



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



PORT ELIZABETH
TVET COLLEGE

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: 06 September 2022 at 16H00.

NOTE: Applications must be submitted on a new Z83 form obtainable from any Public Service department as well as Port Elizabeth TVET College Reception, Port Elizabeth TVET College Official website www.pecollege.edu.za (and be fully completed, dated and signed). Should be accompanied by copies of formal qualifications, copy of academic transcript, copy of unendorsed valid driver's license (where applicable) and copy of ID (both sides if it is a smart card ID), a comprehensive CV with contact details of at least three references and any other relevant documents. Required documents need not be certified when applying for post, only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from HR. Foreign qualifications must be accompanied by a SAQA evaluation report. Immigrants should apply for work permits before assumption of duty. Candidates whose appointments will promote representivity of race, gender and disability will receive preference. NB: Please consider your application as unsuccessful should you not be contacted within 60 days from the closing date of this advertisement. Correspondence will be limited to shortlisted candidates only. Shortlisted candidates will be subjected to security screening. Successful candidate may be required to work at other places as may reasonably be required by the Department and the College. Port Elizabeth TVET College reserves the right to withdraw the mentioned advert.

POST: FINANCIAL AID (BURSARY) OFFICER

REFERENCE NUMBER : PS40/2022DHET

SALARY: R261 372PA + SERVICE BENEFITS (SL 7)

CENTRE: PORT ELIZABETH TVET COLLEGE : DOWER CAMPUS

NATURE OF APPOINTMENT: PERMANENT

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 Senior Certificate / Grade 12/ NCV Certificate (Level 4). Recognized three (3) year National Diploma in Financial Management (NQF level 6). 1-2 years' experience in financial environment / bursary environment. Knowledge of CET and PSET. Knowledge of PSA and PSR, 2016. Knowledge of PFMA and Departmental policies. Knowledge of Coltech. Basic knowledge of 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, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (ITS etc.). Computer skills, planning and organizing, language, good verbal and written communication. Basic numeracy skills, ability to perform routine tasks, ability to operate office equipment, flexibility, interpersonal relations, accuracy and aptitudes of figures.

DUTIES: Coordinate student bursary schemes and financial aid administrative support services in the Campus. Administer the bursary and financial aid schemes application processes for the campus in line with NSFAS guidelines, funder MOU/SLA and policies. Review application for financial Aid. Analyse NSFAS provisionally funded students. Coordinate the authorization of disbursement funds. Facilitate of other financial aid schemes i.e WRSETA, HWSETA etc. Report on all bursary and financial aid allocations to financial aid committee and other stakeholders. Supervise staff.

ENQUIRIES: Mrs. C Jansen & Mrs. Z Plaatjies

Tel: (041) 509 6000

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