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higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MLT-ADM-Letterhead-2014-R02

2017-09-15

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KLM/Adm

Enquiries : TP Mathipe

Kindly note that the post of Office Manager for Harrismith Campus with reference no. **MALUTI TVET/HARR006/2020** advertised with City Press dated 09 August 2020 has been withdrawn. Candidates who previously applied are encouraged to re-apply. Enclosed herewith please find the advert advertised through the DPSA Circular 26 of 2020 dated 13 November 2020.

HTB
19/11/2020

POST 26/42 : **OFFICE MANAGER REF NO: MALUTI TVET/ HARR008/2020**
College Council Appointment: 3 Years Contract

SALARY : R257 508 per annum (Level 07)
CENTRE : Harrismith Campus
REQUIREMENTS : National Senior Certificate/Grade 12/ Standard 10 or NCV Level 4. National Diploma/Degree in Office Management/Business Management or related studies. Minimum of three years administrative experience in administrative role. Experience in Financial Management. Excellent Computer Skills (MS Excel, MS Word and MS Power Point). Unendorsed Valid Driver's Licence. Computer Literacy (MS Word, MS Excel, and MS Power point). 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.

ENQUIRIES : Mr HT Basson Tel No: 058 303 1732
APPLICATIONS : All applications should be posted to: Human Resource Manager Maluti TVET College, Corporate Office, Private Bag X 33, Bethlehem 9700 or hand delivered to Maluti TVET College: Corporate Office, Corner High & Broster Street, Bethlehem 9700. No faxed or emailed applications will be accepted

NOTE : Applications must be submitted on a Z83 form obtainable from any Public Service department as well as Maluti TVET Corporate Office or from DHET Official website: www.dhet.gov.za (and be signed) and should be accompanied by originally certified copies of formal qualifications, certified copy of academic transcript, certified copy of driver's licence and certified copy of ID not older than three Months and a comprehensive CV 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. NB: Please consider your application as unsuccessful should you not be contacted within 60 days from the closing date of this advertisement. Maluti TVET College reserves the right to withdraw the above mentioned position.

CLOSING DATE : 04 December 2020 @13:00


HT Basson
19/11/2020