



CENTRAL OFFICE

Taletso Technical and Vocational Education and Training (TVET) College invites interested, suitably qualified, innovative, result-oriented, and self-driven individuals to apply for the following posts. These positions will be filled in accordance with the Continuing Education and Training (CET) Act, Act 16 of 2006.

Applications, quoting the reference number, should be forwarded to: Recruitment@taletso.edu.za or hand-delivered to Taletso TVET College, Central Office, 2766 Dr. Albert Luthuli Road, Kgora Building, Mafikeng.

Closing Date: 20 September 2024

Enquiries: Mr. Mailula N.W.

Tel: 018 384-2341/6/8/9/50

Email: Mailula.N@taletso.edu.za

For more detailed information, please visit the College website: www.taletso.edu.za.

Position: Assistant Director: Supply Chain Management (SCM)

Reference No: 04/08/24-SCM

Nature of Employment: Three-year fixed-term contract

Salary: R444,036.00 per annum (Level 09), plus benefits

Centre: Central Office, Mafikeng

Requirements:

- Three-year National Diploma (NQF 6) or Undergraduate Bachelor's Degree (NQF 7) in Financial Management, Supply Chain Management, Purchasing, Logistics, Public Administration, Finance, Accounting, Economics, or Internal Audit
- Valid driver's license
- 4 years of experience, with 3 years at a supervisory level in a Supply Chain Management environment
- Knowledge of Public Service Transformation and management issues, Public Service Act, Public Service Regulations, and relevant prescripts
- Understanding of departmental policies and procedures, Batho Pele Principles, labour relations, and collective bargaining systems
- Familiarity with Minimum Information Security Standards

Skills:

- Administration and Financial Management
- Verbal and written communication
- Problem-solving and self-management
- Budgeting and financial management
- Customer focus and responsiveness
- Developing others, planning, and organizing
- Decision-making and project management
- Team leadership and managing interpersonal conflict
- Impact and influence, computer literacy, diversity management
- Networking and building bonds

Duties:

- Manage the demand for goods and services for the College
- Provide and monitor acquisition/procurement services
- Manage logistics and monitor assets in accordance with relevant policies and procedures
- Render and monitor contract administration support services and compliance
- Manage all resources in the section

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MAFIKENG CAMPUS

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LEHURUTSHE CAMPUS

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Facsimile: +27(0)18 363 3884

LICHTENBURG CAMPUS

Telephone: +27(0)18 632 4317

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Position: Senior State Accountant (x2)

Reference No: 05/08/24-SA

Nature of Employment: Three-year fixed-term contract

Salary: R376,413.00 per annum (Level 08), plus benefits

Centre: Central Office, Mafikeng

Requirements:

- Matric/NQF Level 4 Certificate
- Recognised National Diploma/Degree in Accounting or Financial Management (NQF Level 6) or equivalent qualification
- 3–5 years of experience in the financial management environment
- Knowledge of financial functions and practices, data capture, computer operation, and financial statistics collation
- Understanding of financial accounting procedures, methods, and principles for processing specific salary/financial transactions
- Familiarity with Public Service financial legislation, procedures, and Treasury Regulations (PFMA, PPPFA, PSA, Financial Manual)
- Proficiency in computer skills, planning, and organizing
- Strong verbal and written communication skills
- Basic numeracy skills and ability to perform routine tasks
- Ability to operate office equipment
- Flexibility, interpersonal relations, accuracy, client service focus, integrity, commitment, proactivity, and loyalty

Duties:

- Supervise and coordinate the annual budgeting process
- Perform monthly budgetary and expenditure analysis
- Analyze and interpret requirements for monthly cash flow and adjusted cash flow as prescribed by Treasury, recommending corrective actions as needed
- Coordinate the budget adjustments process
- Monitor expenditure trends and reconcile against budget and cash flow projections
- Coordinate, review, analyze, and quality assure management accounting reporting processes
- Supervise human, physical, and financial resources

Position: State Accountant (x4)

Reference No: 06/08/24-SA

Nature of Employment: Three-year fixed-term contract

Salary: R308 ,154.00 per annum (Level 07), plus benefits

Centre: Central Office, Mafikeng

Requirements:

- Grade 12 or equivalent
- Recognized National Diploma in Financial Management (NQF Level 6) or Bachelor's Degree
- 2-3 years of experience in a financial management environment
- Basic knowledge of financial functions and practices, data capture, computer operation, and financial statistics collation
- Understanding of Public Service financial legislation, procedures, and Treasury Regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual)
- Knowledge of basic financial operating systems
- Skills in planning and organizing, good verbal and written communication, ability to perform routine tasks, and operate office equipment
- Strong interpersonal relations, accuracy, flexibility, aptitude for figures, and a valid driver's license

Duties:

- Provide salary administration services and perform monthly payroll reconciliation
- Ensure timely mandatory and regulated third-party payments
- Provide expenditure and general payment services
- Manage cash and revenue
- Provide bookkeeping and financial accounting services

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- Review and ensure the correctness of all financial accounting transaction documents
- Prepare monthly financial services registers (e.g., unallocated deposits, commitments)
- Ensure correct classifications on general ledger accounts
- Supervise and manage expenditure and general payment services
- Assist with and perform monthly stock (textbooks) reconciliation reports and adjustments
- Supervise and perform salary administration support services

Position: Finance Clerk (x2)

Reference No: 07/08/24-SCM

Nature of Employment: Three-year fixed-term contract

Salary: R216,417.00 per annum (Level 05), plus benefits

Centre: Central Office, Mafikeng

Requirements:

- Grade 12, Diploma, or Degree in Finance or Financial Management qualification as recognized by SAQA
- Knowledge of the Public Finance Management Act (PFMA) and Treasury Regulations
- Financial management skills, communication skills, conflict management skills, and report writing skills
- Proficiency in computer applications and writing skills

Duties:

- Verification, collection, and banking of state revenue
- Processing receipts and clearing bank exceptions
- Recording, filing, and safekeeping of face value books
- Processing payments
- Liaising with internal and external clients on matters concerning revenue and debt

General Instructions to Applicants:

- Interviewed candidates may be subjected to competency assessments
- Successful candidates will be required to sign annual performance agreements and employment contracts upon appointment
- Successful candidates will be vetted, expected to disclose their financial interests, and may be subjected to security clearance
- Applications must be submitted on Z83 forms obtainable from any public service entity. Fully completed forms must be accompanied by recent, comprehensive CVs, as well as copies of all qualifications (including academic transcripts), IDs, and driver's licenses
- ONLY shortlisted candidates will be required to submit certified copies
- It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA)
- Candidates whose appointment will promote representivity with respect to equity prescripts of the College will be afforded preference
- Correspondence will be entered into only with shortlisted candidates
- Applications received after the closing date or faxed will not be considered
- The College reserves the right not to appoint should circumstances dictate

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