



Corporate Office
Cnr High & Broster Street
Private Bag X33
Bethlehem
9700
Tel: 058 303 1732
Fax: 058 303 1748
officeman.corp@malutitvet.co.za



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

APPLICATIONS ARE INVITED FROM SUITABLY QUALIFIED CANDIDATES FOR THE FOLLOWING POST AT MALUTI TVET COLLEGE:

POSITION	: SENIOR STATE ACCOUNTANT: MANAGEMENT ACCOUNTANT
SALARY LEVEL	: 08
SALARY	: R 316 791 P/A
REFERENCE	: MALUTI TVET/ CORP007/2020
COLLEGE COUNCIL APPOINTMENT CENTRE	: 3 MONTHS CONTRACT : CORPORATE OFFICE

MINIMUM REQUIREMENTS

- National Senior Certificate/ Grade 12/ Standard 10 or NCV Level 4
- Degree in Accounting Science (BCom\BCom Accounting) or any related qualification
- Unendorsed Valid Driver's Licence
- Computer Literacy (MS Word, MS Power Point, MS Excel) or any related financial computerised system

RECOMMENDATION

- 3 Year Articles at an Auditing and Accounting Firm

DUTIES

- Provide general support to the Deputy Principal Finance and all other stakeholders.
- Perform general responsibilities of a management accountant.
- Responsible for debtor's management.
- Monthly reporting to the Deputy Principal Finance.
- Perform NSFAS Financial reconciliations.
- Compile and submit all relevant financial reports to DHET.
- Perform any other duty in line with the position.

Applications must be submitted on a Z83 form obtainable from any public service department or from the official DHET website www.dhet.gov.za. The application form should be signed and accompanied by originally certified copies of qualifications, certified copies of academic transcripts, certified copy of unendorsed valid driver's license, certified copy of ID not older than three months and a comprehensive C.V with contact details of at least three references. Foreign qualifications must be accompanied by a SAQA evaluation report.

Immigrants should apply for Work permits before assumption of duty. People with disability are encouraged to apply.

NB: Please consider your application as unsuccessful should you not be contacted within 60 days from the closing date of this advertisement. Maluti TVET College reserves the right to withdraw the above mentioned position.

NO FAXED OR EMAILED APPLICATIONS WILL BE ACCEPTED

All applications should be posted or hand delivered to:

**Human Resource Manager
Maluti TVET College: Corporate Office OR
Private Bag X 33
BETHLEHEM
9700**

**Human Resource Manager
Maluti TVET College: Corporate Office
Corner High & Broster Street
BETHLEHEM
9700**

**Enquiries: Mr HT Basson - Tel: 058 303 1732
Closing Date: 11 December 2020 @13:00**

HT Basson

23/11/2020