

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(Tshwane North TVET College)**

Tshwane North TVET College would like to invite suitably qualified, innovative, result-orientated and self-driven candidates to apply for their vacant positions.

<u>CLOSING DATE</u>	:	22 December 2025
<u>NOTE</u>	:	Applications must be submitted on the New Z83 which must be fully completed, obtainable from any Public Service Department and must be accompanied by a comprehensive Curriculum Vitae. Only shortlisted candidates will be required to submit certified copies of qualifications including academic records, driver's license, and identity document. Please take note that communication in relation to the process will be limited to the short-listed candidates. If you have not received any correspondence within three (3) months after the closing date, please consider your application unsuccessful. Note: Please quote the relevant reference number of the post you are applying for. Applications received after the closing date will not be accepted. Shortlisted candidates will be subjected to a vetting process: criminal record, citizenship, credit record checks, and qualifications. 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. The College/DHET reserves the right not to make appointments. Preference will be given to African male, African female, Coloured male, Coloured female, White male, Indian male and White female as per the EE targets of the College. People with disability are encouraged to apply. All costs incurred due to your application and interviews will be at your own expense.

OTHER POSTS

<u>POST 45/44</u>	:	<u>SENIOR STATE ACCOUNTANT: MANAGEMENT ACCOUNTING REF NO: TNC/CO/25 – 12/1</u> Nature of Appointment: Permanent
<u>SALARY</u>	:	R397 116 per annum (Level 08,) plus benefits
<u>CENTRE</u>	:	Central Office
<u>REQUIREMENTS</u>	:	A recognized three (3)-year National Diploma in Accounting / Financial Management or equivalent qualification (NQF level 6). A minimum of 3–5 years' experience in a financial management environment. Sound knowledge of Public Service financial legislation, regulations, and procedures including PFMA, Treasury Regulations, DORA, PSA, PSR, PPPFA, CET ACT and relevant financial manuals. Knowledge and experience of financial systems such as BAS, PERSAL, LOGIS, COLTECH, ITS or SAGE will be an added advantage. A valid driver's license. Competencies, Abilities and Skills: Knowledge of financial functions, practices, and accounting procedures, coupled with excellent computer literacy, particularly in the MS Office Suite. The incumbent must demonstrate strong analytical, planning, and organizational skills with the ability to perform under pressure, maintain accuracy, and meet tight deadlines. Good interpersonal relations, along with effective verbal and written communication skills, are essential. The position requires a candidate who is client-focused, committed, proactive, and able to work independently and within a team. Integrity, attention to detail, and the ability to supervise staff and manage financial resources effectively are critical for success in this role.
<u>DUTIES</u>	:	Responsible for coordinating and supervising the annual budgeting process and ensuring effective financial planning and management within the College. Monitor and analyse expenditure trends, conduct monthly budgetary and expenditure analysis, and prepare as well as review monthly and adjusted cash flow projections. The incumbent will coordinate and facilitate the budget adjustment process, ensuring alignment with departmental and Treasury requirements. Additional responsibilities include reviewing, analysing, and quality assuring management accounting reports and submissions, as well as monitoring financial performance against budgets and cash flow projections to recommend corrective measures where necessary. The incumbent will further be expected to supervise human, physical, and financial resources within the

		unit to ensure compliance with relevant financial regulations and promote efficient financial management operations.
<u>ENQUIRIES</u>	:	Should you have enquiries or experience any problem submitting your application contact Mr TH Ngubane Tel No: (012) 401 1989 / Ms JM Nyalunga Tel No: (012) 401 1940
<u>APPLICATIONS</u>	:	Email to Stateaccountant@tnc.edu.za
<u>POST 45/45</u>	:	<u>SENIOR HUMAN RESOURCES PRACTITIONER REF NO: TNC/CO/25 – 12/2</u> Nature of Appointment: Permanent
<u>SALARY</u>	:	R397 116 per annum (Level 08), plus benefits
<u>CENTRE</u>	:	Central Office
<u>REQUIREMENTS</u>	:	Appropriate Degree/ National Diploma (NQF 6) in Human Resource Management, Labour Relations, Employment Relations or equivalent qualification. A minimum of 3–5 years' experience in Human Resource Management / Labour Relations / Employee Wellness or related field. Extensive knowledge on PERSAL system. Knowledge of ITS. Knowledge of VIP payroll. PERSAL certificate will be an added advantage. A valid driver's license. Competencies, Abilities and Skills: Knowledge of Human Resources functions and policies coupled with excellent computer literacy, particularly in the MS Office Suite. The incumbent must demonstrate strong analytical, planning, and organizational skills with the ability to perform under pressure, maintain accuracy, and meet tight deadlines. Good interpersonal relations, along with effective verbal and written communication skills, are essential. The position requires a candidate who is client-focused, committed, proactive, and able to work independently and within a team. Integrity, attention to detail, and the ability to supervise staff and manage Human resources effectively are critical for success in this role.
<u>DUTIES</u>	:	Ensure overall supervision and proper implementation of conditions of service and remuneration of employees (leave, housing, medical, injury on duty, long service recognition, overtime, relocation, pension, allowances, PILIR etc.). Ensure overall supervision and proper implementation of termination of services. Ensure overall supervision and proper implementation of Recruitment and Selection in line with the Departmental policy and delegations. (Advertisements, appointments, transfers, verification of qualifications, secretariat functions at interviews, absorptions, Probation periods etc.). Ensure overall supervision and proper implementation of Human Resource Development services (WSP, Training, Bursaries, Internship and Learnership programmes). Ensure overall supervision and monitor the implementation of Performance Management Development System, Integrated Quality Management System and conduct training to College officials. Ensure overall supervision and proper implementation of all Employee Health and Wellness Programmes. Provide overall supervision and technical guidance on the development of Job Descriptions and ensure that all officials have signed job descriptions. Ensure overall supervision and that the College Employment Equity Plan and HR Plan are developed, reviewed, submitted to Head Office and implemented. Supervise human, physical, financial and other resources. Management of staff performance agreements and development system (PMDS) and Integrated quality management systems (IQMS) for academic staff.
<u>ENQUIRIES</u>	:	Should you have enquiries or experience any problem submitting your application contact Mr TH Ngubane Tel No: (012) 401 1989 / Ms JM Nyalunga Tel No: (012) 401 1940
<u>APPLICATIONS</u>	:	Email to Seniorhumanresources@tnc.edu.za