



POST DESCRIPTION: Senior Admin Clerk –Human Resource

POST: Salary Level 5

CENTRE: Tshwane South TVET College

REF: 05/09/18

REQUIREMENTS: Grade 12 or NQF (Level 4) certificate and 2-5 years' experience or Grade 12 together with an appropriate three year diploma or an equivalent NQF (level 6) qualification plus 0 – 3 years' experience. Exposure to interpretation of the implementation of the HR policies in an HR working environment will be an advantage and minutes taking skills.

DUTIES: Responsible for General Office Administration (filling, faxing photocopy), typing, receiving and distribution of HR related documents. Assist with with capturing on PERSAL System. Compile monthly reports. Assist with enquiries related to Basic Conditions of Service.

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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