

<u>ENQUIRIES APPLICATIONS</u>	<p>legislative requirements. Authorise the payment of transfers and subsidies processed on the accounting system. Reporting: Oversee the processing of information to determine expenditure against budget. Review and analyses expenditure report, distribute to budget holders and obtain inputs on expenditure status. Oversee the compilation of interim and annual reports on conditional grants. Ensure the safeguarding of all source documents. Supervise employees to ensure an effective financial accounting service.</p> <p>Ms M Hlatshwayo/Mr P Motai Tel No: (011) 692 4004 Ext. 1010/1061/1062</p> <p>Please hand deliver your application or email it to ASDfin2026@westcol.co.za 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>
<u>NOTE</u>	<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> <p>07 April 2026 at 12:00.</p>
<u>CLOSING DATE</u>	07 April 2026 at 12:00.
<u>POST 10/266</u>	<p>SENIOR PRACTITIONER: HUMAN RESOURCE DEVELOPMENT REF NO: MALUTITVET/HRD006/2026</p> <p>Re-advert, Candidates who previously applied are encouraged to re-apply.</p>
<u>SALARY CENTRE REQUIREMENTS</u>	<p>R397 116 per annum (Level 08)</p> <p>Corporate Office</p> <p>National Senior Certificate/ Grade 12/ Standard 10 or NCV Level 4. National Diploma/Degree in Human Resource Management/Development. Minimum of three (3) years relevant experience. Minimum of two (2) years experience at supervisory level (added advantage). Computer literacy (MS Word, MS Excel, and MS Power point). PERSAL introduction certificate. Valid driver's license (except for persons with disabilities). Competencies and attributes: Knowledge and understanding of PMDS and IQMS. Knowledge and understanding of coordination and facilitation of training. Understanding of legislative framework governing the Public Service. Storage and retrieval procedures in terms of the working environment.</p>
<u>DUTIES</u>	<p>Ensure the implementation of training and development programmes. Facilitate the development of Work Skills Plan. Administer bursaries in the College. Administer Internship and learnership programmes. Administer Performance Management Development System, Integrated Quality Management System and coordinate Training for College. Facilitate the development of job descriptions. Formulate the Employment Equity Plan for the College. Manage human, financial and other resources in the unit. Perform any other duty related to the post.</p>
<u>ENQUIRIES APPLICATIONS</u>	<p>Ms T Mathipe Tel No: (058) 303 1732</p> <p>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 & Broster Street, Bethlehem, 9700. Email applications can be forwarded to hrrecruitment@malutitvet.co.za in pdf format and as one attachment. Indicate the relevant reference number and job title on the subject line.</p>
<u>NOTE</u>	<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</p>

TVET College Official website www.malutivet.co.za. 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 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.

- CLOSING DATE** : 17 April 2026 @13:00
- POST 10/267** : **STATE ACCOUNTANT REF NO: CORP/STATEACCOUNTANT/01**
Nature of appointment (Permanent)
Re-advertisement
- SALARY** : R325 101 per annum (Level 07), plus benefits
- CENTRE** : Corporate Office
- REQUIREMENTS** : Matric/Grade12 Certificate plus a recognised three (3) year National Diploma or Degree in Accounting/Financial Management or a relevant qualification. Must have a minimum of 2 to 3 years' experience in payroll financial management environment. Knowledge of BAS and PERSAL systems will be an added advantage. Sage 300 People and Sage Evolution Certificate will be an added advantage. Must be computer literate. Must have a valid driver's license. Competencies, Knowledge, And Skills: Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge of the Public Service financial legislations and procedures. Knowledge and understanding of the Treasury Regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS). Must have computer, planning and organising skills. Must have good verbal and written communication skills. Must have basic numeracy skills. Ability to perform routine tasks and operate office equipment. Flexibility, interpersonal relations, accuracy and aptitude of figures.
- DUTIES** : Provide salary administration service: Process monthly payroll. process payroll deductions accurately (taxes, pensions etc). Ensure compliance with applicable tax legislation. Handle salary queries and disputes promptly. Prepare and distribute salary slips. Coordinate with HR for employee data updates. Perform creditor management function. Process invoices and expense claims. Verify supporting documentation for payments. Prepare payment packs. Prepare payment requisitions and obtain approvals. Initiate payments via electronic funds transfer or checks. Monitor outstanding payments and ensure timely settlements. Reconcile supplier statements with accounts payable ledger. Maintain relationships with supplier and resolve payment issues. Provide financial accounting services: Record financial