



**Tshwane University
of Technology**

We empower people

VACANCY BULLETIN

Position: Part -Time Student Assistant
Department: Tshwane School for Business and Society
DVC: Teaching Learning and Technology
Ref: 25/43

The Tshwane School for Business and Society at the Pretoria campus, 1204 Park Street, Ditsela Place, Hatfield, Pretoria, requires the services of a part-time Student Assistant (19 hours per week)

1. Job Summary:

The Student Assistant will provide the TSB Director with administrative support and contributing to the efficient operation of his office.

2. Critical Performance Areas:

- Provide administrative support to TSB Director, ensuring smooth daily operations.
- Coordinate and manage Directors schedules, meetings, and appointments.
- Handle confidential information with the highest degree of integrity.
- Facilitate communication between executives, team members, and external stakeholders.
- Assist in preparing reports, presentations, and other business documents.
- Manage office correspondence and ensure timely responses to inquiries.
- Assist in organizing travel arrangements, events, and other logistical tasks.
- Support in managing office systems, filing, and documentation processes.

3. Minimum Requirements:

- Postgraduate Diploma in Administrative Information Management or Postgraduate Diploma in Business Administration.

4. Experience:

- Proven experience as a Student/Administration Assistant.
- Sound knowledge of office management systems and procedures.

Women and people with disabilities are encouraged to apply.





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5. Knowledge and Skills

- Strong organizational and multitasking abilities.
- Excellent written and verbal communication skills.
- High level of discretion and professionalism in handling sensitive information.
- Ability to work independently and as part of a team.
- Proficient in office softwares (e.g. Microsoft Office Suite).
- Attention to detail and ability to prioritize effectively.

Application Process

Interested candidates must submit the under mentioned documents only to motediem@tut.ac.za.

- Curriculum Vitae (CV).
- Proof of registration at TUT for 2025.
- A recent certified highest qualification copy.
- A recent certified ID copy.

Closing Date: 31 March 2025

Enquiries : Ms Evodia Motedi: Tel: 012 382 4004

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If we have not responded within a month of the closing date, you should regard your application as unsuccessful. Correspondence will be entered into only with short-listed candidates. Candidates may be required to undergo psychometric tests and any other simulation interventions. People with disabilities are encouraged to apply. Preference will be given to people from designated groups and the University reserves the right, in its sole discretion, not to make an appointment.

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