



LETABA TVET COLLEGE IS AN EQUAL OPPORTUNITY, AFFIRMATIVE ACTION EMPLOYER. IT IS OUR INTENTION TO PROMOTE REPRESENTATIVITY IN THE PUBLIC SECTOR THROUGH THE FILLING OF THESE POSTS. APPLICATIONS ARE INVITED FROM SUITABLY QUALIFIED AND EXPERIENCED CANDIDATES FOR APPOINTMENT IN THE FOLLOWING VACANT POSITIONS.

POST : ACCOUNTING CLERK (24 MONTHS CONTRACT)
SALARY : R 237 453 (PL1) PER ANNUM PLUS 37% IN LIEU OF BENEFITS
REF NO : LET 78/04/2026
CENTRE : CENTRAL OFFICE

REQUIREMENTS: Grade 12 or NCV L4 and/ or any relevant equivalent qualification. An appropriate recognised three years National Diploma/Bachelor's Degree in Financial Management/ Accounting/ Auditing and/ or any relevant equivalent qualification. One-year relevant experience in Finance. Must be computer literate. Proven ability to utilize and develop computerized spreadsheets and word processing applications. Proven knowledge of GRAP, CET Act, Public Finance Management Act and Contract Management. Experience in the TVET sector and knowledge of pastel will be an added advantage. A valid driver's licence.

DUTIES: Render general financial support services to the college management including managing of records and reconciliation on the projects such as compilation of the project registers and maintain source documents for each project. Facilitate interns' stipends payments on monthly basis. Maintain and monitor (reconciliation) Seta's activities to the general ledger. Ensure that rental agreements with the tenants are signed for all college properties (monthly invoicing, rental payment recording on Pastel). Facilitate debtor recovery. Communicate with Seta funders and ensure timely invoicing and processing of claims. Ensure timeous close-up of projects.

REQUIRED DOCUMENTS FOR THE ABOVE POSTS: Fully completed new Z83 Application for Employment Form indicating correct reference number, comprehensive Curriculum Vitae, copies of qualifications including academic records/transcripts, ID, drivers license and SACE certificate for lecturing post. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview, following communication from the

Human Resource Office. **NB:** Foreign applicants should attach the following documents: **SAQA EVALUATION CERTIFICATE, QUOTA WORK PERMIT, SACE, AND POLICE CLEARANCE.** Interviewed candidates will be subjected to a competency assessment where necessary. The successful candidate will be required to participate in the integrated quality management system or to sign an annual performance agreement, whichever is applicable, and to sign an employment contract on appointment, disclose his/her financial interests, and be subjected to security clearance.

NB: Coloureds, Indians, Whites, Africans, and Persons with disabilities are encouraged to apply.

SUBMIT APPLICATIONS TO: The Principal, Letaba TVET College, Private Bag x 4017 Tzaneen, 0850 or hand deliver to: 1 Claude Wheatley Street, Tzaneen, Limpopo Province. Should you not receive correspondence from us within three months after the closing date, consider your application as unsuccessful. Faxed or emailed applications will not be considered.

CLOSING DATE: 22 MAY 2026 AT 16:00

ENQUIRIES: MR KL MOJELA/ MS ML SEKWELA ON 015 307 5440

APPROVED / NOT APPROVED



**MR MB MOSHOMA
ACTING PRINCIPAL**

DATE