

GERT SIBANDE TVET COLLEGE COUNCIL INVITES SUITABLY QUALIFIED CANDIDATES TO APPLY FOR THE FOLLOWING VACANT POSTS

ADMINISTRATION CLERK (CONTRACT)

Salary: R 173 703.00 p.a. benefits excluded

•(Ref no. GSC 31/2021), **Central Office:** CGC Project

Minimum requirements: • Grade 12 with computer as a past subject, Plus Two years relevant experience.

Competencies: Innovative thinking and problem solving skills •Ability to perform accurately and methodically under pressure •Sound interpersonal relations and a pleasant telephone personality •Good planning organizational skills •Thoroughness, honesty, integrity and willingness to work hard, coupled with work pride •Appropriate verbal and written communication skills •Computer literacy •.

Duties: • The incumbent will be responsible to render comprehensive secretariat and general clerical support services to the TVETCGC Provincial Working Committee and its sub-committees which includes recording, organising, storing information, capturing and retrieving correspondence and data, updating registers, handling routing enquiries, making photocopies, distributing documents/meeting packs on time to the TVETCGC Provincial Working Committee and its subcommittees as well as various stakeholders as required; keeping and maintaining an electronic and manual filing system for the office; typing letters and/or other correspondence when required; keeping and maintaining incoming and outgoing document registers of the office; keeping and maintaining attendance registers for all meetings of the TVETCGC Provincial Working Committee and Committees; arranging traveling and accommodation for various stakeholders, manage declarations of conflict of interest.

Enquiries: Mr JM Manana

Tel. 017 712 9040 (during office hours)

Closing date: 05 March 2021 at 14:00

Note: •Applications must be accompanied by a fully completed and officially signed **Z83** form, a comprehensive CV and originally certified copies of all qualification, academic records, ID document and valid driver's licence not older than 6 months, if drivers licence is required in terms of the requirements of the post, together with at least three contactable work-related references •Application **Z83** form is available on our website, www.gscollege.edu.za or DPSA website •Failure to submit the requested documents will result in your application not being considered •No faxed or emailed applications will be accepted •Applicants should submit separate applications where more than one post is applied for •Selected candidates will be subjected to vetting process and personnel suitability check in terms of minimum information security standard •The College reserves the right to verify any information received in applications • Late and incomplete applications will not be considered • Submission of fraudulent documentation and canvassing of Council members or College staff will

immediately disqualify the candidate • Communication will be entered into with successful candidates only • Should you not receive any response from us within 60 days after the closing date, please consider your application as unsuccessful • Post reference number should be indicated on the application • The College reserves the right to withdraw any position at any time.

Applications must be forwarded to: The Principal/CEO, Gert Sibande TVET College, P.O. Box 3475, Standerton, 2430 or for attention Manager Acting HR: Mr JM Manana, Human Resources or may be placed in the application container located at the reception: Gert Sibande TVET College, 18a Dr Beyers Naude Street, Standerton.

GERT SIBANDE COLLEGE IS COMMITTED TO ESTABLISHING A DIVERSE WORKFORCE PREFERENCE WILL BE GIVEN TO SUITABLE CANDIDATES FROM THE DESIGNATED GROUPS ESPECIALLY WITH REGARD TO RACE, GENDER AND DISABILITY.