



ADVERT

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: 06 September 2022 at 16H00.

NOTE: Applications must be submitted on a new Z83 form obtainable from any Public Service department as well as Port Elizabeth TVET College Reception, Port Elizabeth TVET College Official website www.pecollege.edu.za (and be fully completed, dated and signed). Should be accompanied by copies of formal qualifications, copy of academic transcript, copy of unendorsed valid driver's license (where applicable) and copy of ID (both sides if it is a smart card ID), a comprehensive CV with contact details of at least three references and any other relevant documents. Required documents need not be certified when applying for post, only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from HR. Foreign qualifications must be accompanied by a SAQA evaluation report. Immigrants should apply for work permits before assumption of duty. Candidates whose appointments will promote representivity of race, gender and disability will receive preference. NB: Please consider your application as unsuccessful should you not be contacted within 60 days from the closing date of this advertisement. Correspondence will be limited to shortlisted candidates only. Shortlisted candidates will be subjected to security screening. Successful candidate may be required to work at other places as may reasonably be required by the Department and the College. Port Elizabeth TVET College reserves the right to withdraw the mentioned advert.

POST: RECEPTIONIST

REFERENCE NUMBER : PS31/2022DHET

SALARY: R147 459 + SERVICE BENEFITS (SL 4)

CENTRE: PORT ELIZABETH TVET COLLEGE : ERICA CAMPUS

NATURE OF APPOINTMENT: PERMANENT

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



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



REQUIREMENTS: Incumbent should have a relevant Senior Certificate / Grade 12/ NCV Certificate (Level 4). No experience required. Knowledge of Department of Higher Education mandate (TVET, CET and Skill Development). Knowledge of DHET policies and business units. Knowledge of relevant legislation, prescripts, policies and procedures. Knowledge of customer care policies. Report writing. Telephone etiquette, client orientation and customer focus, customer care, counselling/problem solving, database management, innovative and creative thinking, patience, organizing and planning, reading, operating equipment, communication (verbal and written), people management, office management and administration, analytical, computer literacy and disciplined.

DUTIES: Receive telephonic calls, messages and channel to relevant role players. Welcome, receive and direct clients to relevant units. Provide relevant information as required. Operate office equipment such as a fax machines and photocopiers. Liaise with internal and external personnel. Maintain telephone directory. Maintain and control visitors register at reception.

ENQUIRIES: Mrs. C Jansen & Mrs. Z Plaatjies

Tel: (041) 509 6000

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