



**higher education
& training**

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



**NORTHERN CAPE
URBAN TVET
COLLEGE**

THE NORTHERN CAPE URBAN TVET AWAITS APPLICATIONS FROM SUITABLY QUALIFIED PERSONS FOR THE FOLLOWING PERMANENT POST.

POST: ADMINISTRATIVE CLERK

LEVEL: 5

SALARY: R173 703 pa

REFERENCE NO: NCUTVET/DHET 2021/07

MINIMUM REQUIREMENTS:

- Grade 12 or equivalent qualification
- 3-5 years' experience requirements
- Basic knowledge of clerical duties, capturing of data, operating computer and collecting statistics
- Knowledge and understating of legislative framework governing the Public Services
- Knowledge of procedures in terms of the working environment
- Driver's License is an added advantage

RECOMMENDATIONS:

- Excellent Communication (oral and written)
- Interpersonal
- Planning
- Organising
- Computer

KEY PERFORMANCE AREA (DUTIES):

- render general clerical support services
- Record, organize, store, capture and retrieve correspondence and data
- Update registers stastics
- Handle routine enquiries
- Make photocopies and receive or send facsimiles
- Distribute documents/ packages to various stakeholders as required
- Keep and maintain the filing system for the component
- Type letters and or other correspondence when required
- Keep and maintain the incoming and outgoing document register of the component and any other related administrative duties

APPLICATIONS:
NCUTVET-Advert

Forward Your Application, Quoting the Reference Number and
2021-08 -25

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**the position you applying for to: The HR Department, Northern Cape
TVET College, Private Bag X5031, Kimberley, 8300 or hand deliver to HR
Department at 39 Long Street Kimberley**

CLOSING DATE: **14 September 2021**, applications received after the closing date, faxed or emailed applications will not be considered.

NOTE: To be included in the application, applications must be submitted on form **Z83 obtainable from any public service department** or on the internet at www.gov.za/documents, which must be completed in full, originally signed and dated by the applicant. Applications must be accompanied by a covering letter, a comprehensive, recent Curriculum Vitae(CV) and originally certified copies of Identity Document, qualifications (**transcript of results**), Driver's license (where applicable) and all other attachments thereof. All documents certification dates must be within three months of the application date. The specific reference number of the post applied for must be quoted. A separate application must be submitted for each post applied for. For foreign applicants a certified copy of work permit must be included. **The College has the right to withdraw and /or amend adverts for post(s) and retains the right not to fill the post (s) as determined by the delegated authority.**

The successful candidate will be subjected to a security clearance and verification of qualifications. Interviewed candidates will be subjected to a competency assessment where necessary. Correspondence will only be entered into with shortlisted applicants.

IF NO RESPONSE IS RECEIVED WITHIN 3 MONTHS AFTER THE CLOSING DATE, PLEASE REGARD YOUR APPLICATION AS UNSUCCESSFUL.

**ENQUIRIES: Ms E Mokokong
TEL NO: 053 839 2099/74**

