



## VACANCY ADVERTISEMENT: EXTERNAL

Thekwini TVET College invites suitably qualified and experienced individuals to apply for the following contract posts based in Durban.

### 1. STATE ACCOUNTANT – ASSETS X1 Central Office – Ref: FIN 01/03/2021

**Contract: 6 Months**  
**Notch: 257 508.00 (SL7)**

**Requirements:** •Matric certificate or equivalent •Relevant REQV13 qualifications •Three years working experience in asset management •Be able to deal with the physical aspect of the job this includes physical count of assets which often includes lifting, barcoding etc. •Computer literacy with excellent Excel skills •Be able to interact with staff at various levels •Good communication skills •Ability to work with minimal supervision •Attention to detail •Ability to work under pressure and meet tight deadlines.

**Recommended:** •Valid Driver's Licence •Coltech experience

**Key Result Areas:** •Supervise the Fixed Asset Clerks •Plan, coordinate and promote the campuses fixed assets physical inventory processes •Supervise the coordination, updates and maintains the tracking database for new existing capital and non-capital fixed assets including assets identification, tagging, location, physical count campus custodians •Conduct periodic and annual fixed assets physical inventories count and identify any assets marked for disposal and or required to be impaired •Supervise the coordination of campus assets physical inventories count with campus managers and Fixed Asset Clerk •Supervise the coordination of fixed assets modules with related fixed assets general ledger and calculating variances with the Finance Manager •Assist with the development of written processes and procedures for identifying, tracking, transferring, reporting and as requested disposing of fixed assets •Identifying existing assets without identification numbers and ports •Prepare regular and ad hoc reports •Perform other administrative tasks as assigned by the Finance Manager •Assist with audit preparation and queries raised by the Auditors including asset verification exercise performed by auditors.

**2. ADMIN CLERK : FIXED ASSET X5**  
**Central Office - Ref: FIN 02/03/2021**

**Contract: 6 Months**

**Notch: R173 703.00 PA (SL5)**

**Requirements:** •Matric certificate or equivalent •One year working experience •Be able to deal with the physical aspects of the job this includes physical count of assets which often includes lifting, barcoding etc. •Computer literacy with excellent Excel skills •Good communication skills •Ability to work with minimal supervision •Attention to detail •Ability to work under pressure and meet tight deadlines.

**Recommended:** •Relevant diploma or degree •Valid Driver's Licence •Coltech experience

**Key Result Areas:** • Plan, coordinate and promote the campuses fixed assets physical inventory process •Coordinate, update and maintain the tracking database for new, existing capital and non-capital fixed assets including assets identification tagging, location, physical count, campus equipment custodians •Conduct periodic and annual fixed assets physical inventories count and identify any assets marked for disposal and or required to be impaired •Co-ordinate campus assets physical inventories count with campus managers and Fixed Asset Clerk •Coordinate fixed assets modules with related fixed assets general ledger and calculating variances with the State Accountant •Assist with the development of written processes and procedures for identifying, tracking, transferring, reporting and as requested disposing of fixed assets • Identifying existing assets without identification numbers and ports •Prepare regular and ad hoc reports •Perform other administrative tasks as assigned by the Finance Manager •Assist with audit preparation and queries raised by the Auditors including asset verification exercise performed by auditors.

**CLOSING DATE AND TIME: FRIDAY, 16 APRIL 2021**

**TO BE INCLUDED IN THE APPLICATION:**

- Applications must be submitted on the prescribed Z83 (obtainable from any Public Service Department or on the internet at ([www.gov.za/document](http://www.gov.za/document)), which must be completed in full, originally signed and dated by the applicant. **NB: All parts of the Z83 form must be filled in full, including sections where the form states that "please ignore if you have attached a CV with these details"**. •Applications must be accompanied by a covering letter clearly indicating experience in the post applying for, a detailed Curriculum Vitae and Certified Copies of Qualifications and Academic Record indicating subjects studied, Identity Document, and Drivers Licence (where applicable). **NB:** All document certification dates must be within six months of the application closing date. •A certified copy of the SAQA certificate of verification of qualifications must be attached for all foreign qualifications.

**IMPORTANT:** •The employment decision shall be informed by the Employment Equity Plan of the College •The College reserves the right not to make an appointment in these positions •Correspondence will be limited to short-listed candidates only •All successful candidates will be subjected to qualifications verification before appointment •Applicants who have not been

contacted within eight weeks of the closing date of advertisement should accept that their applications were unsuccessful.

**APPLICATION SUBMISSION:**

Please apply through [www.pnet.co.za](http://www.pnet.co.za)

**We do not accept hand delivered, emailed and/or posted applications, all applications must be done on the Pnet website and upload all documents required per advert.**

**Enquiries:**

Mr Enock Mahlasela 031 250 8232

NB: All applications to include ALL required documentation as listed above. Incomplete applications **WILL NOT** be considered.