

## NON ACADEMIC POSTS

The College of Cape Town, a preferred *Technical Vocational Education and Training* provider, is committed as an Institution of Excellence to develop the potential of its students, through quality Education and Training in response to the country's skills development needs.

### NON ACADEMIC PERMANENT POST

#### FINANCE DEPARTMENT

Salary Level 9: R 334 545 per annum (Plus Structured Benefits)

FINANCE MANAGER (REF:FINM/2017)

Salary Level 7: R 226 611 per annum (Plus Structured Benefits)

FINANCE COORDINATOR (REF:FINC/2017)

Salary Level 6: R 183 558 per annum (Plus Structured Benefits)

BURSARY COORDINATOR (REF: BC/2017)

Salary Level 5: R 152 862 per annum (Plus Structured Benefits)

FINANCE ADMIN ASSISTANT (REF:FAA/2017)

#### INNOVATION AND DEVELOPMENT

Salary Level 6: R 183 558 per annum (Plus Structured Benefits)

STUDENT SUPPORT OFFICER X5 (REF:SSO/2017)

Salary Level 5 : R 152 862 per annum (Plus Structured Benefits)

SPORTS COORDINATOR (REF:SC/2017)

**CLOSING DATE: FRIDAY 02 June 2017**

**PLEASE SEE MINIMUM REQUIREMENTS AND KEY PERFORMANCE AREAS ON THE WEBSITE**

[www.cct.edu.za](http://www.cct.edu.za)

**A SEPARATE APPLICATION IS REQUIRED FOR EACH POSITION IF YOU APPLY FOR MORE THAN ONE POST**

**Please refer to the key performance areas of each post and forward your application/s as follows:**

- 1) Application form, available on [www.cct.edu.za](http://www.cct.edu.za)
- 2) Covering letter stating the reference number of the specific post you applying for
- 3) Detailed CV with at least 2 recent contactable references
- 4) Certified copies of matric (Grade 12) certificate, qualifications, academic records/transcripts (**Compulsory for Academic post**), ID, and valid driver's license.

**Applications may not be considered if:**

- The required documentation is not submitted and/or is received after the closing date.
- It is e-mailed or faxed.

**Hand deliver:** The Recruitment Officer, Human Resources Unit, College of Cape Town, 334 Albert Road, Salt Rivier 7925  
**OR Post to :** The Recruitment Officer, HR Unit, P.O Box 1054, Cape Town 8000. **Enquiries:** Siphokazi Funda OR Charlene Seronne 021 4046710/12.

***The College of Cape Town will consider all applications in terms of its Employment Equity plan and is committed in maintaining diversity in its appointments. The College reserves the Right, not to make an appointment. Should you not be contacted within four weeks of the closing date, you may consider your application as being unsuccessful.***

## NON-ACADEMIC PERMANENT POSITIONS

### FINANCE DEPARTMENT

Salary Level 9: R 334 545 per annum (Plus Structured Benefits)

POST	REF.	SPECIFIC/ MINIMUM REQUIREMENTS
<b>FINANCE MANAGER</b>	<b>FINM/2017</b>	<p><b><u>Minimum Requirements:</u></b></p> <ul style="list-style-type: none"> <li>• B.Com/Diploma with Accounting level 3</li> <li>• Completed Articles</li> <li>• Minimum of 3 years' experience in managing a finance department</li> <li>• Computer Literacy (MS Excel and MS Word)</li> <li>• Experience in working in a medium sized computerised accounting system</li> <li>• Exposure to education sector would be advantageous</li> <li>• Good administrative, organisational and data management skills</li> <li>• Excellent communication skills (written and verbal) and fluency in at least 2 official languages (English/ Afrikaans/Xhosa)</li> <li>• Valid driver's license</li> </ul> <p><b><u>Other Requirements</u></b></p> <ul style="list-style-type: none"> <li>• South African citizenship</li> <li>• Work overtime, when required</li> </ul> <p><b><u>Key Performance Areas:</u></b></p> <ul style="list-style-type: none"> <li>• Management of the Finance and Bursaries staff</li> <li>• Manage the accounting systems of the College</li> <li>• Budget preparation, management and control</li> <li>• Monthly financial reporting to various stakeholders</li> <li>• Ensure that departmental deadlines are met</li> <li>• Manage the external audit process</li> </ul> <p><b><u>Personal Attributes:</u></b></p> <ul style="list-style-type: none"> <li>• The ability to communicate effectively at all levels</li> <li>• Deadline driven</li> <li>• Service Orientated</li> </ul>

Salary Level 7: R 226 611 per annum (Plus Structured Benefits)

<b>FINANCE COORDINATOR</b>	<b>FINC/2017</b>	<p><b><u>Minimum Requirements:</u></b></p> <ul style="list-style-type: none"> <li>• B.Comm/B.Tech with Accounting level 2 / or relevant work experience</li> <li>• Minimum of 3 year's finance supervisory experience</li> <li>• Computer literacy (MS Excel and MS Word)</li> <li>• Experience in working in a medium sized computerized accounting system</li> <li>• Exposure to Education Sector would be advantageous</li> <li>• Good administrative, organizational and data management skills</li> <li>• Excellent communication skills ( written and verbal ) and fluency in at least 2 official languages English / Afrikaans / Xhosa</li> <li>• Valid Code EB driver's license</li> <li>• South African Citizenship</li> <li>• Work overtime, when required</li> </ul>
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		<p><b>Key Performance Areas:</b></p> <ul style="list-style-type: none"> <li>• Supervise the Fixed Asset, Creditors and Cashbook Departments</li> <li>• Processing of journals</li> <li>• Perform and assist with general ledger reconciliations</li> <li>• Manage the physical asset verification.</li> <li>• Investigate and implement improvements in the existing systems</li> <li>• Ensure that departmental deadlines are met</li> </ul> <p><b>Personal Attributes:</b></p> <ul style="list-style-type: none"> <li>• The ability to communicate effectively at all levels</li> <li>• Deadline driven</li> </ul> <p>Service orientated</p>
<b>Salary Level 6: R 183 558 per annum (Plus Structured Benefits)</b>		
<b>BURSARY COORDINATOR</b>	<b>BC/2017</b>	<p><b>Minimum Requirements:</b></p> <ul style="list-style-type: none"> <li>• Grade 12 with Maths/Accounting as a passed subject and/or relevant tertiary qualification.</li> <li>• 3 Years appropriate experience in a financial environment.</li> <li>• Supervisory and people management skills,</li> <li>• Computer Literacy (MS Excel ( Intermediate ) and MS Word)</li> <li>• Experience in working in a medium sized computerised accounting system</li> <li>• Exposure to education sector would be advantageous</li> <li>• Good administrative, organisational and data management skills</li> <li>• Excellent communication skills (written and verbal) and fluency in at least 2 official languages (English/ Afrikaans/Xhosa)</li> <li>• Ability to work under pressure</li> <li>• Valid driver's license</li> </ul> <p><b>Key Performance Areas:</b></p> <ul style="list-style-type: none"> <li>• Supervision and training of Bursaries staff</li> <li>• Liaison with National Student Financial Aid Scheme (NSFAS)</li> <li>• Monthly reporting to stakeholders</li> <li>• Reconciliation of bursary applications</li> <li>• Ensure that departmental deadlines are met</li> <li>• All other functions related to the student Financial Aid function of the College.</li> </ul>
<b>Salary Level 5: R 152 862 per annum (Plus Structured Benefits)</b>		
<b>FINANCE ADMIN ASSISTANT</b>	<b>FAA/2017</b>	<p><b>Minimum Requirements:</b></p> <ul style="list-style-type: none"> <li>• B. Comm. / B. Tech degree with Accounting level 2 and relevant work experience</li> <li>• Minimum of 3 year's finance department experience, specifically in the Cash Book environment.</li> <li>• Computer literacy (MS Excel and MS Word)</li> <li>• Experience in working in a medium sized computerized accounting system</li> <li>• Exposure to Education Sector would be advantageous</li> <li>• Good administrative, organizational and data management skills, deadline driven.</li> <li>• Excellent communication skills (written and verbal) and fluency in at least 2 official languages English/Afrikaans/Xhosa</li> <li>• Valid driver's license</li> <li>• South African Citizenship</li> <li>• Ability to work overtime, when required</li> </ul> <p><b>Key Performance Areas:</b></p>

		<ul style="list-style-type: none"> <li>• Act as back- up for Cash Book Clerk.</li> <li>• Assist with student debtors.</li> <li>• Processing of staff rebates</li> <li>• Support for the management of the stationary stock room</li> <li>• Manage and perform all duties related to petty cash.</li> <li>• Perform and assist with general ledger reconciliations</li> <li>• Assist with monthly and yearly period increment on sections in Financial Accounting System.</li> <li>• Maintenance of Transaction Types in the Accounting System.</li> </ul> <p><b>Personal Attributes:</b></p> <ul style="list-style-type: none"> <li>• The ability to communicate effectively at all levels</li> <li>• Deadline driven</li> </ul> <p>Service orientated.</p>
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## INNOVATION AND DEVELOPMENT

**Salary Level 6: R 183 558 per annum (Plus Structured Benefits)**

<b>STUDENT SUPPORT OFFICER X 5</b>	<b>SSO/2017</b>	<p><b><u>Minimum Requirements:</u></b></p> <ul style="list-style-type: none"> <li>• Grade 12 plus an appropriate tertiary qualification in Social Science/Psychology</li> <li>• At least 2 yrs experience in Community Development, Individual/Group Counseling</li> <li>• Advanced computer skills in MS Office</li> <li>• Experience in the Education sector (advantageous)</li> <li>• Experience in application of assessment instruments/ programmes (advantageous)</li> <li>• Valid Code 08 Drivers license</li> <li>• Fully Bilingual in at least two official languages (Preferably: English plus Afrikaans or Xhosa)</li> <li>• South African Citizen</li> </ul> <p><b><u>Key Performance Areas:</u></b></p> <ul style="list-style-type: none"> <li>• Rendering counselling services in a multi-campus environment to students, the majority in the age group of 16 to 36 years of age</li> <li>• Trauma debriefing</li> <li>• Offering career guidance counselling</li> <li>• Development and implementation of academic support services</li> <li>• Leadership and personal development of students</li> <li>• Development and implementation of social and cultural programs</li> <li>• Awareness programs and campaigns regarding health and wellness issues</li> <li>• Preparing and conducting presentations regarding HIV/AIDS, subsistence abuse awareness, etc.</li> <li>• Assessment of students for programme placement and career advice</li> <li>• Assist with election, training, mentoring of the SRC</li> </ul> <p><b><u>Personal Attributes</u></b></p> <ul style="list-style-type: none"> <li>• Good administration, time-management, presentation, co-ordination, communication, report writing and networking skills</li> </ul>
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**Salary level 5: R 152 862 per annum (Plus Structured Benefits)**

SPORTS COORDINATOR	SC/2017	<p><b><u>Minimum Requirements:</u></b></p> <ul style="list-style-type: none"> <li>• Matric plus a tertiary qualification in Sport Management or related qualification</li> <li>• Minimum of 2 years' experience in sport or recreation</li> <li>• Valid Code B drivers licence essential and be comfortable with driving in townships</li> <li>• Fully bilingual in at least two official languages (English plus Afrikaans or Xhosa)</li> <li>• Passion for education and sport particularly at Higher Education</li> <li>• Proactive and reliable person who can take initiative and is a good team player</li> <li>• Organized with IT Skills (Email, Internet, Word and Excel)</li> <li>• Flexible with the ability to multitask and be available to work Saturdays if required</li> </ul> <p><b><u>Key Performance Areas:</u></b></p> <ul style="list-style-type: none"> <li>• Manage, coordinate and implement all sport and recreation activities across campuses</li> <li>• Establish sport and recreation clubs</li> <li>• Engage with external bodies</li> <li>• Administration of all activities</li> <li>• First point for all sport and recreation enquiries</li> <li>• Undertake all coordination of sport activities across campuses</li> <li>• Assisting with establishment of sport teams across campuses</li> <li>• General liaison and relationship development with college stakeholders and external partners</li> <li>• Managing sport resources and facilities throughout the college including stock take and inventories</li> <li>• Maintain contact and good communication with students</li> <li>• Manage and monitor multi-campus sporting teams</li> <li>• Coordinate coaching programmes and intercampus sport events</li> <li>• Manage and monitor the sport budget effectively</li> </ul>
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