



higher education
& training
Department
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



THE COLLEGE HEREBY INVITES SUITABLY QUALIFIED CANDIDATES TO APPLY FOR THE FOLLOWING TEMPORARY POST. PEOPLE WITH DISABILITIES ARE ENCOURAGED TO APPLY.

**National Skills Fund Clerk (three years contract)
SALARY: R173 703.00 pa (SR 5)**

**Middelburg Skills Campus
NKC/2021/04/02**

Requirements: Grade 12 Certificate plus N6 certificate in Financial Management or Business Management, one (1) year work experience relevant to the N6 qualification, must be computer literate and capable of operating MS Word, MS Excel, MS Outlook, MS PowerPoint, Good organization and administrative skills, Excellent typing skills, experience in projects and knowledge of NSF / SETA's will be an added advantage. Must be able to work independently and also in a team, and Adhere to strict timeframes, reliable and professional work ethics. Preference will be given to former Interns of Nkangala TVET College.

Duties: Render general clerical support services in the National Skills Fund programmes, provide personnel administration services within the NSF unit, provide financial administration support services within the NSF unit and filing of documents.

Closing date - 6 May 2021 at 12:00

Enquiries: T Theledi/M Monyai – 013 658 4700

Applications: Should be submitted on the new Z83 form, obtainable from any Public Service Department. Applications must in all cases be accompanied by a recently updated comprehensive CV, original certified copies (not older than three months) of all qualifications and ID document.

Applications should be hand delivered to Corner Haig and Northey Street, Central Office of Nkangala TVET College.

No applications received by the HR Department after the closing date shall be considered. The College reserves the right to withdraw any of the advertised posts at any time depending on the need.

Nkangala TVET College is an equal opportunity and affirmative employer. Our aim is to promote representativity through race, gender and disability.

