



Tshwane University
of Technology

We empower people

VACANCY BULLETIN

INTERNAL/EXTERNAL ADVERT

**Directorate of Student Governance and Leadership Development
Part-Time Administrative Assistant X1
SOSHANGUVE CAMPUS
Ref: 26/Q28a**

The Directorate of Student Governance and Leadership Development has one Administrative Assistant position at Soshanguve Campus.

Key Performance Areas

- Facilitating student leadership participation in the university governance structures and committees.
- Administration Support to the SRC and its related structures.
- Provide support to SGLD offices
- Support the SGLD Office in the coordination of all training and development interventions of the SRC.
- Assist SGLD in coordinating interactions between the CSRC with various internal and external stakeholders.
- Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

Academic Qualifications

- NQF level 4 (NSC) National Senior Certificate

Experience

- 1 year relevant administration experience.

Knowledge and skills

- Knowledge of student governance systems in a university.
- Events Management and projects management.
- Skills Development Facilitation and camping management.
- Good report writing skills.
- Time management, Office management and administration.

Women and people with disabilities are encouraged to apply.



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

Enquiries: Ms. Palesa Nelwamondo. (012) 382 4284

Closing Date: 30 April 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 appoint.** It is the intention of the University to promote representatively in respect of race, gender and disability through the filling of these posts. Preference will be given to candidates from the designated groups.

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