

- NOTE** : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za), and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate, and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. The successful candidate will be subjected to a security clearance and verification of qualifications. Interviewed candidates will be subjected to a competency assessment where necessary. Correspondence or communication will only be entered into with short-listed applicants. The College /Department reserves the right to withdraw any of the advertised posts at any time depending on the need. (Applications received after the closing date will not be considered)
- CLOSING DATE** : 03 March 2023 at 14:00
- POST 06/105** : **SENIOR STATE ACCOUNTANT FINANCIAL ACCOUNTING REF NO: MALUTITVET/SSA/CORP/001/2023**
- SALARY CENTRE REQUIREMENTS** : R331 188 per annum (Level 08)  
: Corporate Office (Bethlehem)  
: National Senior Certificate/ Grade 12/ Standard 10 or NCV Level 4. Appropriate National Diploma/Degree (NQF Level 6) in Accounting. Minimum of five years appropriate experience gained in a accounting /financial environment and a minimum two years supervisory experience. Payroll experience. Recommendation: Knowledge of financial functions, practices as well as the ability to capture complex financial data. Good computer literacy skills (MS Excel and MS Word) including SAGE. Basic knowledge of the Public Service Financial legislations, procedures, and Treasury Regulations and GRAP standards. Unendorsed Valid Driver's Licence. Basic understanding of BAS and PERSAL. Good communication (verbal and written) skills; problem-solving skills; planning and organizing skills; analytical skills; liaison skills; client orientation skills; financial management skills; presentation skills; customer care skills and basic numeracy skills. Ability to work in a team and independently; assertiveness; and self-starter. Ability to work under pressure; Ability to work in a team and independently; assertiveness; and a self-starter.
- DUTIES** : Ensure overall supervision and provision of salary administration service. Ensure overall supervision and provision of expenditure and general payment services. Ensure overall supervision of cash and revenue management services. Ensure overall supervision and provision of asset liability and debt management. Ensure overall supervision and provision of bookkeeping and financial accounting services. Supervise human, physical and financial resources. Manage and effect employee deductions and allowances. Asset Management. Perform monthly reconciliation of employee costs and reports. Tax administration. Process journals and other financial transactions. Supervise and maintain proper filing system. Provide support to auditors.
- ENQUIRIES APPLICATION** : Ms TP Mathipe Tel No: 058 303 1732  
: All applications should be posted to: Acting HR Manager: Maluti TVET College, Corporate Office, Private Bag X33, Bethlehem, 9700 or hand delivered at Maluti TVET College: Corporate Office, Corner High & Broster Street, Bethlehem, 9700. No Faxed or emailed applications will be accepted.
- NOTE** : Applications must be submitted on a new Z83 form which is effective as at 01 January 2021, obtainable from any Public Service department as well as Maluti TVET College Corporate Office or from Maluti TVET College Official website [www.malutitvet.co.za](http://www.malutitvet.co.za) (and be fully completed, dated, initialed and signed). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed Z83 form and a detailed curriculum vitae. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from HR. Foreign qualifications must be accompanied by a SAQA evaluation report. Immigrants should apply for work permits before assumption of duty. Maluti TVET College is an equal opportunity affirmative action employer. The Employment Equity plan of the College shall inform the employment decision. It is the College's intention to promote equity (race, gender and disability) through the filling of this posts. NB: Please consider your application as unsuccessful should you not be contacted within 60 days from the closing date of this advertisement. If you apply for more than one post, submit separate applications for each post that you apply for. Correspondance will be limited to shortlisted candidates only. Shortlisted candidates will be



subjected to security screening. Successful candidates may be required to work at other places as may reasonably be required by the Department and the College. Maluti TVET College reserves the right to withdraw any of the mentioned adverts.

- CLOSING DATE** : 10 March 2023 at 13:00
- POST 06/106** : **IT TECHNICIAN REF NO: MALUTITVET/BHM/IT/002/2023**
- SALARY** : R269 214 per annum (Level 07)
- CENTRE** : Bethlehem Campus (Bethlehem)
- REQUIREMENTS** : National Senior Certificate/ Grade 12/ Standard 10 or NCV Level 4. National Diploma/Degree in Information Technology/ Computer Science or relevant qualification. 1-2 years experience in IT environment. Recommendation: Unendorsed Valid Drivers License. Knowledge: IT Hardware and Software. Program installations. Understanding of IT Help Desk operation. Skills: Communication. Good interpersonal skills and attention to detail. Ability to prioritize. Ability to interpret ICT challenges to the users. Time management. Ability to interact with service providers.
- DUTIES** : Setup user account on desktop and laptop (mailbox and windows). Unlocking of password using Admin Pack. Setting up desktop, printers and data projectors. Assist in maintaining a service catalogue and standard operating procedures. Perform backups information and anti-virus support and offsite storage. perform trouble shooting and diagnosis. Support the availability of emails services, internet services, application services on workstation and availability of connection to transversal mainframe system. Perform installation , configuration , testing and upgrade tasks that may require some research and analysis. Prove network cabling. Perform PC installations and software installation. Provide technical support of the configuration, installation, repair and replacement of computers, printers and telephones. Provide support of data migration during computer setup. Rendering of IT information management services: Plan, develop and improve computer based information systems. Maintain information management systems such as database to ensure integrity and security of data. Provide assistance on ICT related project activities.
- ENQUIRIES** : Ms TP Mathipe Tel No: 058 303 1732
- APPLICATIONS** : All applications should be posted to: Acting HR Manager: Maluti TVET College, Corporate Office, Private Bag X33, Bethlehem, 9700 or hand delivered at Maluti TVET College: Corporate Office, Corner High & Broster Street, Bethlehem, 9700. No Faxed or emailed applications will be accepted.
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- CLOSING DATE** : 10 March 2023 at 13:00
- POST 06/107** : **STUDENT LIAISON OFFICER REF NO: MALUTITVET/KWE/SLO/003/2023**  
College Council Appointment: 3 Years Contract
- SALARY** : R269 214 per annum (Level 07)

<b><u>CENTRE</u></b>	:	Kwetsisong Campus (Phuthaditjhaba)
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate/ Grade 12/ Standard 10 or NCV Level 4. A recognized National Diploma/ Degree in Social Science / Psychology / Education or equivalent relevant qualification. Two to three years experience in student support services Education/ Teaching and Learning environment. Computer literacy (MS Word, MS Excel, MS Power Point). Recommendation: Unendorsed valid drivers license. Skills: Administrative, Interpersonal relations, Problem solving and analytical, Communication and listening skills.
<b><u>DUTIES</u></b>	:	Provide student liaison services at the Campus. Guide students and path their careers. Manage the induction of students at the Campus. Prepare weekly and monthly reports. Provide welfare support to students by liaising between stakeholders/Persons. Assist with academic support plan for identified students. Address socio-economic students matters appropriately including substance and other related matters. Attend to any student accommodation needs. Guide students to make the right decision and improve their performance. Conduct home visits when necessary and interview / counsel students, staff, families and other relevant stakeholders in order to identify contributing factors associated with low attendance concerns. Support student, families by establishing and delivering absence reduction programs
<b><u>ENQUIRIES</u></b>	:	Ms TP Mathipe Tel No: 058 303 1732
<b><u>APPLICATIONS</u></b>	:	All applications should be posted to: Acting HR Manager: Maluti TVET College, Corporate Office, Private Bag X33, Bethlehem, 9700 or hand delivered at Maluti TVET College: Corporate Office, .Corner High & Broster Street, Bethlehem, 9700. No Faxed or emailed applications will be accepted.
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