



**WATERBERG
FET COLLEGE**

Together ensuring success

**WATERBERG FET COLLEGE INVITES QUALIFIED AND
EXPERIENCED CANDIDATES TO APPLY FOR THE
FOLLOWING POSTS TO BE FILLED ACCORDING TO THE FET
ACT NO.3 OF 2012**

12 MONTHS CONTRACTS - COLLEGE PAID

Ref: 2013/04 - FINANCE OFFICER
IT and Computer Science Centre (Mahwelereng)
Salary Level 7 (R170 799 - R201 195)

Requirements:

REQV 13/ Equivalent qualification in finance (major in Accounting) * At least two years experience in the financial field * Knowledge of the PFMA and other related finance laws and regulations * Knowledge of FET sector * Valid driver's * Computer Literate

Duties and Responsibilities:

Manage and reconcile students Accounts with regard to Debtors and Creditors * Control and capture deposits slips * Manage the monthly reconciliations of the Campus bank accounts * Manage and control the campus petty cash * Responsible for the campus assets management.

Ref: 2013/05 - FARM CARETAKER

Rooywal Farm (Sterkrivier)
Salary Level 3 (R81 312 - R95 784)

Requirements:

Two (2) years' experience in farm management * Communication and problem solving skills * Supervisory Skills * Ability to work as a team member * Knowledge and understanding of farm work and machinery operations * Valid driver's license.

Duties and Responsibilities:

Perform farm operations as indicated by the Farm Manager * Assist in optimizing the farm performance * Use technology where necessary to improve productivity * Assist the Farm manager with all administration duties * Responsible for farm assets and stock control * Assist to achieve production targets * Farm operations are 24/7.

Ref: 2013/06 - GENERAL ASSISTANT (GROUNDSMAN)

Business Studies Centre (Mahwelereng)
Salary Level 3 (R81 312 - R95 784)

Requirements:

Two (2) years gardening/landscaping experience * Grade 10 will be an added advantage * Ability to work as a team member * Ability to distribute mail to staff * Good communication skills.

Duties and Responsibilities:

Cleaning of College facilities * Gardening * Sweeping * Perform any other duty delegated to him/her by Supervisor.

PLEASE NOTE THE FOLLOWING:

The above mentioned applications should be submitted on a Z83 form obtainable from all Public Service Departments, accompanied by a detailed CV and certified copies of all qualifications, ID copy and Driver's License where applicable * Applicants must use the reference number allocated to the post * Faxed or e-mailed applications will not be considered * Communication will only be entered into with short-listed candidates and the successful applicant * If you have not heard from the College within two (2) months of the closing date, you should consider your application as unsuccessful * The College reserves the right not to make appointment(s) to the advertised post(s) * The College is an affirmative and equal opportunity employer, people with disabilities are encouraged to apply.

APPLICATIONS SHOULD BE FORWARDED TO:

Per Post:

The Principal
Waterberg FET College
36 Hooge Street
MOKOPANE
Limpopo Province
0600

OR

By Hand:

The Principal
Waterberg FET College
Postnet Suite # 59
Private Bag X 2449
MOKOPANE

CLOSING DATE FOR SUBMISSIONS: 25 November 2013 at 14:00

Enquiries: Mr LF Mpebe, Tel no: 015 - 491 8581/8602