Tshwane University of Technology

We empower people

VACANCY BULLETIN

Part-time Administrative Assistant
ICT 1st Year and Foundation Unit
Soshanguve South Campus
REF: 26/G139

ICT 1st Year and Foundation Unit requires the service of **1X Part-time Administrative Assistant** from January to December 2027 at the Soshanguve South Campus.

INSTRUCTION: Applicants are required to submit, together with the CVs, proof of registration, academic record 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:

- Support the Departmental Administrator and academic staff with administrative functions to ensure the efficient and effective running of teaching, learning, and community engagement activities within the department.
- Ensure efficient and effective administrative support for Hackathons conducted across all campuses (TVH, MAISH, and LVH).
- Respond to student inquiries and assist with administrative matters related to registration, subject additions, and cancellations.
- Assist in compiling agendas and recording minutes for departmental and committee meetings such as Repeaters' Meetings, DTLC, JGA Assignment, and other related sessions.
- Assist in coordinating departmental events such as Hackathons, Orientation Boot Camps, and Curriculum Alignment Workshops.
- Provide administrative support for ICEP Intern processes, including application, selection, recruitment, and registration.
- Control and monitor office supplies, including stationery and related materials.

Women and people with disabilities are encouraged to apply.

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Minimum requirements:

Academic qualifications:

- NQF level 6 National Diploma in Office Management and Technology or Administrative Information Management or any equivalent relevant qualification.

Experience:

- At least two (2) years of relevant office administration experience in an academic environment is required.

Knowledge and skills

- Have good interpersonal and organizational skills
- Experience and confidence when dealing with staff and external stakeholders
- Knowledge of office computer applications such as MS Word, Outlook, Excel, and SharePoint
- General knowledge of ITS, iEnabler and Adobe Sign.
- Procurement procedures for ordering goods
- Proficiency in minute-taking and report writing

Registration with a professional body (if applicable):

- None

TCA: Please note that the department reserves the right not to employ for the advertised position.

Send your CV to: DlaminiSP@tut.ac.za

Closing Date: 18 November 2026

Enquiries: Mr MB Phurutsi, Tel: 012 382 9796

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. The University reserves the right not to make an appointment. It is the intention of the University to promote representation in respect of race, gender, and disability through the filling of these posts. Preference will be given to candidates from the designated groups. Candidates are also required to complete the employment application form. The application is available on the University's website, share point and the University's intranet.

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