPLICATIONS:** Must be submitted accompanied by: (1) A signed **NEW Z83** form obtainable from any public service Department or DPSA website (2) A comprehensive CV including at least three contactable references, quoting the relevant reference number to the Principal, Western TVET College Corporate Office, 42 Johnstone Street, Randfontein, 1760. **Only shortlisted candidates will be required to submit certified copies of original documents with academic records/transcripts and other relevant supporting documents on or before the day of the interview following communication from the HR Office.**

**Alternatively,** applications may be hand delivered **OR** couriered to the HR Manager, Western TVET College, Corporate Office Park: 42 Johnstone Street, Randfontein on or before the closing date and time as stipulated below.

**PLEASE NOTE: NO FAXED or E-MAILED APPLICATIONS WILL BE ACCEPTED**

**CLOSING DATE: THURSDAY, 17 APRIL 2025 AT 12:00**

**N.B**

1. Foreign qualifications must be accompanied by a SAQA evaluation report.
2. Please send separate applications for each post, include a correct reference number and indicate the position you are applying for.
3. If you have not been contacted within six months after the closing date, please consider your application as unsuccessful.
4. Successful candidates will be subjected to a vetting and financial disclosure process (criminal record, citizenship, qualification verification and employment verification).
5. Western TVET College is an equal opportunities employer and reserves the right not to fill the posts.
6. People with disability are encouraged to apply.

**All enquiries should be directed to:** The Human Resource Team at (011) 692 4004 Ext: **1010/1057/1061/1062.**

