

subjected to qualification and citizen verification, etc. If you are not contacted after 60 days of the closing date of the applications, please consider your application unsuccessful. The Central Johannesburg TVET College is an equal opportunity employer.

CLOSING DATE : 12 September 2025 at 16:00

POST 31/24 : **COUNCIL SECRETARY (GOVERNING COUNCIL)**
(3 Year Contract)

SALARY : R397 116 per annum (Level 08)

CENTRE : Maluti TVET College

REQUIREMENTS : Recognised National Diploma in Public Administration /Business Management / Office Management (NQF Level 6) or equivalent qualification. 3-5 years in Public Administration environment. Valid driver's license (except for persons with disabilities); Competencies and attributes: Knowledge and understanding of Public Administration. Knowledge of the relevant legislation, policies, prescripts and procedures. Basic knowledge of Financial Administration. Administrative, Planning and organizing, financial management, Report writing, Communication and interpersonal, Problem solving, Computer literacy, Analytical, Client oriented Project management, Team leadership and People management.

DUTIES : Provide administrative coordination and support in the regional office Draft all letters, submissions and memorandums. Preparing supporting documents for meetings, receiving and distribution of stationery to the relevant officials. Receive and consolidate monthly reports. Assist in co-ordinate of college inputs for annual, quarterly, monthly reports, and cash flow statements. Assisting in the establishment and implementation of effective records and document management systems in the office of the Principal. Assist in providing secretariat support to College Council, Council Committees, Academic Board and other external stakeholders. Coordinate all logistical arrangements for travelling and meetings etc. Processing of claims for travelling and meetings etc. Arrange all meetings, proceedings and activities of the above structures. Compile agenda, minutes, reports and other records of the above structures. Distribution of relevant documents for meetings of above structures. Assist in keeping a register of resolutions and supporting all relevant Council Members/Managers/Officials through continuous correspondence to remind them of what needs to be done. Safekeeping of approved minutes are signed off and safely kept. Assist in drafting all presentation, speeches, reports of the Principal and Council Committees related to meetings of above structures. Assist in the provision of strategic management, monitoring and evaluation services. Assist in coordinating operational and strategic planning process. Assist in coordinate and compile strategic and operational plans. Assist in facilitating the development and implementation of service delivery improvement plans and initiatives. Assist in coordinating and compiling institutional performance and strategic reports. Assist in conducting an assessment on college effectiveness and efficiency in supporting the attainment of service delivery objectives. Perform any other duty related to the post.

ENQUIRIES : Mr L Ubisi Tel No: (058) 303 1732

APPLICATIONS : All applications should be posted, hand delivered or emailed to: Human Resource Management Human Resource Management Maluti TVET College: Corporate Office or Maluti TVET College: Corporate Office Private Bag X33, Comer High & Broster Street, Bethlehem, 9700 Email applications can be forwarded to this email address: college.council@malutitvet.co.za

NOTE : Applications quoting the relevant reference number 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