



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



PORT ELIZABETH
TVET COLLEGE

EXTERNAL ADVERTISEMENT
PROJECT FUNDED BY NATIONAL SKILLS FUND

**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: 09 FEBRUARY 2022 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, the qualification transcripts of certified copies (statement of results), 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: FACILITATOR/ASSESSOR FOR ICB:BOOKKEEPING

REFERENCE NUMBER: TS13/2022PEC

SALARY: R257 508PA + 37% IN LIEU OF BENEFITS (SL 7)

CENTRE: PORT ELIZABETH TVET COLLEGE: KEMSLEY PARK

NATURE OF APPOINTMENT: PROJECT CONTRACT – 3 YEARS (END DATE – 31 DECEMBER 2024)

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's Degree in Commerce with Accounting and Taxation as subjects. Must be able to present Business Literacy. Payroll Administration. Computerized Bookkeeping (PASTEL) and General Accounting. Must be conversant with the Institute of Certified Bookkeeping processes. Registered as an assessor will be added advantage. Computer literate. 2-3 years relevant teaching experience. Valid Driver's License. South African citizenship. Proficiency in English

DUTIES: Facilitation and assessment of relevant learnerships on more than one site. Liaison with Institute of Certified Bookkeepers (ICB). Progress reporting to stakeholders. Collating and management of POE's, including the uploading of learner results. Act as: mentor/coach. Conduct monitoring and verification on work sites. Any other requirements deemed necessary for the successful delivery and completion of training.

ENQUIRIES: Mrs. C Jansen & Mrs. Z Platjies

Tel: (041) 509 6000

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