



higher education  
& training

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA

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



## APPLICANTS ARE INVITED TO APPLY FOR THE FOLLOWING POST AT MALUTI TVET COLLEGE:

**POSITION** : PERSONAL ASSISTANT: OFFICE OF THE PRINCIPAL  
**SALARY LEVEL** : 07  
**SALARY** : R294 321.00 P/A  
**PERSAL APPOINTMENT** : PERMANENT  
**CENTRE** : CORPORATE OFFICE  
**REFERENCE** : MALUTI TVET/PA/CORP001/2024

### MINIMUM REQUIREMENTS

National Senior Certificate/ Grade 12/ Standard 10 or NCV Level 4. Recognized National Diploma in secretarial or relevant qualification. 3-5 years' experience in clerical/administrative environment. Experience in rendering a support service to senior management.

### RECOMMENDATION

Unendorsed Valid Driver's License. Computer Literacy (MS Word, MS power Point, MS Excel) Knowledge: Knowledge of relevant legislation, prescripts, policies and procedures. Basic knowledge of financial management, record management of documents. Skills: Good telephone etiquette, Sound organizational skills, Good people skills, High level of reliability, Written and verbal communication skills, Ability to act with tact and discretion, Ability to do research, analyze documents and situations, Planning and organizing. Maintain Confidentiality.

### DUTIES

Provide a secretarial/receptionist support services to the Principal/Office Manager. Render administrative support services. Provide support to Principal/Office Manager regarding meetings. Support the Principal and Office Manager with the administration of the Principal's budget. Studies the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.

**Applications must be submitted on a new Z83 form (effective from 01 January 2021) obtainable from any Public Service department as well as Maluti TVET College Corporate Office or from Maluti TVET College Official website [www.malutitvet.co.za](http://www.malutitvet.co.za). The Z83 form must be signed, Initialed and dated. With regards to completion of the Z83 form, Part A, C and D must be fully completed. Part B, all fields must be completed in full except Passport number: South African applicants need not provide passport numbers, an applicant has responded "no" to the question "Are you conducting business with the state? If yes, (provide the details)", then it is acceptable for an applicant to indicate not applicable or leave blank to the question, "In the event that you are employed in the Public Service, will you immediately relinquish such business interests?". "If your profession or occupation requires official registration, provide date and particulars of registration" – May be completed if your profession requires registration.**

The questions related to conditions that prevent re-appointment under part F must be answered. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed Z83 form and a detailed curriculum vitae. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from HR. Foreign qualifications must be accompanied by a SAQA evaluation report.

Immigrants should apply for work permits before assumption of duty. Maluti TVET College is an equal opportunity affirmative action employer. The Employment Equity plan of the College shall inform the employment decision. It is the College's intention to promote equity (race, gender and disability) through the filling of this posts. Candidates who previously applied for the post are encouraged to re-apply.

**NB:** Please consider your application as unsuccessful should you not be contacted within 60 days from the closing date of this advertisement. Correspondance will be limited to shortlisted candidates only. Shortlisted candidates will be subjected to security screening. Successful candidates may be required to work at other places as may reasonably be required by the Department and the College. Maluti TVET College reserves the right to withdraw the mentioned advert.

**NO FAXED OR EMAILED APPLICATIONS WILL BE ACCEPTED**

All applications should be posted or hand delivered to:

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

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

Enquiries: - Ms TP Mathipe - Tel: 058 303 1732

Closing Date: 15 March 2024 @13:00pm

