



Corporate Office
Cnr High & Broster Street
Private Bag X33
Bethlehem
9700
Tel: 058 303 1732
Fax: 058 303 1748
officeman.corp@malutitvet.co.za



**higher education
& training**

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

APPLICATIONS ARE INVITED FROM SUITABLY QUALIFIED CANDIDATES FOR THE FOLLOWING POST AT MALUTI TVET COLLEGE:

POSITION	: OFFICE MANAGER
SALARY LEVEL	: 07
SALARY	: R257 508.00 P/A
REFERENCE	: MALUTI TVET/HARR006/2020
COLLEGE COUNCIL APPOINTMENT	: 3 YEARS CONTRACT
CENTRE	: HARRISMITH CAMPUS

MINIMUM REQUIREMENTS

- ❖ National Senior Certificate/ Grade 12/ Standard 10 or NCV Level 4.
- ❖ National Diploma/Degree/Equivalent qualification in Office Management
- ❖ Minimum of three years relevant experience in administrative role
- ❖ Experience in financial Management
- ❖ Computer Literacy (MS Word, MS Excel, MS Power Point)
- ❖ Unendorsed Valid Drivers License

RECOMMENDATION

- ❖ Knowledge of using a range of software packages
- ❖ Good interpersonal and time management skills.

DUTIES

- ❖ Organising meetings and managing databases
- ❖ Booking transport and accommodation
- ❖ Organising campus events or meetings including interviews
- ❖ Ordering stationery and furniture
- ❖ Dealing with correspondence, complaints and queries preparing letters, presentations and reports
- ❖ Supervising and monitoring the work of administrative staff
- ❖ Managing office budgets
- ❖ Liaising with staff, suppliers and clients
- ❖ Implementing and maintaining procedures/office administrative systems
- ❖ Organising induction programmes for new employees
- ❖ Ensuring that health and safety policies are up to date
- ❖ Attending meetings with campus management

- ❖ Keeping personnel records up to date.
- ❖ Carry out any other duties given by the relevant supervisor.

Applications must be submitted on a Z83 form obtainable from any public service department or from the official DHET website www.dhet.gov.za. The application form should be signed and accompanied by originally certified copies of qualifications, certified copies of academic transcripts, certified copy of unendorsed valid driver's license, certified copy of ID not older than three months and a comprehensive C.V with contact details of at least three references. Foreign qualifications must be accompanied by a SAQA evaluation report.

Immigrants should apply for Work permits before assumption of duty. People with disability are encouraged to apply.

NO FAXED OR EMAILED APPLICATIONS WILL BE ACCEPTED

All applications should be posted or hand delivered to:

**Human Resource Manager
Maluti TVET College: Corporate Office OR
Private Bag X 33
BETHLEHEM
9700**

**Human Resource Manager
Maluti TVET College: Corporate Office
Corner High & Broster Street
BETHLEHEM
9700**

Enquiries: Mr HT Basson - Tel: 058 303 1732

Closing Date: 28 August 2020 @ 13:00


06/08/2020
HT Basson