



**Tshwane University  
of Technology**

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# VACANCY BULLETIN

**3 MONTHS PART-TIME DEPARTMENTAL ADMINISTRATOR  
DEPARTMENT: EDUCATIONAL FOUNDATION  
FACULTY OF HUMANITIES  
SOSHANGUVE NORTH CAMPUS  
Ref: 26/G44**

The Faculty of Humanities in the department of Educational Foundation is seeking to appoint a Part-Time Departmental Administrator for 3 Months at the Tshwane University of Technology- Soshanguve North Campus.

**INSTRUCTIONS:** Applicants are required to submit, together with the CVs, a fully completed standardized application form available from the university intranet as well as recently certified copies of qualifications and Identity Document. Failure to comply with this instruction will disqualify the candidate. Candidates may be subjected to appropriate psychometric testing and other selection instruments

**Key performance areas/Core functions:**

- Responsible for secretarial and administrative functions of the department.
- Support the HOD and staff members with the administrative functions related to the overall efficiency and effective running of teaching and learning research and community engagement activities of the department.
- Assist the HOD by convening the respective committee meetings such as Departmental meetings, compiling agendas, writing up of the minutes and attending to appropriate follow up tasks.
- Responsible for marketing activities.
- Financial administration of departmental budget as well as purchases and control of inventories as required by the HOD.
- Human resource administration, including assisting the HOD with HR activities relating to recruitment, administration, appointment, etc. of academic and support staff members within the department.
- Respond to student's enquiries, assist students with administrative matters pertaining to registration queries, cancellation or additions of subjects.

Women and people with disabilities are encouraged to apply.





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- Compiling departmental reports.
- Detailed knowledge of the contents of the PQM offered within the department.
- Knowledge of TUT procedures and policies.
- Knowledge of various information systems such as I Enabler, ITS, HEDA, etc. used within the department, school of education and university.
- Working collaboratively with other administrators within the Faculty of Humanities and in other Faculties and departments receiving service from and providing service to the department. Maintaining and implementing effective administrative systems and procedures with a particular reference to office records.
- Liaison with internal stakeholders such as the Executive Dean's office, Registrar's environment, service departments and external stakeholders.
- Any ad-hoc duties delegated by the HOD/Academic Manager.

## **Minimum requirements:**

### **1. Academic qualifications:**

- National Diploma in Office Management/Administration

### **2. Experience:**

- 3 years administrative experience in an academic environment.
- Proficiency in office packages (Microsoft Word/Excel/PowerPoint).
- Proficiency using ITS, I Enabler, HEDA/MIS

### **3. Knowledge and Skills**

- Knowledge of TUT procedures and policies.
- Knowledge of various information systems such as iEnabler, ITS, HEDA, etc. used within the department, school of education and university

### **4. Registration with professional body (if applicable):**

None

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**Send CVs to** : [MokgokoKE@tut.ac.za](mailto:MokgokoKE@tut.ac.za)

**Enquiries** : Dr MN Morake - 012 382 9344

**Closing date** : 01 May 2026

**NB:** If we have not responded within a month from the closing date, you should regard your application as unsuccessful. Correspondence will only be entered into with short-listed candidates. **The University reserves the right not to make an appointment.** It is the intention of the University to promote representativity in respect of race, gender and disability through the filling of this post.

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