



ADMINISTRATION CLERK: CENTRE OF SPECIALIZATION (COS) (SL5)
SALARY: R163 563 PER ANNUM (EXCLUDING BENEFITS)
REF NO: EEC-ACCOF-01/2018
3 YEARS FIXED TERM CONTRACT.

Minimum Requirements: An appropriate National Diploma or equivalent qualification specializing in relevant field. At least 1-year experience in clerical/administrative in a relevant field preferably in Project Management. Good written and verbal communication skills. Computer literacy. Drivers licence will be an added advantage

Competencies, Knowledge and Skills: Basic knowledge of skills development in education and training. Knowledge of SAQA Act, Occupational Health and Safety Act. PFMA, Skills Development Act, Skills Development Levies Act, Public Service Act and FECT Act. Accuracy in Report writing skills, Project Management skills, Time management skills, Presentation skills, Good communication and interpersonal skills, Strong administrative skills and Management skills, Analytical and Problem solving skills, Customer/Client care skills. Proactive and ability to work independently as well in a team.

Duties and Responsibilities:

Administration of Centre of Specialisation programmes. Create and regularly update the database for the prospective learners. Coordinate recruitment and appointment of suitable learners in line with project requirements. Administrate and coordinate learner services. Make requisition for learning materials including Personal Protective Equipment (PPE) for the learners. Allocate resources and learning materials students/learners. Administrate of Post-Programme services. Prepare logistical requirements for graduation of learners. Prepare invitations for internal and external stakeholders for the graduation. Compile COS related reports and take minutes during meetings with internal and external stakeholders. Provide statistical report relating to the Centre of specialisation. Provide administrative support to the department and adhere to College policies.

CLOSING DATE: 28 September at 13:30. Applications received after the closing date, emailed or faxed applications will not be considered. Please Note: Applications must be submitted on a form Z83 obtainable from any Public Sector Department/TVET College.

The reference number and the post title must be quoted on the Z83 which must be originally signed by the applicant. Candidates must also submit comprehensive curriculum vitae, certified copies of identity documents and certified copies of all qualifications including matric certificate. Certified copy of the drivers licence, where required, must be provided. All qualifications obtained from institutions outside South-Africa should be accompanied by certified copies of SAQA certificate. Clearly indicate the experience where applicable (DD-MM-YYYY). Successful candidate will be subjected to an assessment of his/her experience and security screening. Applications must be delivered to Ekurhuleni East TVET College, Sam Ngema Road, Kwa-Thema or posted to Private Bag X52, Springs 1560, for the attention of the HR Manager, MR M MATHE. Due to high volume of applications, applications will not be acknowledged and if you do not receive any response within 3 months, please accept that your application was unsuccessful. The College is an affirmative action employer ENQUIRIES: Mr M Mathe Tel. No. (011) 730-6600.