



CAREER OPPORTUNITIES: INTERNAL AND EXTERNAL ADVERTISEMENT

Central Johannesburg TVET College would like to invite suitably qualified, innovative, result-orientated and self-driven candidates to apply for the following 3 year fixed term contract.

Post Description	Payroll Officer
Post Level	SL7
Salary Notch	Minimum R269 214 per annum plus benefits
Post reference	PYR/CO/22/2023
Centre	Central Johannesburg TVET College
Minimum Requirements	<ul style="list-style-type: none"> - Minimum Requirements: Grade 12 certificate or equivalent. A recognized three-year (3) National Diploma Degree in Financial/Accounting (NQF level 6) or equivalent/related qualification. Experience: 3 years' working experience in a similar environment; and/or working experience in financial management environment. Knowledge: Thorough knowledge of the budgeting process, budget control, budget expenditure control process and related functions. Ability to correctly interpret and apply finance policies. Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge of the Public Service financial legislation, procedures and treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (e.g.PERSAL, BAS, LOGIS, etc.). Knowledge of ITS Payroll module will be an advantage. Skills: Computer skills. Planning and organizing. Language. Good verbal and written communication. Basic numeracy skills. Ability to perform routine tasks. Ability to operate office equipment. Flexibility. Interpersonal Relations. Accuracy. Aptitudes of figures. Values/attributes: Client service focus. Integrity. Committed. Proactive. Loyal.
Core duties and responsibilities	<ul style="list-style-type: none"> - Duties: To ensure the efficient and effective administration of salary and payroll within the college. Administer payroll control and salary administration. Provide inputs and implement salary administration and payroll control policies. Reconcile salary payments against the salary ledgers for all cost centers on the system. Manage the written appointment of paymaster. Maintain and update pay points and their

	<p>associated staff. Print, distribute and collect payrolls. Sign a monthly salary administration and payroll control compliance certificate. Safeguard and preserve payrolls. export salary (ACB Export) from payroll system and import the file into bank system. Export salary (ACB Export) for contract paid month end. process adhoc payment. Load third party payment on bank system</p>
Enquiries	<ul style="list-style-type: none"> - Mr. MB Khakhu on (011) 351 6000
Applications instruction	<ul style="list-style-type: none"> - Applications must be submitted using the following link: https://forms.gle/mkp9opVLnEkEsBG1A accessible in the Central Johannesburg TVET College website. - All applications must be submitted on the most recently approved Z83 Application Form (dated 1 January 2021) obtainable from the DPSA Website or any Public Service department website. The Z83 Application Form must indicate a) the relevant reference number, b) name of the post, c) be fully completed and duly signed. The Z83 Application Form must be accompanied by detailed recently updated CV with three (3) references (provide their contact number and email addresses). copies of all qualifications, including academic records/transcripts, SACE certificate, Driver's License and ID document. These documents must be on a PDF format. - The communication from HR Department regarding the requirements for certified documents will be limited to shortlisted candidates. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately for every post you wish to apply for. Failure to submit the requested documents will result in your application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. No faxed, posted or hand delivered applications will be considered. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to personnel suitability checks (criminal records, citizenship and qualification verification, p). The suitable candidates will be required to annually disclose their financial interest, declare any conflict or perceived conflict of interest, to disclose a membership of board and Directorship that may be associated with. People with disabilities are encouraged to apply. All applicants must consider their applications to be unsuccessful if not contacted within 60 days after the closing date. - The Central Johannesburg TVET College is an equal opportunity employer. - All applications must reach the College on or before the closing date: 31 March 2023 at 16:00.

