



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



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

POSITION	: CAMPUS ADMINISTRATOR
SALARY LEVEL	: 07
ACTING ALLOWANCE	: WILL BE CALCULATED BASED ON THE EMPLOYEE'S NOTCH & THE STARTING SALARY OF THE NEXT LEVEL
COLLEGE APPOINTMENT	: 1 YEAR CONTRACT
CENTRE	: ITEMOHELENG CAMPUS
REFERENCE	: MALUTITVET/ITE-026/2024

MINIMUM REQUIREMENTS

National Senior Certificate/ Grade 12/ Standard 10 or NCV Level 4. National Diploma/Degree in Office Management/Public Management/Business Management or relevant qualification. 2 – 3 years relevant experience in administrative environment.

RECOMMENDATION

Computer Literacy (MS Word, MS Excel and MS Power Point). Unendorsed Valid Drivers License. Experience in Financial Management. Knowledge of office administration. Knowledge of Public Service legislations and policies. Understanding of the Higher Education sector. Understanding of corporate governance. Understanding Cost center budgetary, expenditure and cash flow management. Skills: Planning and organizing. Financial Management. Report Writing. Communication and Interpersonal. Analytical. Client Oriented. People Management. Problem solving. Team Leadership.

DUTIES

Prepare reports, presentations, and other correspondence. Arrange meetings, conferences, workshops and other gatherings as required. Provide other secretarial support services to campus management. Coordinate leave forms and submit to Corporate office. Coordinate PMDS documents and submit to Corporate office. Follow up and resolve all human resource administration queries and issues emanating from campus staff. Maintain human resource records administration. Monitor the attendance register for staff. Support the implementation of college staff wellness programme at campus level. Recommend purchase requisitions to Campus Manager. Draft procurement memo. Complete requisition form. Receive goods and services. Coordinate and submit invoices to Corporate office for processing. Verify the correctness of goods and services supplied against the appropriate documentation. Maintain files for all campus staff. Assist in the registration of students.

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. 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 required to submit the completed Z83 form, a detailed curriculum vitae and certified copies (not older than 6 months) of ID (both sides if it is a smart card ID), academic certificates and any other relevant documents. Foreign qualifications must be accompanied by a SAQA evaluation report.

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 post.

NB: An employee’s last performance cycle score over a maximum period of twelve (12) months preceding the acting appointment and the contractual status of the employee (permanency) will be taken into account. Correspondance will be limited to shortlisted candidates only. Maluti TVET College reserves the right to withdraw the mentioned advert.


NO FAXED OR EMAILED APPLICATIONS WILL BE ACCEPTED

All applications should be hand delivered to:

Maluti TVET College
Itemoheleng Campus

Enquiries: - Mr KD Lehlakola/Ms TNF Madondo - Tel: 058 713 0296/0298

Closing Date: 01 November 2024 @13:00

 2024/10/25
EP.