

APPLICATIONS ARE INVITED FROM SUITABLY QUALIFIED PEOPLE FOR THE FOLLOWING MOTHEO TVET COLLEGE, COLLEGE COUNCIL FIXED TERM CONTRACT POSITIONS:

INSTRUCTIONS TO APPLICANTS: Applications must be submitted on a **new Z83 form**, obtainable from any Public Service Department or DPSA website (**www.dpsa.gov.za**) and a detailed Curriculum Vitae. Certified copies of a ID, valid driver's license (where applicable), and all other relevant documents will only be requested on or before interview date. Foreign qualifications must be accompanied by a SAQA (South African Qualification Authority). Immigrants should apply for work permits before assumption of duty. Correspondence will be limited to shortlisted candidates. Successful candidates will be subjected to security screening and may be required to work at other places as may reasonably be requested by the college.

People with disability are encouraged to apply.

The College has the right to withdraw and/or amend adverts for post(s) and retains the right not to fill the post(s) as determined by the delegated authority

PLEASE FORWARD APPLICATIONS TO:

**THE PRINCIPAL MOTHEO TVET COLLEGE
C/o ALIWAL & St GEORGES STREETS PRIVATE BAG X20509
BLOEMFONTEIN
9300**

For the attention of Mr LJ Thakhube.

Closing date for applications is 25 September 2024 @ 12pm (No late applications will be accepted)

APPLICANTS ARE RESPECTFULLY INFORMED THAT IF NO NOTIFICATION OF APPOINTMENT IS RECEIVED WITHIN 4 MONTHS OF THE CLOSING DATE THEY MUST ACCEPT THAT THEIR APPLICATIONS WERE UNSUCCESSFUL

POST	AUDIT ACCOUNTANTS(2X)
REFERENCE NO	MOT/AA/FIN/CO/2024
SALARY LEVEL	9
CENTRE	CENTRAL OFFICE
SALARY	R444 036.00 – R523 056.00pa

MIMUM POST REQUIREMENTS:

Gr 12 plus B Commerce degree in Accounting or equivalent qualification.
Completed SAICA articles
Registration as CA or AGAs will be an added advantage
3 years' relevant experience.

RECOMMENDATIONS:

Knowledge of GRAP and Auditor General audit methodology.
Knowledge of treasury regulations and the Public Finance Management Act.
Technical proficiency in Case ware Working Papers, SAGE Evolution as well as the full Microsoft Office suite.z cx
Ability to utilise digital platforms to achieve outcomes.
Good communication skills (written and verbal) and report writing.
Good problem solving, administration, planning and organizational skills
Ability to work under pressure and must be able to interact with people from a wide variety of backgrounds and levels.
Willingness to occasionally work after hours when needed.
Valid driver's license.

KEY RESPONSIBILITIES.

Monitoring and implementation of monthly internal control and assets, revenue, payables and receivable Inventories.
Perform regular review on processing of accounting transactions and development of guidelines for classification.
Provide training and skills transfer to the subordinates.
Implement audit opinion turnaround strategy.
Preparation of management accounts and audit files.
Preparation of statutory accounts and financial statements in line with GRAP.
Consultation with clients on all aspects of financial management.

ENQUIRIES: Mr MJ NTSANE/Ms NP NAMEKA/Ms MD LEBEKO
CONTACT NO: (051) 014 1141/1140/1184

POST	TECHNICAL DESIGN OFFICER (3 YEAR PERFORMANCE BASED CONTRACT SEDA FUNDED)
REFERENCE NUMBER	MOT/TECH/INC/2024
SALARY LEVEL	8
PLACE OF WORK	CENTRE FOR ENTREPRENEURSHIP AND RAPID INCUBATOR
SALARY	R376 413.00 – R443 403.00 per annum

MINIMUM POST REQUIREMENTS:

Grade 12 or NCV Level 4 Certificate and National Diploma/Degree qualification in applicable technical field and or B-Tech in IT 3D-CAM and CAD proof of experience.
Minimum 3 years relevant manufacturing experience with CNC machines, laser cutting, 3D printing, scanning and design.
ICT Enterprise development.
Solid works Suite, AUTOCAD, Corel Draw Software knowledge.
First Aid Certificate.
Occupational Health and Safety certificate.
N+, A+ Comp TIA, WAN and LAN.
Valid Driver's license is essential as traveling and extended working hours may be required.

RECOMMENDATIONS:

Proven Skills in Robotics.
Artisan qualification in any trade.
Hands on experience and knowledge of troubleshooting and resolving hardware and software related problems is required.
Experience in enterprise development and New Venture creation.
Knowledge of Small Medium Micro Enterprises and in the business Incubation industry.
Working in Small business development space will be an added advantage.

CORE DUTIES:

To provide technical guidance and assistance, coaching and mentoring to the beneficiaries of the CfE RI in the production of products/services in all the mini factories/workshops.
To coordinate and manage technical skills development and practical work through coaching and mentorship.
To design and administer learning material, facilitate face to face and online project-based learning, conduct assessments to ensure quality learning and to maintain high efficiency and SMME development.
Coordinate the activities and development of the Makerspace area.
To provide a Technical supervisory and co-ordination role, testing products within the production facilities of the CfE RI's mini-factories/workshops.
Prototype development and registration of I.P's.
Research and assign Industry mentors to assist clients.
Ensure quality compliance of goods and services produced by the SMME's.
To provide Technical business development support to SMME's through applicable online platforms.
Manage the health and safety requirements within the Centre for Entrepreneurship and Rapid Incubator.
Responsible for recommendation of ordering of stock and Asset control and control the usage of the technical equipment and machinery. Keep abreast with technology developments and opportunities in the field of entrepreneurship.
Collect data and audit Key Performance Areas and Indicators linked to Technical transfer technology.
Compile budget of the Makerspace and mini factories/workshop areas. Contribute to Strategic planning.
Compiling of reports and provide management with information when requested.
Compile personal job evaluation with management towards performance reporting.

ENQUIRIES: Mr MJ NTSANE/Ms NP NAMEKA/Ms MD LEBEKO
CONTACT NO: (051) 014 1141/1140/1184