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higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

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2017-09-15

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KLM/alm

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

POSITION	: MARKETING AND ADMINISTRATIVE OFFICER
SALARY LEVEL	: 7
SALARY	: R257 508.00
REFERENCE	: MALUTI TVET/CFERI002/2021
COLLEGE COUNCIL APPOINTMENT CENTRE	: 3 YEARS CONTRACT (SEDA FUNDING) : CENTRE FOR ENTERPRENEURSHIP RAPID INCUBATOR

MINIMUM REQUIREMENTS

- National Senior Certificate/ Grade 12/ Standard 10 or NCV Level 4
- National Diploma/Degree in Administration/Marketing
- Minimum of three years experience in administration, marketing, sales/business development
- Experience in enterprise development
- Knowledge of SMME and/or incubation industry
- Project Management
- Advanced Computer Literacy
- Unendorsed Valid Driver's Licence

RECCOMENDATION

- Problem solving and analytical skills;
- Emotional intelligence;
- Good interpersonal and conflict management skills;
- Good administrative skills;
- Mentoring and Team work skills;
- Excellent written and verbal communication skills;
- Planning and organization

DUTIES

- Coordinate day-to-day running of the CfERI;
- Record keeping (Database management);
- Provide administrative support;
- Data Capturing;
- Reception / Front Desk;

- Provisioning administration – ordering and dispatching supplies, asset management;
- Diary management;
- Handle petty cash;
- Collect and assemble data required to compile reports to funders against centre KPIs;
- Front of the centre – engages with everyone coming into or contacting the centre;
- Engagement with funders, clients, stakeholders and service providers;
- Carry out all other duties related to the post.

Applications must be submitted on a Z83 form obtainable from any public service department or from the official Maluti TVET College website www.malutivet.co.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.

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.

NO FAXED OR EMAILED APPLICATIONS WILL BE ACCEPTED DUE TO SYSTEM CHALLENGES

All applications should be posted or hand delivered to:

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

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

Enquiries: Mr GD Mokoena - Tel: 058 303 1732
 Closing Date: 29 October 2021 @13:00

