



NON ACADEMIC POSTS

Ingwe TVET College is an Affirmative Action employer. Whites, Coloured, Indians males and females and people with disability are encouraged to apply. Ingwe TVET College reserves the right not to make appointments for these posts. Applications are invited from suitably qualified and experienced person(s) for the following posts:

NSF PROJECT SUPPORT OFFICER: ADMIN CENTRE
SALARY NOTCH: R261 372 + 37%
IN LIEU OF BENEFITS PER ANNUM
DURATION: THREE (3) YEARS (FIXED TERM CONTRACT)
REF NO: NSF/05/01

REQUIREMENTS

- Grade 12 / Matric or equivalent qualification. A recognized 03 years qualification in Finance /Internal Auditing/ Accounting / Local Government Finance or Degree in Bcom Accounting or any other relevant qualification.
- Minimum of 3 years work experience in the TVET Sector. Work experience within the project management environment will be an added advantage.
- Computer literacy (Excel, PowerPoint, Ms Word). Administrative Support. Resources planning and Asset management. Effective communication. Client service orientation. Concern for Quality & Order. Team participation. Systems Thinking. Valuing Diversity. Programme/ Project planning. Basic knowledge of SCM processes, auditing and PFMA. Basic knowledge of public accounting.
- Must have a valid Driver's Licence

KEY PERFORMANCE AREAS

Provide project and administrative support to the team. Assist in cash-flow management. Prepare procurement schedule. Facilitate project auditing. Monitor Project performance. Assist in Project planning, execution and monitoring of the programmes. Coordinate internal resources and assist in Project assets management. Compile and maintain project data. Assist with the preparation of documents, reports. Facilitate student placement. Provide procurement support. Provide general programme information and assist with resolution of queries. Prepare monthly reports for all stakeholders.

NSF FINANCE CLERK: ADMIN CENTRE
SALARY NOTCH: R176 310 + 37%
IN LIEU OF BENEFITS PER ANNUM
DURATION: THREE (3) YEARS (FIXED TERM CONTRACT)
REF NO: NSF/05/02

REQUIREMENTS

The qualification (s), skills and attributes necessary for consideration for the position are a good mix or combination of the following:

- Grade 12 / Matric or equivalent qualification. A Diploma in Finance /Internal Auditing/ Accounting / Local Government Finance. Computer literacy (Excel, PowerPoint, Ms Word)
- Creative & Innovative thinking. Client focus. Report writing. Communication. Team player. Problem solving.
- Minimum of 1 year work experience. Work experience within NSF, SETAs or College environment will be an added advantage.

KEY PERFORMANCE AREAS

Assist in preparation of budget. Receive requests for payments and initiate payment processes. Keep receipts and records of all transaction. Reconcile all transactions. Keep details of all NSF Project beneficiaries. Assist in invoice verification and performance information. Advise on cash-flow management. Submit monthly reports. Provide administrative and secretarial support. Perform any other duties assigned by relevant manager.

SUPPLY CHAIN ADMINISTRATION CLERK: ADMIN CENTRE
SALARY NOTCH: R176 310
PERMANENT
REF NO: SCM/05/03

REQUIREMENTS

Grade 12, Diploma in Finance/Accounting/ Business Management and at least 1 year experience in Supply Chain Management. Knowledge of the PFMA, PPPFA, BBBEE, Treasury Regulations and other relevant prescripts. Sound planning and organizing skills, written and verbal communication. General Computer literacy skills and knowledge of programs Ms Word: Excel, PowerPoint and outlook.

KEY PERFORMANCE AREAS

Sourcing of quotations for all goods and services, placing and issuing of orders, provide administrative support in Bid committees, compilation of bid/quotation documentation and advertisements, opening and processing bids/quotations. Liaise and communicate with stakeholders/end-users. Manage information and ensure proper filing.

Please forward applications to: Human Resource Administration - Ingwe TVET College, PO Box 92491, Mount Frere, 5090 or hand deliver at Ingwe TVET College Admin Center, Badibanise A/A, Mount Frere. All applications must be submitted on the new approved Z83 obtained from schools, colleges and government departments and must be completed in full and page 2 duly signed, copies of all original qualifications (Matric Certificate must also be attached) and academic records, your copy of Identity Document, Driver's license if it is a requirement for the post, quoting the reference number for the post you are applying for as per the advert. Such copies need not to be certified when applying for a post. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. If there are no responses after one month of the closing date, consider your application as unsuccessful.

ENQUIRIES: MS NA DAMOYI (039 9402142) EXT: 151

CLOSING DATE: 20 May 2022