



# higher education & training

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA



The Central Johannesburg TVET College is an Equal Opportunity, Affirmative Action Employer. Applications are invited from suitable qualified and experienced candidates for appointment in the following position.

Enquiries: Mr MB Khakhu- 011 351 6000

**Post: Financial Aid Clerk- Central Office, 2 years Contract. SL5 Reference number: CJC/22/2021, Salary notch R173,703.00 per annum plus benefits- Acting College Payroll**

<b>Requirements:</b>	<ul style="list-style-type: none"><li>✓ Grade 12 or relevant qualification. <b>3-5</b> years Education/Teaching and Learning environment or related field. A recognised 3 or four-year qualification (Degree/Diploma) in Finance or Administrative Management will be advantageous. A minimum of two years working experience in the PSET sector education institution of which at least three (3) year working with NSFAS and Student Financial Data or related. Possession of an unendorsed valid Driver's License is advantageous.</li></ul>
<b>Competencies, Knowledge and Skills:</b>	<ul style="list-style-type: none"><li>✓ Thorough knowledge and understanding of the relevant legislation related to TVET sector. Good leadership skills. Interpersonal skills. Sound knowledge of communication skills. Problem solving and analytical skills. Initiative skills. Ability to work under pressure and meet deadlines. Ability to work independently as well as in a team. Planning and execution, organizing, leading and control skills. Report writing and Presentation skills.</li><li>✓ Expert knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics.</li><li>✓ Expert knowledge of working with financial excel spreadsheets and development of financial reconciliations.</li><li>✓ Basic knowledge of the Public Service financial legislations, procedures and Treasury Regulations (PFMA, PSA, PSR, PPPFA, Financial Manual).</li><li>✓ Knowledge of basic financial operating systems (ITS etc.) Computer skills Planning and organizing. Language. Good verbal and written communication. Basic numeracy skills. Ability to perform routine tasks</li><li>✓ Ability to operate office equipment. Flexibility. Interpersonal Relations. Accuracy. Aptitudes of figures</li><li>✓ *Computer Literacy (MS Word, Excel, PowerPoint, Access &amp; Outlook)</li></ul>

<b>Duties &amp; Responsibilities:</b>	<p style="text-align: center;">✓</p> <p>Assist with the coordination of bursary application processes. Assist with coordinating and monitoring of financial aid processes. Handle NSFAS data management within internal controls designed. Analyse NSFAS data for funded and provisionally funded students. Assist with the coordination of bursary allocations. Assist with the coordination of providing feedback to students relating to the progress of the bursary process as communicated by NSFAS. Assist in reporting on all bursary allocations and progress.</p>
<b>Instructions:</b>	<p>Please forward your application to this email address: recruitment24@cjc.edu.za  <i>NB: Kindly quote name of the post you are applying for and its reference number in the subject line.</i></p> <p>Application with supporting documentation, including a signed Z83 Form be emailed to the respective email address provided. Application sent to incorrect email address will regrettable not be considered. Application must be submitted on a Z83 form, form obtainable on the internet at <a href="http://www.gov.za/documents">www.gov.za/documents</a> and must be accompanied by a comprehensive CV and certified copies (not older than 6 (six) months) of qualifications( including matriculation and academic record (s), Identity Documents and Driver's License where applicable. It is the applicant's responsibility to have foreign qualifications evaluated by South African Qualifications Authority (SAQA). If you do not receive any response within (3) months after the closing date of this advertisement, kindly accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitable checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Applications receive after closing date will not be considered.</p>
<b>Closing date:</b>	<p>13 August 2021 by 16h:00</p> <p>Central Johannesburg TVET College reserves the right to withdraw any of the above position.</p>