



POST DESCRIPTION: Secretary To The Campus Manager

POST: Salary Level 5

CENTRE: Tshwane South TVET College

REF: 05/08/18

REQUIREMENTS: Grade 12 or NQF (Level 4) certificate and 2 – 5 years' experience or Grade 12 and Grade 12 together with an appropriate three year diploma or an equivalent NQF (level6) qualification plus 0 – 3 years' experience Good communication skills (written and verbal), ability to read, write and pay attention to details, sound interpersonal relations and good telephone etiquette. Computer literacy in MS Office and sound organizational skills. Willingness to work extra hours when required.

DUTIES: Provides administrative and secretarial support to the Campus Manager. Minute taking during meetings. Coordinate and arrange meetings. Prepare supporting documentation for meetings, presentations, reports and projects. General administrative duties, including photocopying, scanning and faxing; and performing any other duties delegated by the Campus Managers. Arrange all logistics for workshops. Track and process documents. Diary management, office filing and administration of correspondence. Management of the Office and perform other related duties assigned.

ENQUIRIES: Ms. T Molopyane and 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 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

Closing date: 30 November 2018

HEAD OFFICE

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