



This advert is open for application by external applicants.

Equity Statement : *Transnet and its Operating Divisions (ODs) are committed to the transformation of the workplace and the constitutional imperatives enshrined in the Employment Equity Act. Transnet will give preference to suitably qualified applicants who are members of the designated groups defined as Black people (including African and Coloured Females of all ethnic groups and people living with disabilities who are citizens of the Republic of South Africa by birth or descent, or become citizens of the Republic of South Africa by naturalisation; in line with Transnet and its Operating Divisions Employment Equity Policy and Plan.*

Only applications received via the careers portal will be considered, i.e. no email applications will be considered.

Please email Careers-Help@transnet.net should you have any technical/ access issues.

Applicants that are interested in applying for any of the advertised positions must apply by registering on the Careers section of the Transnet Internet. Please take care in completing all required details on the profile, and then apply for the position.

Alternative Application Methods: (Completed Curriculum Vitae to be submitted)

Post :

E-mail :

Fax :

The closing date is on 2021/04/16. It is the responsibility of the applicant to ensure that HR has received the application before the closing date of the advertisement.

Note: if you have not been contacted within 30 days of the closing date of this advertisement please consider your application as unsuccessful.

Any questions regarding the application or recruitment process should be sent in writing to ZANDILE.HLATSHWAYO@TRANSNET.NET.

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Operating Division	:	Transnet Pipelines
Position Title	:	Young Professional in Training
Employee Group	:	Trainee
Department	:	ICT
Location	:	Durban Central
Reporting To	:	Manager: IRSGC
Grade Level	:	YPT
Reference Number	:	40001203

Position Purpose:

The purpose of the Young Professional in Training (YPT) position is to increase the available pool of resources and skills within the ICT Department first focusing mainly on Mobile Champion role. The programme is scheduled to run for 2 years where the YPT will also be exposed to other related ICT activities.

Position outputs:

PLEASE NOTE: Transnet, its employees or representatives never ask for a fee from job seekers. Any such requests are fraudulent. Please report any suspicious activities in this regard to the Transnet anti-fraud line on 0800 003 056.

Training Elements

1. Key Focus Areas:

The YPT will be provided with the following training and/or exposure:

- Attend TPL Quarterly Cost Meetings and ICT Cost Management Meetings
- Prepare/create SAP purchase requisitions for invoices and procurement of items as required by CIO and management of the ICT functions, etc.
- Verify contractor timesheets and hourly rate charged against contract and invoice billed
- Ensure accuracy and timeous processing of ICT invoices from ICT service providers for payment by Finance
- Ensure cost baselines are signed off for ICT services
- Process payment of project costs to appropriate project sanction number
- Liaise with ICT service providers on outstanding invoices to timeously resolve queries, etc.
- Liaise with Procurement and Finance Depts. on issues relating to ICT budget and processing of ICT invoices
- Ensure all invoices on statements for ICT vendors are addressed timeously and approved by responsible ICT managers/personnel
- Investigate invoice queries, prepare and ensure accruals are raised for work completed in that month in reference to the Purchase Order issued
- Cost Management - prepare and capture budget on SAP and monitor departmental Operating and Capital Budgets
- Track actual postings on each GL against budgeted cash flows and report on any deviations and correct misallocations
- Review telephone expenses, print costs for departments and address concerns as well as administering and monitoring all ICT departmental telephone usage and cost
- Prepare journal for Business Connexion copy charges against TPL cost centers
- Monitor and set reminder for the renewal of ICT Software Licenses and follow up with responsible personnel for proper documentation for renewals
- Managing ICT SAP Contracts and set reminder for renewal
- Extraction of SAP figures and preparation of Opex and Capex Financial reports on a monthly basis
- Maintain a well-organized and easily referenced filing system for invoices and financial reports
- Other related ICT activities as assigned from time to time by the line manager/mentor

2. Formal Training (depending on the interest of the YPT):

- Operating Cost Budget Training
- SAP Controlling-Management Accounting (Cost Centre training)

Additional training will be determined based on requirements

3. Periodic Feedback:

The YPT's will each be required to deliver a 6 monthly presentation on tasks and/or projects they were involved in and training during that period. The YPT will also provide insight into the experience, knowledge and skills developed as a result of the exposure gained during their time at TPL.

4. Output / Key Performance Areas:

- Innovation/automation initiatives
- Record Keeping
- Budget Compilation

Qualifications & Experience:

National Senior Certificate and Degree in Commerce / Business Administration

Competencies:

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- * Computer Literacy
- * Excellent Communication Skills (verbal and written)
- * Time Management
- * Attention to detail