



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



Let the future be known

VACANCY ADVERTISEMENT

uMfolozi Technical and Vocational Education and Training (TVET) College is inviting applications from suitably qualified candidates to fill the following position:

APPLICATIONS : All applications should be emailed to: applications.cal@umfolozi.edu.za. The vacancy reference number must be indicated in the email subject line. Applications should be sent as one PDF file, without any qualifications. No Faxed or hand delivered applications will be accepted. Applications that do not comply with the above specifications will be disqualified.

CLOSING DATE : 08 March 2024 at 13:00

NOTE : A fully completed **new Z83** form, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Proof of computer literate and drivers licence must be indicated on the CV. Copies of qualification and other relevant documents **must not be included** in the application. Only shortlisted candidates will be required to submit certified copies of qualifications on the day of the interview. Communication will be limited to shortlisted candidates. A separate application must be submitted for each post that you are applying for. Late application (received after closing date and time) and incomplete applications will not be considered. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability). The Employer reserves the right not to make an appointment. Where applicable, candidates will be subjected to a skills test. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and citizen verification; criminal record and financial/asset record checks. Applicants who have not been invited for an interview within 60 days of the closing date should consider their application unsuccessful.

POST : ADMINISTRATION CLERK, Maphumulo Campus

REF NO : UMF/03/02/2024


SALARY : R202 233.00 Per annum (SL 05) plus benefits (College paid)
(12 Months Contract)

CENTRE : SUNDUMBILI CAMPUS

REQUIREMENT : Grade 12 certificate or any equivalent qualification, N6 Certificate in Public Management, 1 – 2 years' experience in Education/Teaching and Learning environment or related field, A valid driver's licence. Sound knowledge of administration tasks. Must be computer Literate. Basic Communication Skills (Verbal and written), Client Orientation and Customer focus, good telephone etiquette.

DUTIES : Office Management and administration. Provide an effective and efficient records management services. Operate office equipment, Liaise with internal and external personnel. Human Resource administration. Assist with student queries (NSFAS registration and examination). Asset and fleet administration.

ENQUIRIES : Ms NA Sibiya: 035 902 9501


Mrs. EPL du Toit
Acting Principal
uMfolozi TVET College

Date: 22/2/2024