



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



PORT ELIZABETH
TVET COLLEGE

EXTERNAL ADVERTISEMENT
PROJECT FUNDED BY NATIONAL SKILLS FUND

**PORT ELIZABETH TECHNICAL VOCATIONAL EDUCATION AND TRAINING [TVET]
COLLEGE**

APPLICATIONS: Please hand deliver your application, quoting the reference number to: The Deputy Principal: Corporate Services: Mr. D.P. Baartzes; Port Elizabeth TVET College; Erica Central Campus; 1 Richmond Park Drive; Richmond Hill; Port Elizabeth 6001; Reception Area or post your application to: Private Bag X6040; Port Elizabeth 6000

CLOSING DATE AND TIME: 09 FEBRUARY 2022 at 16:00

NOTE: Applications must be submitted on a Z83 application form obtainable from any public service department or on the internet at www.gov.za/documents or www.pecollege.edu.za. The duly completed Z83 application form must be accompanied by a duly signed and dated Application Letter. A recently updated comprehensive CV with three (3) contactable references and certified copies of all qualifications, the qualification transcripts of certified copies (statement of results), identity document and driver's license [where it is required] not older than six (6) months is required. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority and the evaluation certificates from SAQA must be attached. Failure to sign the Z83 form and submit the requested documents will result in your application not be considered. Candidates whose appointments will promote representivity of race, gender and disability will receive preference. Correspondence will only be entered into with short-listed applicants. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Successful candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Applications received after the closing date or fax and email applications will not be considered.

POST: ADMIN CLERK PROJECTS (2 POSTS)

REFERENCE NUMBER: TS01/2022PEC

SALARY: R173 703.00P.A + 37% IN LIEU OF BENEFITS (SL 5)

CENTRE: PORT ELIZABETH TVET COLLEGE: KEMSLEY PARK & RUSSEL ROAD

NATURE OF APPOINTMENT: PROJECT CONTRACT – 3 YEARS (END DATE – 31 DECEMBER 2024)

Port Elizabeth Technical Vocational Education and Training College (TVET)

Central Administration - Tel: 041 509 6000, Fax: 041 582 2017 • Dower Campus - Tel: 041 509 6200, Fax: 041 481 7111
Iqhayiya Campus - Tel: 041 509 6450, Fax: 041 452 1048 • Russell Road Campus - Tel: 041 509 6300, Fax: 041 582 2281
Victoria Campus - Tel: 041 509 6150, Fax: 041 374 5321
Private Bag X6040, Port Elizabeth 6000 • Email: info@pec.edu.za • www.pecollege.edu.za

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REQUIREMENTS: Incumbent should have a relevant Senior Certificate / Grade 12/ NCV Certificate (Level 4). Management Assistant - N6. Sound Communication Skills. Computer Literate. Be flexible in working hours Sound knowledge of project administration. Knowledge of the ITS system. Must have 2 – 3 years working experience in the related field. Knowledge of the TVET College system, Report 191 & Occupational programmes. Knowledge of HR practices and competencies. A valid driver's license will be an added advantage.

DUTIES: Attendance record keeping of staff and students (Liaison with placement officer for effective administration of workplace registers & stipend processing). Render Secretariat Support in Project Meetings. Assist with admin duties in preparation for assessments and moderation. Capture students Marks on ITS System, Loading of ITS requisitions. Assist with students' registrations & Inductions. Assist in managing/organising students and facilitators Portfolios. Render Administrative support to the Facilitators and Project Manager. Office management, developing project templates. Manage beneficiaries' spreadsheets for stipend. Manage NSF Project filing systems. Liaison with internal & external stakeholders. Facilitation of logistics, Arrange stationery for students & staff. Prepare required financial documents for Quarterly Financial Reports. Arrange trainings for staff, Attend to NSF Officials on administrative matters.

Enquiries: Mrs. C Jansen & Mrs. Z Plaatjies

Tel: (041) 509 6000

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