



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

KING SABATA DALINDYEBO

Technical & Vocational
Education & Training College



ADVERTISEMENT OF POSTS

Suitably qualified candidates are invited to apply for the following College Council Permanent Support Staff Positions that exist at the College.

	Work Station	Post	Requirements	Salary Level	Salary Notch
1	Mthatha & Zimbane Campus	Bursary Clerk X 3 (Mthatha Campus) Bursary Clerk X 1 (Zimbane Campus)	N6 or National Diploma in Financial Management, Advanced Computer Skills will be an added advantage. Responsibilities: Participate in orientation of new students. Administration and Management of NSFAS and other bursaries. Prepare and report on all bursary information. Be able to source other financial assistance to students. Handle student queries and complaints.	SL 5	R 173 703.00 plus benefits applicable in the public service

Applications must be submitted as follows:

1. Z83 form obtainable from any public service department
2. Detailed CV with at least 2 recent contactable references
3. Certified copies of original certificates Matric (Grade 12 qualification, academic records/ transcripts for tertiary qualifications and certificates)

Application will not be considered if:

1. The required documentation is not submitted and/ or is received after the closing date and if the application is not fully completed.
2. It is e-mailed or faxed.
3. Submitted after the closing date

The College reserves the right not to make any appointment to the advertised posts. KSD TVET College is an affirmative action employer. Correspondence will be limited to shortlisted applicants only.

Physical Address:

**Deputy Principal Corporate Services
KSD TVET College,
Administration Centre,
R61 Queenstown Road,
Cicira Village,
Mthatha**

Postal Address:

**Deputy Principal Corporate Services
KSD TVET College
Private Bag X 5039
Mthatha
5099**

Enquiries: Ms Y.Cingo 047-5051030/31

Closing date: 04 December 2019 @ 14h00