

INTERNAL & EXTERNAL ADVERT

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The Mpumalanga Regional Training Trust is an accredited training provider in the Province. Its mandate is to develop the Human Resources base of the Mpumalanga Province through the provision of experiential, technical, hospitality and tourism, entrepreneurship and life skills training. Applications are invited from suitable and qualified candidates for the below vacant positions:

1X DEBTORS CLERK: FINANCE - PERMANENT POSITION (EMALAHLENI HEAD OFFICE)

Annual Total Remuneration Package: Minimum R266 964 Median R314 455 Maximum R366 569

Minimum Requirements: National Senior Certificate (Grade 12). * National Diploma in Finance/ Accounting *3 years in a Financial and Accounting environment* Computer literate (Microsoft Office, Advanced Excel, Work and SAGE Evolution)

Key Performance Areas: Data Capturing of learners and Debtors into the SAGE Evaluation System* Compile Debtors List weekly and submit to the Accountant* Produce debtors invoice and capture all receipts from bank statement* Manage the debtors book by analyzing the Debtors Age Analysis *Prepare the Bank Reconciliation and maintain Debtors Control Accounts* Management of Debtors of Debtors Age Analysis weekly and submit to the Accountant* Filing all invoices, receipt, bank statement, journals, monthly debit orders and debtors*

1X PRACTITIONER: BOILER-MAKING-ARTISAN 03 MONTHS FIXED TERM CONTRACT (EMALAHLENI TRAINING CENTRE)

Monthly Total Remuneration Package: R16 705.18

Minimum Requirements: National Senior Certificate (Grade 12). *Trade Test Certificate in Boiler-Making* Assessor Certificate and ODETDP Qualification will be an added advantage

Key Performance Areas: To facilitate Occupational Qualification associated with a trade, occupation or profession resulting from work-based learning and consisting of three components: Knowledge, Practical and Work experience *Training focus area in Building and Civil Construction: Occupation Trade: Bricklaying.

Experience: 3 years working experience as a Training Facilitator in Occupational Qualification

*Minimum 3 years Industry Work-base experience as a Boilermaker in Engineering Construction

**1 X PRACTITIONER: FUNDAMENTALS
3 MONTHS FIXED TERM CONTRACT (NYS)
COMMUNITY HOUSEBUILDING LEVEL 2**

Monthly Total Remuneration Package: R16 705.18

Minimum Requirements: *National Senior Certificate (Grade12) * National Diploma or equivalent or Bachelor Degree* Facilitation, Assessor and Moderator Certificate, ODETDP Qualification or Mathematics and Science will be an added advantage.

Key Performance Areas: Facilitate accredited skills training through institutional and practical training* Implement the technical training intervention in line with relevant SETA's

**1X HUMAN RESOURCE CLERK (INTERN)
12 MONTHS FIXED TERM CONTRACT
(EMALAHLENI HEAD OFFICE)**

Monthly Total Remuneration Package: R5000.00

Minimum Requirements: National Senior Certificate (Grade12) and Human Resources Diploma or relevant equivalent qualification* One (1) years' experience in Human Practice* Intermediate Computer Literacy (Microsoft Office, Excel and Powerpoint.)

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Key Performance Area: Assist in the preparation of Internal, External Advert and Circulation of the advert * Assist in compiling the long list of applications and the scheduling of short-listing process* Assist in the scheduling of interviews and preparation of the Appointment Report* Assist in performing employee background check and verification of documents* Assist in preparation of offer of employment and contract* Preparation of payment of external creditors and preparation of U19 and Certificate of Service* Make necessary requisitions and any other relevant Human Resources duties

Applications must be submitted on the Prescribed Application form for employment, obtainable from the MRTT website. A recently updated, comprehensive CV as well as recently certified copies of all qualification including a Senior Certificate and ID-document and Driver's license should accompany the fully completed and signed form.

Failure to submit all the requested documents as well as applications received late will result in the application not being considered.

Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification, an evaluation certificate must accompany it from the South African Qualification Authority (SAQA).

