



POST: ADMINISTRATOR – COLLEGE COUNCIL POST (SL 7)

CENTRE: TSHWANE SOUTH TVET COLLEGE

REF: 07/01/18

REQUIREMENTS: An appropriate three year Diploma OR an equivalent three year qualification plus three years' experience in the TVET Sector or Grade 12 plus 10 years' relevant experience as an administrator/secretary of the various board or Council meetings. Communication skills (verbal and written). Organising and planning skills. Good interpersonal relationship. Knowledge of report writing. Computer literate (MS Office). Telephone etiquette. A thorough knowledge of the Continuing Education and Training Act no. 16 of 2006.

DUTIES: Arrange all Council and Chief Accounting Officer's meetings. Prepare and distribute meeting agendas, minutes and supporting documents. Minutes taking, keep records of all Council and Council committee meetings, distribute correspondence and information to all Council members and relevant stakeholders. Perform general and administrative functions. Responsible for filling and archiving of documents.

NB: The recommended candidate must be prepared to sign a confidentiality form.

ENQUIRES: L Mmesi; Tel no: (012) 401 5000

APPLICATIONS: Must be submitted on form Z83, (Public Service Application form), obtainable from any Public Service Department and must be accompanied by certified copies of qualifications (certification must not be older than three (3) months and no copy of a copy will be allowed, attach academic record), ID and Curriculum Vitae.

NOTE:

Please indicate the reference number and position you are applying for on your application form and forward your application to: The Human Resources Department, Tshwane South TVET College, PO Box 151, Pretoria, 0001, or hand deliver to the HR Offices at Campus level or at the Tshwane South TVET College Head Office 85 Francis Baard (Formerly known as Schoeman Street) Pretoria, 0001. Faxed and e-mailed application will not be accepted.

Please take note that correspondence will only be conducted with short-listed candidates. If you are not contacted within three (3) months after the closing date, please consider your application unsuccessful.

Closing date: 23 April 2018

W.P. Licosana
10/04/2018