

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

ITS CLERK (1 Year Contract)
Salary: R 237 453.00 per annum
(Ref:GSC58/2026) **Perdekop Campus**

Minimum requirements: •Grade 12 Certificate, with Computer as a passed subject or NCV Level 4 Certificate in Office Administration or any relevant qualification • N6 Certificate in Management Assistant or Diploma in Management Assistant will be an advantage • 1 year experience in Administration Environment will be an advantage •Valid Driver's Licence will serve as additional advantage.

Skills: •Good Planning and Organizing Skills, Communication Skills (verbal and written), Computer literacy, Flexibility, Report writing, Teamwork.

Duties: • Administer and assist with student registration processes in line with the College's Standard Operating Procedures (SOPs) • Capture and verify student information on the College system (ITS) • Print and distribute control lists and class registers • Screen and process online applications • Attend to student and public enquiries • Capture student marks and absenteeism accurately • Maintain updated student academic records and ensure all information is securely stored and accessible when required • Receive and process applications for National N Diploma and Certificates • Ensure proper documentation and filing for all students' information.

Enquiries: Mr BJ Dlongolo/Ms CM Moloi on Tel. 017 712 9040 (during office hour)

Closing date: 06 November 2026 at 13:00

Note: •Applicants must submit a fully completed and officially signed **Z83** form and a comprehensive CV when applying for a post, at least three contactable work-related references on CV or Z83 form. Candidates who are shortlisted will be contacted to submit originally certified copies of all qualification before an interview, including 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 • 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 applications will be accepted • Applicants should submit separate Z83 and CV 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 and unsuccessful candidate who attended interview • 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 Acting Principal, Gert Sibande TVET College, P.O. Box 3475, Standerton, 2430 or for attention Acting HR Manager : Mr BJ Dlongolo, or may be placed in the application container located at the reception: Gert Sibande TVET College, 18a Dr Beyers Naude Street, Standerton, 2430 or email to applications@gscollege.edu.za.

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