

EKURHULENI WEST TVET COLLEGE INVITES QUALIFIED AND EXPERIENCED CANDIDATES TO APPLY FOR THE FOLLOWING VACANCIES TO BE FILLED ACCORDING TO THE CET ACT NO. 16 OF 2006 AS AMENDED.

SUPPORT STAFF AND ACADEMIC POSITIONS

SENIOR FINANCIAL AID OFFICER

Ref: EWC 1/2023

R359 517- R420 402 per annum plus benefits (salary level 8)

Requirements: Grade 12, National N Diploma/National Diploma, 3 -5 years' experience in Financial Management; Computer literacy; MS word, Excel power point; knowledge of PFMA and Departmental policies; Knowledge of financial operating systems (ITS); valid drivers' license; knowledge of NSFAS processes and budget control will be an added advantage.

Duties: Coordinate administration of bursary application processes and financial aid schemes, assist campuses with the application and claiming process, develop database of all student applications in terms of college bursary requirement, notify student support on gaps and non-compliance, facilitate other financial aid schemes i.e. WRSETA, HWSETA; Coordinate the review application for financial aid, participate in evaluation financial status of the application in line with donor requirements, assist in offering alternative to unsuccessful applicants; Coordinate the authorize disbursement of funds, liaise with debtors Department/Finance for crediting of students accounts, liaise with external service providers, reconciliation of claims vs payouts; Report on all bursary and financial aid allocations to financial aid committee, draft monthly/quarterly/annual reports on bursary and financial aid schemes, draft final report for all funded to NSFAS.

SENIOR PROVISIONING OFFICER: SCM

Ref: EWC 2/2023

R359 517- R420 402 per annum plus benefits (salary level 8)

Requirements: Grade 12, National N Diploma in Supply Chain Management/ Logistics / Public Management, 3 – 5 years' experience in Supply Chain Management or related, Computer literacy; MS word, Excel power point; knowledge of PFMA and Departmental policies; Knowledge of financial operating systems (ITS); valid drivers' license Knowledge of BAS/LOGIS system, Knowledge of asset disposal procedure.

Duties: Rendering a bidding administration function for the College Bid Committees, provide secretariat services to the Bid Evaluation Committee and Bid Adjudication Committee (including obtaining approval), Administer the procurement of goods and services through effective and efficient demand management services, ensure sourcing of quotations from accredited suppliers through college database, Provide and effective contract management services to the college, Develop contracts / Service Level Agreements (SLAs) in accordance with the stipulated conditions, Administrator logistical and disposal services, ensure the processing of requisitions for goods and services, Ensure the provision of asset management services to the college, Administer the College asset register, Management of human and financial resources in the unit, supervise and guide staff, manage the development and performance of the staff, allocate and ensure quality work.

FINANCE CLERK - SUPERVISOR

Ref: EWC 3/2023

R294 321 - R343 815 per annum plus benefits (salary level 7)

Requirements: Grade 12, National N Diploma/ National Diploma in Financial Management, 3-5 years' experience in finance field, valid drivers' license; Knowledge of basic financial operating systems (ITS); Basic knowledge of the Public Service financial legislations, procedures and Treasury Regulations.

Duties: Receive documents for payment and verify banking details, Check for authorisation of requisition for payment forms, capture payments on ACB system, capture authorised student refund on ITS and process payment, Produce monthly reports, monthly reconciliations of uncleared bank items, campus bank accounts and relevant accounts, Filing and retrieval of financial documentation, monthly reconciliation of petty cash and all office administration duties.

SUPPLY CHAIN MANAGEMENT CLERK

Ref: EWC 4/2023

Salary range: R 202 233 – R235 611 per annum plus benefits (Salary Level 5)

Requirements: Matric/Grade 12 certificate, National Diploma or National N Diploma in Financial Management or Supply Chain will be an added advantage, 0 – 1 years' experience in Supply Chain Management.

Duties: Receive request to purchase from the SCM Head, select and evaluate suppliers according to the SCM policy, Administration of tenders, request or receive quotations as per the SCM policy, obtain signatures in line with the Ekurhuleni West College Financial Policy, prepare official orders for approval, placing of orders with suppliers, liaise with suppliers and internal customers, handle queries from suppliers and internal customer GRV orders upon delivery of goods or services and any other delegated duties.

STATE ACCOUNTANT (PRODUCTION)

Ref: EWC 5/2023

Salary range: R 202 233 – R235 611 per annum plus benefits (Salary Level 5)

Requirements: Grade 12, National N Diploma/National Diploma, 0-1 year experience in finance field

Duties: Prepare, process and distribute the payroll, Check the accuracy of staff details on payroll, check and process part time claims and overtime claims, print salary advices, prepare requisitions for payments for third parties, Solve problems concerning payroll in collaboration with immediate senior, Prepare monthly reports to management, confirm staff employment to companies, create new debtors, capture payroll and related staff details on the ITS system, produce reports as requested by Human Resource Administration, supply information/reports as required by Department of Labour in collaboration with HR and all office administration duties.

FINANCIAL AID CLERK (BURSARY) X 2

Ref: EWC 6/2023 and EWC 7/2023

Salary range: R 202 233 – R235 611 per annum plus benefits (Salary Level 5)

Requirements: Grade 12, **National N Diploma** in Financial Management, 0-1 years' experience in finance related field, valid driver's license, knowledge on ITS and PERSAL will be an added advantage.

Duties: To assist with the coordination of administrative bursary support services, Assist with the coordination of bursary application process, Assist with the coordination and monitoring of financial aid process, Analyse NSFAS provisionally funded students, Assist with the coordination of bursary allocations, Assist with the coordination of providing feedback to students relating to the progress of the bursary process as communicated by NSFAS and Assist in reporting on all bursary allocations and progress.

HUMAN RESOURCE DEVELOPMENT CLERK

Ref: EWC 8/2023

Salary range: R 202 233 – R235 611 per annum plus benefits (Salary Level 5)

Requirements: Grade 12, **National N Diploma** in Human Resource Development or equivalent, 0-1 years' experience in Human Resource Development, valid drivers' license, Knowledge of PERSAL will be an added advantage

Duties: Assist the employer and employees in compiling the development skills plan. Assisting with the compiling of skills development Act requirements and SETA guidelines. Assist with the submission of Workplace Skills Plan. Assist with submission of Performance Management System and Integrated Quality Management System. Assist with bursary applications within the department. Assist with all human Resource development related enquiries, open bursary files for the new bursary holders, Process bursary payments, communicate outcomes to applicants and their managers, assist in informing personnel on courses available and receive nominations for trainings, assist in planning and conducting skills audit for the college and maintain a database of all training attended by employees.

General Instructions

Applicants are to complete and submit a **NEW Z83 effective from 01 January 2021 (those who use old Z83 form will be disqualified)** obtainable from our website or any Public Service Department. The form must be accompanied by:

- **A comprehensive CV with three contactable references and e-mail addresses**
- Original Certified copies of Matric Certificate
- Original Certified copies of all qualifications (Evaluated by DHET& SAQA if foreign)
- Original certified academic record/transcript
- Original certified copy of identity document.
- Original certified copy of valid driver's license

Please send a separate and completed application for each post and include reference number and position you apply for.

Shortlisted candidates will go through vetting process (Citizenship, Criminal check, verification of qualifications and credit check)

Applications should be hand delivered to Ekurhuleni West TVET College, Corporate Centre, Cnr Flag and Rose Innes, Germiston. Please mark the application with the post title and reference number. Closing date **21 May 2023 (Sunday)**.

Communication will only be entered into with short-listed candidates and the successful applicants. Applicants should kindly note that if no notice of appointment has been received within 60 days of the closing date. it must be assumed that the application has been unsuccessful.

Ekurhuleni West TVET College is an equal opportunities employer and reserves the right not to fill in the posts. Enquiries relating to the above position: Mr TR Mandiwana (Assistant Director: Human Resource Management) Tel No: (011) 323 1600.