



**POST DESCRIPTION: Senior Admin Clerk – Client Service (X4 POSTS)**

**POST:** Salary Level 5

**CENTRE:** Tshwane South TVET College

**REF:** 05/03/18

**REQUIREMENTS:** Grade 12 together with an three year diploma or an equivalent NQF (level6) qualification plus 3-5 years' experience, alternatively Grade 12 with 10 years or more experience in relevant field. Good communication skills (verbal and written), ability to read and write, pay attention to details, sound interpersonal relations and good telephone etiquette. Computer literacy in MS Office.

**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. Filing of all documentations. Any other ad hock duties prescribed by the Manager.

**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**