



Temporary College Council Post

POST: Salary Level 5

POST DESCRIPTION: Lecturer Student Support Material

CENTRE: Tshwane South TVET College

REF: 05/02/18

REQUIREMENTS: Grade 12 with financial subjects.

DUTIES: Responsible for the daily running of Bookshop. Selling of stationary and books on the Ulti - sales system. Daily balancing of cash and debtors sales and reconciling Debtors accounts. Creating receipts and invoices for employers and private students.

Library side: Utilising the Coltech library system in order to receive and redistribute textbooks to students and lecturers. Re-ordering of stock. Monthly stocks take with month end reports to be forwarded to head office. Meetings and daily communication with all staff members

ENQUIRIES: Ms. Tiisetso Molopyane; Tel no: (012) 401 5119

APPLICATIONS: Must be submitted on form Z83, (Public Service Application form), obtainable from any Public Service Department and must be accompanied by certified copies of qualifications (certification must not be older than three (3) months and no copy of a copy will be allowed, attach academic record), ID and Curriculum Vitae.

NOTE:

Please indicate the reference number and position you are applying for on your application form and forward your application to: The Human Resources Department, Tshwane South TVET College, PO Box 151, PRETORIA, 0001, or hand deliver to the HR Offices on Campus level or at the Tshwane South TVET College Central Office 85 Francis Baard Street Pretoria, 0001. Faxed and e-mailed applications will not be accepted.

Please take note that correspondence will only be conducted with short-listed candidates. If you are not contacted within three (3) months after the closing date, please consider your application unsuccessful.

ATTENTION: Human Resource

Closing date: 01 August 2018

HEAD OFFICE

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