



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 2021/05

MINIMUM REQUIREMENTS:

- Grade 12
- Recognised three (3) year National Diploma (NQF level 6) in Business Administration, Public Management/ administration or equivalent qualification will be an added advantage
- 1-2 years relevant experience in college / university / school administration environment
- Employment service market
- PSET and CET Act
- Knowledge of Registration process
- Public Service prescripts
- DHET Policies
- Industrial operation
- Identification of opportunities in the market
- Labour Market
- Opportunity linkages with industries
- Drivers License is an added advantage

RECOMMENDATIONS:

- Excellent Communication (oral and written)
- Networking
- Negotiation
- Research
- Interpersonal
- Planning
- Organising
- Computer
- Promotion
- Placement

KEY PERFORMANCE AREA (DUTIES):

- Assist in rendering administration support services during the student registration processes
- Assist in rendering administration support services in the exam and marking centre
- Assist in rendering the career exhibition services
- Assist in rendering administration support services during the testing of students, with regard to choice of and placement within programmes
- Capture and update database of students enrolled within programmes
- Assist with the distribution and collection of learning materials
- Assist in issuing of certificates and results statement

APPLICATIONS: Forward Your Application, Quoting the Reference Number and 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**

