



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



PORT ELIZABETH
TVET COLLEGE

ADVERT

DEPARTMENT: PORT ELIZABETH TVET COLLEGE
POST: ASSISTANT DIRECTOR: OFFICE MANAGER
(OFFICE OF THE PRINCIPAL)
REF NO: TS21/2025PEC
SALARY: R468 459 + 37% IN LIEU OF BENEFITS PER ANNUM (LEVEL 9)
CENTRE: PORT ELIZABETH TVET COLLEGE: ERICA CAMPUS
NATURE OF
APPOINTMENT: FIXED TERM (ASSUMPTION OF DUTY – 31 DECEMBER 2030)

REQUIREMENTS: The incumbent must be in possession of a National Senior Certificate / Grade 12 / NCV Certificate (Level 4), together with a recognised National Diploma (NQF Level 6) in Public Management, Business Management, Office Management and Technology, or a related qualification. A minimum of three (3) to five (5) years' relevant experience in a strategic planning and administration environment is required. A valid Code 08 driver's licence is essential. The successful candidate should demonstrate an in-depth knowledge of Public Service legislation and policies, including the Employment Equity Act, Public Service Regulations, Public Service Act, Labour Relations Act, and other related legislation. Comprehensive understanding of the Post-School Education and Training (PSET) system, TVET and CET administration, and the Higher Education sector is essential. The candidate must also possess a sound understanding of corporate governance principles, as well as cost centre budgeting, expenditure, and cash flow management. The position requires advanced skills in planning and organising, financial management, project management, report writing, communication, interpersonal relations, analytical thinking, problem solving, and people management. Proficiency in computer literacy (MS Word, Excel, and PowerPoint) is mandatory. The successful incumbent must demonstrate a strong client service focus, integrity, commitment, proactiveness, and loyalty. The ideal candidate will display strong leadership, sound decision-making abilities, and a commitment to continuous learning, high-quality service delivery, and the promotion of a positive organisational culture.

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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DUTIES:

The successful candidate will be responsible for overseeing the development, implementation, and monitoring of institutional policies, as well as establishing effective office procedures and operating systems to ensure efficiency within the Office of the Principal. The incumbent will provide high-level administrative and executive support, manage the workflow and operations of the College, and ensure the smooth functioning of all activities within the Principal's office. Key responsibilities include conducting research, providing expert administrative advice, drafting correspondence and reports, managing the office budget, and coordinating inputs for annual, quarterly, and monthly performance reports. The role further involves establishing and maintaining effective record and document management systems, monitoring the implementation of decisions, and preparing reports and presentations for College forums. The incumbent will coordinate logistics for all meetings and events, including Council, EXCO, Academic Board, and other stakeholder engagements, as well as College-hosted functions, ensuring proper arrangements for venues, documentation, and protocol. Additional duties include supporting training initiatives, managing office resources, maintaining financial records, ensuring accurate reconciliations, and verifying expenditure in line with approved budgets. The incumbent will design and maintain secure filing systems, ensure the safekeeping of records, and facilitate the retrieval of documentation when required. Secretariat support will be provided to the College Council, Committees, Academic Board, Senior Management, and external stakeholders through meeting coordination, agenda preparation, minute taking, and follow-up on resolutions. Furthermore, the role includes facilitating and coordinating strategic and operational planning processes, developing service delivery improvement initiatives, supporting priority programmes and projects, compiling institutional performance reports, and assessing the College's overall effectiveness and efficiency in achieving service delivery objectives.

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NOTE:

All applications must be submitted on the new approved Z83 Application Form (dated 1 January 2021) obtainable from the DPSA Website or any Public Service Department website. The new Z83 Application Form must be fully completed and duly signed. The Z83 Application Form must be accompanied by a detailed recently updated comprehensive CV with three (3) contactable references (provide their contact number and email addresses). Only shortlisted candidates will be contacted to submit the required certified documents. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately for every post you wish to apply for. Failure to submit the requested documents will result in your application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on the application. Only posted or hand-delivered applications will be considered. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to personnel suitability checks (criminal records, citizenship, and qualification verification). The suitable candidates will be required to annually disclose their financial interests and declare any conflict or perceived conflict of interest. People with disabilities are encouraged to apply. All applicants must consider their applications to be unsuccessful if not contacted within 60 days after the closing date.

APPLICATIONS:

Please hand deliver your application, quoting the reference number to: The office of the Deputy Principal: Corporate Services. 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:

18 December 2025

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