

<u>POST 04/97</u>	:	<u>CAMPUS ADMINISTRATOR REF NO: RFT/CAMPUSADMINISTRATOR/01</u>
<u>SALARY</u>	:	R325 101 per annum (Level 07), plus benefits
<u>CENTRE</u>	:	Western TVET College - Randfontein Campus
<u>REQUIREMENTS</u>	:	Matric/Grade12 Certificate plus a recognised 3-year National Diploma or Degree in Office Management and Technology/Public Management/Management Assistant or any other relevant qualification. Must have a minimum of 1 to 2 years relevant work experience in the administration environment. Supervisory experience will be an added advantage. Must have a valid driver's license. Must be computer literate. Competencies, Knowledge, And Skills: Must have knowledge and understanding of office administration. Knowledge of Public Service prescripts, regulations and legislations. Knowledge and understanding of the TVET sector administration. Understanding of corporate governance and any other related legislation. Should have good planning, organising, report writing, presentation, communication, leadership and good decision-making skills.
<u>DUTIES</u>	:	Management of campus and student administration function, including the implementation of Standard Operating Procedure on student enrolment. Thorough working knowledge of student enrolment, linking of lecturers and students, creating and printing control lists and registers, capturing of marks and absenteeism, enrolment reports. Process the details of applications for programmes and credits. Prepare reports, presentations, and other correspondence. Arrange meetings, conferences, workshops, and other gatherings as required by campus management. Coordinate leave forms and submit them at corporate office. Coordinate PMDS & IQMS documents and submit to corporate office. Monitor the attendance register for all staff at the campus. Provide procurement services. Complete requisition forms, receive goods and services. Verify the correctness of goods and services supplied against the appropriate documentation. Put processes in place for proper record keeping (storage and retrieval) of all student data. Provide finance and asset management services at the campus. Assist in the development, implementation, and monitoring of data policies on student enrolments.
<u>ENQUIRIES</u>	:	Mr P Motai Tel No: (011) 692 4004 Ext. 1010/1061/1062
<u>APPLICATIONS</u>	:	Please hand deliver your application or email it to campusadmin2026@westcol.co.za in a pdf format and as one attachment, quoting the relevant reference number to the Principal, Western TVET College, Corporate Office, 42 Johnstone Street, Randfontein, 1760.
<u>NOTE</u>	:	All applications must be accompanied by a signed and fully completed NEW Z83 form obtainable from any public service Department or DPSA website, a comprehensive CV including at least three contactable references. Only shortlisted candidates will be required to submit certified copies of original documents with academic records/transcripts and other relevant supporting documents on or before the day of the interview following communication from HR Office. Foreign qualifications must be accompanied by a SAQA evaluation report. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Successful candidates will be subjected to a vetting and financial disclosure process (criminal record, citizenship, qualification verification and employment verification). People living with disability are encouraged to apply. If you have not been contacted within six months after closing date, please consider your application as unsuccessful. Western TVET College is an equal opportunities employer and reserves the right not to fill the posts. Please ensure that the Z83 form is completed in full. Incomplete Z83 will be disqualified.
<u>CLOSING DATE</u>	:	20 February 2026 at 12:00.
<u>POST 04/98</u>	:	<u>SECRETARY TO THE CAMPUS MANAGER REF NO: TNC/TC/26 – 02/2</u> Nature of Appointment: Permanent) Re-advertisement
<u>SALARY</u>	:	R228 321 per annum (Level 05), plus benefits
<u>CENTRE</u>	:	Temba Campus
<u>REQUIREMENTS</u>	:	Senior Certificate or equivalent plus a National Diploma in Management Assistant/Office Administration. 1-3 years' experience in typing and secretarial support. Basic knowledge of financial management. Record management of documents. Ability to communicate well with people at different levels and