



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



PORT ELIZABETH
TVET COLLEGE

INTERNAL 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: 28 January 2022 at 16H00.

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). 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 ASSISTANT DIRECTOR - FINANCIAL MANAGER

REFERENCE NUMBER : TS15/2022PEC

SALARY: R376 596 PA + 37% IN LIEU OF BENEFITS (SL9)

CENTRE: PORT ELIZABETH TVET COLLEGE : ERICA CAMPUS

NATURE OF APPOINTMENT: PROJECT CONTRACT (END DATE 31-DEC-2023)

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). Bachelor Degree in Finance/ Accounting or equivalent qualification. 3-5 years' experience in a finance environment with at least 2 years' experience within the public sector. TVET and ITS experience, as well as having served Articles, would be an added advantage. Computer Literacy (MS Office). A valid code 08 driver's license. Provide financial accounting and management support within the Finance Division, maintaining of the accurate records, perform reconciliations, assets with budget co-ordination and reporting, ensuring that financial processes conform to legislative practice. Policies and internal controls. Knowledge of Generally Recognized Accounting Practise (GRAP), Solid knowledge of PFMA National Treasury Practice Notes and Prescripts, with proficiency in Microsoft Office and Knowledge of Accounting Packages.

DUTIES: Monthly Reconciliations of the Control Accounts. Preparing monthly and quarterly financial reports to Exco. Council and DHET; Perform Cash flow Projections and Investment Administration; Oversee the Property Plant and Equipment Management; Processing of Income & Expenditure transactions; Manage Bank and Cash Administration; Budget Co-ordination; Maintain the General Ledger and Co-manage the finance processes of an effective and efficient Internal Control; Oversee Salaries; Prepare and assist with the Compilation of GRAP financial statements. Assist with the review of guidelines and collation of information of budget and forecast preparation. Management of debtors and revenue administration. NSFAS and other student bursary administration. Administrative support and staff management and development.

ENQUIRIES: Mrs. C Jansen & Mrs. Z Plaatjies

Tel: (041) 509 6000

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