



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



PORT ELIZABETH
TVET COLLEGE

EXTERNAL ADVERT

PORT ELIZABETH TECHNICAL VOCATIONAL EDUCATION AND TRAINING [TVET] COLLEGE

APPLICATIONS: Please hand deliver your application, quoting the reference number to: The Deputy Principal: Corporate Services: Mr. D.P. Baartzes; Port Elizabeth TVET College; Erica Central Campus; 1 Richmond Park Drive; Richmond Hill; Port Elizabeth 6001; Reception Area or post your application to: Private Bag X6040; Port Elizabeth 6000

CLOSING DATE AND TIME: 30 March 2021 at 16:00

NOTE: Applications must be submitted on a Z83 application form obtainable from any public service department or on the internet at www.gov.za/documents or www.pecollege.edu.za. The duly completed Z83 application form must be accompanied by a duly signed and dated Application Letter. A recently updated comprehensive CV with three (3) contactable references and certified copies of all qualifications, identity document and driver's license [where it is required] not older than six (6) months is required. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority and the evaluation certificates from SAQA must be attached. Failure to sign the Z83 form and submit the requested documents will result in your application not be considered. Candidates whose appointments will promote representivity of race, gender and disability will receive preference. Correspondence will only be entered into with short-listed applicants. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Successful candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) and COVID-19 medical questionnaires. Successful candidates will also be subjected to security clearance processes. Applications received after the closing date or fax and email applications will not be considered.

POST: PROJECT ADMIN CLERK: ASSETS (3POSTS) [Contract ending 31 March 2022]

REFERENCE NUMBER : TS07/2021PEC

SALARY: R173 703 + BENEFITS (SALARY LEVEL 5)

CENTRE: PORT ELIZABETH TVET COLLEGE: CAMPUSES

NATURE OF APPOINTMENT: PROJECT FIXED TERM

Port Elizabeth Technical Vocational Education and Training College (TVET)

Central Administration - Tel: 041 509 6000, Fax: 041 582 2017 • Dower Campus - Tel: 041 509 6200, Fax: 041 481 7111
Iqhayiya Campus - Tel: 041 509 6450, Fax: 041 452 1048 • Russell Road Campus - Tel: 041 509 6300, Fax: 041 582 2281
Victoria Campus - Tel: 041 509 6150, Fax: 041 374 5321

Private Bag X6040, Port Elizabeth 6000 • Email: info@pec.edu.za • www.pecollege.edu.za

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REQUIREMENTS: Incumbent should have a relevant Senior Certificate / Grade 12/ NCV Certificate (Level 4) / N6 in Financial Management or related qualification. A minimum 0-2 year experience in physical asset verification or relevant work experience in the finance and related fields. Knowledge of performing physical asset verification and performing asset related reconciliations. Ability to accurately capture data and computer literacy. Ability to work with diverse team of individuals and be client oriented. Excellent reporting and communication skills both written and verbal. Good Interpersonal skills and flexibility. Good planning and organizing skills. Attention to detail with a high level of accuracy with sound and accurate recording and record keeping. Ability to operate office equipment.

DUTIES: Verify all college assets and report discrepancies and findings for investigation. Assist with supporting documentation needed and barcoding of college assets. Assist with the alignment of Asset Register pertaining to the verification outcomes and clean-up redundancies. Provide general office and administrative support pertaining to Asset Management activities. Capturing of newly-bought assets to Asset Register. Assist with the identification of redundant or obsolete assets for disposal thereof. Assist with the verification of disposal in line with relevant regulations and departmental prescripts. Assist to remove redundant assets to demarcated area for safe keeping and ultimate disposal. Capturing of movements of assets of the College. Issue asset inventory forms for users to acknowledge assets verified at their area of responsibility. Preparation of written-off or lost assets list. Ensure safekeeping of records.

ENQUIRIES: Ms C Jansen and Ms Z Cooper

Tel: (041) 509 6000

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