



Temporary College Council Post

POST: SL 5

POST DESCRIPTION: ADMIN CLERK

CENTRE: TSHWANE SOUTH TVET COLLEGE

REF: 05/01/18

REQUIREMENTS: Grade 12 or NQF Level 4. Good communication skills (verbal and written), ability to read and write, pay attention to details, sound interpersonal relations and good telephone etiquette. Computer literacy and high level of reliability.

DUTIES: Issue statements and Certificates for students. Receive and distribute relevant information and documentation. Receive all relevant forms for capturing of student information. Capturing of test marks, absenteeism and pre-lims on CMIS. Filling of all documentations. Any other ad hock duties prescribed by the Manager.

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

ENQUIRIES: Ms 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 3(three) months after the closing date, please consider your application unsuccessful.

Closing Date: 20 July 2018

9/7/2018