

**WATERBERG FET COLLEGE (LIMPOPO PROVINCE) INVITES
QUALIFIED AND EXPERIENCED CANDIDATES TO APPLY FOR THE
FOLLOWING POSTS TO BE FILLED ACCORDING TO THE FET ACT
NO.16 OF 2006**



**WATERBERG
FET COLLEGE**
Together ensuring success

**Ref: 2011/11 - Deputy Manager: Finance (Income) (Central Office)
R221,058 - R267,036**

Requirements:

REQV 13 with BComm in the relevant field (major in Accounting) * At least four years experience in Financial Management * Knowledge of the PFMA and other financial regulations * Knowledge of the FET Sector will be an added advantage * Computer Literate * Valid Driver's License.

Duties and Responsibilities:

Develops the multi-year budget for submission to the LDOE/DHET * Ensures the monthly preparation and submission of financial reports to the CEO * Ensures the development and maintenance of an Asset Management Policy including provision for the disposal of College Assets * Management of College vehicles * Assist in the development of appropriate and relevant policies applicable to the Finance Division.

**Ref: 2011/12 - Internal Auditor (Central Office)
(Council paid position on a 1 year Contract)
R221,058 - R267,036**

Requirements:

REQV 13/Equivalent qualification in Auditing or Financial Management * At least four years' Auditing or Financial Management experience * Extensive knowledge of internal control system * Knowledge of Financial Laws and Regulations * Computer Literate * Valid Driver's License.

Duties and Responsibilities:

Develop and implement strategic and operational and auditing plans * Ensure well planned and professionally executed performance and compliance audit at the College * Monitor and report on risk management programmes in the College * Ensure that all audit findings are well recorded, communicated and the required remedial measures are implemented and measured, assist the CEO, College Council and or Audit Committee with sensitive internal audit investigations, recording and reporting.

**Ref: 2011/13 - Hotel School Manager (Hotel School)
R243,021 - R552,507**

Requirements:

A diploma in Hotel Management preferably Internationally recognized * At least 5 years Managerial experience in Hotel Management * Computer skills with a knowledge of Micros Opera Management Systems * Qualification in Occupational Health and Safety * Valid Driver's license

Duties and Responsibilities:

Hotel Operations Management e.g. Managing the restaurant, conferences, and preparations of meals * Hotel School Financial Management * Management of Hotel School assets * Management of Hotel School Personnel * Assist with the marketing of the Hotel School facilities * Allocation of class rooms for training purposes * Could be requested to avail yourself for training of students in all areas * *Hours of work as per requirements of the Hotel School Operations.*

**Ref: 2011/14 - Finance Officer (IT and Computer Science Centre)
R149,742 - R176,391**

Requirements:

REQV 13 Equivalent qualification in Finance (major in Accounting) * At least two years experience in the financial field * Knowledge of a Financial Management System * Knowledge of Financial Laws and Regulations * Valid Drivers License * Computer Skills

Duties and Responsibilities:

Manages and reconciles Student Accounts with regard to Debtor's and Creditor's Controls and captures deposit slips * Manages the monthly reconciliation of the Campus Bank Account Capture information on student bursaries on the DB2000 system * Manages and controls the Campus Petty Cash * Draws up monthly Campus finance reports * Responsible for the Campus Assets Management

Lecturers - R122,754 - R273,852

Business Studies Centre - Mahwelereng

Ref: 2011/15 - Accounting and New Venture Creation

Engineering and Skills Training Centre - Lebowakgomo

Ref: 2011/16 - Electrical Infrastructure and Construction

Requirements:

An appropriate recognized Bachelors degree or equivalent qualification plus a professional qualification in Education * SACE registration * Knowledge of theory and practice in the relevant field * Sound communication skills * Lecturing experience and assessor training will be an added advantage

Duties and Responsibilities:

Class management and record keeping * Continuous student performance assessment, examinations and marking * Lecture relevant subjects on the level allocated * Ensure quality education and adhere to College and subject policies * Liaise with students, parents and other staff members.

**Ref: 2011/17 - Facilitators/Assessors/Moderators
(Occupational Programmes)**

The Waterberg FET College is requesting Facilitators/Assessors/Moderators with the relevant qualifications to submit their CV's to be placed on the College Database for Facilitators/Assessors/Moderators for the offering of Occupational Programmes from 2012. * Expertise needed in: 1) Engineering (Automotive, Electrical, Welding and Civil), 2) Finance, Economics and Accounting, 3) Hospitality (Food Preparation and Culinary Arts), 4) Mixed Farming/Agriculture. * Period of service will depend on the Occupational Programme. * Please make sure that contact details are clearly stipulated in the CV and that a copy of your ID document is attached.

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 and Driver's License. * Applicants must please see to it that they 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 a month of the closing date, you should consider your application as unsuccessful.

APPLICATIONS SHOULD BE FORWARDED TO:

The CEO, Waterberg FET College, Postnet Suite # 59, Private Bag X 2449, MOKOPANE, 0600 OR
The CEO, Waterberg FET College, 36 Hooge Street, MOKOPANE, 0601

CLOSING DATE FOR SUBMISSIONS: Friday, 30 December 2011

Enquiries: Mr Jack Tema, Cell no: 082 883 3486