DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(North West Community Education & Training College)

APPLICATIONS	Submit via email as indicated per position as advertised. ATTENTION: Mr. K Ntlatleng (012 110 4460)
CLOSING DATE	30 November 2026
NOTE	Applications must be submitted on Z83 form obtainable from any Public Service Department or on the internet at www.gov.za/Documents and must be accompanied by a recently updated comprehensive CV (With Three Contactable References). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. NW CET College is committed to providing equal opportunities and practising affirmative action. The appointment will be done in line with the approved Employment Equity Plan. Persons with disability are encouraged to apply. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation.
POSITION	**SUPPLY CHAIN CLERK level 5 (X4)** **REF NO: NWCET22/10/2026**
SALARY	R237 453 per annum
CENTRE	North West Community Education and Training College (Brits)
REQUIREMENTS	Matric certificate / NCV LEVEL 4 plus a recognised national diploma in Financial Management / Business Management / Supply chain Management or any other relevant qualifications. Knowledge of basic financial operating systems (Accounting system etc.). 1 -2 years' experience in supply chain required. Competencies: Basic knowledge of supply chain policies, procedures and practices.

Knowledge of the Public Service financial legislations, procedures and Treasury Regulations (PPPFA, PFMA, GRAP, CET ACT 16 OF 2006). procedure., Treasury regulations and applicable SCM prescripts. Knowledge of demand and acquisition will be added advantage. Knowledge and understating of legislative framework governing the Public Services. Knowledge of procedures in terms of the working environment. Knowledge of accounting system. Knowledge of Department of Higher Education mandate. Skills: Planning and organizing; Communication (Good verbal and written); Computer Literacy; Flexibility; Customer care services; Report writing.

DUTIES

Render Supply Chain Management clerical and administrative support. Update and maintain supplier (Including contractors) database. Register suppliers on accounting system. Request and receive quotations. Capture specification on the electronic purchasing system. Process purchase orders. Issue and receive quotations. Provide secretariat or logistical support during the bid consideration and contracts conclusion process. Compile draft documents as required. Place orders. Receive and verify goods from suppliers. Capture goods in registers databases. Receive request for goods from end users. Issue goods to end

ENQUIRIES
Mr. K Ntlatleng Tel No: (012 110 4460)

APPLICATIONS
Applications should be submitted via email: NWCET22@NW.CETC.edu.za

POSITION
FINANCE CLERK: EXPENDITURE REF NO: NWCET23/10/2026

SALARY
R237 453 per annum

CENTRE
North West Community Education and Training College (Brits)

REQUIREMENTS

A National Senior Certificate /Grade 12/ Matric plus NQF level 6 qualification in Financial Management/Accounting/Cost Management Accounting or equivalent qualification at NQF level 6 as recognized by the South African Qualifications Authority [SAQA]. A valid driver's license. A minimum of ONE [1] year experience in expenditure management / various disciplines related to financial management. Computer literacy including MS Outlook, Word, Excel and PowerPoint; Literacy in virtual meeting platforms. A valid driver's license except for people with disabilities Knowledge and Skills: An understanding of public sector financial administration and the prescription / provision of PFMA and Treasury Regulations. Good Understanding of financial systems. Well-developed communication skills / interpersonal relations. Thorough understanding of public sector expenditure processes.

DUTIES	Ensure compliance with payment of suppliers within 30 days. Capturing of General payments in the financial system. Assist in monthly reconciliation of invoice registers. Manage creditors related accruals and payables. Ensure that all payments are processed within prescribed timelines. Responsible for Salary Administration services.
ENQUIRIES **APPLICATIONS**	**Mr. K Ntlatleng Tel No: (012) 110 4460** Applications should be submitted via email: NWCET23@NW.CETC.edu.za
POSITION	**FINANCE CLERK: CASH AND REVENUE SERVICE** **REF NO: NWCET24/10/2026**
SALARY	R237 453 per annum
CENTRE	North West Community Education and Training College (Brits)
REQUIREMENTS	A National Senior Certificate /Grade 12/ Matric plus NQF level 6 qualification in Financial Management/Accounting/Cost Management Accounting or equivalent qualification at NQF level 6 as recognized by the South African Qualifications Authority [SAQA]. A valid driver's license. A minimum of ONE [1] year experience in cash and revenue services/ various disciplines related to financial management. Computer literacy including MS Outlook, Word, Excel and PowerPoint; Literacy in virtual 403 meeting platforms. Valid driver's license except for people with disabilities. Knowledge And Skills: Basic understanding of Public Sector Financial Administration and the prescription / provision of PFMA and Treasury Regulations. Basic understanding of financial system. Communication skills and good interpersonal relations. Ability to accept responsibility and to work independently.
DUTIES	Capture revenue transactions in the financial system. Clearing of Revenue related suspense accounts through passing of relevant journals, Perform daily revenue a reconciliation. Safeguard state resources/books and registers. Handle and update all accounting records in line with applicable procedures. Filing, record keeping and any other records related activities. Perform cashier duties. Provide any other administrative functions as directed from time to time.
ENQUIRIES **APPLICATIONS**	**Mr. K Ntlatleng Tel No: (012) 110 4460** Applications should be submitted via email: NWCET24@NW.CETC.edu.za

POSITION	**FINANCE CLERK: SALARY ADMINISTRATION** **REF NO: NWCET25/10/2026**
SALARY	R237 453 per annum
CENTRE	North West Community Education and Training College (Brits)
REQUIREMENTS	A National Senior Certificate /Grade 12/ Matric plus NQF level 6 qualification in Financial Management/Accounting/Cost Management Accounting or equivalent qualification at NQF level 6 as recognized by the South African Qualifications Authority [SAQA]. A valid driver's license. A minimum of ONE [1] year experience in salary administration/ various disciplines related to financial management. Computer literacy including MS Outlook, Word, Excel and PowerPoint; Literacy in virtual meeting platforms. A valid driver's license except for people with disabilities. Knowledge And Skills: Basic understanding of Public Sector Financial Administration and the prescription / provision of PFMA and Treasury Regulations. Basic understanding of financial systems. Communication skills and interpersonal relations. Ability to accept responsibility and to work independently.
DUTIES	Clear all salary related suspense accounts. Clear all exceptions on daily basis. Receive and record all claims in the claims register. Reconcile and verify all claims received before payments. Capture salary claims related payments. Ensure that all claims are processed within prescribed timelines. Prepare salary related accruals and payables. Ensure readiness of documents for audit purposes. Perform filing of all documents in the section.
ENQUIRIES	**Mr. K Ntlatleng Tel No: (012) 110 4460**
APPLICATIONS	Applications should be submitted via email: **NWCET25@NW.CETC.edu.za**

POSITION	**FINANCE CLERK: CREDITORS REF NO: NWCET26/10/2026**
SALARY	R237 453 per annum
CENTRE	North West Community Education and Training College (Brits)
REQUIREMENTS	A National Senior Certificate /Grade 12/ Matric plus NQF level 6 qualification in Financial Management/Accounting/Cost Management Accounting or equivalent qualification at NQF level 6 as recognized by the South African Qualifications Authority [SAQA]. A valid driver's license. A minimum of ONE [1] year experience in creditors/ various disciplines related to financial management. Knowledge of financial management, accounting and business practices. Sufficient knowledge of specific computer software packages and efficient use of associated hardware. Financial

	management; Accounting. Public Service financial legislative frameworks. Adequate skills in computer use. Advanced skills in financial management. Good interpersonal relations. Problem Solving and Analysis. Client Orientation and Customer Focus. Ability to work long hours voluntarily. Ability to gather and analyse information. Ability to work individually and in team. Ability to apply policies, strategies and legislation. Ability to work under pressure with difficult persons. Sense of responsibility, Honesty and loyalty.
DUTIES	Capture sundry payments. Updating, reporting and reconciliation of the Prepayments and Advances accounts. Ensure the creditors register is updated and interfaces cleared. Compiling and reporting of Accruals & Payables not recognised. Ensure compliance to PFMA, Treasury Regulations, effective control measures and adherence to all policies as well as financial delegations. Reconcile 30 days report. Reconcile all the individual reports and submit to the supervisor.
ENQUIRIES **APPLICATIONS**	**Mr. K Ntlatleng Tel No: (012) 110 4460** Applications should be submitted via email: **NWCET26@NW.CETC.edu.za**
POSITION	**FINANCE CLERK: FINANCIAL PLANNING AND REPORTING** **REF NO: NWCET27/10/2026**
SALARY	R237 453 per annum
CENTRE	North West Community Education and Training College (Brits)
REQUIREMENTS	A National Senior Certificate /Grade 12/ Matric plus NQF level 6 qualification in Financial Management/Accounting/Cost Management Accounting or equivalent qualification at NQF level 6 as recognized by the South African Qualifications Authority [SAQA]. A valid driver's license. A minimum of ONE [1] year experience in financial planning and reporting / various disciplines related to financial management.. Knowledge: Constitutional of the Republic of South Africa, Basic Accounting System, Financial handbook, Public Finance Management Act, Treasury Regulations, Public Service Regulations, Public Service Act, Human Resources, Procurement Directives, Employee Performance Management and Development System. Skills: Communication, Report writing, Computer Literacy, Interpersonal relations, Problem solving, Financial Management, Time Management, Driving.
DUTIES	Assisting coordinating the implementation of financial strategic planning. Compile monthly management accounts. Provide support in conducting medium- and long-term financial planning in line with mid-term expenditure framework (MTEF) processes.

	Provide in year and annual reporting, Provide financial and operational information. Provide advice and guidance and input to policy. Manage resources of the Division.
ENQUIRIES **APPLICATIONS**	**Mr. K Ntlatleng Tel No: (012) 110 4460** Applications should be submitted via email: NWCET27@NW.CETC.edu.za
POSITION	**STATE ACCOUNTANT: EXPENDITURE** **REF NO: NWCET28/10/2026**
SALARY	R338 106 per annum
CENTRE REQUIREMENTS	North West Community Education and Training College (Brits) A National Senior Certificate /Grade 12/ Matric plus NQF level 6 qualification in Financial Management/Accounting/Cost Management Accounting or equivalent qualification at NQF level 6 as recognized by the South African Qualifications Authority [SAQA]. A valid driver's license. A minimum of two [2] years' experience in expenditure management / various disciplines related to financial management. Computer literacy including MS Outlook, Word, Excel and PowerPoint; Literacy in virtual meeting platforms. A valid driver's license except for people with disabilities Knowledge and Skills: An understanding of public sector financial administration and the prescription / provision of PFMA and Treasury Regulations. Good Understanding of financial systems. Well-developed communication skills/ interpersonal relations. Thorough understanding of public sector expenditure processes.
DUTIES	Ensure compliance with payment of suppliers within 30 days. Approving of captured payment in the financial system. Perform monthly reconciliation of invoice registers. Manage creditors related accruals and payables. Ensure that all payments are processed within prescribed timelines. Prepare documents for audit readiness purposes. Enforce compliance to the acts, regulations, procedures and other directives. Attend to Internal and external auditors. Compile relevant reports.
ENQUIRIES **APPLICATIONS**	**Mr. K Ntlatleng Tel No: (012 110 4460)** Applications should be submitted via email: NWCET28@NW.CETC.edu.za
POSITION	**STATE ACCOUNTANT: CASH AND REVENUE SERVICES** **REF NO: NWCET29/10/2026**
SALARY	R338 106 per annum

CENTRE	North West Community Education and Training College (Brits)
REQUIREMENTS	A National Senior Certificate /Grade 12/ Matric plus NQF level 6 qualification in Financial Management/Accounting/Cost Management Accounting or equivalent qualification at NQF level 6 as recognized by the South African Qualifications Authority [SAQA]. A valid driver's license. A minimum of two [2] years' experience in cash and revenue services/ various disciplines related to financial management. Computer literacy including MS Outlook, Word, Excel and PowerPoint; Literacy in virtual 403 meeting platforms. Valid driver's license except for people with disabilities. Knowledge And Skills: Basic understanding of Public Sector Financial Administration and the prescription / provision of PFMA and Treasury Regulations. Basic understanding of financial system. Communication skills and good interpersonal relations. Ability to accept responsibility and to work independently.
DUTIES	Approving Captured revenue transactions in the financial system. Managing the clearing of Revenue related suspense accounts through passing of relevant journals, Perform daily revenue a reconciliation. Safeguard state resources/books and registers. Handle and update all accounting records in line with applicable procedures. Managing the Filing, record keeping and any other records related activities. Perform cashier duties. Provide any other administrative functions as directed from time to time. Prepare documents for audit readiness purposes. Enforce compliance to the acts, regulations, procedures and other directives. Compile relevant reports.
ENQUIRIES **APPLICATIONS**	**Mr. K Ntlatleng Tel No: (012 110 4460)** Applications should be submitted via email: **NWCET29@NW.CETC.edu.za**
POSITION	**STATE ACCOUNTANT: SALARY ADMINISTRATION** **REF NO: NWCET30/10/2026**
SALARY	R338 106 per annum
CENTRE	North West Community Education and Training College (Brits)
REQUIREMENTS	A National Senior Certificate /Grade 12/ Matric plus NQF level 6 qualification in Financial Management/Accounting/Cost Management Accounting or equivalent qualification at NQF level 6 as recognized by the South African Qualifications Authority [SAQA]. A valid driver's license. A minimum of two [2] years' experience in salary administration/ various disciplines related to financial management. Computer literacy including MS Outlook, Word, Excel and PowerPoint; Literacy in virtual meeting platforms. A valid driver's license except for people with disabilities. Knowledge And

	Skills: Basic understanding of Public Sector Financial Administration and the prescription / provision of PFMA and Treasury Regulations. Basic understanding of financial systems. Communication skills and interpersonal relations. Ability to accept responsibility and to work independently.
DUTIES	Clear all salary related suspense accounts. Clear all exceptions on daily basis. Receive and record all claims in the claims register. Reconcile and verify all claims received before payments. Approving captured salary claims related payments. Ensure that all claims are processed within prescribed timelines. Prepare salary related accruals and payables. Ensure readiness of documents for audit purposes. Perform filing of all documents in the section.
ENQUIRIES	Mr. K Ntlatleng Tel No: (012 110 4460)
APPLICATIONS	Applications should be submitted via email: NWCET30@NW.CETC.edu.za
POSITION	**STATE ACCOUNTANT: CREDITORS** **REF NO: NWCET31/10/2026**
SALARY	R338 106 per annum
CENTRE	North West Community Education and Training College (Brits)
REQUIREMENTS	A National Senior Certificate /Grade 12/ Matric plus NQF level 6 qualification in Financial Management/Accounting/Cost Management Accounting or equivalent qualification at NQF level 6 as recognized by the South African Qualifications Authority [SAQA]. A valid driver's license. A minimum of two [2] years' experience in creditors / various disciplines related to financial management. Knowledge of financial management, accounting and business practices. Sufficient knowledge of specific computer software packages and efficient use of associated hardware. Financial management; Accounting. Public Service financial legislative frameworks. Adequate skills in computer use. Advanced skills in financial management. Supervisory skills. Good interpersonal relations. Problem Solving and Analysis. Client Orientation and Customer Focus. Ability to work long hours voluntarily. Ability to gather and analyse information. Ability to work individually and in team. Ability to apply policies, strategies and legislation. Ability to work under pressure with difficult persons and to resolve conflict. Sense of responsibility, Honesty and loyalty.
DUTIES	Authorise sundry payments. Check if the document was signed by officials and authorized by the responsible manager. Verify the document with the information captured on financial system by the capturer before authorising. Updating, reporting and reconciliation

	of the Prepayments and Advances accounts. Ensure the creditors register is updated and interfaces cleared. Compiling and reporting of Accruals & Payables not recognised. Ensure compliance to PFMA, Treasury Regulations, effective control measures and adherence to all policies as well as financial delegations. Reconcile 30 days report. Reconcile all the individual reports and submit to the supervisor.
ENQUIRIES **APPLICATIONS**	Mr. K Ntlatleng Tel No: (012 110 4460) Applications should be submitted via email: NWCET31@NW.CETC.edu.za
POSITION	**STATE ACCOUNTANT: FINANCIAL PLANNING AND REPORTING REF NO: NWCET32/10/2026**
SALARY	R338 106 per annum
CENTRE **REQUIREMENTS**	North West Community Education and Training College (Brits) A National Senior Certificate /Grade 12/ Matric plus NQF level 6 qualification in Financial Management/Accounting/Cost Management Accounting or equivalent qualification at NQF level 6 as recognized by the South African Qualifications Authority [SAQA]. A valid driver's license. A minimum of two [2] years' experience in financial planning and reporting / various disciplines related to financial management. Knowledge: Constitutional of the Republic of South Africa, Basic Accounting System, Financial handbook, Public Finance Management Act, Treasury Regulations, Public Service Regulations, Public Service Act, Human Resources, Procurement Directives, Employee Performance Management and Development System. Skills: Communication, Report writing, Computer Literacy, Interpersonal relations, Problem solving, Financial Management, Time Management, Driving.
DUTIES	Coordinate the implementation of financial strategic planning. Compile monthly management accounts. Provide support in conducting medium- and long-term financial planning in line with mid-term expenditure framework (MTEF) processes. Provide in year and annual reporting, Provide financial and operational information. Provide advice and guidance and input to policy. Manage resources of the Division
ENQUIRIES **APPLICATIONS**	**Mr. K Ntlatleng Tel No: (012 110 4460)** Applications should be submitted via email: NWCET32@NW.CETC.edu.za

POSITION	**STATE ACCOUNTANT: BUDGET, MONITORING AND REPORTING SERVICES (X2 POST) REF NO: NWCET33/10/2026**
SALARY	R338 106 per annum
CENTRE	Northwest Community Education and Training College (Brits)
REQUIREMENTS	A National Senior Certificate /Grade 12/ Matric plus NQF level 6 qualification in Financial Management/Accounting/Cost Management Accounting or equivalent qualification at NQF level 6 as recognized by the South African Qualifications Authority [SAQA]. A valid driver's license. A minimum of two [2] years' experience in expenditure management / various disciplines related to financial management. Job related knowledge: Knowledge of Public Service Policies and Regulations. Treasury Regulations and Public Finance Management Act (PFMA). Ability to monitor Budgets. Job related skills: Computer literacy (Microsoft Word, Excel, PowerPoint, Project). Communication (verbal and written). Planning and organising. Time management and Liaison. Work under pressure and meet deadlines and use a computer for prolonged periods.
DUTIES	Approving Captured budget in the Financial Management System. Facilitate and coordinate budgeting programmes and projects. Facilitate and compile the College budget. Facilitate and submit monthly projections. Facilitate and submit drawings. Monitor budget as per Standard Chart of Accounts (SCOA) allocation. Oversee journals progress. Monitor commitments. Verify the allocations as per captured budget. Ensure completeness and accuracy of financial information. Coordinate budget performance and reporting. Provide monthly expenditure reports. Analyse and explain variances. Report unauthorised expenditure and report irregular and 44 45 wasteful expenditures. Provide advice to management in relation to budget performance. Analyse and report on expenditure trends of the College. Ensure the College budget is captured in line with the Demand Management Plan and Procurement Plan. Ensure that quarterly budget realignment is done.
ENQUIRIES	**Mr. K Ntlatleng Tel No: (012 110 4460)**
APPLICATIONS	Applications should be submitted via email: NWCET33@NW.CETC.edu.za

POSITION	**FINANCE CLERK: BUDGET, MONITORING AND REPORTING SERVICES (X2 POST)** **REF NO: NWCET34/10/2026**
SALARY	R237 453 per annum
CENTRE	North West Community Education and Training College (Brits)
REQUIREMENTS	

	National Senior Certificate /Grade 12/ Matric plus NQF level 6 qualification in Financial Management/Accounting/Cost Management Accounting or equivalent qualification at NQF level 6 as recognized by the South African Qualifications Authority [SAQA]. A valid driver's license. A minimum of one [1] years' experience in expenditure management / various disciplines related to financial management. Job related knowledge: Knowledge of Public Service Policies and Regulations. Treasury Regulations and Public Finance Management Act (PFMA). Ability to monitor Budgets. Job related skills: Computer literacy (Microsoft Word, Excel, PowerPoint, Project). Communication (verbal and written). Planning and organising. Time management and Liaison. Work under pressure and meet deadlines and use a computer for prolonged periods.
DUTIES	Capturing budget in the Financial Management System. Assist in facilitating and coordinating budgeting programmes and projects. Facilitate and compile the College budget. Facilitate and submit monthly projections. Facilitate and submit drawings. Monitor budget as per Standard Chart of Accounts (SCOA) allocation. Oversee journals progress. Monitor commitments. Verify the allocations as per captured budget. Ensure completeness and accuracy of financial information. Coordinate budget performance and reporting. Provide monthly expenditure reports. Analyse and explain variances. Report unauthorised expenditure and report irregular and 44 45 wasteful expenditure. Provide advice to management in relation to budget performance. Analyse and report on expenditure trends of the College. Ensure the College budget is captured in line with the Demand Management Plan and Procurement Plan. Ensure that quarterly budget realignment is done.
ENQUIRIES **APPLICATIONS**	**Mr. K Ntlatleng Tel No: (012 110 4460)** Applications should be submitted via email: **NWCET34@NW.CETC.edu.za**
POSITION	**SENIOR PROVISIONING OFFICER LEVEL 8: SUPPLY CHAIN** **REF NO: NWCET35/10/2026**
SALARY	R 413 001 per annum
CENTRE REQUIREMENTS	North West Community Education and Training College (Brits) *National Senior Certificate/Grade 12 plus a recognized Degree/ National Diploma in Financial Management/ Supply Chain Management/ Logistics/ Public Management or equivalent. 3-5 years' relevant experience in Supply Chain and Asset Management/

	or Logistics Services. *Knowledge of Accounting system will be an added advantage. * Knowledge of the Public Service financial legislations, procedures and Treasury Regulations (PPPFA, PFMA, GRAP, CET ACT 16 OF 2006). procedure. *Knowledge of Supply Chain Management policies. *Planning and Organizing, Computer Literacy, Flexibility, Customer Care skill, good communication skill (both verbal and written, Teamwork and Report writing skills. * Valid Driver's Licence.
DUTIES	Provide secretariat services to the Bid Evaluation Committee and Bid Adjudication Committee (includes obtaining approval). Compile bid documents and ensure submission of specification to the Bid Committee and submission to finance department for budget purposes. Advertise tenders and publish tender invitations. Compile the list of prospective providers for quotations and compile terms of reference to invite service providers for an expression of interest. Receive, evaluate and adjudicate expressions of interest. Facilitate the arrangement and coordination of tender briefing sessions and preparation of attendance registers. Ensure sourced quotations from database are in line with the threshold values determined by the National Treasury Ensure sourcing of quotations from accredited suppliers through college database. Provide review of quotations, specifications and all documents supplied by the supplier in order to comply with the prescribed requirements. Ensure arrangement and coordination of briefing sessions where necessary. Conduct supplier evaluation and implement procurement policies in line with relevant prescripts and legislations. Facilitate the generation of purchase orders, submissions for approval and submission of purchase orders to the relevant parties. Facilitate the receipt of goods and services through the accounting system and submission to Finance department.
ENQUIRIES	**Mr. K Ntlatleng Tel No: (012 110 4460)**
APPLICATIONS	Applications should be submitted via email: NWCET35@NW.CETC.edu.za
POSITION:	**SENIOR PROVISIONING OFFICER LEVEL 8: ASSET MANAGEMENT** **REF NO: NWCET36/10/2026**
SALARY	R413 001 Per annum
CENTER	North West Community Education and Training College (Brits)
REQUIREMENTS:	*National Senior Certificate/Grade 12 plus a recognized Degree/ National Diploma in Financial Management/ Supply Chain

	Management/ Logistics/ Public Management or equivalent. 3-5 years' relevant experience in Supply Chain and Asset Management/ or Logistics Services. *Knowledge of Accounting system will be an added advantage. *Knowledge of assets disposal procedure. *Knowledge of Supply Chain Management policies. * Basic knowledge of the Public Service financial legislations, procedures and Treasury Regulations (PFMA, GRAP, CET ACT 16 OF 2006). *Planning and Organizing, Computer Literacy, Flexibility, Customer Care skill, good communication skill (both verbal and written, Teamwork and Report writing skills. * Valid Driver's Licence.
DUTIES	Implement and monitor Asset management policies and procedures in line with GRAP standards and relevant legislation. Coordination of physical verification of assets. Manage the Fixed Asset register (FAR) and ensure reconciliation to General ledger (GL). Develop, implement and monitor acquisition, maintenance, and disposal plans for assets, and effectively implement the Asset Management Strategy within the College. Manage asset write offs and disposal and ensure accurate Asset disclosure on Annual Financial Statements AFS as stipulated on GRAP. Ensure the implementation and monitoring of Supply Chain policy. Introduce a system for provisioning, procurement, stock control and reporting. Identify preference point system and appropriate goals per commodity in terms of preferential procurement policy objectives. Conduct awareness on approved SCM policies.
ENQUIRIES	**Mr. K Ntlatleng Tel No: (012 110 4460)**
APPLICATIONS	Applications should be submitted via email: NWCET36@NW.CETC.edu.za
POSITION	**ADMINISTRATION PROVISIONING OFFICER: ASSET MANAGEMENT** **POST LEVEL 7 (X2)** **REF NO: NWCET37/10/2026**
SALARY	R338 106 Per annum
CENTER	North West Community Education and Training College (Brits)
REQUIREMENTS:	*National Senior Certificate/Grade 12/ NCV Level 4 plus a recognized Degree/ National Diploma in Financial Management/ Supply Chain Management/ Logistics/ Public Management or equivalent. *At least three (3) years' relevant experience in Supply Chain and Asset Management/ or Logistics Services. *Knowledge of Accounting system will be an added advantage. *Knowledge of assets disposal procedure. Knowledge of the Public Service financial legislations, procedures and Treasury Regulations (PPPFA, PFMA, GRAP, CET ACT 16 OF 2006). procedure.

*Knowledge of Supply Chain Management policies. *Planning and Organizing, Computer Literacy, Flexibility, Customer Care skill, good communication skill (both verbal and written, Team work and Report writing skills. * Valid Driver's Licence.

DUTIES:

Monitor and review the capturing of all physical (moveable and immoveable) assets in the physical asset management registers (Hard Cat (IT and Furniture register). *Monitor and review the allocation of assets-to-assets holders. *Review the monitoring assets in accordance with the relevant policy and procedures. *Promote correct implementation of sound asset management practices. *Administer Asset Management services. *Undertake logistical support services. *Assist with managing all asset movement within the College. *Supervise human resource/ staff. *Perform any other related duties attached to the post.

ENQUIRIES **Mr. K Ntlatleng Tel No: (012 110 4460)**

APPLICATIONS Applications should be submitted via email: NWCET37@NW.CETC.edu.za

POSITION **ADMINISTRATION PROVISIONING OFFICER: SUPPLY CHAIN MANAGEMENT LEVEL 7 (X2)**
REF NO: NWCET38/10/2026

SALARY R338 106 Per annum

CENTER North West Community Education and Training College (Brits)

REQUIREMENTS:

*National Senior Certificate/Grade 12/Standard 10 or NCV Level 4 plus a recognized Degree/ National Diploma in Financial Management/ Supply Chain Management/ Logistics/ Business Management or equivalent. *At least three (3) years' relevant experience in Supply Chain Management/ or Logistics Services. *Knowledge of Accounting system will be an added advantage. *Knowledge of assets disposal procedure. *Knowledge of Supply Chain Management policies. Knowledge of the Public Service financial legislations, procedures and Treasury Regulations (PPPFA, PFMA, GRAP, CET ACT 16 OF 2006). procedure. *Planning and Organizing, Computer Literacy, Flexibility, Customer Care skill, good communication skill (both verbal and written, Teamwork and Report writing skills. * Valid Driver's Licence.

DUTIES:

Assist in the compilation of bid documents and submit specifications to the Bid Committee and finance department for budget purposes. Prepare tender averts and receive submissions of expressions of interest. Receive and open bid documents. Arrange and coordinate tender briefing sessions and prepare attendance

registers. Compile a database of approved suppliers. Source quotations from database according to the threshold values determined by the National Treasury. Source quotations from accredited suppliers through college database. Provide review of quotations, specifications and all documents supplied by the supplier to comply with the prescribed requirements. Arrange and coordinate briefing sessions where necessary. Implement procurement policies in line with relevant prescripts and legislation. Generate purchase orders, submissions for approval and submission of purchase orders to the relevant parties. Aid in the receipt of goods and services through the System and submission to Finance department. Assist in the provision of an effective Contract Management service to the College. Maintain proper relationship with suppliers within the code of ethics to ensure delivery of goods/services. Provide logistical and disposal service. Provide asset management service to the College.

ENQUIRIES **Mr. K Ntlatleng Tel No: (012 110 4460)**

APPLICATIONS Applications should be submitted via email: NWCET38@NW.CETC.edu.za

POSITION **ASSET MANAGEMENT CLERK REF NO: (Level 05) X4**
REF NO: NWCET39/10/2026

SALARY R237 453 Per annum

CENTER North West Community Education and Training College (Brits)

REQUIREMENTS

Matric certificate / NCV LEVE4 plus a recognised national diploma in Financial Management / Business Management / Supply chain Management or any other relevant qualifications. Knowledge of basic financial operating systems (Accounting system etc.). 1 -2 years' experience in supply chain required. Competencies: Basic knowledge of supply chain policies, procedures and practices. Knowledge of the Public Service financial legislations, procedures and Treasury Regulations (PPPFA, PFMA, GRAP, CET ACT 16 OF 2006). procedure., Treasury regulations and applicable SCM prescripts. Knowledge of demand and acquisition will be added advantage. Knowledge and understating of legislative framework governing the Public Services. Knowledge of procedures in terms of the working environment. Knowledge of accounting system. Knowledge of Department of Higher Education mandate. Skills: Planning and organizing; Communication (Good verbal and written); Computer Literacy; Flexibility; Customer care services; Report writing.

DUTIES

Capturing of all physical (moveable and immoveable) assets in the physical asset management registers (Hard Cat (IT and Furniture

register). *Knowledge of the allocation of assets-to-assets holders. *Knowledge of assets in accordance with the relevant policy and procedures. *Promote correct implementation of sound asset management practices. *Administer Asset Management services. *Undertake logistical support services. *Assist with recording all asset movement within the College. *Perform any other related duties attached to the post. * Conducting Asset verification. * Knowledge of Assets Disposal.

ENQUIRIES **Mr. K Ntlatleng Tel No: (012 110 4460)**

APPLICATIONS Applications should be submitted via email: **NWCET39@NW.CETC.edu.za**