



Mopani Technical and Vocational Education and Training College has temporary vacancies for dynamic results driven, innovative and sound communicative individuals to join Corporate Centre in Phalaborwa Town.

ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT AND ASSET MANAGEMENT X ONE YEAR CONTRACT

REF NO: CC1/05/2025

SALARY NOTCH: R468 459 plus 37% in lieu of benefits.

Requirements: Grade 12 plus a recognised Diploma/Bachelor's Degree with either Accounting or Financial Management or Supply Chain Management as a major subject. At least 3 years relevant experience at supervisory level. A valid driver's license. A post graduate qualification will be an added advantage. Thorough knowledge and understanding of Public Finance Legislations/Policies and CET Act. Knowledge and understanding of GRAP standards. Communication, Negotiating, Interpersonal as well as problem solving skills

Duties: Co-ordinate and review the processing of requisitions for goods and services. Ensure that procurement is in line with College SCM policy as well as Treasury Regulations. Ensure that goods are captured on relevant procurement system. Ensure that goods are issued as required. Co-ordinate the control of inventory. Ensure that the quarterly inventory count is performed. Review inventory counted with records on the system and clear difference. Review inventory reconciliations. Calculate Net Realisable Value in line with GRAP. Identify outdated, unserviceable, redundant, and obsolete stock. Co-ordinate disposal of stock inventory. Prepare identified stock for disposal and follow the correct disposal processes. Develop, implement and monitor systems and processes to ensure efficient and effective functioning of the section. Control and safeguarding of all supply chain documentation. Monitor and review capturing of all physical (moveable and immoveable). Monitor asset in the General ledger and fixed asset register. Ensure that all college assets are barcoded, allocated to the correct custodians and locations. Ensure that the annual physical verification is performed. Review the monitoring of assets in accordance with the relevant policy and GRAP standards. Compile GRAP compliant FAR. Prepare General Ledger and FAR reconciliation. Compile reports on the state or condition of assets. Ensure compliance with the asset disposal policy. Prepare asset verification, revision of useful lives and impairment reports. Promote correct implementation of sound

asset management practices. Supervise subordinates to ensure sound physical asset management.

ASSISTANT DIRECTOR: EXPENDITURE AND FINANCIAL REPORTING X ONE YEAR CONTRACT

REF NO: CC2/05/2025

SALARY NOTCH: R468 459 plus 37% in lieu of benefits

Requirements: Grade 12 plus a recognised Diploma/Bachelor's Degree with either Accounting or Financial Management as a major subject. At least 3 years relevant experience at supervisory level. A valid driver's license. A post graduate qualification will be an added advantage. Thorough knowledge and understanding of Public Finance Legislations/Policies and CET Act. Knowledge and understanding of GRAP standards. Communication, Negotiating, Interpersonal as well as problem solving skills

Duties: Verify and authorises payments to the third parties, service providers, salaries, claims and stipends. Review monthly creditors and bank reconciliations to ensure completeness of transactions. Ensure that expenditure is in line with budget and item provisioning. Ensure that transactions are correctly recorded in the General Ledger and Trial Balance on the financial system. Ensure that Monthly returns are submitted to SARS. Reconcile the Trial Balance, General Ledger accounts on monthly basis. Review and analyse monthly and quarterly budget vs expenditure reports and provide reasons for variances. Prepare monthly expenditure reports. Assist in the compilation of interim and annual financial statements. Ensure the safeguarding of all source documents. Ensure effective employee supervision for efficient financial accounting services. Implement and monitor internal controls and processes to ensure efficient and effective functioning. Liaise with external and internal auditors and provide access to documentation.

REQUIRED DOCUMENTS: Fully completed New Z83 form indicating the correct reference number, detailed CV, certified of qualifications, SACE and ID document. **NB:** Foreign applicants should attach the following documents: **SAQA EVALUATION CERTIFICATE, SACE, QUOTA WORK PERMIT AND POLICE CLEARANCE.**

SUBMIT APPLICATIONS TO: The Principal, Mopani TVET College, Private Bag x 01024, Phalaborwa, 1390, or hand deliver the applications to Cnr Combretum and Haarlem Street, Phalaborwa, 1390. Should you not receive a correspondence from us within two months after closing date, consider your application as unsuccessful. Female applicants with relevant qualifications /requirements will be given preference. The College reserves the right to withdraw any advertised post at any time as well as the right to verify the qualifications of the recommended candidates prior to issuing of the offer of employment. Applicants are discouraged from sending applications through registered

mail as the College will not be responsible for the non-collection of the applications sent through registered mail.

CLOSING DATE: 06 June 2025 AT 12:00

Enquiries: Mr Mhlongo FA on 015 781 5721/5.