



higher education
& training
Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

TALETSO
TECHNICAL VOCATIONAL EDUCATION AND TRAINING

SABS
ISO 9001

CENTRAL OFFICE

THE INSTITUTION INVITES SUITABLY QUALIFYING APPLICANTS FOR THE CURRENT EXISTING FIXED TERM CONTRACTS. DURATION OF CONTRACT: SIX MONTHS.

CLOSING DATE: 05/09/2025

NOTE: Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, duly signed and initialled by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. Applicants must submit fully completed and signed Z83 and CV only. The communication from the HR of the Institution regarding the requirements of the certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following the communication from HR. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) (submit only when shortlisted). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Institution does not accept applications via fax. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within four (4) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). The College have the right not to appoint.

BRANCH: TALETSO TVET COLLEGE

DIRECTORATE: FINANCE AND ADMINISTRATION

POST: ASSISTANT DIRECTOR: FINANCE MANAGEMENT REF NO: FM-02-08-25

SALARY: R468 459.00 to R551 823.00 per annum (Level 09)

CENTRE: Central office

REQUIREMENTS: Grade 12/matric or NCV Level plus an appropriate recognized three-year National Diploma/Degree in Financial Management/ Accounting/Public Finance/ Cost and Management plus 5 years' experience in the Financial Management environment of which 3 years must be at a supervisory level and Thorough knowledge and understanding of the, application of the PFMA and Treasury Regulations. Knowledge and understanding of the GRAP Standards. Knowledge and experience in compiling financial statements. Experience in managing a team of employees and providing leadership. Experience in risk assessment, risk mitigation and monitoring of internal controls. Negotiation and persuasion skills. Communication and interpersonal skills as well as emotional intelligence. Problem solving skills. Computer literacy. A valid driver's license is a prerequisite. Advanced analytical, client oriented, and project management skills. Willingness to work long hours.

DUTIES: Provide financial administration to the College. Maintain all the accounting records of the College. Assist with clearing of accounts. Assist in the preparation and administration of college budget allocation process. Budget forecasting and reporting. Prepare weekly Cash flow inputs (funds requisitioning). Prepare monthly and quarterly reports for the College. Assist in with the audit process and clearing of all audit queries. Report in writing any unauthorized, irregular or fruitless and wasteful expenditure. Implement and maintain asset management policies. Co-ordination of Risk management processes. Ensure compliance with Financial policies, CET act, PFMA and Treasury Regulations.

SKILLS AND COMPETENCIES: Administrative; Planning and organizing; Financial management; Report writing; Communication and interpersonal; Problem solving; Computer literacy; Analytical; Client oriented; Project management; Team leadership; People management

ENQUIRIES: Mr M. Ramalapa, Tel 018 384 2346/50

Hand delivery to;
Taleto TVET College
Kgora Building next to SABC
HR Office (Mafikeng Campus)
or

NB: ALL applications must to relevant email address stating name of the post and reference number on the subject line.

Centraloffice.recruitment@taletso.edu.za

CENTRAL OFFICE

Telephone: +27(0)18 384 2341/3/4/5/6/50
Facsimile: +27(0)18 3847511

MAFIKENG CAMPUS

Telephone: +27(0)18 384 6213/4/5/6
Facsimile: +27(0)18 3846217

LEHURUTSHE CAMPUS

Telephone: +27(0)18 363 4127/87
Facsimile: +27(0)18 363 3884

LICHTENBURG CAMPUS

Telephone: +27(0)18 632 4317
Facsimile: +27(0)18 632 3364

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