

**FINANCIAL AID / BURSARY CLERK**

Reference number.: MTH/PP/16/2021 Salary Level and Starting Notch: 5 (1) Starting Salary Notch Value: R173 703 Site: Central Office, Vryheid

**Inherent requirements: Education and training:** A grade 12 / NCV L4 certificate or equivalent. **Added advantage**: Relevant Certificate or Diploma. 1 - 2 years’ experience in Education/Teaching and Learning environment or related field. **Knowledge:** Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge of the Public Service financial legislations, procedures and Treasury Regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (ITS, etc.). **Skills:** Computer skills, planning and organising, language, good verbal and written communication, basic numeracy skills, ability to perform routine tasks, ability to operate office equipment, flexibility, interpersonal relations, accuracy, aptitudes of figures.

**Duties:** Assist with the coordination of bursary application process. Assist with the coordination of financial aid processes. Assist with analysing the NSFAS provisionally funded students. Assist with the coordination of bursary allocations. Assist with the coordination of providing feedback to students relating to the progress of the bursary process as communicated by NSFAS. Assist in reporting on all bursary allocations and progress.

**Enquiries:** Mrs SA Liversage (034 9680 1010) / Mrs J Brits (34 980 1010)

**Directions to applicants**

Applications must be submitted on the Z83 Form that was approved with effect from 01 January 2021 and obtainable from any Public Service Department or on the **www.gov.za/documents**; and must be accompanied by a recently updated comprehensive CV with certified copies of qualifications (Including academic records), Identity Document not older than six (6) months including the driver’s licence, where applicable. If you apply for more than one position, please submit a separate set of these documents in a separate envelope for each application made. It is the responsibility of the applicant to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA); and the evaluation certificate from the South African Qualifications Authority (SAQA) must be attached. Failure to sign the Z83 and submit the requested documents will result in your application not being considered. Correspondence will only be entered into with short-listed applicants. If not contacted within three (3) months of the closing date of this advertisement, please accept that your application was not successful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) and security clearance processes. Applications received after the closing date or faxed or emailed applications, will not be considered. Mthashana TVET College reserves the right to withdraw or amend this advert and retains the right not to fill the above posts. People from designated groups, especially people living with disabilities, are encouraged to apply.

Please forward your applications, quoting the reference number, on an envelope as well, to: The Principal, Mthashana TVET College, Private Bag X9424, Vryheid, 3100 or alternatively hand-deliver and deposit into the Application Box located at Central Office, 266 South Street, Vryheid, 3100. This advert is also available on our College website: **www.mthashanacollege.co.za**.

**Closing date:** Friday, 07 January 2022, at 12h00