

		<p>transactions in the general ledger. Prepare trial balances. Perform month-end and year-end closing procedures. Maintain accounts receivable and accounts payable ledgers. Process creditor invoices and performing creditors reconciliations. Reconcile bank statements and other financial accounts. Provide financial data for audits and budget preparation. Provide other financial management services: Debtors control, budget management, inventory management. Perform any other related financial management functions and duties.</p>
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	<p>Ms M Hlatshwayo/Mr P Motai Tel No: (011) 692 4004 Ext. 1010/1061/1062. Please hand deliver your application or email it to <a href="mailto:SAccountant2026@westcol.co.za">SAccountant2026@westcol.co.za</a> in a pdf format and as one attachment, quoting the relevant reference number to the Principal, Western TVET College, Corporate Office, 42 Johnstone Street, Randfontein, 1760.</p>
<b><u>NOTE</u></b>	:	<p>All applications must be accompanied by a signed and fully completed NEW Z83 form obtainable from any public service Department or DPSA website, a comprehensive CV including at least three contactable references. Only shortlisted candidates will be required to submit certified copies of original documents with academic records/transcripts and other relevant supporting documents on or before the day of the interview following communication from HR Office. Foreign qualifications must be accompanied by a SAQA evaluation report. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Successful candidates will be subjected to a vetting and financial disclosure process (criminal record, citizenship, qualification verification and employment verification). People living with disability are encouraged to apply. If you have not been contacted within six months after closing date, please consider your application as unsuccessful. Western TVET College is an equal opportunities employer and reserves the right not to fill the posts. Please ensure that the Z83 form is completed in full. Incomplete Z83 will be disqualified.</p>
<b><u>CLOSING DATE</u></b>	:	10 April 2026 at 12:00.
<b><u>POST 10/268</u></b>	:	<p><b>FACILITATOR: PLUMBING REF NO: MALUTITVET/ITE-LP007/2026</b> College Council Appointment: 12 Months Contract</p>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	<p>R269 499 per annum (Level 06) Itemoheleng Campus National Senior Certificate/Grade 12/Standard 10 /NCV Level 4. Trade Test (Plumber). Competencies and attributes: Knowledge of TVET environment, National Diploma/Degree in Civil Engineering, A recognized Teacher's qualification. Valid SACE registration.</p>
<b><u>DUTIES</u></b>	:	<p>Plan, prepare and deliver lectures to students. Set, moderate and administer assessment tasks as per the College Assessment schedule. Mark, moderate and compile mark sheets as per the College Academic Calendar and College assessment schedule. Compile and keep up to date POAs, subject files and students POE's as requested. Handle all student/learners related administrative duties. Verification of ICASS marks. Examination invigilation. Monitor and keep correct records of student's attendance and performance records. Monitor the work placement for students for period of workplace. Carry out all other duties related to the post including the administration part related to the post.</p>
<b><u>ENQUIRIES APPLICATION</u></b>	:	<p>Ms T Mathipe Tel No: (058) 303 1732 All applications should be posted or hand delivered to Human Resource Management: Maluti TVET College, Corporate Office, Private Bag X33, Bethlehem 9700 or hand delivered at Maluti TVET College: Corporate Office, Corner High &amp; Broster Street, Bethlehem 9700. Email applications can be forwarded to <a href="mailto:hrrcruitment@malutitvet.co.za">hrrcruitment@malutitvet.co.za</a> in pdf format and as one attachment. Indicate the relevant reference number and job title on the subject line.</p>
<b><u>NOTE</u></b>	:	<p>Applications quoting the relevant reference number must be submitted on a 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 <a href="http://www.malutitvet.co.za">www.malutitvet.co.za</a>. The Z83 form must be signed, initialed and dated. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83 it is acceptable for applicants to indicate refer to CV or see attached. However, the</p>

question related to conditions that prevent re-appointment under Part "F" must be answered. 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. Each post(s) advert must be accompanied by its own application for employment. Applicants who do not comply with the abovementioned instructions/ requirements, as well as applications received late will not be considered. Failure to submit all the requested documents will result in the application not being considered. Maluti TVET College is an equal opportunity affirmative action employer. Preference will be given to Indians and Coloured as per the EE targets of the College. People with disability are encouraged to apply. 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. Correspondence will be limited to shortlisted candidates only. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). 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 advert.

<b><u>CLOSING DATE</u></b>	:	17 April 2026 @13:00
<b><u>POST 10/269</u></b>	:	<b><u>DATA CAPTURER: MALUTI CAMPUS REF NO: 2026/03/07</u></b> Permanent
<b><u>SALARY</u></b>	:	R193 359 per annum (Leve 04)
<b><u>CENTRE</u></b>	:	Ingwe TVET College, Maluti Campus
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or NCV Level 4. Knowledge of computer literacy. Sound knowledge of learner capturing system. Teamwork and communication skills.
<b><u>DUTIES</u></b>	:	Capturing students' information on the ITS system. Verify information correctness and proofread data for accuracy. Register students on the ITS system. Printing proof of registration from the system. Filling – sort applications and admissions forms on the files and sort files on the cabinets. To calculate campus statics. Student data verification. Ability to work with multiethnic and multi-cultural environment with students and staff. Ability to interpret College or departmental policies. Ability to deal with problems, apply common sense and carry out instructions from supervisor. Complete required tasks within desired time.
<b><u>ENQUIRIES</u></b>	:	Ms NA Damoyi Tel No: (039) 940 2142
<b><u>APPLICATIONS</u></b>	:	Ingwe TVET College, HRA Unit, PO Box 92491, Mount Frere, 5090 Or email to <a href="mailto:applications@ingwecollege.edu.za">applications@ingwecollege.edu.za</a> can be delivered at Ingwe TVET College.
<b><u>NOTE</u></b>	:	Applications must be submitted on the new approved Z83 obtained from schools, colleges, and government departments and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z83. A recent, comprehensive Curriculum Vitae. Applications are not required to submit copies of qualifications and other relevant documents on application but must submit the fully completed Z83 and detailed curriculum Vitae. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA) only when shortlisted. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be practical exercise to determine a candidate's suitable based on the posts technical and generic requirements and the other must be on integrity (ethical conduct) assessment. Late (received after closing date and time), incomplete. The employer is an equal opportunity