ADVERTISEMENT

(PERSAL Appointment - Full Time Permanent)

APPLICATIONS ARE AWAITED FROM SUITABLY QUALIFIED PERSONS FOR APPOINTMENT IN THE FOLLOWING POSITION:

Administrative Clerk (Fin): on SL5
with basic salary between R237 453,00 and R279 708,00 per annum.

Location: Kathu

Post Reference No: NCRTVET/797/10/2026/SUP/GASS/KAT/02

The NCR TVET College is looking for a dedicated and meticulous Administrative Clerk (Finance) to provide financial and general administrative support services to the Kathu Campus. This is a full-time position on Salary Level 5.

Minimum Requirements:

A recognized National Senior Certificate (Grade 12) or equivalent qualification.
Strong numerical aptitude and attention to detail for handling data capturing, record-keeping, and reconciliation tasks.
Excellent communication skills, both written and verbal.
Digital literate and competent in Word/Excel/PowerPoint/Outlook/Teams.
Reliability: Be punctual and dependable.

Recommendations:

Knowledge:

Understanding of public sector financial administration.
Familiarity with basic accounting principles.
Knowledge of financial policies and procedures.
Basic understanding of the Public Finance Management Act (PFMA) and related financial management prescripts.
Familiarity with record management and filing procedures, as well as computerized financial systems.

Skills:

Competence in financial administration and transactional processing.
Strong numerical skills and accuracy in data capturing.
Ability to perform financial and receipting reconciliations.
Effective record-keeping and filing skills.
Good communication and interpersonal skills for attending to financial enquiries with a client service focus.

Experience:

No prior formal experience is strictly required for entry-level appointment on Salary Level 5, though practical exposure to a financial or administrative environment will serve as a strong foundation.
Practical experience in general office administration, data capturing, or handling financial documents (such as invoices, claims, and payment requests) will be an advantage.
Experience in assisting with revenue tracking, receipting, or routine record maintenance.

Additional Qualifications or Experience:

A relevant certificate, diploma, or higher qualification in Financial Management, Accounting, Public Management, or Business Administration will be an added advantage.
Prior working experience in a finance or administrative division within a public TVET college, higher education institution, or public sector environment will be an added advantage.
Practical experience working with computerized financial management systems (such as BAS, Pastel, or institutional ERP systems) will be an added advantage.

Key Result Areas:

Provide financial transaction processing and administration
Provide expenditure administration support
Provide revenue and receipting administration support
Perform financial reconciliations and record maintenance
Provide financial administration support for budgeting and reporting
Provide general financial and administrative support

CLOSING DATE FOR APPLICATIONS: Friday, 20 November, 2026

Only fully completed and online submitted applications, on the relevant website provided, are valid applications that will be accepted as an official application. You can use the following link to apply for this position:
https://ncrz83.ngnscan.co.za/
No physical/written/emailed application may be submitted for this position, in which case such applications will be discarded and excluded from the Recruitment and Selection processes.

Enquiries: Mr. PJ Reyneke (Tel: 0871882060)

PLEASE NOTE THE FOLLOWING:

The College is an equal opportunity, affirmative action employer.
Disabled persons with the relevant qualifications are encouraged to apply for this position.
The prescribed Z83 application form as well as your comprehensive, up-to-date CV must be completed and uploaded online when applying for this position. Incomplete and unsigned Z83 forms and the absence of a comprehensive, up-to-date CV, will disqualify your application.
Correspondence will only be entered into with candidates that were short-listed.
Applications received after the closing date and time will not be considered for the post.
By applying, the applicant agrees and accepts that it is at the sole and absolute discretion of the NCR TVET College to shortlist or not to shortlist the applicant regarding any vacant post at any site of the employer.
If there is no response received within 3 months after the closing date, please regard your application as unsuccessful.
The NCR TVET College reserves the right not to fill this post.