

OPEN EXTERNAL ADVERTISEMENT

WATERBERG TVET COLLEGE, INVITES QUALIFIED AND EXPERIENCED CANDIDATES TO APPLY FOR THE FOLLOWING POST TO BE FILLED ACCORDING TO THE CETC ACT NO.16 OF 2006 (AS AMENDED)

REF: WTVET 2023/04 - PERSONAL ASSISTANT TO THE PRINCIPAL (TEMPORARY)

SITE: Central Office (Mokopane)

SALARY: R202 233 per annum (Salary Level 5) plus 37% in lieu of benefits

REQUIREMENTS :

An appropriate National Senior Certificate/Grade 12 certificate or NC(V) Level 4 certificate plus National Diploma in Management Assistant or National Diploma in Public Administration or equivalent qualification * A minimum of one (1) to two (2) years employment experience in rendering administrative and secretariat support * Reasonable experience in using computer applications in office management including MS Word, Excel, PowerPoint, and Outlook * Good interpersonal and communication skills to interface with people from various backgrounds * Good organizational and basic events management skills * A valid drivers licence.

DUTIES:

* Provide administrative support in the managers' office * Manage and administer the Principal's diary and itinerary * Type and prepare all the necessary documentation for the Principal * Ensure the safekeeping and filing of all documentation and records in the office of the Principal in line with the relevant legislation and policies * Ensure the smooth running of the Principal's office by handling all correspondence and queries requiring the attention of the Principal * Respond to enquiries received from internal and external stakeholders * Obtain inputs, collate and compile reports, e.g., progress, monthly and management reports * Scrutinise routine submissions/reports and make notes and/or recommendations for the Principal * Respond to enquiries received from internal and external stakeholders * Clarify instructions and notes on behalf of the Principal * Handle and manage cash flow in the office of the Principal including petty cash * Perform routine duties in the office of the Principal including telephone, travel arrangements, hotel bookings and arranging appointments and meetings, taking minutes * Interface with clients and visitors.

NOTE:

* Applications must be submitted on the new Z83 form obtainable from all Government Departments or can be downloaded from www.dpsa.gov.za. * The Z83 form must be **completed in full and originally signed** * Application should be accompanied by a recent updated comprehensive CV and copies of qualifications including academic records/transcripts and ID document * Failure to submit the requested documents will result in your application not being considered * Suitable candidates will be subjected to a personnel suitability check * Applications received after the closing date will not be considered * Faxed and e-mailed applications will not be considered * **The applications must be submitted to Waterberg TVET College Central Office Reception** at the corner of Totius and Hooge streets, MOKOPANE.

CLOSING DATE FOR SUBMISSIONS:

Tuesday, 31 OCTOBER 2023 at 16:00

Enquiries: Mr LF Mpebe (015 - 492 9021/9000)



**WATERBERG
TVET COLLEGE**
Together ensuring success