



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

POSITION : FINANCIAL GRADUATE INTERNSHIP X 2
SALARY : R7000,00
CENTRE : CORPORATE OFFICE, BETHLEHEM
MALUTI TVET COLLEGE
PERIOD : 18 MONTHS

REQUIREMENTS

- ❖ Bachelor of Commerce (B.Com) with a specialisation in a Finance-related field.

RECOMMENDATIONS

- ❖ Basic knowledge of financial functions, practices as well as the ability to capture data, operate a computer and collate financial statistics.
- ❖ Basic knowledge of the Public Service financial legislations, procedures, and treasury regulations (PFMA, DORA, CET, PSA, PSR, PPPFA, Financial Manual).
- ❖ Knowledge of basic financial operating systems (SAGE EVOLUTION, Coltech)
- ❖ Computer literacy and word processing.

CORE DUTIES

- ❖ Assist with the processing of payments, requisitions, and purchase orders in compliance with Supply Chain Management (SCM) procedures.
- ❖ Capture financial transactions accurately on financial management systems (Coltech and Pastel Evolution).
- ❖ Reconcile invoices with supporting documentation before submission for approval.
- ❖ Assist with filing, document control, and maintenance of financial records in line with the College's document management policy.
- ❖ Assist in preparing budget inputs for departments and campuses. Monitor and track budget-versus-actual expenditure reports to identify variances.
- ❖ Prepare basic financial summaries and assist in compiling management reports.
- ❖ Support the maintenance and updating of the asset register, ensuring completeness, accuracy, and correct classification of assets.
- ❖ Participate in asset verification exercises, tagging, and asset reconciliation with physical locations.

- ❖ Assist in identifying and reporting discrepancies or control weaknesses related to asset management. Participate in annual textbook counts and distribution processes at campuses.
- ❖ Assist in maintaining accurate inventory records and ensuring proper controls are implemented.
- ❖ Support compliance with college policies on safeguarding and accountability of teaching and learning materials.
- ❖ Assist in preparing supporting schedules for audit purposes and ensure that audit requests are responded to promptly.
- ❖ Verify documentation for compliance with the CET Act, Treasury Regulations, and College Financial Policies.
- ❖ Support the compilation of monthly and quarterly financial reports.
- ❖ Help identify and document internal control weaknesses and propose corrective actions.
- ❖ Assist during internal and external audits by retrieving requested information and ensuring proper audit trail.
- ❖ Learn and apply principles of risk management and financial governance.

Applications must be submitted on a new Z83 form (effective from 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.malutivet.co.za. The Z83 form must be signed, Initialed and dated. With regards to completion of the Z83 form, Part A, C and D must be fully completed. Part B, all fields must be completed in full except Passport number: South African applicants need not provide passport numbers, an applicant has responded “no” to the question “Are you conducting business with the state? If yes, (provide the details)”, then it is acceptable for an applicant to indicate not applicable or leave blank to the question, “In the event that you are employed in the Public Service, will you immediately relinquish such business interests?”. “If your profession or occupation requires official registration, provide date and particulars of registration” – May be completed if your profession requires registration. The questions related to conditions that prevent re-appointment under part F must be answered. Applicants are required to submit the completed Z83 form, a detailed curriculum vitae accompanied by copies of formal qualifications, copies of academic transcripts, copy of unendorsed valid driver’s license (where applicable), copy of ID (both sides if it is a smart card ID) and any other relevant documents. Required documents need not be certified when applying for post, 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. Preference will be given to Indians, Coloured males and females as per the EE targets of the College. It is the College’s intention to promote equity (race, gender and disability) through the filling of this post.

NB: Please consider your application as unsuccessful should you not be contacted within 60 days from the closing date of this advertisement. 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 the mentioned advert. Applicants who previously applied are encouraged to re-apply.

NO FAXED OR EMAILED APPLICATIONS WILL BE ACCEPTED

All applications should be posted or hand-delivered to:

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

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

Enquiries: Mrs A Claassen / Ms N Zulu Tel No: 058 303 1732

Closing Date: 28 November 2025 @ 13:00 pm