Tshwane University of Technology
We empower people

VACANCY BULLETIN

INTERNAL/EXTERNAL ADVERT
1X ADMIN ASSISTANT
Office of the Executive Dean (Assistant Dean: Research and Postgraduate Studies)
Faculty of Economics and Finance
Ref: 26/Q43a

The Faculty of Economics and Finance has a Part-Time position for an Administrative Assistant in the Office of the Executive Dean- Assistant Dean: Research and Postgraduate Studies at the Ga-Rankuwa 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 the identity document. Failure to comply with this instruction will disqualify the candidate.

Critical Performance Areas

Key performance areas/Core functions:

- Assist in providing administrative support to the Assistant Dean: Research and Postgraduate Studies, academic staff, and postgraduate students.
- Keep and manage the office diary and assist in scheduling meetings and booking of venues.
- Assist with staff/supervisors and postgraduate student enquiries.
- Assist in managing the database and update postgraduate students' progress records on ITS and information systems.
- Assist in coordinating the faculty events and/or workshops.
- Assist with the filing system in the office.
- Any other duties as may be required by the Assistant Dean: Research and Postgraduate Studies.

Minimum requirements:

1. **Academic qualifications:**

   Advance Diploma in Finance, Economics and any relevant qualification/related field. A related Postgraduate Diploma will be an added advantage.

2. **Experience:**

- At least one years' experience as an academic Mentor/ Tutor and Student Assistant in academic or support environment.

Women and people with disabilities are encouraged to apply.

3. **Knowledge and Skills**

- Proficiency in Microsoft Office (Word, Excel, Outlook, PowerPoint).
- Proven experience as an Administrative or Student Assistant or in a similar role
- Strong organisational and time management skills.
- Ability to multi-task and prioritise work.
- Professional attitude and appearance.
- Good relations with postgraduate students and staff.
- Excellent oral, communication, and computer skills.

Send your CV to: Ms Carol Manana at **MananaNC@tut.ac.za**
Closing Date: 20 November 2026.
Enquiries: Prof M.F Zerihun Tel: 012 382-0512.

NB.:

If we have not responded within a month of the closing date, you should regard your application as unsuccessful. Correspondence will be entered into with short-listed candidates only. The University reserves the right not to make an appointment. Candidates will be required to undergo psychometric tests and any other simulation interventions.