



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

Eastern Cape CET College



JOB ADVERT CONTRACT POST: CENTRAL OFFICE EASTERN CAPE CET COLLEGE

POST: Secretary Collage Council

REF NUMBER: ECCETC/SECR/01/2023

CENTRE: Principal Office

NATURE: (12 Months contract)

SALARY: R181599.00 (Level 05) plus 37% in lieu of benefits

REQUIREMENTS: Applicants must be in possession of Grade 12 Certificate. Relevant experience and relevant post Matric qualifications will be an added advantage.

DUTIES : Provide secretarial duties to the Council of the Collage. Coordinate sitting of the council meetings. Draft and prepare correspondence for the signature of the Council Chairperson. Capture and prepare minutes of the Council meetings before the next sitting of the Council. Draft and prepare the council meeting schedule. Communicate the Council correspondence and meeting invitations to the council members and Collage management.

ENQUIRIES: Mr M. Mdunyelwa Tel No: 0411804078

POST: Finance Clerks X 02

REF NUMBER: ECCETC/FINCL/02/2023

CENTRE: Deputy Principal Finance Office

NATURE: (12 Months contract)

SALARY: R181599.00 (LEVEL 05) plus 37% in lieu of benefits

REQUIREMENTS: Applicants must be in possession of Grade 12 Certificate. Relevant experience and relevant post Matric qualifications will be an added advantage.

DUTIES: Review invoices and delivery notes from clients and process on Finance system. Prepare creditors reconciliation. Prepare and process supplier payments on finance system for review and authorise. Load payment on the collage online banking for payments. Prepare monthly cash book processing. Prepare monthly bank reconciliation. Prepare monthly expenditure report.

ENQUIRIES: Mr P Tali Tel No: 0411804078

POST: SCM and ASSET CLERKS X 05

REF NUMBER: ECCETC/SCM/04/2023

CENTRE: Deputy Principal Finance Office

NATURE: (12 Months contract)

SALARY: R181599.00

REQUIREMENTS: Applicants must be in possession of Grade 12 Certificate. Relevant experience and relevant post Matric qualifications will be an added advantage.

DUTIES: Receive requisition from end users. Prepare specifications and source suppliers qualifications. Review quotations as per collage SCM policy. Prepare orders for suppliers. Receive GRN/delivery notes and submit. Update and maintain fixed assets register. Dispose assets as per collage policy.

ENQUIRIES: Mr P Tali Tel No: 0411804078

POST: PAYROLL CLERKS X 01

REF NUMBER: ECCETC/PAYR/01/2023

CENTRE: Deputy Principal Finance Office

NATURE: (12 Months contract)

SALARY: R181599.00

REQUIREMENTS: Applicants must be in possession of Grade 12 Certificate. Relevant experience and relevant post Matric qualifications will be an added advantages.

DUTIES: Receive S&T and Council claims and MS WORD. Process claims on accounting systems and submit to payments for processing. Process monthly reports including pay sheet reviews and reconciliation. Process monthly SARS EMP201 and SARS EMP501 returns. Distribute IRP5 to collage employees.

ENQUIRIES: Mr P Tali Tel No: 0411804078

POST: HR CLERKS X 03

REF NUMBER: ECCETC/HRC/03/2023

CENTRE: Corporate Services office

NATURE: (12 Months contract)

SALARY: R181599.00

REQUIREMENTS: Applicants must be in possession of Grade Certificate. Relevant experience and relevant post Matric qualifications will be an added advantage.

DUTIES: Provide assistance in implementation of Service termination. Provide assistance in implementation of service benefits. Provide assistance in implementation of the leave administration. Provide assistance in implementation of Temporary Incapacity leave (short & long) periods and Ill-Health.

ENQUIRIES: Mr S Siyengo Tel No: 041 1804078

POST: MARKETING CLERK X 01

REF NUMBER: ECCETC/CORP/01/2023

CENTRE: Corporate Services office

NATURE: (12 Months contract)

SALARY: R181599.00

REQUIREMENTS: Applicant must be in possession of Grade 12 Certificate. Relevant experience and relevant post Matric qualifications will be an added advantage.

DUTIES: Assist in coordinating Marketing campaigns for the CET collage. Promote Collage services and programs to the public. Assist in crafting Collage communication strategy to potential clients and retain the current. Develop and maintain digital platform of the collage.

ENQUIRIES: Mr S Siyengo Tel No: 0411804078

POST: Data Capturer

REF NUMBER: ECCETC/DAT/01/2023

CENTRE: Collage Principals office

NATURE: (12 Months contract)

SALARY: R181599.00

REQUIREMENTS: Applicant must be in possession of Grade 12 Certificate. Relevant experience and relevant post Matric qualifications will be an added advantage.

Duties: Capture data from available records. Verify query missing data. Keep and maintain records from system. Print reports from system.

ENQUIRIES: Ms B Geca Tel No: 0411804078

POST: ICT Technician

REF NUMBER: ECCECTC/ICT/01/2023

CENTRE: Corporate Services office

SALARY: R181599.00

REQUIREMENTS: Applicant must be in possession of Grade 12 Certificate. Relevant experience and relevant post Matric qualifications will be an added advantage.

Duties: Monitor the User's calls and resolutions. Support Transversal systems (Bas,Logis,&Persal). Conduct preventative maintenance on desktop & Laptops by managing Backup and Virus control. Render maintenance for the warranty of the desktop computers and laptops, by conducting equipment audit.

ENQUIRIES: Mr S Siyengo Tel: 0411804078

CLOSING DATE: 06 APRIL 2023

NB: Applications must be submitted on new Z83 form, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents, also applications must be hand delivered or posted to Eastern Community Education and Training College No 10 Mfana Street, NU 1 Mdantsane, Eastlondon 5209. For the attention of Corporate Services.