



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



PORT ELIZABETH
TVET COLLEGE

EXTERNAL ADVERTISEMENT

DSPP 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 PROJECT

REFERENCE NUMBER: TS02/2022PEC

SALARY: R173 703PA + 37% IN LIEU OF BENEFITS (SL 5)

CENTRE: PORT ELIZABETH TVET COLLEGE: IQHAYIYA

NATURE OF APPOINTMENT: PROJECT CONTRACT (END DATE - 31 DECEMBER 2022)

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 is essential for this position

DUTIES: Attendance record keeping of staff and students. Render Secretariat Support in Project Meetings. Assist facilitators with general administrative duties. Render Administrative support to the Facilitators and Project Manager. Office management. Developing project templates. Manage Project filing systems. Liaison with internal & external stakeholders. Facilitation of logistics. Communication with host employers (Driving in & out to meetings when required). Loading of ITS requisitions. Prepare required financial documents for Quarterly Financial Reports. Follow up on placement of apprentices to host employers. Arrange trainings for apprentice. Attend to NSF Officials on administrative matter

ENQUIRIES: Mrs. C Jansen & Mrs. Z Platjies

Tel: (041) 509 6000

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