



## higher education & training

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA



**KWAZULU NATAL COMMUNITY EDUCATION AND TRAINING COLLEGE IS AN EQUAL OPPORTUNITY, AFFIRMATIVE ACTION EMPLOYER. APPLICATIONS ARE INVITED FROM SUITABLY QUALIFIED CANDIDATES FOR THE APPOINTMENT OF THE FOLLOWING POSITIONS.**

<b>POST</b>	:	WIL Internship Programme X6 posts (12 months Contract) Financial Accounting/ Management ( <b>KZNCETC/01/2023WIL</b> )
<b>SALARY</b>	:	R3 500.00 per month
<b>CENTRE</b>	:	KwaZulu-Natal CET College Central Office (Durban)

### **REQUIREMENTS:**

A grade 12 certificate and N6 in Financial Management or any relevant qualification in the Finance field. The ideal candidate should have completed all modules at N6 level. Computer literacy, including Microsoft packages.

### **DUTIES:**

To maintain regular contact with the Deputy Principal Finance/Academic of the section to which allocated, as the case may be, i.e. Accounting / Supply Chain / Internal Audit, respectively, and to have a monthly update meeting with the Deputy Principal: Finance as a minimum requirement and to communicate all matters proactively and appropriately on a continuous basis. Shadowing members of the financial section to which allocated as they perform their duties. Assisting with filing, data entry, supply chain management and internal auditing, as appropriate, and recording and maintaining accurate and complete financial records. Where appropriate, assist with preparing financial reports, such as balance sheets and income statements, invoices, procurement matters and other documents. Handling sensitive or confidential information with honesty and integrity. Learning how to work as part of the College Finance unit to compile and analyse data, track information, and support the College. Taking on additional tasks or projects to learn more about accounting, procurement, internal audit and office operations, as appropriate.

### **ENQUIRIES:**

Mr N Dlamini Tel No: (031) 350 4377 / (031) 350 4367

### **APPLICATION:**

Applications have to be addressed to the attention of: The Deputy Principal: Corporate Services, KwaZulu-Natal CET College 17 Kosi Place, Springfield, Durban, 4001. Applications to be submitted online to [info@KZN.CETC.edu.za](mailto:info@KZN.CETC.edu.za), quoting the reference number on the subject line.

### **NOTE**

Candidates who wish to apply must forward recently certified copies (not copies of certified copies) of qualifications, ID copy, comprehensive CV and fully completed (NEW) Z83 forms (obtainable from all Government Departments), clearly indicating the post being applied for, quoting the relevant reference number on the (NEW) Z83. It is the responsibility of the applicant to ensure that his/her foreign qualifications have been verified by South African Qualifications Authority and DHET. Due to many anticipated applications, correspondence will be limited to shortlisted candidates. The applicants who have not been contacted within 3 months after the closing date should regard their applications as unsuccessful. The College reserves the right not to fill posts.

**POST** : WIL Internship Programme X 08 (12 Months Contract)  
Academic Services and Corporate services (**KZNCETC/02/2023WIL**)

**SALARY** : R3 500.00 per month  
**CENTRE** : KwaZulu-Natal CET College Central Office (Durban)

**REQUIREMENTS:**

A grade 12 certificate and N6 Certificate in Human Resource Management, Information Technology, Management Assistant, Public Management, Office Management or any other relevant qualification in management sciences. The ideal candidate should have completed all modules at N6 level. Computer literacy, including Microsoft packages.

**DUTIES:**

To maintain regular contact with the Deputy Principals Academic, Corporate Services or delegated official of the section, to which allocated administration of the enrolment processes. Undertake post-enrolment procedures to verify student information. Conduct enrolment audits by comparing registration forms against student statistics. Administration support for the CET College central office. Capture and update expenditure in the component. Handle telephone enquiries and attend to external visitors. Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Record, organize, store, capture and retrieve correspondence and data. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/ packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component

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**CLOSING DATE** : 08 May 2023 at 16:00