



Temporary College Council Post

POST DESCRIPTION: Senior Admin Clerk – Client Service

POST: Salary Level 5

CENTRE: Tshwane South TVET College

REF: PS 01/05/19

REQUIREMENTS: Grade 12 or National Certificate Vocational (NC (V) Level 4. One year experience in Client Service or in related field. Good analytical and communication skills. Good telephone etiquette. Computer literacy.

DUTIES: Responsible for capturing student's enrolment. Issue student results and certificates. Capturing student attendance and assessment task on Coltech system. Handling incoming and outgoing calls. Distribute incoming and outgoing documents. Filling of documents.

ENQUIRIES: Mr. TR Makua Tel no: (012) 401 5120

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 on Campus level or at the Tshwane South TVET College Central Office 85 Francis Baard Street Pretoria, 0001. Faxed and e-mailed applications 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.

ATTENTION: Human Resource Unit

Closing date: 17 May 2019


02/05/2019

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