



APPLICATION FOR EMPLOYMENT

WHAT IS THE PURPOSE OF THIS FORM

To assist a government department in selecting a person for an advertised post.

This form may be used to identify candidates to be interviewed. You need to fill in all sections of this form completely, accurately and legibly. This will help to process your application fairly.

WHO SHOULD COMPLETE THIS FORM

Only persons wishing to apply for an advertised position in a government department.

ADDITIONAL INFORMATION

This form requires basic information. Candidates who are selected for interviews will be requested to furnish additional certified information that may be required to make a final selection.

SPECIAL NOTES

1 – All information will be treated with the strictest confidentiality and will not be disclosed or used for any other purpose than to assess the suitability of a person, except in so far as it may be required and permitted by law. Your personal details must correspond with the details in your ID or passport.

2 – Passport number in the case of non-South Africans.

3 – This information is required to enable the department to comply with the Employment Equity Act, 1998.

4 – This information will only be taken into account if it directly relates to the requirements of the position.

5- The Executive Authority shall consider the criminal record (s) against the nature of the job functions in line with Internal Information security and disciplinary code.

6- The applicant may submit additional information separately where the space provided is not sufficient.

7- Departments must accept certified documents that accompany the application(s) with certification that is up to 6 months, unless the advert prescribes a longer period.

A. THE ADVERTISED POST (All sections of this form are compulsory)

Position for which you are applying (as advertised)	Department where the position was advertised
ADMINISTRATOR CLERK	NATIONAL PROSECUTING AUTHORITY
Reference number (as stated in the advert)	If you are offered the position, when can you start OR how much notice must you serve with your current employer?
2023/71	AS SOON AS POSSIBLE

B. PERSONAL INFORMATION¹

Surname and Full names		PHOPHI OFHANI																													
Date of Birth	17 May 1987	Identity Number	8	7	0	5	1	7	5	5	7	9	0	8	1	Passport number															
Race ²	African <input checked="" type="checkbox"/>	White	<input type="checkbox"/>	Coloured	<input type="checkbox"/>	Indian	<input type="checkbox"/>	Other	<input type="checkbox"/>																						
Gender ³	Female <input type="checkbox"/> Male <input checked="" type="checkbox"/>																														
Do you have a disability?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>																														
Are you a South African citizen?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>																														
If no, what is your nationality?																															
Do you have a valid work permit? (only if non-South African)		Yes <input type="checkbox"/> No <input type="checkbox"/>																													
Have you been convicted or found guilty of a criminal offence (including an admission of guilt)? ⁵		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>																													
If yes (provide the details)																															
Do you have any pending criminal case against you?		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>																													
If yes, (provide the details) ⁵																															
Have you ever been dismissed for misconduct from the Public Service? ⁴		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>																													
If yes (provide the details) ⁵																															
Do you have any pending disciplinary case against you?		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>																													
If yes, (provide the details)																															
Have you resigned from a recent job pending any disciplinary proceeding against you? ⁴		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>																													
If yes, (please note that the provisions of the Public Service Act shall apply).																															
Have you been discharged or retired from the Public Service on grounds of ill-health or on condition that your cannot be re-employed? ⁴		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>																													
Are you conducting business with the State or are you a Director of a Public or Private company conducting business with the State? ⁶ If yes, (provide the details) ⁶		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>																													
In the event that you are employed in the Public Service, will you immediately relinquish such business interests?		Yes <input type="checkbox"/> No <input type="checkbox"/>																													
Please specify the total number of years of experience you have		Private Sector		Public Sector																											
				18																											
If your profession or occupation requires official registration, provide date and particulars of registration		Date		Reg. No																											

8- Each application for employment form must be duly signed and initialed by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process.

C. CONTACT DETAILS AND MEDIUM OF COMMUNICATIONS

Preferred language for correspondence		ENGLISH	
Method of correspondence for	Post <input type="checkbox"/>	E-mail <input checked="" type="checkbox"/>	Fax <input type="checkbox"/> Tel <input type="checkbox"/>
Contact details (in terms of the above)	Pofhani@gmail.com		
	076 228 6411		

D. SOUTH AFRICAN OFFICIAL LANGUAGE PROFICIENCY – state 'good', 'fair', or 'poor'

	ENGLISH	TSHIVENDA	NORTHEN SO	SETSWANA
Speak	Good <input type="checkbox"/>	Good <input type="checkbox"/>	Good <input type="checkbox"/>	Good <input type="checkbox"/>
Write or read	Good <input type="checkbox"/>	Good <input type="checkbox"/>	Fair <input type="checkbox"/>	Fair <input type="checkbox"/>

E. FORMAL QUALIFICATION⁷ (from highest to the lowest)

Name of School/Technical College	Name of qualification obtained	Year obtained
GRADE 12	SOLOMON MAELULA	2007
FINANCIAL MANAGEMENT	TSWANE NORTH COLLEGE	2010
PC TRAINING AND BUSSINESS COLLEGE	END USER COMPUTOER	2011
Current study (institution and qualification):		

F. WORK EXPERIENCE (Also attach a detailed CV)⁸

Employer (including current employer)	Post held	From		To		Reason for leaving
		MM	YY	MM	YY	
LTT MEMORIAL HOSPITAL	EXPERIENTIAL LE	1	2012	6	2013	CONTRACT EXPIRED

If you were previously employed in the Public Service, is there any condition that prevents your re-appointment? Yes ☐ No ☒


If yes, Provide the name of the previous employing department and indicate the nature of the condition.

G. REFERENCES

Name	Relationship to you	Tel. No. (office hours)
MR MASINDI	LTT MEMORIAL HRD	015 516 0148
MS NJ NYASE	FINANCIAL MANAGER	015 581 2422
MR RIKHOTSO	LECTURER	078 331 4748

DECLARATION

I declare that all the information provided (including any attachments) is complete and correct to the best of my knowledge. I understand that any false information provided will result in my application being disqualified or disciplinary action taken against me if I am appointed.

Signature: 

Date: 20/02/2023

**CURRICULUM VITAE
OF
PHOPHI OFHANI**

1. PERSONAL DETAILS

Date of birth	1987/05/17
ID Number	8705175579081
Gender	: Male
Nationality	: South African
Race	: African
Marital status	: Single
Postal address	180 Zeiller Street Pretoria West 0183
Contact details	: 076 228 6411
Alternative Number (Rudzani)	063 797 2588
E-mail address	: mmavy@webmail.co.za
Home language	: Tshivenda
Other language	: English & Sesotho
Criminal record	: None
Health condition	: Good

2. EDUCATIONAL QUALIFICATION

Name of school	: Solomon Maelula High School
Highest grade passed	: Grade 12
Year Obtained	: 2007
Subjects passed	: Accounting : Business Economics : Economics : Mathematics : English : Tshivenda

3. TERTIARY QUALIFICATIONS

Name of institution	: Tshwane North College
Course	: Financial Management
Level	: N4-N6
Subjects passed	: Management communication N4 : Financial accounting N4-N6 : Entrepreneurship & business management N4 : Computerised financial system N4-N6 : Cost & management accounting N5-N6 : Mercantile Law N4 : Income Tax N6

4. OTHER QUALIFICATIONS

Institution : Pc Training and Business College
Course : End user Computer office 2003&2007
Year Obtain August 2011
Subjects Passed : Introduction to personal Computer
Microsoft PowerPoint
Microsoft Access
Microsoft Outlook
Microsoft Excel

5. WORKING EXPERIANCE

Position : Experiential Learning [Finance]
Department : Health and Social Development
[Louis Trichardt Memorial Hospital]
From : 02 January 2012 up to 28 June 2013

Duties

Budget and Expenditure management

- Process Payments on BAS.
- Prepare Payments Vouchers.
- Commit Funds on the Commitment Register.
- Register Payments on the Payment Register.
- Monitor the Compliance of Expenditure with the Budget.
- Requesting Expenditure Report from BAS.
- Request Disbursement number for Suppliers on BAS.
- Compile Early Warning Report.
- Capture Requisition for Goods and Services.
- Handle all Enquiries from Suppliers and Institution.
- Report to the Deputy Manager Finance.

Revenue, Accounts and Billing

- Doing billing of the patient.
- Monitor revenue collection report ,Receipting and balancing cash book
- Compile deposit, revenue returns and money revenue statistics
- Capture revenue receipts in MEDICOM
- Sending letters of all outstanding debts to all debtors.
- Assist patient with completion of agreement.
- Compiling report for outstanding debts.
- Billing of SANDF, Road African Funds patient and Billing of out stock.

Stores Management

- Conduct stock taking
- Issuing of stock items
- Responsible for data and receiving of stores items
- Ensure accurate stock recording
- Verify goods received
- Preparation of memorandum of goods purchased

Asset Management

- Spot check and stock taking
- Record payment voucher
- Receive and verify specification
- Paste updated asset inventory list
- Verify the description of new and existing asset and their location
- Update and keep of assets register
- Responsible for the movement of assets

Procurement

- Prepare submission for recommendation by the bid adjudication committee
- Ensure that proper and valid supporting documents are attached for each request
- Liaise with end user on the procurement of goods and services
- Oversee the preparation and distribution of bid adjudication committee files
- Prepare secretarial duties for bid adjudication committee
- Create orders according to contracts, quotations and bid documents
- Record printed orders into the prescribed record book
- Capture orders on the financial system (FINEST)

Salary Administration

- Ensure that all payment of salary related matter are corrected captured, allocated and paid
- Capture salary related payment and deduction on PERSAL
- Capture salary related payment and journals on BAS
- Clear salary related suspense accounts on BAS
- Assist with salary related debt recovery
- Capture overtime Sunday and holiday and night shift claims
- Capture garnishee orders and maintenance claim orders

6. KNOWLEDGE AND SKILLS

- Management and communication skills
- Understanding of PFMA and national treasury regulations.
- Good computer literacy skills (MS office & pastel accounting)
- Knowledge of office administration and bookkeeping procedures
- Knowledge of filing file according to filing system
- Understanding of Basic Accounting System (BAS)
- Knowledge of the public service regulatory framework
- Willingness to perform in a team environment and work under pressure

7. REFERENCES

Name and position	: Mr F. Rikhotso, Lecture
Contact number	: 078 331 4760
Name and position	: Mr Masindi L.P, LTT hospital Head H.R.M&D
Contact number	: 015 516 0148
Name and position	: Mr Nyase N.J, Financial Manager
Contact number	: 015 581 2422

UMALUSI



Council for Quality Assurance in General and Further Education and Training

SENIOR CERTIFICATE

Awarded to
OFHANI PHOPHI

Identity number

8706175579081

Subjects passed

Tshivenda : First Language
English : Second Language
Economics
Mathematics
Business Economics
Accounting
Aggregate



HG	D	50%-59%
HG	F	33,3%-39%
HG	E	40%-49%
SG	D	50%-59%
SG	D	50%-59%
SG	D	50%-59%
SG	S	950-1199

ENDORSEMENT
None

With effect from

December 2007

Chief Executive Officer

P. M. M. M. M.

This certificate is issued in accordance with Section 20(4) of Act 58 of 2001 by
Umalusi Council for Quality Assurance in General and Further Education and Training.



080 5199 8746 C

This certificate is issued without attention or scrutiny of any kind



REPUBLIC OF
SOUTH AFRICA



D10015020

DEPARTMENT: HIGHER EDUCATION AND TRAINING
REPUBLIC OF SOUTH AFRICA

NATIONAL N DIPLOMA FINANCIAL MANAGEMENT

AWARDED TO
PHOPHI OFHANI
IDENTITY NUMBER
8705125579081
WITH EFFECT FROM
2013/04/01

MINIMUM TRAINING PERIOD: 3 YEARS

* INDICATES DISTINCTION

COMPUTERISED FINANCIAL SYSTEMS	N4	N5	N6
COST AND MANAGEMENT ACCOUNTING	N5	N6	
ENTREPRENEURSHIP AND BUSINESS MANAGEMENT	N4		
FINANCIAL ACCOUNTING	N4	N5	N6
INCOME TAX	N6		
MANAGEMENT COMMUNICATION	N4		
MERCANTILE LAW	N4		

SOUTH AFRICAN POLICE SERVICE
2023-01-18
PRETORIA CENTRAL
SOUTH AFRICAN POLICE SERVICE

THE
I CERTIFY THAT THIS DOCUMENT IS A TRUE REPRODUCTION
ORIGINAL DOCUMENT HANDED TO ME FOR VERIFICATION
FROM MY OBSERVATION, A REPRODUCTION OF
ORIGINAL DOCUMENT.
CHANGE WAS NOT MADE

HANDTEKENEDE SIGNATURE
RANG
RANG
MAGSOMMER
FORCE NUMBER
134015020
134015020

Examination Officer

Director-General

Issued by the Director-General of the Department of Higher Education and Training
under delegated authority from the Quality Council for Trade and Occupations



28749792V

SERIAL NUMBER

D 10015020

PC Training & BUSINESS COLLEGE



Certificate of Competence

We Certify that

OFHANI

PHOPHI

IDENTITY NUMBER: (870517 5579 08 1)

has been assessed and found competent
against the following Skills Programme/s

END USER COMPUTING : MICROSOFT OFFICE 2007 (COMPLETE)

- INTRODUCTION TO PERSONAL COMPUTERS
- MICROSOFT WORD
- MICROSOFT EXCEL
- MICROSOFT ACCESS
- MICROSOFT POWERPOINT
- MICROSOFT OUTLOOK

DURING THE ACADEMIC YEAR : 2011

PC Training & Business College (Pty) Ltd is provisionally Registered with the Department of Education as a Private Further Education and Training (FET) College in terms of Section 36 of the Further Education Training College Act, 2006 (ACT NO. 16 of 2006).

Registration Certificate No. 2008/ FE07/ 050

Learner Reference: **EUC / 02 / 45809 / 16619**

Place of Issue: **DURBAN**

Campus: **Pretoria**

Date of Issue: **23rd September 2011**



Senior Director : Quality Assurance & Audits

Senior Director : Skills Programmes



LIMPOPO
PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF HEALTH AND SOCIAL DEVELOPMENT

LOUIS TRICHARDT MEMORIAL HOSPITAL

Certificate of Exposure

This serves to certify that

P H O P H I O

I.D. 870517 5579 08

SOUTH AFRICAN POLICE SERVICE

2023 -01- 18

PRETORIA CENTRAL

SOUTH AFRICAN POLICE SERVICE

Has participated in Time Flow Study

C.E.O

Pauline

Date

31.10.2019



Pauline
15/10/19



LIMPOPO

**PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA**

DEPARTMENT OF HEALTH AND SOCIAL DEVELOPMENT

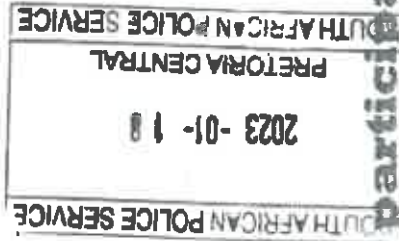
LOUIS TRICHAUD MEMORIAL HOSPITAL

Certificate of Exposure

This serves to certify that

P H O P H I O

I.D 870517 3379 081



Has participated in Client Satisfaction Survey

Rauwag

C. E. O

2012.10.31

Date

2

Handwritten notes and stamps at the top of the page, including a signature and various official markings.

1. Geen der bouys van de GEREGISTREERDE WORM-
POSSIESEN is in werke aan de hand.

REGISTERED RESIDENTIAL AND PO BOX ADDRESS

1. **Keep the proof of your REGISTERED RESIDENTIAL AND POSTAL ADDRESS in this packet.**

2. If you have changed your address, or if justification of your present address, e.g. names of close and/or other relatives, etc. has been changed, the **NOTICE OF CHANGE OF ADDRESS** has to be attached at the back of the identity document must be used to report the change and it must be handed in at or posted to the nearest municipality office of the **DEPARTMENT OF HOME AFFAIRS**.

SOUTH AFRICAN POLICE SERVICE

1998

S.A. BUBER/S.A. CITIZEN

CONCLUSION

PHOPHI

VOORUITEFORNIES

OFHANI

REPORTED DISTRICT OF BIRTH
DISTRICT OR COUNTRY OF BIRTH

SOUTH AFRICA

CEMOPHORETUM
DATE OF BIRTH

1987-05-17

DATE ISSUED

2004-01-07

1. **INTRODUCTION**
 2. **SCOPE OF THE STUDY**
 3. **CONCLUSION**

CLASSIFIED BY NATIONALITY OF THE
SUBJECTS-RESEARCHERS
WHICH APPLIES



2023 -01- 18

PRETORIA CENTRAL

SOUTH AFRICAN POLICE SERVICE



ORGE NUMBER

HANDTEKEN

MATHEMATICS

RANG

RANK

1574E-10

2492111

