



HRM&D INTERNAL CIRCULAR 03 OF 2026

TO : ALL STAFF
FROM : HRM&D UNIT
DATE : 20 FEBRUARY 2026

INTERNAL STAFF TRANSFER 2026

Umfolozi Technical and Vocational Education and Training (TVET) College is inviting applications for transfer from the same salary level candidates to fill the position indicated below.

CLOSING DATE : 02 March 2026 at 16:00

NOTE : Applicants must submit with a comprehensive Curriculum Vitae and a fully completed DHET/HRMA/006 – Internal Transfer form to the relevant email address. Indicate the post name and reference number in the subject line of the email.

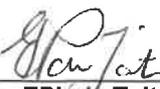
POST : **ADMINISTRATION CLERK (SECRETARIAT SUPPORT TO THE COLLEGE COUNCIL) SL5 (X1)**

CENTRE : Central Office
REF NO: UMF37/02/2026 Email: Applications.central@umfолоzi.edu.za

REQUIREMENTS : National Senior Certificate/ Grade 12/ Standard 10 or NCV Level 4 and recognised National Diploma in Public Administration / Public Management/ Business Management (NQF Level 6) or equivalent qualification. Must have at least 2-3 years in Public Administration environment in terms of recordkeeping, writing of minutes. Must have a good administrative skills, planning and organising, financial management, report writing, good communication and interpersonal skills. Advanced level of computer Skills (MS Work, MS Excel, Ms PowerPoint and Outlook. A valid driver's licence. Must have client Service focus and integrity. Be committed proactive and loyal. Must be willing to work irregular hours. Recommendation ability to work under pressure.

DUTIES : Provide secretariat support to the College Council Committees. Co-ordinate and arrange all logistical arrangements for travelling, accommodation and meetings. Process Claims, open files for all bookings and claims and update on regular basis. Maintain the calendar plan for scheduling and arranging meetings and communicate with all members of the above structures. Arrange all meetings (online or actual), proceedings and activities of the above structures. Provide technical support during meetings, proceedings and activities of all the above structures. Distribution of relevant documents for meetings. Assist in keeping a register of resolution. Receive and distribute reports of the above structures. . Maintains budget and database of its expenditure. Assist with the provisioning of administrative support. Maintain the effective flow of information and documents to all stake holders. Assist with the procurement of goods and services. Complete requisition forms for purchasing of goods and services. Assist with records keeping of all relevant council documents.

ENQUIRIES : Ms. NA Sibiya Tel No: 035-902 9501



Ms. EPL du Toit
UMfolozi TVET College: Acting Principal
Date: 20/2/2026