



**MOPANI TVET COLLEGE**  
"EXCELLENCE IS ALWAYS OUR CHOICE"

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

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**POST: ASSISTANT DIRECTOR: ASSET AND SUPPLY CHAIN MANAGEMENT X 1 PERMANENT**

**SALARY NOTCH: R393 711 – R475 596 per annum**

**REF NO: CC1/06/2023**

**Requirements:** Grade 12 / equivalent qualification plus a recognized relevant Finance Diploma or Bachelor's Degree. A Postgraduate qualification will be an added advantage. At least three (3) years relevant and supervisory experience. Knowledge and understanding of Public Finance Management Act (PFMA), Treasury Regulations, PPPFA, CET Act and application of GRAP standards. Computer Literate. Excellent communication, analytical, negotiation, interpersonal as well as problem solving skills.

**Duties:** Monitor and review the capturing of all physical (moveable and immovable) assets in the GL and asset registers. Monitor and review the allocation of assets to asset holders. Review monthly reconciliations of asset GL and FAR. Compile GRAP compliant Fixed Asset Register. Develop and maintain internal and external stakeholder relations. Ensure effective and efficient inventory management and reporting. Assist in the compilation of annual financial statements. Prepare monthly and quarterly SCM reports. Supervision of employees to ensure sound asset management and SCM practices. Implement and monitor internal controls and processes to ensure effective and efficient functioning of the division. Manage the tendering and entire SCM processes including quotations. Manage contract and commitment registers. Ensure adherence to SCM processes, policies, and procedures. Liaise with internal and external auditors and provide access to documentation.

**Required Documents:** New Z83 Form indicating correct reference number, detailed CV, certified copies of qualifications and ID document. **NB:** Foreign applicants should attach the following documents: **SAQA EVALUATION CERTIFICATE, 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 Harlem Street, Phalaborwa, 1390. Should you not receive correspondence from us within two months after the 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: 30 June 2023 AT 12:00**

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